

**Government of Assam  
Social Welfare Department  
Office of the State Project Director  
POSHAN Abhiyaan, ASSAM  
Sarumotoria, Zakir Hussain Path, BY-Lane-11  
Hengrabari, Guwahati-36, Dist.- Kamrup (M), Assam**

No.SPMU(POSHAN) ICDS-CAS-trng/29/35

Dated. 5th Nov' 2019

**Notice Inviting Tender**

**INVITATION FOR TECHNICAL & COMMERCIAL BIDS FOR PRINTING AND  
SUPPLY OF ICDS CAS ANGANWADI WORKERS USER MANUAL.**

**BIDDING DOCUMENT  
(To be used for submitting bids by eligible bidders)**

**TENDER FEE : Rs. 2000/-**

**Address for Communication :**

**Sarumotoria, Zakir Hussain Path, BY-Lane-11  
Hengrabari, Guwahati-36, Dist.- Kamrup (M), Assam  
E-Mail: [poshanassam18@gmail.com](mailto:poshanassam18@gmail.com)**

**SECTION II**

**BID FORM**

To,

**The State Project Director,  
POSHAN Abhiyaan, Assam**

Dear Sir,

1. Having read the conditions of contract and services to be provided the receipt of which is hereby duly acknowledged, we, undersigned, offer to print various printing materials with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the guarantee of a Nationalized Bank/ Scheduled Commercial Bank for a sum as mentioned in tender document for due performance of the Contract.
4. The Bid together with your written acceptance thereof, in your notification of award shall constitute as a binding contract between us.
5. Bid submitted by us are properly sealed and prepared so as to prevent any subsequent replacement.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this .....day of .....

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of .....

Witness.....

Address .....

Signature.....

**SECTION III  
 BIDDER'S PROFILE**

1. Name & Address of the Bidder : \_\_\_\_\_  
 \_\_\_\_\_  
 Phone/Fax/Email : \_\_\_\_\_  
 \_\_\_\_\_

2. Classification (1) Printers :  
 (2) Printers cum :  
 Publishers

3. Printing Capacity of the Bidder.

Types of Printing/Production Machines Available	Production Capacity Per Hour	Production Capacity Per Day	Number of Similar Orders in hand [Specify the Volume of Works]

4. Details of Other Facilities available with the Bidder: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Details of Personnel/Organization Structure:

N.B. The filled- up format must be furnished in the letter head of the Presses/ bidder.

Place:

Date:

Signature of Bidder/Authorized signatory.....

Name of the Bidder: .....

**Seal of the Bidder**



**SECTION IV**  
**INSTRUCTIONS TO BIDDERS**

The Office of the State Project Director, Govt. of Assam, POSHAN Abhiyaan, Social Welfare Department would be referred in the document as the Purchaser and the individual/bidder participating in the bid would be referred as Bidder.

**A. SERVICES TO BE PROVIDED**

**1. Service :**

- 1.1 Printing and supply of printing material as per Specification of paper given in Assamese as per Annexure-V.
- 1.2 Delivering of printing materials to the office of the State Project Director, POSHAN Abhiyaan, Assam, Sarumotoria, Zakir Hussain Path, BY-Lane-11, Hengrabari, Guwahati-36, Dist.- Kamrup (M), Assam within 30 (thirty) days of placing the order.

**2. Specification and Quality :**

- 2.1 The items supplied by the successful Bidder shall be of the best quality and shall comply with specifications, stipulations and conditions specified at Section VII.

**3. Quantity :**

The items and quantity to be supplied may be seen in Section VII.

**4. Delivery Schedule :**

- 4.1 The items should be delivered at office of the State Project Director, POSHAN Abhiyaan, Assam, Sarumotoria, Zakir Hussain Path, BY-Lane-11, Hengrabari, Guwahati-36, Dist.- Kamrup (M), Assam within 30 (thirty) days of placing the order.
- 4.2 Details breakup of quantity shall be communicated with the Work Order.

**5. Penalties :**

- 5.1 Penalty per day @ 0.5% on the residual value of delivery will be charged.
- 5.2 If delay is more than 7 days, remaining work shall be cancelled and payment will be made after deducting the penalty.

