



Helvetas Nepal

Kathmandu, Nepal

BID DOCUMENT PROCUREMENT OF WORKS

**for the procurement of
Supply, fabrication, and construction
of
Rooftop Prefab Meeting Room**

Contract ID No: CO/W/SQ/01-2022

Date of first issue: 12 May 2022





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Section-I: Invitation for Sealed Quotations

Invitation for Sealed Quotations for the **procurement of works of supply, delivery, fabrication, and construction of prefab Rooftop meeting room.**

Contract Identification No: CO/W/SQ/01-2022 Date of publication: 12 May 2022

1. Helvetas Nepal invites sealed quotations for the procurement of works of **Supply, delivery, fabrication, and construction of rooftop prefab meeting room on existing building.**
2. Interested bidders may obtain further information about the requirements (site visit, clarity on the documents and any other issues)
3. A complete set of Bidding Documents can be obtained from the link:
<https://www.helvetas.org/en/nepal/who-we-are/follow-us/public-announcements>
4. Sealed bids must be submitted to the office in below address:
Helvetas Nepal, Country Office
Bakhundole, Lalitpur, Nepal
5. The last date for submission of sealed quotation is **20 May 2022 before 2PM.**
6. The bids will be opened on **20 May 2022 at 3PM** in the presence of Bidders' representatives who choose to attend.
7. Helvetas Nepal reserves the right to accept or reject all or part of it without assigning any reason whatsoever.

Section-II: Instruction to Bidders (ITB)

1. Scope of Works	1.1 The Employer stated in the BDS for the construction of works as detailed in attached specifications, drawings and the bill of quantities provided herein. The name of Employer , name of project and contract identification number of Contracts are provided in the BDS .
2. Eligible Bidder	<p>2.1 This Invitation for Bids is open to all registered interested contractors with eligibility criteria specified below:</p> <p>2.2 Eligibility criteria:</p> <p>Bidder shall submit the following documents for eligibility:</p> <ol style="list-style-type: none"> Copy of Firm/Company Registration Certificate Copy of PAN/VAT Registration Certificate Copy of Tax Clearance Certificate - 2077/78 Power of Attorney - original
3. One bid per Bidder	3.1 Each Bidder shall submit only one sealed quotation. A Bidder who submits more than one sealed quotation shall be disqualified for further evaluation process.
4. Cost of Bidding	4.1 The bidder shall bear all costs associated costs for the preparation and submission of the bid and the Employer shall not be liable for any kind of costs.
5. Site Visit	5.1 The bidder may visit the site of the works to acquire all necessary information for preparing the bid at its own cost.
6. Elements of Quotation Form	6.1 The bid document comprises the documents as below: Section-I: Instructions to Bidders (ITB) Section-II: Bid Data Sheet (BDS) Section-III: Bidding Forms Section-IV: Works Requirements/Drawings Section-V: Bill of Quantities Section-VI: General Conditions of Contract (GCC) Section-VII: Special Conditions of Contract (SCC) Section-VIII: Contract Templates
7. Clarification of bid document content	7.1 A potential bidder may obtain clarification on the bid document on or before 3 days prior to the deadline for submission of sealed quotation.
8. Preferred language	8.1 All documents relating to the bid shall be in English.
9. Composition of Bid	9.1 The bid submitted by the Bidder shall comprise the following: <ul style="list-style-type: none"> Letter of Bid Eligibility Information/Document Bid Security (refer to BDS) Dully filled up Bill of Quantities
10. Bid Prices	<p>10.1 The Bidder shall fill in rates in local currency for all items of the works as outline in BoQ. Items for which no rate is filled shall be deemed covered by the other rates and prices in the BoQ and shall not be paid separately by the Employer .</p> <p>10.2 All duties, taxes and other levies payable by the contractor under the contract shall be included in the rates and total Bid Price submitted by the Bidder.</p>

