

<p>ENFORCEMENT DIRECTORATE GOVT OF INDIA ::MIN. OF FINANCE #209, PALIKA PLAZA PHASE-II, MTH COMPOUND, INDORE-452001 TEL: 0731-2434262, 2535262(F)</p>		<p>प्रवर्तन निदेशालय भारत सरकार :: वित्त मंत्रालय #209, पालिका प्लाजा फेज़-II, एम.टी.एच. कंपाउंड, इंदौर-452001 फोन:0731-2434262,2535262(F)</p>
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File No. G-26(02)/IND/2017

Date:03.08.2018

निविदा सूचना संख्या :01/2018
Tender Notice No.01/2018

अनुबंध आधार पर "विभिन्न सेवाओं" के आउटसोर्सिंग के लिए निविदा नोटिस
TENDER NOTICE FOR OUTSOURCING OF "VARIOUS SERVICES" ON CONTRACT BASIS

एक वर्ष की अवधि के लिए प्रवर्तन निदेशालय, इंदौर उप-क्षेत्रीय कार्यालय के लिए अनुबंध आधार पर निम्नलिखित श्रेणी / कार्य के तहत विभिन्न सेवाओं के आउटसोर्सिंग के लिए मुहरबंद निविदाएं आमंत्रित की जाती हैं, जिन्हें संतोषजनक प्रदर्शन के आधार पर तीन साल तक बढ़ाया जा सकता है:

Sealed tenders are invited for the outsourcing of various Services under following category/work ON CONTRACT BASIS for the office of Enforcement Directorate, Indore Sub-Zonal Office for a period of one year which can be extended upto three years on the basis of satisfactory performance:

संख्या (Item No.)	सेवाओं का विशेष क्षेत्र (Particular of services)	क्षेत्र / स्थान (Area/ Location)	श्रमशक्ति की संख्या (No. of Manpower)
01	हाउसकीपिंग सेवाएं (अकुशल) Housekeeping Services (Unskilled)	प्रवर्तन निदेशालय, 209, पालिका प्लाजा, फेज -2, एमटीएच कंपाउंड, इंदौर -452001 Enforcement Directorate, 209, Palika Plaza, Phase-II, M.T.H. Compound, Indore -452001	03
02	डाटा एंट्री ऑपरेटर (कुशल) Data Entry Operator (Skilled)	-do-	04

- प्रत्येक श्रेणी में श्रमशक्ति की उपरोक्त संख्या सूचक है और यह आवश्यकता के आधार पर भिन्न हो सकती है।
The aforementioned number of Manpower in each category is indicative and it may vary based on requirement.
- नियम और शर्तें संलग्न हैं।
Terms and conditions are enclosed.
- निविदा प्रपत्र / विस्तृत जानकारी इस कार्यालय से 04.08.2018 से 22.08.2018 तक कार्यालयीन समय में 10.00 बजे से 18.00 बजे के बीच प्राप्त की जा सकती हैं।
Detailed information/ forms may be collected from this office from 04.08.2018 to 22.08.2018 in between 10:00 hours to 18:00 hours during working days.
- निविदा दस्तावेजों को जमा करने की अंतिम तिथि 23.08.2018 को 17.00 बजे तक है।
Last date of submitting Tender documents is 23.08.2018 up to 17.00 Hrs.
- निविदा 24.08.2018 को 13.00 बजे खोली जाएगी। इच्छुक निविदाकर्ता / कंपनी / उनके अधिकृत प्रतिनिधि इसमें उपस्थित रह सकती हैं।
Tender will be opened on 24.08.2017 at 13:00 hrs. Interested bidder/Company/ Firm or their authorised representative may attend the same also.

• निविदा आमंत्रित करने की विस्तृत सूचना (एनआईटी) <http://eprocure.gov.in> की साइट तथा प्रवर्तन निदेशालय की साइट- <http://enforcementdirectorategov.in> से डाउनलोड की जा सकती है।

The detailed Notice of inviting Tender (NIT) may be downloaded from the site of <http://eprocure.gov.in> or from the site of Enforcement Directorate- <http://enforcementdirectorategov.in>.

