



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

**LIMITED TENDER NOTIFICATION FOR THE SUPPLY OF  
SS STANDS FOR PLACING OF EMP PLATES**

**BID REF NO.PIIC/LTN/29/2019 DATED 26/09/2019**

**INTRODUCTION OF THE COMPANY**

The Institute started functioning as Pasteur Institute of Southern India, on 6th April 1907 and the Institute took a new birth as The Pasteur Institute of India (registered as a society under the societies Act 1860) and started functioning as an autonomous body under the Ministry of Health and Family Welfare, Government of India, New Delhi since the 10th of February, 1977. A governing body manages the affairs of the Institute. The Institute is a charitable organization working on a no profit-no loss basis.

Pasteur Institute of India (PIIC), Coonoor is one of the leading organization which are into the production of Antirabies Vaccine and DPT group of Vaccines for the EPI programme of Govt. of India.

The scope of supply involved is detailed in the subsequent paragraphs and is precise to the extent possible.

**SCOPE OF SUPPLY**

The scope of supply is **Supply of SS Stands for placing of EMP plates given as per the sample drawing enclosed.** The material of Construction of the stand shall be SS 304, finish Matt, 240 Grit.

S.No	Equipment	Qty	EMD
1.	<b>Type A:</b> Number of plates to be exposed near the return risers (45 <sup>0</sup> C inclined stands).	280 Nos	Rs.25,000 /-
2.	<b>Type B:</b> Number of plates to be exposed near the return risers (45 <sup>0</sup> C inclined stands).	25 Nos	
3.	<b>Type C:</b> Number of plates to be exposed near the return risers (45 <sup>0</sup> C inclined stands).	50 Nos	
4.	<b>Type D:</b> Number of plates to be exposed near the return risers (45 <sup>0</sup> C inclined stands).	01 No	
5.	<b>Type E:</b> Number of plates to be exposed near the return risers (45 <sup>0</sup> C inclined stands).	01 No	
6.	<b>Type F:</b> Number of plates to be exposed under supply filters (without inclination)	300 Nos	



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

**DETAILS REGARDING IMPORTANT DATES ARE AS FOLLOWS:**

S.No.	Description	Schedule
i.	Closing date & time for receipt of Tender	18/10/2019, 15.00 Hrs
ii.	Time and date of opening of Bids	18/10/2019, 15:30 Hrs
iii.	Venue of opening of Tender	PASTEUR INSTITUTE OF INDIA, COONOOR.

The bids for the **Supply of SS Stands for placing of EMP plates to be submitted in the bid form enclosed vide Annexure V.**

**1. INSTRUCTION TO BIDDERS**

The bids to be submitted in a sealed cover. The sealed cover should be superscribed as "**Tender for the Supply of SS Stands for placing of EMP plates due on 18/10/2019 by 15.00 Hrs.**" without fail. **The Tender Reference Number should also be mentioned on the cover without fail.** The tenders must reach the "**Director, Pasteur Institute of India, Coonoor**" not later than 15.00 Hrs on 18/10/2019.

- 1.1 Bidders can send their queries and clarifications to the address given in clause 1.2 or by email purchasepiic@gmail.com, up to three days prior to the due date of bid submission.
- 1.2 Bids shall be addressed by designation only to:  
**The Director**  
Pasteur Institute of India,  
Coonoor – 643 103.  
Nilgiris, Tamilnadu
- 1.3 Due date of submission of the bid will be on **18/10/2019, upto 15:00 Hrs.** The bid will be opened on the same day at **15:30 hrs.**
- 1.4 The tenders once submitted shall remain valid upto 120 days and the tender will not be entitled to withdraw the tenders or to suggest any change therein within the said period.
- 1.5 Tenders should contain complete specification of the item with make, catalogue No etc
- 1.6 The tender submitted through Email or Fax will not be considered.
- 1.7 This Institute will not in any case be responsible for any delay on the part of postal/courier people for late delivery of the quotations.



