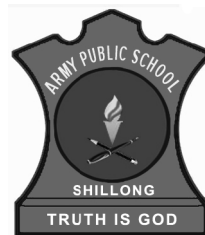


**ARMY PUBLIC SCHOOL SHILLONG  
LABASEE LINE, HAJIPUR ROAD,  
PO: UMLYNGKA, SHILLONG -793005**



**TENDER DOCUMENT**

**FOR**

**SUPPLY OF COMPUTERS AT ARMY PUBLIC SCHOOL  
SHILLONG**

**ARMY PUBLIC SCHOOL SHILLONG**  
**LABASEE LINE, HAJIPUR ROAD, PO: UMLYNGKA, SHILLONG**

AS/ACCTs/5002/12

Date: 27 Aug 2022

- 1) Nature of job : Supply of Computers at Army Public School Shillong
- 2) Cost of Blank Tender form: 1000/- (Rs One thousand only)  
(Non-refundable)
- 3) Availability of tender document: Tender document can be obtained from the School Office during working hours.
- 4) Last date and time of receiving the Tender 18/09/2022 upto 1230hrs
- 5) GST No \_\_\_\_\_
- 6) PAN No \_\_\_\_\_

**ARMY PUBLIC SCHOOL SHILLONG**  
**LABASEE LINE, HAJIPIR ROAD, PO: UMLYNGKA, SHILLONG 793005**


**Name of Work:** Tender for Supply of Computers at Army Public School Shillong, Labasee Line, Hajipir Road, PO: Umlyngka, Shillong.

1. This document contains 14 pages including cover page.
2. The tender document in prescribed form, duly completed and signed, should be submitted in a sealed cover duly super subscribed "Tender for Supply of Computers to Principal Army Public School Shillong, Labasee Line, Hajipir Road, PO: Umlyngka, Shillong".

  
Principal  
Army Public School Shillong  
Principal  
Army Public School Shillong

**Detailed Tender Notice**  
Invitation to Tender

1. The **Principal, Army Public School Shillong** invites tender for the works of "Tender for Supply of Computers at **Army Public School Shillong**. The time allowed for execution of the work is 10 days and tender fee Rs. 1000/- (One thousand only) shall be deposited in the form of Demand Draft in favour of **Army Public School Shillong** at the time of collection of Tender Document.
2. The applicant should have the following requirements to make them eligible to qualify in the technical bid.
  - a) The applicant should have satisfactorily completed **three similar works** of similar nature during the last three years ending last day of Mar, **2022**.
  - b) Should have average **annual financial Gross turnover not less than Rs. 20 Lakh** during the **last three financial years** ending **31st March 2022**. Copy of Audited Financial Statements to be provided.
  - c) Should not have incurred any loss in more than **two years** during the last **three years** ending **31st March, 2022**. Copy of Audited Financial Statements to be provided.
  - d) **Similar or Similar Nature of work means** Supply of Computers in any Government Department/Educational Institute.
3. The prescribed tender documents should be submitted in one sealed envelope duly super scribed with "**Tender for Supply of Computers at Army Public School Shillong**. This sealed envelope should contain 2 sealed envelopes marked A & B, as prescribed as under:
  - a) Envelop A containing the Technical Bid along with the supporting documents, as mentioned at S.No.2 above.
  - b) Envelop B containing the Financial Bid.
4. The complete tender document is to be signed with seal & is to be placed in the technical bid envelope along with the necessary required documents.
5. If any information furnished by the applicant is found to be incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of work in **Army Public School Shillong**. The School reserves the right to verify the particulars furnished by the applicant independently.
6. The **Principal, Army Public School Shillong** reserves the right to reject any or all prospective applicants without assigning any reason and to restrict the list of tendered contractors to any number deemed suitable by it, if too many tender documents are received satisfying the basic PQ criteria.
7. The Bid shall be treated as a 2 Bid System namely 'Technical Bid' & 'Financial Bid'. The Technical Bid shall be opened first for evaluation. Financial Bid shall be opened for the qualified bidders who have cleared the Technical Bid evaluation.
8. The bidder will submit the GST registration and PAN No, along with document of registration of the firm/company.

  
Principal  
Army Public School Shillong  
Principal  
Army Public School Shillong

## SECTION I

### BRIEF PARTICULARS OF THE WORK

1. The salient features of the work for which Tenders are invited are as under:

**Name of Work:** Tender for Supply of Computers at **Army Public School Shillong**. Time allowed for execution is 10 days to be counted from the date of placing of supply order.