11. Bid Validity	11.1 Bids shall remain valid for the period specified in the BDS .
12. Bid Security	12.1 The bidder shall furnish as part of the bid, in original form, a bid security as specified in the BDS .
13. Format and Signing of Bid	13.1 The bid shall be typed or written in indelible ink and shall be signed by an authorized person only. Any entries, amendments, alternations, additions, corrections made shall be initialed by the same authorized person and put official stamp on it.
14. Sealing and Marking of Bid	14.1 The bidder shall include all the documents as specified in ITB (9) in an envelope and sealed it properly. 14.2 The envelope shall be addressed to the Employer specified in the Invitation for Sealed Quotation and shall bear the name and identification number of the sealed quotation.
15. Deadline for bid submission	15.1 Bids shall be delivered to the Employer at the address no later than the time and date specified in BDS .
16. Late bids	16.1 Any bid received by the Employer after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request.
17. Modification or/and withdrawal of bids	17.1 Bids once submitted shall not be withdrawn or modified.
18. Bid opening	18.1 The Employer shall open the bids in the presence of the bidders/representatives who choose to attend at the time and in the place as specified in the BDS .
19. Process to be confidential	19.1 Information relating to the bid examination, evaluation, comparison of bids and recommendations for the award of contract shall be kept confidential until the award to the successful bidder has been announced. Any efforts by the bidder to influence the Employer in the bid evaluation/award process may result in rejection of such bidder's bid.
20. Examination of Bids	20.1 Prior to the detailed evaluation of bids, the Employer shall determine whether each bid (a) meets the eligibility criteria defined in Clause ITB (2); (b) has been properly signed; (c) is accompanied by the required documents; and (d) is substantially responsive to the requirements of the bidding document.
21. Evaluation and comparison of bids	21.1 The Employer shall determine for each bid the evaluated bid price by adjusting any corrections for errors. Bids shall be checked for any arithmetic errors. Errors shall be corrected as follows: (a) if there is a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected accordingly. (b) if there is a discrepancy between the sub-total and the total price, the sub-total shall prevail, and the total price shall be corrected accordingly. (c) if there is a discrepancy between the bid price in the Summary of Bill of Quantities and the bid amount in the Letter of Bid, the bid price in the Summary of Bill of Quantities will prevail and the bid amount in the Letter of Bid will be corrected. (d) if there is a discrepancy between words and figures, the amount in words shall prevail, figures shall be corrected.
22. Award of Contract	22.1 The Employer shall decide the award of the contract considering the

	following: <ul style="list-style-type: none"> • approved estimate • responsiveness of the bid • lowest evaluated bid and bid validity period • unbalance bid
23. Employer 's right to accept or reject the bids	23.1 The Employer reserves the right to accept or reject any bid or cancel the bidding process to reject all bids, at any time prior to award the contract, without assigning any reasons whatsoever and any liability to the concerned bidder/s.
24. Award notification and contract signing	24.1 The Employer will notify the successful bid who win the contract for further process of contract signing. 24.2 Within the deadline of receipt of the Letter of Acceptance, the successful Bidder shall furnish the Performance Security pursuant ITB (25) and sign the Agreement. 24.3 If the bidder fails to make an agreement within the above stated period shall result in cancellation of the Contract Award.
25. Performance Security	25.1 Within deadline of the receipt of Letter of Acceptance from the Employer , the successful Bidder shall furnish the performance security in a form of Bank Guarantee from "A" class commercial bank acceptable to the Employer . 25.2 The amount of performance security will be according to BDS .
26. Corrupt or Fraudulent Practices	26.1 The Employer shall reject the bid for award if it determines that the Bidder recommended for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question.

Section- III: Bid Data Sheet

ITB clause	
ITB 1	<p>The scope of work is: <i>Supply, delivery, fabrication and construction of rooftop prefab meeting room as per drawing (attached)</i></p> <p>The Employer : Helvetas Nepal, Country Office, Bakhundole, Lalitpur</p>
ITB 11	The bid validity period shall be at least 45 Days .
ITB 12.1	Bid security is not applicable
ITB 15	<p>The deadline for bid submission is:</p> <p>Address: Helvetas Nepal, Country Office, Bakhundole, Lalitpur</p> <p>Date: 20 May 2022</p> <p>Time : before 2PM</p>
ITB 18	<p>The bid opening schedule:</p> <p>Address : Helvetas Nepal, Country Office, Bakhundole, Lalitpur</p> <p>Date: 20 May 2022; Time : 3PM</p> <p>The bid opening will be conducted in the presence of bidder/representative who choose to attend.</p>
ITB 25.2	The performance security: 5% of total contract price



Section-IV: Bidding Forms

Letter of Bid

To
Helvetas Nepal
Country Office
Bakhundhole, Lalitpur, Nepal.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents.
- (b) We offer to execute in conformity with the Bidding Documents the following Works:
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is:.....
- (d) The discounts offered and the methodology for their application are:.....
- (e) Our bid shall be valid for a period of 45 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Document;
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (h) We declare that, we have not been black listed and no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business.
- (i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
- (j) If awarded the contract, the person named below shall act as contractor's representative:
- (k) If awarded the contract, contractor respect and comply the Employer 's code of conduct unless violating the prevailing rules of Government of Nepal.
- (l) We agree to permit the Employer or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Employer .