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

**2. Mode of submission of Tenders:**

**a. Tender Cost/Tender fee: NIL**

**2.1 DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID**

- a. EMD (Earnest Money Deposit) amount of Rs.25,000/- (Rupees Twenty five thousand only) shall be submitted in the form of Demand Draft in favour of “*The Director, Pasteur Institute of India*” payable at Coonoor.
- b. **Annexure-I** – Sample Drawing
- c. **Annexure II** – Detailed Specifications
- d. **Annexure III** - Schedule of Requirement
- e. **Annexure IV** - Bid Data Sheet
- f. **Annexure-V** - Bid Form.
- g. **Annexure-VI** – Manufacturer’s Authorisation Form

**3. Minimum Eligibility Criteria**

- 3.1 The Tenderer has to be a manufacturer or authorized dealer of the Schedule item. In case of authorized dealer / agent, the Manufacturer’s Authorization certificate / Form (as shown in Annexure – III of the tender document) received from the Manufacturer to be attached.

**4. Bid Evaluation**

Bid determined to be substantially responsive will be checked by PIIC for any arithmetic errors and the same will be corrected as follows:

- a. Where there is a discrepancy between the rates in figures and in words, the rates in words will prevail.
- b. Where there is a discrepancy between the unit price and the total price resulting from the multiplying the unit price by the quantity, the unit price as quoted shall prevail.
- c. The tenderer supplying indigenous goods or already imported goods shall quote only in Indian Rupees.



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

**5. Tender Price & Documents**

- a. The price of the goods should be quoted on **FOR PII COONOOR basis** with the detailed breakup of ex-factory/ex-showroom/ex-warehouse/off-the-shelf, as applicable, including all taxes and duties like GST, Custom Duty etc. already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc. or on the previously imported goods of foreign origin quoted ex-showroom etc;
- b. Any sales or other taxes and any duties, which will be payable on the goods in India, if the contract is awarded.
- c. Charges towards Packing & Forwarding, Inland Transportation, Insurance (local transportation and storage) would be borne by the Supplier from their warehouse to the PIIC for a period, including 3 months beyond date of delivery, Loading/Unloading and other local costs incidental to delivery of the goods to their final destination as specified in the List of Requirements and Price Schedule.
- d. The price offered should be valid for a period of **ONE Year**.

**FOR PII COONOOR** price will be considered for comparison and evaluation.

**6. EXEMPTIONS/FORMS**

PIIC will not be giving any duty exemption, GST Concession form.

**7. REJECTION OF BIDS**

Notwithstanding the above conditions, PIIC reserves the right to accept or reject any offer, and to annul the tender process and reject all offers, at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for PIIC action.

**8. NOTIFICATION OF AWARD**

- 8.1 Prior to the expiry of the period of offer validity prescribed by PIIC, PIIC will notify the successful Bidder by Fax or email/registered post/ by courier, that this offer has been accepted. The purchase order will be issued to the successful bidder. No correspondence will be entertained by PIIC from the unsuccessful Bidders.
- 8.2 Upon selection of the successful bidder PIIC will promptly notify the same to successful Bidder through a Purchase Order.
- 8.3 EMD's of unsuccessful bidders will be returned only after finalizing the L1 Party.



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

*(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)*  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

**TERMS AND CONDITIONS**

**1. DEFINITION:**

- 1.1. For the purpose of this contract, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:-
- "PIIC" means Pasteur Institute of India, Coonoor, which expression shall unless excluded by or repugnant to the context include PIIC's representative.
  - "Contractor/ Bidder" Means successful lowest bidder.
  - "Earnest Money Deposit" (EMD) means Bid Security/ monetary or financial guarantee to be furnished by a tenderer along with its tender.
  - "Consignee" means the organization/person to whom the goods are required to be delivered as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of dispatch to another person as provided in the Contract then that "another" person is the consignee, also known as ultimate consignee.

**2. PAYMENT SCHEDULE:**

Payment shall be made as specified in the contract in the following manner:

Sl.No	Stage	Percentage (%)
1.	After supply of the items in good condition at PIIC	100% of the order value

**3. ADDITIONS/DELETIONS**

- 3.1 PIIC shall have the right to direct in writing for changes, additions, modifications on quantity required and to request in and the Bidder shall comply with such directions.
- 3.2 The Bidder shall not make any deviations, alterations, additions, to or omissions from the work shown/described and awarded to the Contractor/ Bidder except through and with proper approval of PIIC.



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

*(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)*  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

**4. TIME SCHEDULE**

- 4.1 The day of commencement of delivery period will be reckoned from the date of issue of Purchase order.
- 4.2 The material shall be delivered at site within 2 months from the date of issue of purchase order or as per delivery terms mentioned in the Purchase Order.
- 4.3 The supply shall be carried out with all due diligence and as per the time schedule specified above. In case of any delay/default, of the Contractor/ Bidder to adhere to the agreed time schedule, PIIC shall recover the liquidated damages from the Contractor/ Bidder at the rate of 0.5% (Zero point Five percent) of the total amount of fee per week of delay of any activity subject to a maximum of 5% (Five percent) of the total order value. However, if there is a purposeful delay by the Contractor/ Bidder, PIIC reserves all rights to terminate the contract and get the full work executed at his risk and cost.

**5. EXTENSION OF TIME**

- 5.1 To adhere to the above mentioned time schedule the Contractor/ Bidder shall provide on demand necessary documents, information and certificates/ undertakings to PIIC. Any delay in supplying the requisite documents and delay due to any other cause beyond the control of the Contractor/ Bidder shall be considered for grant of extension of time. If the Contractor/ Bidder require extension of time, they shall intimate in writing to PIIC within 3 days of the occurrence of such hindrance/delay, along with proper documents.
- 5.2 PIIC after satisfying itself about the reasonableness of grounds may grant extension of time, if it is justified and communicated the same in writing. Whenever such extension of time is granted, it would be without prejudice to the rights of PIIC for any penal action to the extent of the delay attributable to the Contractor/ Bidder. Any extension of time granted as stated above shall neither entitle the Contractor/ Bidder to any claim for increase in their fees nor shall it release him from any of the obligations under the said agreement.

**6. ABANDONMENT OF WORK**

- 6.1 If the Contractor/ Bidder/ supplier abandons the work/supply for any reason whatsoever or becomes incapacitated as aforesaid, PIIC shall forfeit/en-cash the Performance Guarantee. PIIC shall be at liberty to make full use of all or any of material supplied by the Contractor/ Bidder/ supplier. The Contractor/ Bidder/ supplier shall also be liable to refund all the charges paid to him up to date plus such damages as may be assessed by PIIC including the recovery of liquidated damages.



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

*(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)*  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

- 6.2 Provided, however, that in the event of the termination of the agreement under proper notice as provided in the clause hereinafter, the Contractor/ Bidder shall be liable to refund any excess payment made to him over and above which is due to him in accordance with the terms of this agreement, for the work executed by him till the date of termination of agreement.

**7. DETERMINATION AND RESCISSION OF TERMS & CONDITIONS**

- 7.1 When the Contractor/ Bidder have made himself liable for action under any of the clauses aforesaid, PIIC shall have powers:
- 7.2 To rescind the agreement to engage another Contractor/ Bidder to carry out the balance work debiting the Contractor/ Bidder the extra amount, if any, so spent for getting the balance work done.
- 7.3 This amount would be in addition to the recovery of liquidated damages.

**8. GENERAL**

- 8.1 The Contractor/ Bidder shall be fully responsible for supply of the material and also ensure that the material is supplied as per the specifications.
- 8.2 The Contractor/ Bidder hereby agrees that the charges to be paid as provided herein will be in full discharge of functions to be performed by him and no claim whatsoever shall be made against PIIC in respect of any proprietary rights or copy right on the part of any other party relating to plans, models and drawings.
- 8.3 The Contractor/ Bidder shall indemnify and keep indemnified Pasteur Institute of India against any such claims and all costs and expenses paid by PIIC in defending such claims to be borne by the Contractor/ Bidder.
- 8.4 The Contractor/ Bidder hereby agrees that PIIC shall have the right to take out any of the activities, which in the opinion of PIIC is not being performed by the Contractor/ Bidder with due diligence, and within the agreed time schedule, and which can be performed independently. The fees or the expenses incurred shall be debited to the Contractor/Bidder.