2. The tender is invited for Supply of Computers at **Army Public School Shillong**.

## SECTION II

### INFORMATION & INSTRUCTIONS FOR APPLICANTS

#### 1. GENERAL:-

1.1. Letter of transmittal and forms for Tender are given in Section III.

1.2. All information called for in the enclosed forms should be against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars/query is not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the tender document or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Tenders made by telegram or telex or fax or email and those received late will not be entertained.

1.3. The applicant should seal and sign each page of the tender documents.

1.4. Overwriting should be avoided. Correction, if any, should be made by neatly by crossing out, signed and re-writing. Use of fluid (whitener) is not allowed and such tenders shall be rejected. Pages of the tender document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

1.5. The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Tender document unless it is called for by the School.

1.6. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering /taking up of the work in **Army Public School Shillong**.

1.7. Prospective applicants may request clarification of the project requirements and Tender document from the School.

#### 2. DEFINITIONS:

2.1. In this document the following words and expressions have the meaning hereby assigned to them.

2.2. School means the Army Public School Shillong, acting through the Principal, Army Public School Shillong.

2.3. Applicant: Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.

2.4. "Year" means "Financial Year" unless stated otherwise.

### **3. METHOD OF APPLICATION:**

3.1. If the applicant is an individual, the tender document shall be signed by him above his name and current address.

3.2. If the applicant is a proprietary firm, the tender document shall be signed by the proprietor above his full name and the full name of his firm with its current address.

3.3. If the applicant is a firm in partnership, the tender document shall be signed by all the partners of the firm above their full names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the tender document. In both cases, a certified copy of the partnership deed and current addresses of all the partners of the firm should accompany the tender document.

3.4. If the applicant is a limited company or a corporation, the tender document shall be signed by a duly authorized person holding power of attorney for signing the tender document accompanied by a copy of the authorization letter. The applicant should also furnish a copy of the Memorandum of Articles of Association.

### **4. FINAL DECISION MAKING AUTHORITY.**

The Principal, Army Public School Shillong reserves the right to accept or reject any tender document and to annul the tender process and reject any or all tender documents at any time, without assigning any reason or incurring any liability to the applicants.

### **5. PARTICULARS PROVISIONAL**

The particulars of the work given in Section I are provisional. They are liable to change and must be considered only as advance information to assist the applicant.

### **6. INITIAL CRITERIA FOR ELIGIBILITY IN FINANCIAL BID**

6.1. The applicant should have satisfactorily completed similar work of similar nature during the last three years ending last day of Mar, 2022. For this purpose, "cost to work" shall mean gross value of the completed work including the cost of materials supplied by the Government/Client, but excluding those supplied free of cost. Similar or Similar Nature of work shall be Supply of Computers in Government Department/Educational Institute".

6.2. The bidder shall provide copies of work orders as documentary proof for having executed similar work/ works or completion certificate issued by the client. However, decision with regard to eligibility of the applicant (s) will be taken by the School only, after necessary documents provided by the applicant have been examined.

6.3 Bidder has to comply & quote as per technical specification attached as A- I.

6.4 The applicant should have all necessary technical knowledge and manpower and equipment required for the proper and timely execution of the work.