• अधो हस्ताक्षरी किसी भी कारण के बिना किसी भी उद्धरण को स्वीकार या अस्वीकार करने का अधिकार रखते हैं।
The undersigned reserves the right to accept or reject any quotation without assigning any reason.

P. Chohan
08/08/18
(पलाश भोयर)
उप निदेशक

प्रतिलिपि(Copy to) :

i) मुख्यालय, नई दिल्ली ईडी को अपनी वेबसाइट तथा सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल की साइट पर इस NIT को अपलोड करने के लिए आवश्यक कार्रवाई हेतु निवेदन।

Head Office, New Delhi for taking necessary action for uploading this NIT on ED's own website and on the website of central public procurement portal.


उप निदेशक

Sealed tenders are invited from registered bona-fide Agency/Contractor/Manpower Service Providers to provide "**House Keeping Services and Data Entry Operator**" **ON CONTRACT BASIS for Enforcement Directorate, Indore Sub-Zonal Office for the period of one year which can be extended upto three years on satisfactory performance of the engaged agency on quarterly review basis.**

The technical and financial terms and conditions shall be as follows:

(A). TECHNICAL:

1. The Agency/Contractor should have a trade licence issued by the concerned authority.
2. The Agency/Contractor providing the services should be in business of providing Manpower Services to Government/ PSU/ Corporate offices for at least Seven Years (Requisite documents to support this claim will have to be produced).
3. The Agency should be registered with GST and should submit a copy of valid GST Registration Number.
4. The Agency must submit a copy of the PAN/ Income Tax Return for the last three financial years.
5. The registration certificate of the agency along with the address of the Office & telephone no. email id etc., should be furnished.
6. Bid should be accompanied by an Earnest Money of Rs. 40,000/- (Rupees Forty Thousand Only) in the form of Bank Draft in favour of "Drawing and Disbursing officer, Directorate of Enforcement, Indore" payable at Indore. **Bid received without Earnest Money shall be summarily rejected without assigning any reason thereof and the agency shall have no right to represent against it, even if, his quotation happens to be lowest.** Earnest money received from the agencies except the successful bidder/ agency, will be returned without interest immediately **after the process of selection of bid/ quotation is over and successful bidder will receive it after agreement & deposit of Security Money as prescribed. A successful bidder, receiving the contract, has to deposit 5% of total tender value in full as, a Performance Security in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank having the validity period of sixty days beyond the date of completion of all contractual obligations, which may be forfeited on refusal/ breach of the contract from his/ her side. It will be refundable after completion of the Contract period.**
7. The performance of the engaged agency will be assessed on regular basis and the agency ready to meet terms and conditions as stipulated in NIT should submit their bids. **Technical bid shall include documentary proof in respect of each of the aforementioned points of Technical terms & conditions. Financial bids of Agencies, failing to fulfil the above conditions, will not be considered.**
8. **Declaration of bidders given in Annexure-II must be filled in all respect and incomplete form may result into cancellation of the bid.**
9. The Technical Bid should be submitted in the enclosed Performa Annexure-I & II. **(Technical)**

(B). FINANCIAL:

1. The Agency capable of supplying all the items of services as mentioned in the tender documents and ready to bid for all the items will only be considered.
2. Contractor/ Agency should submit Technical bid and Declaration as per Annexure-I & II.

3. Bids complete in all respect will only be considered. The bid must be cost effective in totality (total payability in terms of no. of persons to be deployed); No partial evaluation will be entertained while determining the lowest bidder. Same constraints shall be used for all the bidders for evaluating the tender irrespective they did not incorporate statutory obligatory charges.
4. In case, engaged agency being a successful bidder, on a later stage refuses to provide services, the bid by agency may be considered for cancellation and EMD/ Performance Security will be forfeited and this department may consider to take necessary action including blacklisting the said Agency/ Contractor. The department reserves the right to take services from other eligible bidders by engaging them.
5. The rates may be quoted in the Performa placed at Annexure-III (**Financial**)
6. The Agency shall also indicate the rate of deduction per day/ per hour in case of any shortfall in attendance/ specified duty hour of the worker provided by them. The Agency has to provide substitute manpower in absence of regular manpower. The agency to provide uniforms to the manpower thus engaged.
7. **The rate of wages payable to the personnel engaged by the contractor shall not be less than the rates prescribed for the schedule of employment under the M.W. Act, 1948. The remuneration after deduction of EPF & ESI against deployed staffs are required to be paid if application as per law on the 1st day of next month through ECS to their Bank account positively. The photocopy of bank statement showing remuneration payment has to be submitted to the office within 15th of the next month.**

(c) **Scope of Work :**

- (1) Agency/Contractor will provide the following to the Indore Sub Zonal Office, Directorate of Enforcement, in proper order during the office hours. Their scope of work is as follows.

Schedule I: Data Entry Operator

1. **Personnel Required :-**
 - 1.1 The personnel to be deployed should have sound medical fitness, good physique, good moral character, experience and training to handle any type of data entry works.
 - 1.2 Proper identification cards must be provided to the Data Entry Operators and Supervisors, if any.
2. **Duties of Data Entry Operators :-**
The DEO shall undertake all the types of work, viz. Data Entry, Typing, Stenography work, operating photocopy machines etc.
3. **Emergency Work/Weekend work:-**
The contractor shall provide the required Data Entry Operator, to this office as and when required by the authority and shall also undertake to provide Data Entry Operators on Saturdays, Sundays and any other Gazetted Holidays, if required by the office of the Indore Sub Zonal Office of the Directorate of Enforcement.
4. **Miscellaneous**
In addition to Regular work, any other work may also be entrusted by the office to the personnel thus deployed.
5. The contractor/Agency has to provide services at any other locations within the state of Madhya Pradesh on urgency as required by the Indore SZO.

General Conditions:-

The educational qualification and the nature of duties in respect to Data Entry Operators, are as given below:-

Category	Speed in Words per minute	Proficiency in
Graduate and above	60 words per minute (English with 90% accuracy)	Windows, OS, MS Office (Word Excel PPT)
Matriculates but not graduates	50 words per minute (English with 90% accuracy)	Windows, OS, MS Office (Word Excel PPT)

The personnel deployed should be well experienced, trained adequately and of sound health. They should be disciplined and well mannered, having experience in following fields:-

- Should have sound knowledge of preparation of presentation.
- Knowledge of excel and should be capable of preparing chart and graphs.
- Should have sound knowledge of MS Word (page size, tab and margins, Alignment page numbering, style sheet, format back printing placement of pictures, modification as per requirement of office)
- Knowledge of Bookmark, setting in packing viz. word, excel, power point presentation.
- Internet language, Email printing.
- Taking dictation from officers of the Directorate.
- Handling all administrative work.

Schedule II: **House Keeping Staff**

1) **PERSONNEL REQUIRED:-**

- 1.1 The personnel to be deployed should have sound medical fitness, good physique, moral character, well experienced and trained to handle any type of House Keeping work or any other work entrusted to them;
- 1.2 Proper uniform and identification cards must be provided to the House Keeping Staff and Supervisor, if any;
- 1.3 The personnel deployed should have knowledge of local language;
- 1.4 The personnel deployed should not be changed without giving prior notice to the undersigned.

2) **DUTIES OF HOUSE KEEPING STAFF**

- 2.1 The contractor shall provide the required House Keeping Staff to this office and the personnel thus deployed shall undertake all type of work viz. General cleanliness of the office, non-clerical work, watch and ward duties, and any other work assigned by the office/ supervisor authority from time to time.
 - 2.2 Emergency Work: The Contractor shall provide the required House Keeping Staff to this office as and when required by the authority. He shall also provide House Keeping Staff on Saturdays, Sundays and any other Gazetted Holidays, if required by any officers under Directorate of Enforcement, Bangalore.
- 3) The agency may have to provide services at any other locations within the state of Madhya Pradesh on urgency required by the Indore SZO.

- 4) Agency will ensure educational qualification/Physical efficiency of the engaged Personnel as **Per Govt. prescribed Classification of category of staff (for daily wages labour)** and accordingly applicable rate will be paid. The same may be sought by this office at any time.

(d.) Fraud and Corrupt Practices

1. The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, the office may reject an application without being liable in any manner whatsoever to the applicant if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process.

2. Without prejudice to the rights of this office under Clause 1, herein above, if an applicant is found by the office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the bidding process, such applicant shall not be eligible to participate in any tender issued by this office for a period of two years from the date such Applicant is found by the officer to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.

3. For the purposes of this clause 1, the following terms shall have the meaning here-in-after respectively assigned to them:-

4. Corrupt practice means (i) the offering, giving, receiving or soliciting, directly or indirectly of anything of value to influence the actions of any person connected with the Bidding process or (ii) save and except as permitted, engaging in any manner whatsoever, whether during the bidding process or after the issue of LOA or after the executive of the Agreement, as the case may be, any person in respect of any matter relating to the project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the project;

5. Fraudulent practice means a mis-representation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process.

6. Coercive Practice means impairing or harming or threatening to impair or harm directly or indirectly any person or property to influence any person's participation or action in the Bidding Process;

7. Undesirable practice means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process or (ii) having a conflict of interest; and

8. Restrictive Practice means forming a cartel or arriving at any understanding or arrangement amongst Applicant (s) with the objective of restricting or manipulating a full and fair competition in the Bidding process;

(e.) LEGAL

1. The Service Provider shall be responsible for compliance of all statutory provisions relating to the Minimum Wages, Employees Provident Fund, Employees State Insurance, Service Tax and any other Laws/Taxes/ Acts/ Rules etc., governing the matter/ issues etc., if any point of time, it is noticed that the contractor is deviating/ swaying from any procedures/taxes/Acts/Rules, then that will be met out, out of the performance Security Deposit made by the Contractor.

2. The Service Provider shall also be liable for depositing all taxes, levies, cess etc., on account of service rendered by it to the Indore Sub-Zonal Office of the Directorate of Enforcement, to the concerned tax collection authorities from time to time as per the extant rules and regulations on the matter.
3. The Service Provider shall maintain all statutory registers under the applicable laws. The Service Provider shall produce the same, on demand to the concerned authority of this office or any other authority under the law.
4. The Tax Deduction at Source (TDS) shall be done as per the provisions of the Income Tax Law, as amended from time to time and a certificate to this effect shall be provided to the Agency by this office.
5. In case, the tendering Agency fails to comply with any statutory provision/taxation liability under the appropriate law and as a result thereof the office is put to any loss/obligation, monetary or otherwise, the office will be entitled to get itself reimbursed out of the outstanding bills or the performance Security Deposit of the Agency to the extent of the loss or obligation in monetary terms.

(f.) GENERAL TERMS AND CONDITIONS:

1. The period of contract initially will be for a period of one year from the date of award of contract and subject to review of performance the extension of the said contract will be decided based on performance of the Agency on quarterly basis.
2. The outsourced personnel engaged for the work should not have any criminal antecedents. His/her antecedents should have been got verified by the agency from the local police authorities. A certificate to this effect will have to be provided by the agency.
3. The Service Provider should submit Educational testimonials & Character Certificates of the persons provided at the time of their deployment with their antecedents.
4. The outsourced personnel should be above 18 years of age and he/ she should be physically and mentally fit. The Directorate of Enforcement, Indore Sub-Zonal Office reserves the right to select suitable candidates from the persons provided by the Agency.
5. The engagement of the personnel for the job will be made by the agency/ contractor. The agency shall provide the office staff as and when required by the Department from time to time. The said personal engaged by the agency shall be employees of the agency and it shall be the duty of agency to pay their salary by last working day of every month & then claim reimbursement from the Department. The personnel deployed by the agency shall not claim any benefit/compensation/absorption/regularisation of services in the Ministry under the provisions of Industrial Dispute Act-1947 or contract labour (regulation & abolition) Act 1970. Undertaking from the persons to this effect shall be obtained and a copy shall be submitted to the directorate of enforcement at the time of deployment.
6. The contractor will be directly responsible for the administration, general discipline and courteous behaviour of outsourced personnel.
7. The payment will be made directly to the agency/ contractor on monthly basis.
8. The agency/contractor will be fully responsible to compensate the losses caused by its personnel to the department such as damage caused to the office documents and/ or equipment's, if the staff provided by the agency are found responsible for the said loss.
9. The duty hours will be fixed as per the Government norms and service should be provided on holidays if necessary. The deployment of the personnel will be on the basis of **"NO WORK, NO PAY"**.

10. The Service provider will be wholly responsible for payment of salary to the service personnel. The Agency will be responsible for compliance of statutory obligations such as **Minimum Wages Act, Employees Provident Fund, ESI Act, Labour Law, Contract Law etc.** as applicable.
11. The Contractor should specially note that the procurement of the service under this contract does not in any way confer any right on the service provider or the persons working in this office for claiming any regular employment in this office or any other Government Office.
12. The Contractor will maintain an attendance cum duty register in respect of the engaged personnel for **"Outsourcing Services/ Manpower on contract basis"** based on which the cost of service will be paid.
13. The Service Personnel/ Service Provider will not take any article out of the Directorate of Enforcement premises without a Gate-Pass to be issued by the competent Authorities. For such violation the engaged personnel/ Contractor will be liable for penal action under IPC or any other act in force.
14. In case of failure to provide the requisite manpower within the stipulated time frame, the department would be free to engage other agency.
15. In case the Department paid more than the entitled amount differential amount would be adjusted to recovered against the future bills.
16. The firm/ contractor shall not sublet the contract to any other persons or party.
17. The TDS will be deducted as per the provision of Income Tax Acts/ Rules issued from time to time from the payment to be made to service provider and a certificate to this effect will be issued.
18. In case of dispute, the decision of the Deputy Director, Indore Sub-Zonal Office, Directorate of Enforcement shall be final and binding on all the parties concerned.
19. In case of breach of terms and conditions mentioned above, the competent authority will have the right to cancel the contract without assigning any reason thereof and no damages will be payable by the Department in that situation.
20. For termination of this agreement two months prior notice will be required from the contractor's side in writing. The Enforcement Directorate Authorities can however terminate this contract on a notice of 30 days without assigning any reason whatsoever.
21. The Service provider/ engaged personnel shall not divulge or disclose, any details of office, operational process, technical know-how, security arrangements and administrative/ organisational matters, confidential/ secret information etc., if any to any person/ agency. In case of violation of the said terms & conditions strict action including penal action will be taken, if required.
22. The undersigned reserves the right to postpone and/or extend the date of receipt/opening of rates/quotations or withdraw the same, without assigning any reason thereof.
24. The department will have right to dismiss or remove/replace any person supplied by the agency. The agency shall replace immediately any of its personnel if they are unacceptable to the department for any reason.
25. If this Department suffers any loss or damage due to negligence/default or theft on the part of office staff, agency shall be liable to reimburse the loss to the department in full.

26. Interested Agencies may submit their bids along with the requisite documents in two separate sealed cover, one super-scribed with **Technical Bid for "Outsourcing of Services" (containing Annexure-I & II)** and another **"Financial Bid for Outsourcing of Services" (containing Annexure-III)**. **The duly filled up forms, kept in these two separate envelopes should be placed into a single envelop/packet and the same can be submitted** in the office of Directorate of Enforcement, 209, Palika Plaza, Phase-II, MTH Compound, Indore (M.P.)-452001 at the earliest, but not later than 17:00 Hrs on 23.08.2018. The formats for Bid are given in Annexure-I, II & III. The quotations will be opened on **24.08.2018 at 13.00 hours**. Bidders/ parties or their authorized representatives, if any, who wish to remain present at the time of opening of tender may be allowed. **The Technical Bid will be opened first and only those agency/ contractor/ firms, who fulfil the technical terms and conditions, will be eligible for participating in the financial "Bid"**.
27. The undersigned reserves the right to reject any quotation without assigning any reason. Also, this office does not bind itself to accept the lowest tender. No correspondence, in this regard, will be entertained.

End

404121
08/08/18
(पलाश भोयर)
उप निदेशक

TENDER FOR OUTSOURCING OF VARIOUS SERVICES (FOR ALL ITEM Nos. 1 & 2)

ANNEXURE-I (TECHNICAL)

Sr. No.	Particulars	To be filled in by the Tender
01	Name of the Agency	
02	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
03	Date of establishment of the agency	
04	Office address of the Agency with office Telephone number, Fax Number, E-mail Id and name of the contact person.	
05	Whether registered with concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
06	PAN (Copy to the enclosed)	
07 (i)	Service Tax/GST Registration Number (Copy to be enclosed)	
07 (ii)	Registration/ Licence No. under Contract Labour (Regulation & Abolition) Act, 1970 & others	
08	Whether the firm is blacklisted by any government department or any criminal case is registered against the firm on its owner/ partners anywhere in India (If no, an undertaking to this effect is to attached in this regard)	
09	Whether the firm is blacklisted by any Departments (indicate the names of the departments and year of dealing with those departments and attach copies of contractors orders placed on the agency)	
10	Length of experience in the Field	
11	Whether a copy of the terms and conditions (Annexure-II), duly signed, in token of acceptance of the same, is attached)	
12	Whether agency profile is attached?	
13	List of current clients	

Place:
Date:

(Signature of the authorised person)
Name:
Seal:

DECLARATION BY THE BIDDERS (FOR ALL ITEM Nos. 1 & 2) (ANNEXURE-II)

Memo No.

Date:

To,
The Deputy Director,
Directorate of Enforcement
Indore Sub-Zonal Office
Indore- 452001

Sir,

I/We have carefully gone through the "Notice Inviting e-Tender" bearing No. _____ dated _____ and others tender documents mentioned therein. I/We have also carefully gone through the Terms & Conditions of the above referred NIT. My/Our tender is offered taking due consideration of all factors, and if the same be acceptable I/we promise to abide the work all the terms and conditions laid down in the said Tender documents and carry out & complete the work to the satisfaction of the Directorate of Enforcement, Indore Sub-Zonal Office, Indore, 209, Palika Plaza, Phase-II, MTH Compound, Indore-452001

Dated this _____ day of _____ 2018

Full name of applicant: _____

Signature: _____

In the capacity of : _____

Duly authorised to sign bids: _____

For & on behalf of (Name of Firm): _____

(In Block Capitals or typed)

Office Address:

Telephone No.(s) (Office) _____

Mobile No. _____

Fax No. _____ E-mail Id: _____

Yours faithfully,

Place:

(Signature of the authorised person)

Date:

Name:

Seal:

TENDER FOR OUTSOURCING OF VARIOUS SERVICES (FOR ALL ITEM Nos. 1-5)

ANNEXURE-III (FINANCIAL BID)

(FOR PROVIDING MANPOWER TO DIRECTORATE OF ENFORCEMENT, INDORE SZO)

Name of the Company/ Firm/Agency/ Contractor _____

EMD: Rs. _____ D.D./ P.O. No. _____ dated _____

Name of Bank/ Branch: _____

Item No.	Services	Daily wages rate as prescribed by Central Govt. (Basic Minimum Wage)	EPF	ESI	Any other statutory liability	Contractors (Admn/ Service Charges)	Overtime (OTA), if permissible under Act	GST	Total
01	Housekeeping (Unskilled)								
02	Data Entry Operator (skilled)								

Notes:

1. Rates quoted should not be less than the minimum wages prescribed under minimum wages Act, 1948 as applicable in the Central Govt. Officers and fixed by the Chief Labour Commissioner (Central), Ministry of Labour and Employment, New Delhi.
2. If the rates of any post quoted are less than the minimum wages as prescribed by Central Govt., Entire Tender will be rejected.
3. Contractor's Administration/ Service charges cannot be "NIL" or "ZERO".
4. No overwriting/ superscripted/ white fluided text/ numbers shall be considered.
5. If any of the statutory Liability is not included as above, the tender will be rejected.

Place:

Date:

(Signature of the authorised person)

Name:

Seal: