

Tender Ref. No.:130 /WSN/2025-26

Date: 17/06/2025

TENDER CALL NOTICE FOR  
HIRING OF AN EVENT MANAGEMENT AGENCY FOR A PERIOD OF ONE YEAR

WASSAN

B/206, BDA HIG Duplex Colony, Near BDA Park, Baramunda, Bhubaneswar,  
Odisha, Pin-751003. Nearest Landmark: Baramunda Bus Stand

Head Office :

Plot No. 685 & 686, Street No. 12, Narasimha Swamy Colony,  
Nagole, Hyderabad – 500 068, Telangana, India

[www.milletsodisha.com](http://www.milletsodisha.com)



TENDER DOCUMENT FOR HIRING OF AN EVENT MANAGEMENT AGENCY  
FOR A PERIOD OF ONE YEAR

1. Sealed tenders are invited from interested agencies having adequate experience in Event Management to the following places in the State.

Sr. No.	Places Name	Qty
1	Odisha . WASSAN, B/206, BDA HIG Duplex Colony, Near BDA Park, Baramunda, Bhubaneswar, Odisha, Pin-751003.	1

2. Interested bidders may obtain detailed terms and conditions from the website [www.milletsodisha.com](http://www.milletsodisha.com) for taking up this assignment. The sealed tender will be received through Registered Post/ Speed Post/ courier on or before dt. 30.06.2025 by 02:00 PM. The bids received by any other means other than Registered Post/ Speed Post/ courier shall not be acceptable. The bids will not be accepted after the last date and time specified in the tender document. It will be opened on dt. 30.06.2025 at 04:00 PM.
3. The bidders shall ensure that each page of the tender document is to be signed with an authorized signatory with organisation seal.
4. The tender will be in two parts i.e. technical bid. (Cover A) and price bid (Cover-8). The bidders should give their technical and financial proposal separately in two envelopes and should be put into another cover super scribed as "Proposal for Event Management in Tender Ref. No.: 130/WSN/2025-26"
5. Bidders who qualify in the technical bid will only be eligible for financial evaluation.
6. Quantities may be increased/ decreased by the tender inviting authority as per the requirement.
7. It would be the responsibility of the Bidder's representative (only one person per bidder) to be present at the venue of opening of Bids. In the absence of any bidder then the bid document could be opened by the committee members at WASSAN Office of in O/o B/206, BDA HIG Duplex Colony, Near BDA Park, Baramunda, Bhubaneswar, Odisha, Pin-751003.

Sd/-

State Coordinator, WASSAN

INSTRUCTIONS TO THE AGENCIES



### **Submission of Tender:**

The agency can only submit one Bid at a time.

### **Completeness of Response:**

The agencies are requested to carefully study all instructions, forms, terms, requirements, and other information in the Tender document (including proposal format, document checklist, reporting formats, etc.). Submission of the proposal shall be deemed to have been done after careful study and examination of the Tender document with a full understanding of its implications. The Tender and all the annexures should be downloaded and filled in from the link furnished. All completed formats should be emailed to [odishamilletsmission@gmail.com](mailto:odishamilletsmission@gmail.com). The response to this Tender should be complete in all respects. Failure to furnish all information required by the Tender documents or submission of a proposal not substantially responsive to the Tender documents in every respect will be at the agency's risk and may result in the rejection of its proposal.

### **Agency Inquiries/Clarifications:**

The agency shall send their queries to [odishamilletsmission@gmail.com](mailto:odishamilletsmission@gmail.com) with the subject Event Management - Tender, before the due date for submission of queries/clarifications as mentioned in the key events and dates. Queries on the telephone, social media, or any other medium will NOT be entertained.

### **WASSAN's right to terminate the process:**

WASSAN reserves the right to terminate the tender process at any stage by providing a notice period of 15 working days, without assigning any reason. The undersigned also holds the authority to amend, edit, add, or delete any clause in the tender document. Any such changes will be duly communicated to all concerned and shall be deemed as an integral part of the Tender. Furthermore, if at any stage of the process, any information submitted by a bidder is found to be false, fraudulent, or misleading, the undersigned reserves the right to reject the proposal and, if deemed necessary, initiate appropriate legal or administrative action.

### **Language of Proposal:**

Proposals should be submitted in English language only.

### **Documents (Scan) to be submitted and Pre-qualification criteria:**

The Agency should be a sole proprietorship/ partnership firm/ any company/ non-profit organization/ LLP/ trust/ society registered in India.

### **Documents to be submitted:**

- Self-attested copy of Registration Certificate, Annual Turnover Certificate, Income Tax Return, GST Certificate, and PAN, tax-exempt status under 12 AA, Section 80(G) and/or 35 A (C) and/or FCRA of the Indian Income Tax Act, 1965.
- Audited Annual financial statements as per the proposal format.
- Proof that the Cumulative Annual Revenue of the organization, for the last 3 financial years is INR 50 Lakhs (Indian Rupees Fifty Lakhs Only) and above.
- A self-declaration (on the letterhead) that the Grantee does not discriminate based on race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability, genetic information, citizenship, veteran or marital status, or any other basis





prohibited by law.

- Declaration from the currently authorized signatory of the organization that the Agency has not been blacklisted by any Government Agency/ PSU/ Central/ Any Company/ State agency or under a declaration of ineligibility for fraudulent or corrupt practices.
- Copies of Project Completion Report and work experience documentation of at least 3 previous projects in Event Management funded by a public sector/ Govt. organization/ Central/ State government authority/ Foundation/ International Agency/ NGO.
- A summary of relevant projects undertaken in the last 3 years.
- Scan copy of the Tender with an authorized signature and official seal on every page of the Tender by the agency.
- Scans of remaining documents and policies as mentioned in the document checklist.

#### **Experience of the Agency:**

The Agency will be expected to have a minimum experience of 5 years of event management as per the following requirements:

Any Sub-letting, sub-contracting, and/or outsourcing of the activities shall not be allowed.

#### **Evaluation Process:**

WASSAN will shortlist the proposals based on the criteria constituting technical and financial parameters. The Internal Committee of WASSAN shall evaluate the shortlisted proposals based on internal Standard Operating Procedures (SOP) and submit its recommendation to the Competent Authority whose decision shall be final in all aspects.

#### **Payment Terms and Schedule:**

Payments for the services of coordination, transport, labor, management, communications, etc provided through the Event Management Company will be made under the purview of this Tender. Payment to 3<sup>rd</sup> party vendors such as caterers, printing, fabricators, etc. will be made directly to the events agency on submission of actual bills. However, the payment to 3<sup>rd</sup> party vendors will be preferred to be done directly by WASSAN where the events agency has not made the payment to vendors. Proposals need to be prepared accordingly.

Payment will be released on a monthly basis or suitable interval as per requirement on satisfactory performance by the agency and submission of actual bills and reports duly signed by the authorized signatory and duly certified by the auditors of the successful agency. A brief monthly update on activities conducted would also be required to be submitted.

All terms regarding the payment will be in accordance with the amendment to the Companies Act 2013, with effect from 21<sup>st</sup> May 2025 and any further enactments by the government shall be binding on all the stakeholders.



WASSAN will release the payment, subject to verification of the reports submitted by the successful agency and subsequent approval by the Competent Authority, on submission of the invoice and all other supporting documents being in order.

The payment will be made online, such as NEFT/RTGS/Net banking. No cash payments will be allowed.

**Penalty:**

WASSAN shall be at liberty to impose penalties, including cancellation of proposal if the agency indulges in fraudulent activities, malpractices, and male fides.

**Non-Disclosure Agreement (NDA):**

Selected agencies will have to sign the Non-Disclosure Agreement (Annexure) with WASSAN.

**Transfer of Tender:**

The Tender document is not transferable.

**Proposal Preparation Costs:**

The agency shall submit a proposal at its own cost and WASSAN shall not be held responsible for any cost incurred by the agency. Submission of a proposal does not entitle the agency to claim any cost and rights over WASSAN and WASSAN shall be at liberty to cancel any or all proposals without giving any notice. All materials submitted by the agencies shall be the absolute property of WASSAN and no copyright/patent, etc. shall be entertained by WASSAN.

**WASSAN right to terminate the process:**

WASSAN may terminate the Tender process at any time and without assigning any reason thereof. WASSAN reserves the right to amend/edit/add/delete any clause of this Proposal Document. However, this will be informed to all and will become part of the Tender.

**Submission of Proposals:**

The proposal submission shall comprise the duly filled-in proposal format uploaded on the website, along with all the annexures as mentioned in the document checklist uploaded on the website.

**Scope of Work:**

The number of events and scope of work mentioned in the Tender are estimates. These may change based on client requirements. The scope of work will cover all the responsibilities that are received in the proposal and may be extended as per event requirements. Any additional type of work will be paid as per the actual based on market prices.

**Late Proposals:**

Any proposals received by WASSAN after the deadline for submission of the proposal shall be declared late and will be rejected and returned unopened to the agency at the discretion of WASSAN.

WASSAN shall award the contract to the selected identified agency at its own discretion.



### CHECKLIST

Sr. No.	Documents - Evaluation Form	Available/ Unavailable	Submitted? (Yes/ No)	Reason for Non-Submission of Regulatory Document
1	Incorporation Certificate/ Registration Certificate			
2	Memorandum of Association/Trust Deed/Rules and Regulations/By-Laws			
3	MSME / Udyog Aadhar			
4	Form CSR-1, 12A Registration, 80G Registration, FCRA Certificate - Applicable to NGO only			
5	PAN			
6	GST Certificate (only for for-profit entities)			
7	Copy of Address proof (Electricity bill/ Municipality Certificate/ Rent Agreement)			
8	IT Returns for the last 3 consecutive financial years			
9	Audited Financial Statements for last 3 consecutive financial years OR Turnover Certificate			
10	Self-Declaration: Stating that the "Organization has never been blacklisted by any Organization or never have been found in any financial irregularities or criminal activities till date and does not have any religious or political associations."			
11	Annual Report of activities for last 3 consecutive financial years (optional)			
12	Detailed Budget sheet in Excel			
13	MIS for planning, tracking & reviewing			
14	Proposal for Event Management			
15	Name of the bidder			
16	Full communication address with pin code			
17	e-mail			
18	Contact No (Landline/Mobile)			
19	Bank Name			
20	Account Holder Name			
21	Account Number			
22	IFSC Code			



23	Three work order and Work Completion Certificates of event management projects either with Government or International Institutions or any PSU or non-government agency in the last three years (2022 to 2025)			
24	The agency should have experience with Agriculture/ Food Industry Either on letter head or a work experience certificate			
25	The agency should have a base office in Bhubaneswar, Odisha.			

### SCOPE OF WORK

The proposed projects under WASSAN must broadly follow the framework mentioned below.

#### Overview of Events:

WASSAN, in collaboration with various Departments of the Government of Odisha, actively facilitates and supports a wide range of events and campaigns across the state throughout the year. These events encompass diverse formats and audiences, including cultural festivals, flagship state events such as Toshali Mela, Utkarsh Odisha, Eco-Retreat, as well as thematic engagements in schools, restaurants, hotels, and public spaces. Activities include workshops, food festivals, hackathons, millet-based campaigns, and community outreach programmes.

To ensure seamless execution and quality of these engagements, an experienced Event Management Agency shall be onboarded to provide professional support in organizing and managing these multifaceted events.

#### Scope of Work:

This Scope of Work outlines the responsibilities of the Event Management Agency (EMA) to support WASSAN under the Department of Agriculture and Farmers' Empowerment, Government of Odisha, for the financial year 2025-26. The EMA will be responsible for comprehensive planning, coordination, and execution of events, exhibitions, and public outreach initiatives.

#### 1. Scope of Services

The EMA shall provide services including but not limited to:

- Coordination, packaging, and transport of gift baskets, kit bags, food boxes, mementos, and bouquets.
- Set-up and management of stalls and exhibitions, including display materials and branding.
- Event infrastructure: canopies, furniture, lighting, sound, signage, and fabrication works.
- Décor: floral arrangements, millet displays, rangolis, carpeting, digital displays, and lighting.
- Stage setup and program management including AV support and emcee coordination.
- Participant and guest management: travel, stay, registration, helpdesk, and logistics.
- Transport coordination for participants and dignitaries during events.
- Hackathon or youth engagement event support including college coordination and setup.

i) Miscellaneous support as per the evolving needs of specific events.

2. Support from WASSAN:

- a) Event direction, agenda, and programme design.
- b) Permissions and administrative coordination.
- c) Lists of participants and dignitaries.
- d) Coordination with local administrative units.
- e) Vendor payments for third-party services (if applicable).

3. Financial Proposal Guidelines

The EMA shall quote fees only for the services rendered directly by the agency. The cost of third-party services such as catering, travel, printing, or fabrication should not be included. These will be managed separately by WASSAN.

Note: WASSAN reserves the right to modify the scope based on event-specific requirements. The selected agency must ensure flexibility, quality, and timely execution.





Detailed Scope of Work			
S No	Component	Item	Support Provided to Events Team from DAFE/ WASSAN
1	Press Release	Coordinate with the video documentation team for the event	Connect with the documentation team
2		Press Release Write-up	Requirements
3	Gift Baskets	Regular Gift Basket - coordination, assembly, and transport	Composition, design, and sources for food items included
4		VIP Gift Basket - coordination, assembly, and transport	
5	Kit Bag - Coordination, Assembly and Transport	Kit Bag coordination, assembly, and transport – VIP	Numbers and items to be included in each type of Kit Bag
6		Kit Bag coordination, assembly, and transport - Regular	
7		Bag - VIP with branding	Requirements, preparation & Design
8		Bag - Regular with branding	
9		Bag tags	
10		Writing Pad	
11		Pen	
12		Pen Drive	
13		Postcard printing	
14		Brochure Printing	
15		Compendium/ Booklet Printing	
16		Photocopy/ Printing - miscellaneous	
17		Mascot Souvenir - (Badge, Paperweight, Bookmark etc)	
18	Food Boxes Coordination and Transport	Snack box- VIP	Requirements and Menu
19		Snack box- General	
20		Snack box- Kids	
21	Stall	Stall with wooden fabrication	Location, Space, Requirements
22		Stall with aluminium fabrication	Design and requirements
23		Signage printing and setup	
24		Furniture	Requirements
25		Lighting	
26		Electricity	
27		Stall Management support to SHG members	
28	Event Setup	Furniture	Requirements
29		Tents/ Canopies	
30		Sound systems	
31		Lighting	
32		Electric connections	
33		Bouquets	
34		Mementos (acrylic, shawls, handicrafts etc)	
35	Décor - Sourcing and Executing	Carpeting per sq. m	Requirements
36		Digital Display Panel	
37		Planters	
38		Inaugural Lamp (LED / Oil)	
39		Oil / LED/ Air lamps	

40		Floral arrangements	
41		Rangoli - Millets, pulses, flowers etc	Design, sources for grain and specifications
42	Event Signage - Printing, Transport and Setup	Backdrop	Design and requirements
43		Banner	
44		Roll up Standees	
45		Fixed Standee	
46		Cut-outs	
47		Posters	Requirements and Participant List
48		Name badges (plastic holder with printed names)	
49		Acrylic name plates (for dais)	Names of dignitaries and seating arrangement
50		Pin boards	Requirements
51		White Boards	
52	Stage Management	Emcee Coordination	Schedule and requirements
53		Backstage Management	
54	Stationery	Pen	Requirements, Transportation & Specifications
55		Paper	
56		Chart Papers	
57		Packaging material	
58		Scissor	
59		Cello tape	
60		Double tape	
61		Markers	
62	Photo Exhibit Set-up	Sketch pens	Photos and specifications
63		Photo printing	
64	Transportation	Easels	Requirements
65		Airport/ Railway Station pick-up and drop-off	Schedule and specifications
66		Local transport (for school, college, mela, Festival events etc)	
67	Hygiene	Material sending to district & other places	Requirements
68		Masks	
69		Disinfectants	
70		Sanitisers	
71	Participant Management	Hand wash	Participant list and contacts
72		Travel coordination	
73		Participant RSVP	
74	Hackathon	Online registration	Department/ WASSAN personnel as support
75		Registration Desk Management	
76		Coordination with colleges	Connect with Stakeholders
77		Participant Management	
78	Miscellaneous	Venue set-up (ensuring functional machines)	Requirements
79		Communications	
80		Cooking set-up	Requirements & coordination
		Sourcing of Raw material for cooking	

82		Performance Stage fabrication - per sq. ft.	
		Blogger Coordination	

*[Handwritten signature]*

### Estimated Scale of Work

S No	Component	Unit Service Cost	GST	Total Cost	Remarks
1	Press Release Write-up				
2	Gift baskets				
3	Kit Bag				
4	Food Box				
5	Stall				
6	Event setup				
7	Décor				
8	Event Signage				
9	Stage Management				
10	Transport Coordination				
11	Participant Management				
12	Manpower(Material Packaging)				
13	Labour				
14	Event Coordination				
15	Miscellaneous (Photo exhibit, cooking equipment set-up, blogger coordination, catering etc.)				
16	Promoter Cost(Executive Level)				
17	Material Purchase & Liasoning				
18	Standee with Frame (6*3) (Printing & Mounting)				
19	Cutout Sunboard & Frame (5*3) (Printing & Mounting)				
20	Poster Design (Social Media/ Print)				
21	Letterhead Design				
22	Coupons / Voucher Designs				
23	Banner Design				
24	Stall Design Set (3 walls, Fascia, table and matching standee)				
25	Gate/ Pillar Design				
26	Customized Stall Structure Design				
27	Stage Design (Backdrop, podium etc)				
28	Social Media Creatives Design				
29	Video Editing (from scratch)				
30	Video Editing (subtitles / minor modification)				
31	Photo & Video Shooting				



### NON – DISCLOSURE AGREEMENT

This Non-Disclosure Agreement ("Non-Disc") is made and entered into ..... day of ..... month ..... year (effective date) by and between Watershed Support Services and Activities Network (WASSAN) and ..... (Agency Name) and whereas, WASSAN and ..... (Hereinafter referred to as service provider) have entered into a Non-Disclosure Agreement effective from DD/MM/YYYY.

And,

Whereas each party desires to disclose to the other party certain information in written form, which is proprietary and confidential to the disclosing party, ("CONFIDENTIAL INFORMATION").

NOW, THEREFORE, in consideration of the foregoing and the covenants and agreements contained herein, the parties agree as follows:

#### DEFINITIONS (AS USED HEREIN):

The term "Confidential Information" shall include, without limitation, all information and materials, furnished by either Party to the other in connection with - citizen/users/persons/customers data, products, and/ or services, including information transmitted in writing, orally, visually, (e.g. video terminal display, etc.) or on magnetic or optical media, and including all proprietary information, customer & prospect lists, trade secrets, trade names or proposed trade names, methods, and procedures of operation, commercial or marketing plans, licensed document know-how, ideas, concepts, designs, drawings, flow charts, diagrams, quality manuals, checklists, guidelines, processes, formulae, source code materials, specifications, programs, software packages, codes and other intellectual property relating to the disclosing party's data, computer database, products and/or services. Results of any tests, sample surveys, analytics, data mining exercises or usages, etc. carried out by the receiving party in connection with the WASSAN Information including citizen/users/persons/customers personal or sensitive personal information as defined under any law for the time being in force shall also be considered Confidential Information.

The term, "Watershed Support Services and Activities Network (WASSAN)" shall include the officers, employees, agents, consultants, contractors, and representatives of WASSAN.

The term, "Service Provider" shall include the directors, officers, employees, agents, consultants, contractors, and representatives of \_\_\_\_\_ (Company Name) including its applicable affiliates and subsidiary companies.

#### Protection of Confidential Information:

With respect to any Confidential Information disclosed to it or to which it has access, Service Provider affirms that it shall:

- (a) Use the Confidential Information as necessary only in connection with Project and in accordance with the terms and conditions contained herein.
- (b) Maintain the Confidential Information in strict confidence and take all reasonable steps to enforce the confidentiality obligations imposed hereunder, but in no event take less care with the Confidential Information that the parties take to protect the confidentiality of its own proprietary and confidential information and that of its clients.



(c) Not to make or retain copies of any commercial or marketing plans, citizen/users/persons/customers database, or Proposals developed by or originating from WASSAN or any of the stakeholders of WASSAN except as necessary, under prior written intimation from WASSAN, in connection with the Project, and ensure that any such copy is immediately returned to WASSAN even without express demand from WASSAN to do so.

(d) Not disclose or in any way assist or permit the disclosure of any Confidential Information to any other person or entity without the express written consent of the other party; and

(e) Return to the other party, or destroy, at WASSAN discretion, any and all Confidential Information disclosed in a printed form or other permanent records, or in any other tangible form (including without limitation, all copies, notes, extracts, analyses, studies, summaries, records and reproductions thereof) immediately upon the earlier to occur of (i) expiration or termination of either party's engagement in the Project, or (ii) the request of the other party therefore.

(f) Not to discuss with any member of the public, media, press, or any other person about the nature of arrangement entered between WASSAN and the Service Provider or the nature of services to be provided by the Service Provider to the WASSAN.

1. Onus: The Service Provider shall have the onus of proving that any disclosure or use inconsistent with the terms and conditions hereof falls within any of the foregoing exceptions.

2. Exceptions: These restrictions as enumerated in section 1 of this Agreement shall not apply to any Confidential Information:

(a) Which is independently developed by the Service Provider or lawfully received from another source free of restriction and without breach of this Agreement; or

(b) After it has become generally available to the public without breach of this Agreement by the Service Provider; or

(c) Which at the time of disclosure to Service Provider was known to such party free of restriction and evidenced by documentation in such party's possession; or

(d) Which WASSAN agrees in writing is free of such restrictions.

(e) Which is received from a third party not subject to the obligation of confidentiality with respect to such Information.

3. Remedies: Service Provider acknowledges that (a) any actual or threatened disclosure or use of the Confidential Information by Service Provider would be a breach of this agreement and may cause immediate and irreparable harm to WASSAN; (b) Service Provider affirms that damages from such disclosure or use by it may be impossible to measure accurately; and (c) injury sustained by WASSAN may be impossible to calculate and remedy fully. Therefore, Service Provider acknowledges that in the event of such a breach, WASSAN shall be entitled to the specific performance of the Service Provider's obligations contained in this Agreement. In addition, Service Provider shall indemnify WASSAN of the actual and liquidated damages which may be demanded by WASSAN. Moreover, WASSAN shall be entitled to recover all costs (including reasonable attorneys' fees) that it or they may incur in connection with defending its interests and enforcement of legal rights arising due to a breach of this agreement by the Service Provider.

4. Need to Know: The Service Provider shall restrict disclosure of such Confidential Information to its employees and/or consultants with a need to know (and advise such employees of the obligations assumed herein), shall use the Confidential Information only for the purposes set forth in the Agreement, and shall not disclose such Confidential Information to any affiliates,





subsidiaries, associates and/or third party without the prior written approval of the disclosing party.

5. Intellectual Property Rights Protection: No license to a party, under any trademark, patent, copyright, design right, mask work protection right, or any other intellectual property right is either granted or implied by the conveying of Confidential Information to such party.

6. No Conflict: The parties represent and warrant that the performance of its obligations hereunder does not and shall not conflict with any other agreement or obligation of the respective parties to which they are a party or by which the respective parties are bound.

7. Authority: The parties represent and warrant that they have all necessary authority and power to enter into this Agreement and perform their obligations hereunder.

8. Dispute Resolution: If any difference or dispute arises between the WASSAN and the Service Provider in connection with the validity, interpretation, implementation, or alleged breach of any provision of this Agreement, any such dispute shall be referred to the State Coordinator, WASSAN.

9. Entire Agreement: This Agreement constitutes the entire understanding and agreement of the parties, and supersedes all previous or contemporaneous agreement or communications, both oral and written, representations and understandings among the parties with respect to the subject matter hereof.

10. Amendments: No amendment, modification, and/or discharge of this Agreement shall be valid or binding on the parties unless made in writing and signed on behalf of each of the parties by their respective duly authorized officers or representatives.

11. Binding Agreement: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

12. Severability: It is the intent of the parties that in case any one or more of the provisions contained in this Agreement shall be held to be invalid or unenforceable in any respect, such provision shall be modified to the extent necessary to render it, as modified, valid and enforceable under applicable laws, and such invalidity or unenforceability shall not affect the other provisions of this Agreement.

13. Survival: Both parties agree that all of their obligations undertaken herein with respect to Confidential Information received pursuant to this Agreement shall survive till perpetuity even after any expiration or termination of this Agreement.

14. Term: This Agreement shall remain valid up to 1 year from the "effective date".

IN WITNESS HEREOF, and intending to be legally bound, the parties have executed this Agreement to make it effective from the date and year have first written above.



For WASSAN India,

For Service Provider

Name of the authorized signatory  
signatory

Designation:

Witnesses:

1. \_\_\_\_\_  
2. \_\_\_\_\_

\_\_\_\_\_  
Name of the authorized

Designation:

Witnesses:

1. \_\_\_\_\_  
2. \_\_\_\_\_