### **7. EVALUATION CRITERIA FOR TENDER**

7.1 For the purpose of tender, applicants will be evaluated in the following manner:

7.2 The technical evaluation committee shall evaluate the tender document on the criteria given below:

**Technical Bid**

S. No.	Criteria	S.No of the supporting document																														
1	Name of Tendering Company with Registration No. and date issued by appropriate authorities (Please enclose copy of certificate of registration)																															
2	Do you possess trade license issued by Govt. of Meghalaya? If so, please enclose a copy																															
3	Name of Proprietor/ Director																															
4	Furnish following particulars of the Registered office Complete Postal a. Address b. Telephone No. c. Fax No. d. Email Address																															
5	PAN No. (attach attested copy)																															
6	GST No. (attach attested copy)																															
7	Financial turnover for the three financial years (Please attach copies of audited balance sheet and IT returns <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th align="center">Financial year</th> <th align="center">Amount (Rs. in lakhs)</th> <th align="center">Remarks, if any</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Attach separate sheet if space provided is insufficient</p>	Financial year	Amount (Rs. in lakhs)	Remarks, if any																												
Financial year	Amount (Rs. in lakhs)	Remarks, if any																														
	Give details of major clients- Education Institutes/ Universities, Government Dept. Research organisations, where similar works have been carried out by the bidder during the last five years in the following format <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th align="center">S.No</th> <th align="center">Name &amp; address of the client with details- Name of the contract person, telephone no, Fax no, email id</th> <th align="center">Name &amp; quantity of the items sold</th> <th align="center">Purchase Order/ Indent No. &amp; Date</th> <th align="center">Amount</th> </tr> </thead> <tbody> <tr><td align="center">1</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td align="center">2</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td align="center">3</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td align="center">4</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td align="center">5</td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>(if the space provided is insufficient, a separate sheet may be attached)</p>	S.No	Name & address of the client with details- Name of the contract person, telephone no, Fax no, email id	Name & quantity of the items sold	Purchase Order/ Indent No. & Date	Amount	1					2					3					4					5					
S.No	Name & address of the client with details- Name of the contract person, telephone no, Fax no, email id	Name & quantity of the items sold	Purchase Order/ Indent No. & Date	Amount																												
1																																
2																																
3																																
4																																
5																																
8	Whether you annual turnover was Rs. 1 crore during the last 3 financial years? Please attach relevant copies.																															
9	Please specify the minimum time required to supply the items from the date of receipt of the Order																															
10	Additional information, if any (Attach separate sheet, if required)																															

8.1 Even though an applicant may satisfy the above requirements, the applicant may invite disqualification if he has:

- i. Made **misleading or false representation or deliberately suppressed the information** in the forms, statements and enclosures required in the pre-qualification document,
- ii. Record of poor performance such as abandoning work, not properly completing the contract, or financial failure/weakness etc.

## 8.2. Opening of Bids

Part –I (Technical Bids) will be opened on the date, time and at the venue already indicated. On finalisation of the Technical Bids, Part II (Financial Bids) of only those tenderers whose technical bid is found suitable after scrutiny will be opened. The date, time and venue of opening price bids will be intimated to all qualified tenderers by fax/ email/ telephone etc.

The School reserves the right to accept or reject any bid in part or full without assigning any reason whatsoever. The School will not hold any responsibility for postal loss or delay of any bid.

## 9. LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with tender document.

## 10. AWARD CRITERIA

(a) The School reserves the right, without being liable for any damages or obligation to inform the applicant,

(i) The School shall have the right at any time, by written notice, in the form of an amendment order, to make any changes it deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required, changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the Vendor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the School unless sufficiently justified by a vendor and accepted by the School in a form of amendment/ modified Order issued and signed by the School.

The School reserves the right to place the work order of the scope mentioned in the tender document for this work either to single or more than one bidders without being liable for any damages or obligation to inform the applicant.

(ii) The invited tender is an item rate tender. The acceptance of a tender will rest with the School who do not bind themselves to accept lowest tender and reserve to themselves the authority to reject any or all the tenders received without assigning any reasons. They also reserve the right of accepting the whole or any part of the tender and the Tenderers shall be bound to perform the same at the rates quoted. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or there is any correction not duly signed and dated by the Tenderer are liable to be rejected. For this purpose Tenderer shall quote rates for various items, which will be self-sufficient to meet their whole, costs for executing any/ every item. No demand for variations in rates for items executed shall be entertained on the plea of the School deciding to delete, alter, or reduce the quantities specified in respect of the any item.

b. The School shall issue award letter for the required Work. However, the successful bidder shall be issued the time schedule for delivery / execution of the work in writing. The offer shall remain valid upto twelve months.

c. The successful bidder shall ensure supply of items within 10 days of written order to do so.

d. Any effort on the part of the applicant or his agent to exercise influence or to pressurize the School would result in rejection of his tender. Canvassing of any kind is prohibited.

**11. RATES AND TAXES**

a. The agency shall quote their rates in Rupees which shall include all taxes, transportation, and nothing extra shall be paid on any account.

b. The rates must be quoted in both word and figure.

**12. TERM OF PAYMENT:**

100% against certification of completion of work and due certification of the concerned authority.

**13. Penalty**

(a) **The penalty Clause is as under:-**

Should the tenderer fail to supply within the period specified in the tender form, the School authority may, at his discretion, allow an extension in time subject to recovery from the tenderer as agreed liquid damages, and not by way of penalty, a sum equal to the percentage of the value of order which the tenderer has failed to supply for period of delay as stated below:-

(i) Delay up to one week	1%
(ii) Delay exceeding one week but not exceeding two weeks	2%
(iii) Delay exceeding two week but not exceeding one months	5%
(iv) Delay exceeding one month.	5% for each month & part thereof subject to maximum 10%

Decision of the Principal shall be final and binding.

(b) In case of failure to execute the work within the prescribed time and in accordance with the specifications given in the quotations, the School shall be free to cancel the order and get the work executed from the next higher tenderer or from the open market as the case may be. In that case the loss sustained by the School shall be recovered from the defaulting Contractor.

**14. JURISDICTION**

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceeding arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the Court of Competent Civil jurisdiction in this behalf at Shillong and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

**15. ARBITRATION**

All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Principal, Army Public School Shillong. The award of the arbitrator so appointed shall be final and binding on both the parties.

**16. RISK PURCHASE:**

In the event of the Bidder/Supplier's failure to supply / execute the ordered work in scheduled delivery period, as per the contract the purchaser reserves the right to carry out the work from any other source at the Bidder/Supplier's risk and cost and the difference in cost shall be borne by the Bidder/Supplier.



**SECTION III**  
**PREQUALIFICATION INFORMATION**  
**LETTER OF TRANSMITTAL**

From:

To,  
The Principal  
Army Public School Shillong  
Labasee Line, Hajipir Road,  
PO – Umlyngka, Shillong

Subject: Submission of tender document for the work of Tender for Supply of Computers at **Army Public School Shillong**.

Sir,

Having examined the details given in tender press Notice and tender document for the above work, I/we hereby submit the tender document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms A to B and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for tender and have no further pertinent information to supply.
3. I/We authorize the **ARMY PUBLIC SCHOOL SHILLONG** to approach individuals, employees, firms and corporation to verify our competence and general reputation.
4. I/We submit the following documents in support of our suitability, technical knowhow and capability for having successfully completed the following works:

*NOTE: Mention here the documents being enclosed with the tender document. The documents should pertain to Supply of Computers in Government Building/ Educational Institution and should include work orders and completion certificates for such works.*

5. Duly filled performa prescribed in para 7.2 for technical evaluation.

Enclosures.

Seal of applicant

Date of submission

Signature(s) of Applicant(s)

**FORM 'A'**  
**FINANCIAL INFORMATION**

I. **Financial Analysis** - Details to be furnished duly supported by copy of audited balance sheet/profit & loss account for the last three years, as submitted by the applicant to the income Tax Department (Copies to be attached)

FY	2019-20	2020-21	2021-22
Gross Turn over			
Profit. Loss			

II. The following certificates are enclosed:

(a) PAN No

(b) GST No

Signature of Applicant (s)

**FORM 'B'**

**DETAILS OF ALL WORKS OF SIMILAR NATURE / CLASS COMPLETED DURING  
THE LAST THREE YEARS ENDING LAST DAY OF THE MONTH MARCH, 2022.**

<b>S. N.</b>	<b>Name of the Project &amp; location</b>	<b>Name of the organisation</b>	<b>Cost of Work in Lacs</b>	<b>Date of Commencement as per the contract</b>	<b>Stipulated date of completion</b>	<b>Actual date of completion</b>	<b>Litigation/ arbitration pending/ in progress with details.</b>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

1. Indicate gross amount claimed and amount awarded by the Arbitrator.

**Notes 1 to 4:**

1. Please mention all works executed equal to or above the qualifying amount.
2. For stipulated date of completion, submit copy of work order.
3. For actual date of completion, submit copy of completion certificate from employer.
4. Please clearly indicate the works (in the above form) on the basis of which prequalification is being sought.

**FORM "C"**  
**STRUCTURE & ORGANISATION**

1. Name & Address of the applicant
2. Telephone No./Telex No./Fax No.
3. Legal status of the applicant (attach copies of original document) Defining the legal status
  - (a) An Individual
  - (b) A proprietary firm
  - (c) A firm in partnership
  - (d) A limited company or Corporation
4. Since when the applicant has been in business. Provide documentary proof.
5. Particulars of registration with various Government bodies (attach attested photocopy).

Organization/Place of registration	Registration No.
(a)	
(b)	
(c)	
(d)	

6. Names and Titles of Directors & Officers with designation to be concerned with this work
7. Designation of individuals authorized to act for the organization
8. Was the applicant ever required to suspend the works for a period of more than six months continuously after award of work. If so, give the name of the project and reasons of suspension of work.
9. Has the applicant, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
10. Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/black listed for tendering in any organization at any time? If so, give details
11. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
12. Any other information considered necessary but not included above.

Signature of Applicant (s)

**Financial Bid**

Name of Work: Tender for Supply of Computers at Army Public School Shillong

**ARMY PUBLIC SCHOOL SHILLONG  
DETAILS OF COMPUTERS TO BE PURCHASED**

Sl. No	Item	Specifications	Qty	Rate	Amt including Taxes, if any
1	Computer with pre-loaded Windows 10 Home Single Language	<p><b>SYSTEM FEATURES</b></p> <p>Processor - Intel Core i3 Gen or above, base frequency 3.8GHz, 6MB Intel Smart Cache</p> <p>RAM - 4GB DDR4 with speed of 2400MHz Minimum</p> <p>HDD - 1 TB 7000 RPM</p> <p>GPU - Intel UHD Graphics 630 Graphics</p> <p><b>EXPANSION FEATURES:</b></p> <p>I/O Ports Location Front - Ports: 2 Superspeed USB Type A, 5Gbps Signaling Rate</p> <p>I/O Ports Locations Rear - 4 Superspeed USB Type A, 5 Gbps Signaling Rate, 1 headphone/ mic combo</p> <p>Memory Card device : 3 in 1 memory card reader</p> <p>Video Connectors : 1VGA; 1 HDMI 1.4b</p> <p>Communications: Network Interface : Integrated 10/100/1000 GbE LAN, Wi-fi 5 (11ac,2x2)/ Bluetooth 5.0.</p> <p>Operating System- Windows 10 Home Single Language</p> <p>I/O Devices - 18.5" LED Monitor, USB Keyboard, USB Mouse</p> <p><b>ANTI VIRUS</b></p> <p>Latest : for 3 years.</p> <p>Recommended Brand : HP/Lenovo/Similar Brand</p>	18 nos		

Signature of Applicant (s)

Date:

**Technical Bid**

S. No.	Criteria	S.No of the supporting document																														
1	Name of Tendering Company with Registration No. and date issued by appropriate authorities (Please enclose copy of certificate of registration)																															
3	Name of Proprietor/ Director																															
4	Furnish following particulars of the Registered office Complete Postal a. Address b. Telephone No. c. Fax No. d. Email Address																															
5	PAN No. (attach attested copy)																															
6	GST No. (attach attested copy)																															
7	Financial turnover for the three financial years (Please attach copies of audited balance sheet and IT returns <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th align="center">Financial year</th> <th align="center">Amount (Rs. in lakhs)</th> <th align="center">Remarks, if any</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> Attach separate sheet if space provided is insufficient	Financial year	Amount (Rs. in lakhs)	Remarks, if any																												
Financial year	Amount (Rs. in lakhs)	Remarks, if any																														
	Give details of major clients- Education Institutes/ Universities, Government Dept. Research organisations, where similar works have been carried out by the bidder during the last five years in the following format <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th align="center">S.No</th> <th align="center">Name &amp; address of the client with details- Name of the contract person, telephone no, Fax no, email id</th> <th align="center">Name &amp; quantity of the items sold</th> <th align="center">Purchase Order/ Indent No. &amp; Date</th> <th align="center">Amount</th> </tr> </thead> <tbody> <tr><td align="center">1</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td align="center">2</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td align="center">3</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td align="center">4</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td align="center">5</td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> (if the space provided is insufficient, a separate sheet may be attached)	S.No	Name & address of the client with details- Name of the contract person, telephone no, Fax no, email id	Name & quantity of the items sold	Purchase Order/ Indent No. & Date	Amount	1					2					3					4					5					
S.No	Name & address of the client with details- Name of the contract person, telephone no, Fax no, email id	Name & quantity of the items sold	Purchase Order/ Indent No. & Date	Amount																												
1																																
2																																
3																																
4																																
5																																
8	Whether you annual turnover was Rs. 1 crore during the last 3 financial years? Please attach relevant copies.																															
9	Additional information, if any (Attach separate sheet, if required)																															