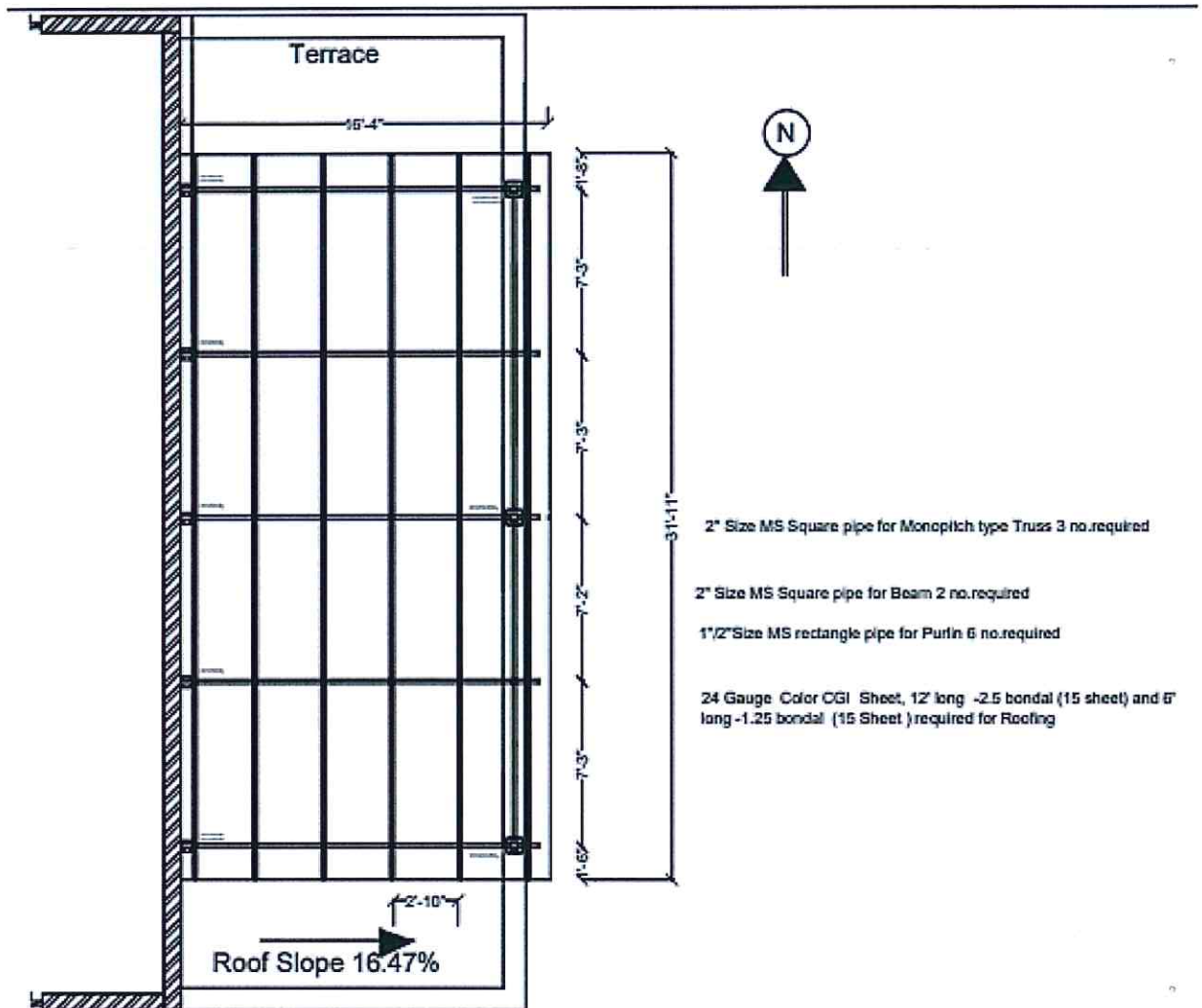
Signature:

Name:

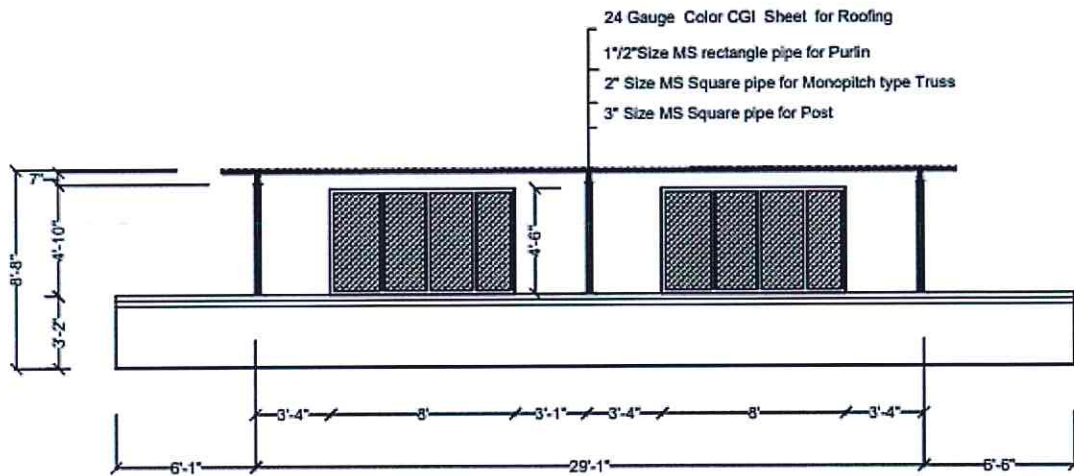
In the capacity of

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

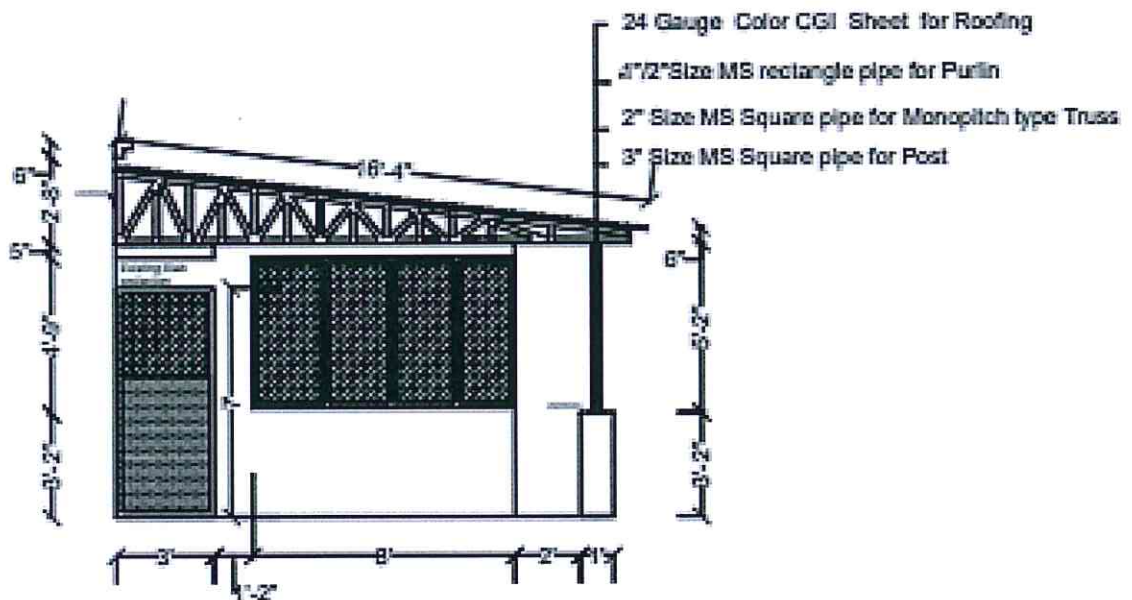
Date



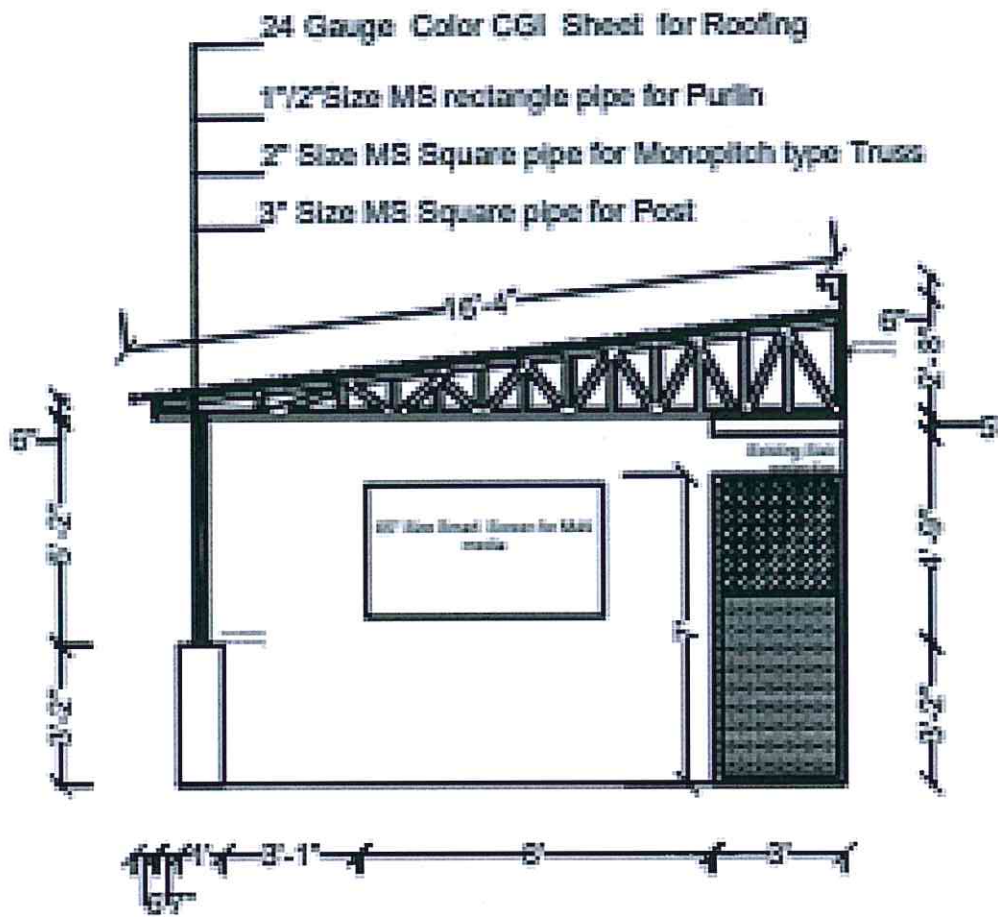
Drawing- 2: Roof Plan



Drawing-3: East Elevation



Drawing-4: South Elevation



Drawing-5: North Elevation

Section-VI: Bill of Quantities

a. The detail of Bill of Quantities is follows

The following quantities are based on estimate which may vary from actual consumption.

S.No	Description of works	Nos	Measurement			Quantity	Unit	Weight	Unit
			L(m)	B(m)	H(m)				
A.	Roofing work								
1	8mm thick 150mmx150mm size metal plate	3.00				3.00	No		
2	8mm thick 100mmx100mm size metal plate	5.00				5.00	No		
3	12 mm dia. bar for anchoring	32.00	0.50			16.00	Feet	4.29	kg
4	3" Size Square Pipe for post	3.00	5.17			15.51	Feet	7.76	kg
5	2" size Square pipe for truss and beam								
6	For truss	3.00	55.00			165.00	Feet		
7	For beam	1.00	65.00			65.00	Feet	210.37	kg
8	1 1/2" square pipe for purlin	6.00	31.92			191.52	Feet	143.64	kg
9	24 gauge CGI Color sheet,	1.00	31.92	16.33		521.25	Sqft	2.90	bundle
10	Guider for rainwater management	1.00	64.58			64.58	Feet		
11	Plain sheet for truss wrapping	6.00		23.03		138.15	Sqft	0.77	bundle
12	1.5" Size hiltu nail with washer	462.00				462.00	No		
B	Partition work								
1	3" Prefab panel over parapet wall	1.00	31.92		5.17	165.03	Sqft		
2	3" Prefab panel north and south side	2.00	14.17		8.17	231.54	Sqft		
Sub total						396.56	Sqft		
	Deduction window	3.00	8.00	4.50		108.00	Sqft		
Total						288.56	Sqft		
C	Door and window in UPVC frame								
1	Window	3.00	8.00	4.50		108.00	Sqft		
2	Door	2.00	3.00	7.00		42.00	Sqft		
D	False ceiling work								
1	2" thick Gypsum board	1.00	14.17	29.08		412.06	Sqft		
E	Flooring work								
1	3mm thick plastic carpet	1.00	14.17	29.08		412.06	Sqft		
F	Electricity for Lighting System								
1	Celling light (3 row- per row 10 no.)	30.00				30.00	no		
2	Switch	2.00				2.00	no		
3	power socket	6.00				6.00	no		
4	7/22 copper wire	2.00				3.00	coil		
5	Plastic Tape	3.00				3.00	no		

b. Price schedule

To be fill by contractor and include in the sealed quotation.

S.No	Description of works	Quantity	Unit	Weight	Unit	Rate (NRs.)	
						In figure	In Words
A.	Roofing work						
1	8mm thick 150mmx150mm size metal plate	3.00	No				
2	8mm thick 100mmx100mm size metal plate	5.00	No				
3	12 mm dia. bar for anchoring	16.00	Feet	4.29	kg		
4	3" Size Square Pipe for post	15.51	Feet	7.76	kg		
5	2" size Square pipe for truss and beam						
6	For truss	165.00	Feet				
7	For beam	65.00	Feet	210.37	kg		
8	1 1/2" square pipe for purlin	191.52	Feet	143.64	kg		
9	24 gauge CGI Color sheet,	521.25	Sqft	2.90	bundle		
10	Guider for rainwater management	64.58	Feet				
11	Plain sheet for truss wrapping	138.15	Sqft	0.77	bundle		
12	1.5" Size hiltu nail with washer	462.00	No				
B	Partition work						
1	3" Prefab panel over parapet wall	165.03	Sqft				
2	3" Prefab panel north and south side	231.54	Sqft				
	Sub-total	396.56	Sqft				
	Deduction window	108.00	Sqft				
	Total of B	288.56	Sqft				
C	Door and window in UPVC frame						
1	Window	108.00	Sqft				
2	Door	42.00	Sqft				
D	False ceiling work						
1	2" thick Gypsum board	412.06	Sqft				
E	Flooring work						
1	3mm thick plastic carpet	412.06	Sqft				
F	Electricity for Lighting System						
1	Celling light (3 row- per row 10 no.)	30.00	no				
2	Switch	2.00	no				
3	power socket	6.00	no				
4	7/22 copper wire	3.00	coil				
5	Plastic Tape	3.00	no				

It is assumed that the all rates are including VAT unless the contractor does not indicates the inclusive of VAT or exclusive of VAT clearly.

Section-VII: General Conditions of Contract (GCC)

1. General Provisions	In the Contract as defined below, the words and expressions defined shall have the following meanings assigned to them, except where the context requires otherwise:
Definitions	<p>1.1 "Contract" means the Agreement signed between the Employer and the contractor and the other documents listed in the Special Conditions of Contract (SCC).</p> <p>1.2 "Specification" means the document as listed in the SCC, and any variation to such document.</p> <p>1.3 "Drawings" means the Employer 's drawings of the Works as listed in the SCC, and any variation to such drawings.</p> <p>1.4 "Bill of Quantities" means the priced and completed bill of quantities forming part of the Tender.</p> <p>1.5 "Bid or Quotation" means the contractor's priced offer to the Employer for the execution and completion of the Works and the remedying of any defects therein in accordance with the provisions of the Contract, as accepted by the Letter of Acceptance.</p> <p>1.6 "Letter of Acceptance" means the formal acceptance by the Employer of the bid or Tender.</p> <p>1.7 "Employer " means the person named in the Agreement and the legal successors in title to this person, but not (except with the consent of the contractor) any assignee.</p> <p>1.8 "Contractor" means the person named in the Agreement and the legal successors in title to this person, but not (except with the consent of the Employer) any assignee.</p> <p>1.9 "Commencement Date" means the date stated in the SCC after the date the Agreement comes into effect or any other date agreed between the Parties.</p> <p>1.10 "Time for Completion" means the time for completing the Works as stated in the SCC (or as extended under Sub-Clause 6.3), calculated from the Commencement Date.</p> <p>1.11 "Cost" means all expenditure properly incurred (or to be incurred) by the contractor, whether on or off the Site, including overheads and similar charges, but does not include profit.</p> <p>1.12 "Contract Price" means the sum stated in the Letter of Acceptance as payable to the contractor and adjusted with any Variation Orders and Other Adjustments upon completion of the works and the remedying of any defects therein in accordance with the provisions of the Contract.</p> <p>1.13 "Contractor's Equipment" means all apparatus, machinery, vehicles, facilities and other things required for the execution of the Works but does not include Materials or Plant.</p> <p>1.14 "Employer 's Liabilities" means those matters listed in Sub-Clause 5.1.</p>

	<p>1.15 "Materials" means things of all kinds (other than Plant) intended to form or forming part of the permanent work.</p> <p>1.16 "Plant" means the machinery and apparatus intended to form or forming part of the Permanent Works.</p> <p>1.17 "Site" means the places provided by the Employer where the Works are to be executed, and any other places specified in the Contract as forming part of the Site.</p> <p>1.18 "Variation" means any change which is a result of unforeseen circumstances that arise as a result of instruction by the Employer / Engineer under Sub-Clause 9.1.</p> <p>1.19 "Works" means all the work and design (if any) to be performed by the contractor including temporary work and any Variation.</p> <p>1.20 "Permanent Works" means the permanent works to be executed (Including Plant) in accordance with the Contract.</p> <p>1.21 "Temporary Works" means all temporary works of every kind (other than contractor's Equipment) required in or about the execution and completion of the Works and the remedying of any defects therein.</p>
2. The Employer	
2.1 Site provision	The Employer shall provide the Site and right of access thereto at the times stated in the SCC.
2.2 Permits and Licenses	The Employer shall, if requested by the contractor, assist him in applying for permits, licence or approvals which are required for the works.
2.3 Employer 's Instructions	The contractor shall comply with all instructions given by the Employer in respect of the Works including the suspension of all or part of the Works.
2.4 Approvals	
2.5 Authorized Person	One of the Employer 's personnel shall have authority to act for him. This authorized person shall be as stated in the SCC, or as otherwise notified by the Employer to the contractor.
2.6 Employer 's Representative	The Employer may also appoint a firm or individual to carry out certain duties. The appointee may be named in the SCC, or notified by the Employer to the contractor from time to time. The Employer shall notify the contractor of the delegated duties and authority of this Employer 's representative.
2.7 Remedying Defects	The Employer may at any time prior to the expiry of the period stated in the SCC, notify the Contractor of any defects or outstanding work. The Contractor shall remedy at no cost to the Employer any defects due to the Contractor's design, materials, plant or workmanship not being in accordance with the Contract.
3. The Contractor	

3.1 Contractor's Obligations	<p>The contractor shall carry out the works properly and in accordance with the Contract. The contractor shall provide all supervision, labour, Materials, Plant and contractor's Equipment which may be required.</p> <p>During continuance of the of the contract, the contractor and his sub-contractors shall abide at all times by Helvetas Code of conduct, labour laws, child labour related enactments, and rules made by Government of Nepal.</p> <p>The works not approved by the Employer shall be the contractor's responsibility.</p>
3.2 Contractor's Representative	The contractor shall submit to the Employer for consent the name and particulars of the person authorized to receive instructions on behalf of the contractor.
3.3 Subcontracting	As stated in the SCC
3.4 Performance Security	As stated in the SCC
4. Work Completion	
4.1 Execution of the Works	The contractor shall commence the Works on the Commencement Date and shall proceed expeditiously and without delay and shall complete the Works within the Time for Completion.
4.2 Work schedule	The contractor shall submit to the Employer realistic work schedule for the works as stated in the SCC
4.3 Extension of Time	The contractor shall be entitled for time extension of contract duration if it is being delay by any of the Employer 's Liabilities and force majeure as stated in the SCC.
4.4 Liquidated Damages for Delay	If the contractor fails to complete the Works within the Time for Completion, the contractor's liability to the Employer shall be to pay the amount stated in the SCC.
4.5 Completion and handover	<p>The contractor may notify the Employer for the Works are complete.</p> <p>The Employer shall take over the Works upon the issue of completion notification.</p>
4.6 Variation orders (VO)	<p>Variation order (additional order) may be placed upon prior notification of it to contractor and price determination of additional order shall be as follows:</p> <ol style="list-style-type: none"> Rates in the existing contract, or In the absence of rates in the contract, mutually agreed rates based on recent market survey or the rates which Employer considers appropriate. The variation order should not exceed the original contract price by the sum of variation orders under the contract.

5. Contract and Payment	
5.1 Contract price	The contract price shall be determined according to the revised contract including contract amendments and variation orders.
5.2 Payments Certificates	The Employer shall issue the acceptance of payment upon receipt of work completion notification and verification of work completion as per contract.
5.3 Payments	The Employer shall pay to the contractor the amount certified within 15 days upon submission of completion certificate accompanying valid tax invoice.
5.4 Advance Payment	The Employer shall make advance payment to the Contractor of the amounts stated in the SCC.
5.5 Local Taxation & Value Added Tax	<p>a. The prices quoted by the Contractor shall include all taxes that may be levied in accordance to the laws and regulations of Nepal.</p> <p>b. The Contractor shall deposit the VAT amount in the concerned VAT office within time specified in VAT Act/regulation.</p>
5.6 Contract Termination	<p>11.1 The Employer may terminate the Contract at any time if the contractor;</p> <p>a. does not commence the work as per the Contract,</p> <p>b. abandons the work/site without completing,</p> <p>c. fails to achieve progress as per the Contract.</p> <p>11.2 If the Contract is terminated, the Contractor shall stop work immediately according to the Employer's instruction.</p> <p>11.3 The Employer shall be liable to pay for such incomplete works to contractor.</p>
6. Risk and Responsibility	
6.1 Care of the Works	The contractor shall take full responsibility for the care of the Works from the Commencement Date until the date of site hand over to Employer as per contract.
6.2 Insurance	The contractor shall be responsible to ensure all type of insurance coverage according to prevailing rule of Nepal such as Group Personal Accidental of human resources, Contractor's All Risk Insurance of material/site etc.
6.3 Dispute resolution	Shall be settled amicably by direct negotiation for any disagreements or disputes arises between the parties.

Section-VIII: Special Conditions of Contract (SCC)

SCC terms are integral part of the Agreement

GCC clause	Item
1.1.1	Documents forming the Contract listed in the order of priority (delete if not applicable) a. The Agreement b. Special Conditions of Contract c. General Conditions of Contract d. The Technical Specifications e. The Drawings f. The Bill of Quantities g. Performance guarantee h. Helvetas code of conduct
1.1.12	The indented completion date for the works shall be 2 (two) weeks from commencement date
1.5	The language of the contract is English
2.1	The site possession date shall be: within 3 (three) days from contract signing date.
3.1	Authorized person on behalf of Employer is (assign later during contract signing)
4.4	The Performance Security amount is: 5% of the total contract price
6.4	Liquidated Damages for Delay is 0.05% of the Contract Price per day up to a maximum of 10% of sum stated in the Agreement
8.1	Period for notifying defects is 365 days calculated from the date site hand handover to Employer by contractor as per site hand over note.
10.5.1	The advance payments: generally, not applicable, considerable in case of need upon submission of reasonable evidence and 100% of advance payment guarantee by contractor.

Section- IX: Contract Forms

Contract Agreement

THIS AGREEMENT made theday of between Helvetas Nepal, Bakhundole, Lalitpur (hereinafter "the Employer"), of the one part, and "Contractor" (hereinafter "the Contractor"), of the other part:

WHEREAS the Employer desires that the Works known as name of the Contractshould be executed by the Contractor, and has accepted a Quotation by the Contractor for the execution and completion of these Works and the remedying of any defects in the sum of NRs.xxxx [in words..... only) including VAT (hereinafter "the Contract Price").

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement.
 - (a) Letter of contract award;
 - (b) Letter of Bid;
 - (c) Special Conditions of Contract;
 - (d) General Conditions of Contract;
 - (e) Bills of Quantities (BOQ);
 - (f) Specification;
 - (g) Drawings;
 - (h) Activity Schedules; and
 - (i) Other contractual correspondences
3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer shall pay the Contractor in consideration of the execution and completion of the Works 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Nepal on the day, month and year indicated above.

Signed by
for and on behalf the Contractor in the
presence of

Signed by.....
for and on behalf of the Employer in the
presence of

Witness, Name Signature, Address, Date

Witness, Name, Signature, Address, Date