**B. ELIGIBILITY QUALIFICATIONS:**

1. Bidder must have printing press and registered as a Grade A category Printing Press under Department of Printing & Stationery, Government of Assam. (Proof of same to be submitted).
2. Tender Fee of Rs.2,000/- (non-refundable) in the form of crossed Demand Draft/ Bankers Cheque drawn in favour of State Project Director, POSHAN Abhiyaan, Assam from any Nationalized Bank/ Scheduled Commercial Bank and payable at Guwahati only.
3. The bidders shall have to submit the proof of payment of EMD @ Rs 60,000.00 only in the form of crossed Demand Draft/ Bankers Cheque/ Fixed Deposit Receipt (FDR)/ Bank Guarantee drawn in favour of State Project Director, POSHAN Abhiyaan, Assam from any Nationalized Bank/ Scheduled Commercial Bank and payable at Guwahati.
5. Bidder should submit 3 sets of samples of papers to be used for Printing. Samples are not returnable.
6. The original copy of crossed Demand Draft / Bankers Cheque for tender fee and Demand Draft / Bankers Cheque/FDR/Bank Guarantee for E.M.D. along with the Hard Copies of the Technical Bid & Financial Bid and 3 sets of samples of papers and other necessary documents should be submitted in the office of the undersigned in sealed cover(s).



7. Average annual turnover of at least **Rs 25.00 lakhs** during the last 3 Financial Years (2016-17, 2017-18 and 2018-19). Proof of same to be submitted.
8. The bidder should have executed at least 1 (one) single printing works in the last 3 years for a minimum value of **Rs. 25.00 lakhs**. The details to be furnished with supporting evidence. Proof of same to be submitted.
9. Bidder should be equipped with adequate plant & machinery such as :
  - Should own at least one (1) number of multi-colour offset machine.
  - Should own 1 (one) number of multi-colour Web-Offset machines.
  - Should own Binding Infrastructure.
  - Should have its own DTP unit.
  - Should own at least one (1) single colour machine.
10. Should have an establishment/ office in Assam (Attested/notarized copy of upto date Trade License to be furnished)
11. Bidder shall submit an affidavit that he/his firm never have been blacklisted by any State/Central Government Department/PSU in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices.
12. Bidder shall submit an affidavit that he/his firm is not under a declaration of ineligibility for indulging in any corrupt and fraudulent practices or for any other cause by Government of Assam and/or any other State Government or Govt. of India.
13. Reports on financial standing of the Bidder. Profit and loss statements for the past three years, duly certified by the Registered Chartered Accountant to be furnished.
14. Should have GST Registration. Attested/notarized copy of GST Registration Certificate with GST Paid receipt to be furnished.
15. Should have cleared all Taxes relating to sale of goods/products. Attested/notarized copy of PAN Card and IT Return for last three financial years to be furnished.
16. The Tender/proposal document shall be signed by the proposer in all the pages with official seal before submitting.
17. Bid Form as per Section II.
18. Bidder's profile as per Section-III.
19. Agreed Terms & Conditions as per Annexure II duly filled in and signed and sealed.
20. Bidder should submit Financial Bid (Price Schedule) in a separate envelope marked as "Financial Bid" along with the Technical Bid and others related documents and samples.

### **C. COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of the bid. Purchaser shall not be responsible for these costs regardless for the conduct or outcome of the bidding process.

### **D. BID DOCUMENT**

Bid document shall be submitted in two parts (a) Technical bid and (b) Financial Bid.



## **E. AMENDMENT TO BID DOCUMENT**

At any time prior to the deadline for submission of Bid, the Purchaser may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the Bid document by the issuance of Addendum/ Amendment/Corrigendum and posting it on the Official website <https://socialwelfare.assam.gov.in>.

## **F. BID FORM**

The Bidder shall complete the Bid Form and the appropriate price schedule (Financial Bid) furnished in the bid document covering the services to be rendered.

## **G. BID PRICE**

- i. The Bidder shall quote as per format of Financial Bid given in Price Schedule for printing materials.
- ii. The price quoted by the Bidder shall remain fixed till the execution of the order placed with the Bidder & shall not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- iii. Discount or extra charges if any mentioned by the Bidders shall not be considered unless these are specifically indicated in the price schedule.
- iv. The expenses for transportation/ supply of printing materials to the Office of the State Project Director, POSHAN Abhiyaan, Assam shall be inclusive of the price quoted. No separate charge shall be levied or entertained for transportation/supply of materials.
- v. The financial bid would be inclusive of GST. State Project Director, POSHAN Abhiyaan, Assam would deduct GST at source at the time of release of payment.
- vi. The State Project Director, POSHAN Abhiyaan, Assam reserves the right to reject any unreasonable rate without assigning any reason thereof.
- vii. State Project Director, POSHAN Abhiyaan, Assam reserves the right to reject any/all bids without assigning any reason thereof.

## **H. BID SECURITY**

- i. The Bidder shall have to submit a Bid Security @5% of total work order.
- ii. The Bidder shall furnish as part of its Proposal, a Earnest Money Deposit of Rs 60,000.00 in the form of a crossed Demand Draft/ Banker's Cheque/FDR/ Bank Guarantee in favour of State Project Director POSHAN Abhiyaan, Assam with validity for 90 days from the date of issue of Tender document which will be converted to Security Deposit. Since the security deposit is 5%, so the balance amount of Security Deposit will have to be deposited by the successful vendor within a week of receipt of the work-order. The EMD will be returned to unsuccessful bidder within 30 (thirty) days from date of finalization of order. The Bid Security of the selected Applicant shall be returned, upon completion of all contract related obligations of supplier. Any Bid not accompanied by the Bid Security shall be rejected by the Purchaser as non- responsive.
- iii. The purchaser shall not be liable to pay any interest on the Bid Security.
- iv. The earnest money shall stand forfeited if the bidder withdraws his bid after the last date for withdrawal of bids or during bid evaluation after the opening of bids.



## I. EVALUATION

- Bidders who have submitted the valid EMD as per requirement shall be considered for further evaluation. Absence of EMD may lead to summarily rejection of the bid.
- The Department shall evaluate the bids to determine whether they are complete, whether any computational errors have been made whether documents have been properly signed and whether bids are generally in order.
- If there is discrepancy between words and figures the amount in words shall prevail prior to detailed evaluation, the Department will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by the Department.

1. **Technical Evaluation:** As a part of Technical Evaluation the Department will evaluate if the bidder complies with all the eligibility conditions given in condition B under Section IV of the tender document. If the Bidder comply with all conditions laid out under the referred section and furnish all documentary proof of the same, they would be considered for participation in the financial bid.
2. **Financial bids** shall be opened of those Bidders whose technical bid found successful.

## J. AWARD OF CONTRACT

The State Project Director, POSHAN Abhiyaan, Assam shall issue letter of intent to the successful bidder who shall enter into agreement with the State Project Director, POSHAN Abhiyaan, Assam as per tender criteria within ten days of issue of such letter.

## K. RIGHT TO VARY QUANTITIES

The purchaser reserves the right at the time of award of contract to increase or decrease the required quantity of printed materials specified in the schedule of requirements without any change in rates of unit products.

## L. Withdrawal of bids :

Any bidder may withdraw the bid upto last date and time of submission of bid which. Only single bid shall be submitted by each bidder.

## M. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:

The validity of offer of the successful bidder should be 2 years from the date of finalization of the order and the successful bidder will be bound to supply the items or item at agreed rates and terms during this period.

## SECTION V

### GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

#### 1. Application

- 1.1 Submission of bid against this offer shall bind the Bidder for the acceptance of all the conditions specified herein unless otherwise agreed by the State Project Director, POSHAN Abhiyaan, Assam.

#### 2. Execution Time Limit

- 3.1 Printing and supply of materials at designated location within 15 (fifteen) days of placing of Work Order.

#### 3. Payment Terms

- 3.1 Payments towards the supply of items will be made strictly as per existing rules & procedures.
- 3.2 On completion of supplies of ordered quantities, bills/ Invoices should be raised in triplicate in the name of the Tender Inviting Authority with address with three copies of challans duly signed by authorized official of the Office of the State Project Director, POSHAN Abhiyaan, Assam with stock page entry on the body of the challans.
- 3.3 If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or Act of the Central or State Government or by the Bidder himself, the Bidder shall be bound to inform Tender Inviting Authority immediately about such reduction in the contracted prices. Tender Inviting Authority is empowered to unilaterally effect such reduction as is necessary in rates in case the Bidder fails to inform or fails to agree to such reduction in rates.
- 3.4 If the supply is received in damaged condition it shall not be accepted.

#### 4. Termination of Contract

- 4.1 The State Project Director, POSHAN Abhiyaan, Assam without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.
  - If the Bidder fails to print & deliver the printing materials within the period(s) specified in the contract or any extension thereof granted by the State Project Director, POSHAN Abhiyaan, Assam
  - If the Bidder fails to perform any other obligation (s) as laid out by the State Project Director, POSHAN Abhiyaan, Assam.

#### 5. Termination for insolvency

- 5.1 State Project Director, POSHAN Abhiyaan, Assam may also by giving written notice and without compensation to the Bidder terminate the contract if the Bidder becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as purchaser and the security deposit will be forfeited.



## 6. Arbitration

6. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the State Project Director, POSHAN Abhiyaan, Assam.
- 6.2 The Additional Chief Secretary to the Government of Assam, Social Welfare Department or his designated representative shall be the arbitrator.
- 6.3 In case the dispute/dissension between Purchaser and Supplier could not be resolved by arbitration within 30 days from the date of commencement of the process of arbitration, then the legal dispute may be pursued only at the Court (s) under jurisdiction of / at Gauhati High Court, Guwahati.

## 7. Set Off

Any sum of money due and payable to the successful Bidder (including security deposit refundable to him) under this contract may be appropriated by the State Project Director, POSHAN Abhiyaan, Assam and set off the same against any claim of the State Project Director, POSHAN Abhiyaan, Assam for payment of a sum of money arising out of this contract or under any other contract made by Bidder with the State Project Director, POSHAN Abhiyaan, Assam, Social Welfare Department, in addition to other measures as deemed proper.

## 8. Act of God

During the process of this contract for supply of goods and services, any damage arising out of an Act of God, such as earthquake, flood, rain with cloud-burst, lightning and fire, then in such cases neither party shall have any claim on the other party for such damage.

## 9. Inspection of goods on receipt

Goods supplied by the contractor will be subject to inspection on receipt at the place of delivery, and any goods found to be damaged, will have to be replaced by the supplier without any extra cost.

Any goods after receipt at the delivery point, if it is found to be mismatched with the original specification given in the procurement order, then such goods shall be rejected outright. The State Project Director, POSHAN Abhiyaan, reserves the right to take further action on such supplier for deviation from the prescribed specification.

10. State Project Director, POSHAN Abhiyaan, Govt of Assam reserves the right to reject/ cancel any or all Tenders without assigning any reason to any bidder.

## 12. Interest on EMD /SD

The EMD of 2% of the successful vendor will be converted to Security Deposit. Since the security deposit is 5%, so the balance amount of SD will have to be deposited by the successful vendor within a week of receipt of the work-order, in the form of Demand Draft / Banker's cheque. The EMD / Security Deposit will not be entitled to any Bank interest. The security deposit of the successful vendor will be returned after 6 (six) months of completion of the contract, without interest.

13.

**Transit Insurance**

Goods to be supplied by the supplier / tenderer must be covered with Transit Insurance from the point of dispatch, to the point of destination / delivery of the goods at site. Transshipment of goods en-route will not be allowed. Loading and unloading of goods shall be the responsibility of the supplier/ tenderer , without any extra cost.



## SECTION VI

### SPECIAL CONDITIONS OF CONTRACT

1. The special conditions of contract shall supplement the Instruction to the Bidders as contained in Section IV and General (Commercial) Conditions of the Contract as contained in Section V and wherever there is a conflict, the provisions herein shall prevail over those in Section IV and Section V.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India/ Govt. of Assam, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. State Project Director, POSHAN Abhiyaan, Assam reserves the right to disqualify such Bidders who have a record of not meeting contractual obligations against earlier contract entered into with Home & Political or any other Government, Directorate of Social Welfare if they were blacklisted thereof earlier.
4. State Project Director, POSHAN Abhiyaan, Assam reserves the right to blacklist a Bidder for a suitable period in case he fails to honour his bid without sufficient ground.
5. The Bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

Section-VII

Specification of Paper

SL No.	Name of Item	GSM
1	Glossy Art Paper (for cover of User Manual) with Mat Lamination	300 GSM
2	Mapthilo Paper (Good quality) (for text of User Manual)	170 GSM



Section-VIII

**LIST OF ITEMS WITH SPECIFICATION AND QUANTITIES :**

Sl. No.	Name of Items with specification	Quantity
1	<b>ICDS CAS ANGANWADI WORKERS USER MANUAL (32 pages- Size ¼ demy including cover pages)</b>  Multi Colour Perfect binding 300 GSM cover page glossy art paper with Matt Lamination And inner pages 170 GSM maplitho paper.  Language : Assamese	58000 Copies (Aprox.)

**NB:- The quantity may be enhanced by 25% or less from the quoted quantities.**

## ANNUAL TURNOVER STATEMENT OF THE BIDDER

The Annual Turnover of \_\_\_\_\_ for the past three (3) years are given below and certified that the statement are true and correct.

Sl No.	Year	Turnover in lakhs
1.	2016-17	
2.	2017-18	
3.	2018-19	
Total		- Rs..... lakhs

Seal & Signature of Chartered Accountant/Auditor

Place :

Date :



## ANNEXURE-II

### AGREED TERMS & CONDITIONS

Tender No. & Date : .....

#### A. DETAILS OF BIDDER

Bidder Name :  
Office Ref :  
Contact Person :  
Telephone No :  
Fax No :  
E-mail :  
Signature :

**NOTE:** The questionnaire below must be duly filled in and should be enclosed with un-priced Technical Bid.

#### B. TECHNICAL:

Sl. No.	Description	Bidder's Confirmation
		(Confirmed/Noted)
1.	Confirm that you met the eligibility criteria as per bid document and have furnished relevant documents.	
2.	Confirm acceptance of Technical Specification and Scope of Supply as per Tender Document.	
3.	Confirm that literature and technical data, wherever applicable, have been enclosed.	
4.	Confirm that all certificates/ documents furnished.	
5.	Confirm that Earnest Money Deposit (EMD) as per bid document has been furnished	

#### C. COMMERCIAL

Sl. No.	Description	Bidder's Confirmation
		(Confirmed/Noted)
1.	Confirm that the quoted price of the items are inclusive of cost of packing & forwarding charges, freight, insurance and all duties and taxes viz. Excise Duty, GST.	
2.	It is noted that the statutory variations in taxes and duties (except Excise Duty) within the contractual delivery period shall be borne by the purchaser.	

3.	If there is any variation or fresh imposition of Excise Duty at the time of supply due to various reasons, including turn-over, confirm that the same shall be borne by supplier.	
4.	Confirm that in case any new or additional duties and taxes are imposed after the contractual delivery date due to delays attributable to the supplier the same shall be borne by the supplier. This will be in addition to Price Reduction for Delay in Delivery.	
5.	Confirm acceptance of Delivery Period as specified in the Tender Document.	
6.	Confirm acceptance of relevant payment terms specified in the bid document.	
7.	Confirm that the quoted prices shall remain firm & fixed till complete execution of the order.	
8.	Packing/ forwarding, transportation, loading/ unloading and insurance are supplier's responsibility. To protect the items from physical damages and/or deterioration due to weather during transit, supplier to ensure proper packing & handling arrangement.	
9.	Confirm that security deposit of 5 % of the total order value in the form of a crossed Demand Draft/Banker's Cheque from a Nationalized Bank/ Scheduled Commercial Bank of complete execution of all obligations under the contract.	
10.	Confirm that you shall observe the highest standard of ethics during bidding and in case favoured with an order, the execution of the order will be completed, without resorting to any fraud, corruption and/or coercion.	

SIGNATURE OF BIDDER :

NAME & DESIGNATION :

(IN BLOCK LETTER)

DATE :

NAME & ADDRESS OF THE FIRM :



## Price Schedule

## Financial Bid

Tender No. : .....

Name of Bidder : .....

Sl. No.	Name of item & specification	Quantity	Rate per copy (in Rs.) (To be quoted by Bidder)	Total rate (in Rs.) (To be quoted by Bidder)
1.	<b>ICDS CAS ANGANWADI WORKERS USER MANUAL (32 pages- Size ¼ demy including cover pages)</b> Multi Colour Perfect binding 300 GSM cover page glossy art paper with Matt Lamination And inner pages 170 GSM maplitho paper Language : Assamese	58000 copies		

Total Rate (in words) : Rupees ..... Only.

Signature of Bidder with Seal

## EXPERIENCE CERTIFICATE

SL. NO.	YEAR OF WORK	DESCRIPTION OF WORK UNDERTAKEN	NAME & ADDRESS OF THE AGENCY THAT AWARDED THE WORK	VALUE OF THE WORK (RS)	DATE OF WORK ORDER	DATE OF COMPLETION OF WORK
	(a)	(b)	(c)	(d)	(e)	(f)
1.						

This is to certify that the information contained in table above is true and correct.

(Allotment order along with the work completion certificate to be enclosed)

**Name of the Bidder:**

**Signature of the Bidder:**

**Date:**

**Seal of Bidder:**

Form of Agreement

THIS CONTRACT AGREEMENT is made

This ..... day of month..... year.....

BETWEEN

- (1) Name and Address of the Purchaser: State Project Director, POSHAN Abhiyaan,
- (2) Name and Address of the Supplier:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called "the Contract Price")

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Special Conditions of Contract
  - (c) General Conditions of Contract
  - (d) Technical Requirements ( including Technical Specifications)
  - (e) The Supplier's bid and original Price Schedules
  - (f) The Purchaser's Notification of Award
  - (g) [Add here: any other documents]
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: \_\_\_\_\_  
In the capacity of [insert: title or other appropriate designation]  
In the presence of \_\_\_\_\_

For and on behalf of the supplier

Signed: \_\_\_\_\_  
In the capacity of [insert: title or other appropriate designation]  
In the presence of \_\_\_\_\_