**9. ARBIRATION**

- 9.1 All disputes or differences whatsoever arising between the parties out of or relating to the Contractor/ Bidder services, meaning and operations or effect of this contract or the breach thereof shall be settled by arbitration. Matters to be arbitrated upon shall be referred to a sole Arbitrator, to be appointed by PIIC and the award made in pursuance thereof shall be binding on the parties. Such arbitration shall be governed by the Indian Arbitration and Conciliation Act 1996.
- 9.2 The place of arbitration shall be at **Udhagamandalam.**





**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

*(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)*  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

**10. FALL CLAUSE**

The prices charged for this particular service/supply under the Contract by the supplier/service provider shall in no event exceed the lowest price at which the supplier/service provider sells the service/supply of identical description to any person(s)/organization (s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders placed during the currency of Rate Contract is completed.

**11. STATUTORY VARIATIONS**

In case of statutory variation in regard to taxes/levies, within the stipulated date of completion of individual agreement, the same shall be paid or recovered as per the actual against documentary proof. However beyond this period PIIC will take advantage of any reduction in taxes/levies but will not pay extra on account of increase in taxes/levies.

**DIRECTOR**





**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

*(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)*  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

**ANNEXURE-I**

**SAMPLE DRAWING**



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

**SPECIFICATIONS**

**Annexure II**

**The following specifications shall be common for fixed type settle plate stand: (Type A,B,C,D & E) with 45 degree inclination:**

- SS settle plate stand shall be of fixed type.
- Plate on the stand shall be with 50mm inclination with the angle of 45 degrees.
- MOC of the stand shall be SS 304, finish Matt, 240 Grit.
- 20 mm dia pipe for the stand, on the stand top plate shall be 18 gauge thickness and bottom sheet thickness shall be of 4 inch dia (100 mm) with 4 mm thickness.
- All the sides (3 sides as per drawing) of the top plate shall have 5 mm height guard.
- Dimension of the top plate shall be 220 (L) x 120 (W), base plate shall be 100 mm dia.

**The following specifications in case of dimensions shall be variable for each type:**

- **For A type:** Total height of the stand shall be of 350mm (with inclination). So the back side of the stand height shall be 350mm and the front side of the stand height shall be 300mm.
- **For B type:** Total height of the stand shall be of 300 mm (with inclination). So the back side of the stand height shall be 300 mm and the front side of the stand height shall be 250 mm.
- **For C type:** Total height of the stand shall be of 450 mm (with inclination). So the back side of the stand height shall be 450 mm and the front side of the stand height shall be 400 mm.
- **For D type:** Total height of the stand shall be of 800 mm (with inclination). So the back side of the stand height shall be 800 mm and the front side of the stand height shall be 750 mm.
- **For E type:** Total height of the stand shall be of 1900 mm (with inclination). So the back side of the stand height shall be 1900 mm and the front side of the stand height shall be 1850 mm.



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

**The following are the specifications for Fixed type settle plate stand: (Type F) without inclination:**

- *SS settle plate stand shall be of fixed type.*
- *Total height of the stand shall be of 900 mm.*
- *MOC of the stand shall be SS 304, finish Matt, 240 Grit.*
- *20 mm dia pipe for the stand, on the stand top plate shall be 18 gauge thicknesses and bottom sheet thickness shall be of 4 inch dia (100 mm) with 4 mm thickness.*
- *All the sides (3 sides as per drawing) of the top plate shall have 5 mm height guard.*
- *Dimension of the plate shall be 220 (L) x 120 (W), base plate shall be 100 mm dia.*



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

(to be submitted in the supplier's letter head)

**ANNEXURE -III**

**PART A**

**SCHEDULE OF REQUIREMENT**

Sl.No.	Description of the item	Unit	Total Qty	Unit Rate (Rs)	GST	Total Amount with GST (Rs)
	<b>Total Amount in (Rs)</b>					

NB: Unit price shall be written in figures and words

Total Tender price in Rupees: \_\_\_\_\_

In Words: \_\_\_\_\_

**Note:**

If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Place: \_\_\_\_\_ Signature of Tenderer \_\_\_\_\_

Date: \_\_\_\_\_ Seal of the Tenderer \_\_\_\_\_



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

(to be submitted in the supplier's letter head)

**ANNEXURE – IV**

**BID DATA SHEET**

<b>S.No</b>	<b>Description</b>	<b>Details</b>
1.	Bid Reference number	BID Ref. No. PIIC/LTN/029/2019 dated 26/09/2019
2.	Due date for submission	18/10/2019 UPTO 15:00 HRS
3.	Name & Address of bidder	
4.	Year of establishment	
5.	Type of the firm	Public Ltd/Pvt Ltd./Partnership/Regd. firm
6.	Name & Address of Directors/Partners	1. 2.
7.	PAN Number	
8.	Contact Phone-Office	
9.	Cell	
10.	Email	
11.	Copy of MOA/Partnership deed/Registration	Attached/Not Attached
12.	Copy of PAN of Directors/Partners	Attached/Not Attached
13.	Latest IT return statement	Attached/Not Attached
14.	Past three years P & L, Balance Sheet	Attached/Not Attached
15.	All pages of bid document duly sealed and signed by the authorized person	Attached/Not Attached
16.	Power of Attorney/Authorization to sign the bid	Attached/Not Attached
17.	Manufacturer's authorization letter	Attached/Not Attached
18.	EMD (in favor of The Director, Pasteur Institute of India, Payable at Coonoor in the form of Demand Draft/Banker's cheque from a nationalized or scheduled bank.	Attached/Not Attached



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

*(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)*  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

**(to be submitted in the supplier's letter head)**

**ANNEXURE – V**

**BID REF NO.PIIC/LTN/29/2019 DATED 27/09/2019**

**BID FORM**

**Item: Supply of SS Stand**

Having examined the bidding documents, including amendments of which is hereby acknowledged, we the undersigned, offer to execute the contract including the supply and delivery of the goods (FOR PII Coonoor) in full conformity with the said bidding documents for the sum of:

**In Fig:**

**In Words**

(Hereinafter call: The Total Bid Price”) or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Scheduled attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to execute the contract in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the Bidding Documents.

We agree to abide by this bid, for the Bid Validity period specified in their Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated:

Signed by:

In the capacity of



**PASTEUR INSTITUTE OF INDIA  
COONOOR-643 103 (NILGIRIS)**

(Autonomous Institute under the Ministry of Health & Family Welfare,  
Govt. of India, New Delhi)  
Ph.0423 2231852, Fax - 0423-2231655, Email: purchasepiic@gmail.com

**Annexure-VI**

**MANUFACTURER'S AUTHORISATION FORM**

To

**The Director  
Pasteur Institute of India  
Coonoor 643 103**

Dear Sir,

Ref: Your Tender document No \_\_\_\_\_, dated \_\_\_\_\_

We, \_\_\_\_\_ who are proven and reputable manufacturers of \_\_\_\_\_ (name and description of the goods offered in the tender) having factories at \_\_\_\_\_, hereby authorize Messrs \_\_\_\_\_ (name and address of the agent) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. \_\_\_\_\_ (name and address of the above agent) is authorized to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We also hereby extend our full warranty, AMC/CMC as applicable for the goods and services offered for supply and installation by the above firm against this Tender Document.

Yours faithfully,

[Signature with date, name and designation]

for and on behalf of Messrs \_\_\_\_\_

[Name & address of the manufacturers]

**NOTE:**

*This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer*