

**Name of Woks:** Consultancy Services for updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy

**Tender No:** 9241600066 /06.05.2016

**BHARAT HEAVY ELECTRICALS LIMITED  
TIRUCHIRAPPALLI-620 014  
WORKS CONTRACTS MANAGEMENT**

## **NOTICE INVITING TENDER**

1.	Tender Ref No:	9241600066 /06.05.2016
2.	Name of works	Consultancy Services for Updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy
3.	Location of work	BHEL, Trichy
4.	Period of contract	<b>06 Months from the date of Award of Contract.</b>
5.	Pre bid meeting Date & Time	<b>18.05.2016 ,13:30 Hrs.</b>
6.	Tender Document details	A] Technical Bid Part-1A (Technical Bid-Qualifying Criteria) - 2 Pages. Part-1B (Scope of Work & Technical Terms and Conditions) - 2 Pages. Part-1C (General Terms & Conditions of Contract) - 5 Pages B] Price Bid Part-2 (Price bid) - 2 Pages.
7.	Place of Pre bid Meeting & Submission of Tender Document.	<b>Works Contracts Management (WCM) Building 53, First Floor, BHEL, High Pressure Boiler Plant, Trichy - 620 014</b>
8.	Last Date for Receipt of Tenders	<b>25.05.2016 / 14:00 Hrs.</b>
9.	Date of Techno Commercial Bid Opening	<b>25.05.2016 / 14:30 Hrs.</b>
10.	Date of Price Bid Opening	Will be intimated separately to Technically qualified vendors.

The Tender documents can be down loaded from BHEL website/ Govt. website. ([www.bhel.com / tenders.gov.in](http://www.bhel.com/tenders.gov.in))

**Name of Woks:** Consultancy Services for updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy

**Tender No:** 9241600066 /06.05.2016

### **INSTRUCTIONS TO THE TENDERERS**

The covers should be addressed to SM/WCM, Works Contracts Management, 53 Building, BHEL, Tiruchirappalli 620 014, to reach on or before by 14.00 Hrs. on **25-05-2016** and the same are to be dropped in the Tender Box which is kept in the Works Contracts Management, 53 Building, BHEL, Tiruchirappalli 620 014. Tenders will be opened by 14.30 (IST) on **25-05-2016** at Works Contracts Management, 53 Building, BHEL, Tiruchirappalli 620 014. BHEL is not responsible for any postal delay. Tender box is available in the Works Contracts Management, 53 Building, BHEL, Tiruchirappalli 620 014.

Bidder has to submit (1) Part-I (Techno-Commercial bid) & (2) Part-II (Price bid) in separate covers.

- a. The first envelope shall be sealed and super scribed as Part-I (Technical Bid for NIT/Enquiry No.)
- b. The second envelope shall contain only Part-II (Price bid) for the above work as per scope and to be quoted as per the format given in price bid. Any other information in price bid will not be considered. The envelope shall be sealed and super scribed as Price Bid for NIT / Enquiry No.

All the above two envelopes shall be kept into one cover and sealed also super scribed the NIT/Enquiry No. The Techno Commercial Bid will be opened on 25-05-2016 at 14.30 Hrs. (IST).

**Note:**

1. The contract will be awarded for a period of 06 months from the date of ordering.
2. The rates shall be firm for the entire period of the contract.
- 3. Evaluation of the offer shall be done on overall L1 basis.**
4. BHEL reserves the right to increase or decrease the tendered quantity.
5. Income Tax deduction at source as applicable in the IT Act from time to time and will be made on the value of the bills in the absence of Income Tax Exemption Certificate from the concerned IT officer.
6. All the Statutory Obligations such as ESI, PF, Labor Acts, Factories Act, Service Tax, etc. will have to be taken care of by the vendor. BHEL will have no liability on them. Notwithstanding the above, if any demand notice is served by the concerned Statutory Authorities for recovery of any of their dues on BHEL, the same would be paid to the statutory authorities without notice to the vendor and recovered as a due from any pending / future bills.
7. Prebid meeting for any clarification on terms and conditions of the tender will be conducted as per details given in NIT.

**Name of Woks:** Consultancy Services for updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy

**Tender No:** 9241600066 /06.05.2016

**PART-I (TECHNO COMMERCIAL BID)**

**ANNEXURE-1A**

**TECHNICAL BID (QUALIFYING CRITERIA)**

**A: Company Profile**

1.	Name of the Company	
2.	Address	
3.	Phone No.	
4.	E-mail Address	
5.	BHEL Vendor Code ( If any )	

**B: Qualifying Criteria:**

Sl. No.	Qualifying Criteria	DETAILS
1	The consulting agency shall be API approved Trainer for implementing API Spec Q1 9 <sup>th</sup> edition  (Copy of Certification to be attached )	
2	The agency shall have minimum 10 years of experience in implementing API Spec Q1 in various companies covering the entire scope as per Scope of work of Technical Specification without any exclusion.  (Proof for the same to be attached.)	
		Contractor Signature
		Contractor Seal



**Name of Woks:** Consultancy Services for updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy

**Tender No:** 9241600066 /06.05.2016

**ANNEXURE-IB**

## **PART-I (TECHNO COMMERCIAL BID)**

**Name of Vendor:**

### **SCOPE OF WORK AND TECHNICAL TERMS & CONDITIONS**

## **PART-I (TECHNO COMMERCIAL BID)**

**Scope of Work:**

- 1.0 Updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy covering all 4 levels of documents such as
  - 1.1 Level 1 - Quality Management System Manual
  - 1.2 Level 2 - Documented Procedures - Inter Department Procedures (SPs)
  - 1.3 Level 3 - Documented Procedures - Intra Department Procedures (DPs)
  - 1.4 Level 4 - Work Instructions and formats
- 2.0 Preparation of QMS Conformity matrix to API Spec Q1 9th Edition.
- 3.0 Facilitation for Quality Management System implementation for API Spec Q1 9th Edition including following Product Specifications requirements
  - 3.1 API 6A - Wellhead and Christmas Tree Equipment:  
(Casing and Tubing Hangers, Cross-over connectors, Tubing Head adaptors, Top Connectors, Tees and Crosses, Adaptor and Spacer Spools, Casing and Tubing Hangers, Valves, Chokes, Surface and Underwater Safety Valves, Surface and Underwater Safety Valve Actuators, Flanged Connectors, Threaded Connectors, Actuators) - PSL1 to 4, Back Pressure Valves, Bull Plugs, Valves Removal Plugs, Ring Joint Gaskets
  - 3.2 API 6D - Piping Valves (Gate Valves and Check Valves)
  - 3.3 API 16C - Choke and Kill Equipment (Choke and kill manifold assembly)
  - 3.4 API 17D - Subsea Wellhead and Tree Equipment - Mud line Suspension System (Casing hangers PSL2, Caps PSL2)
  - 3.5 API 5L - Manufacturer of Line Pipe Plain End at PSL 1 -SMLS/R/X60, SMLS/N/X60 , Manufacturer of Line Pipe Plain End at PSL 2 - SMLS/R/X42, SMLS/N/X60 and Processor of Line Pipe Plain End for PSL 1 & PSL 2
- 4.0 Conducting internal audit (pre assessment) for verifying the effective implementation of revised QMS, meeting API Spec Q1 9th Edition & API Product Specifications.

**Name of Woks:** Consultancy Services for updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy

**Tender No:** 9241600066 /06.05.2016

- 5.0 Guidance for closure of pre assessment NCs raised if any
- 6.0 Participation during API Audit as an observer
- 7.0 Closing of NCs, if any, raised during API Audit to obtain API Monogram licenses for the above API Product Specifications identified in Cl.3.0 and facilitation for obtaining the Monogram Certification.
- 8.0 The activities up to Sl. No. 5 shall be completed within 45 days from the date of release of Purchase Order.
- 9.0 Activities under Sl. Nos. 6 & 7 shall be based on the actual audit conducted by API.

**General Conditions:**

- 1. The number of employees involved in the API 6A implementation is around 200 and those involved in API 5L implementation is around 300.
- 2. Consultant has to make their own arrangements for transportation up to Trichy and accommodation at Trichy.
- 3. Working lunch for the consultant will be provided by BHEL.
- 4. Local transportations within Trichy will be provided by BHEL.
- 5. Quotation submitted by the consulting agency shall be comprehensive and shall cover the charges for the scope of work given + the logistics (all travel charges) + boarding & lodging charges.

Contractor Signature

Contractor Seal

**Name of Woks:** Consultancy Services for updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy

**Tender No:** 9241600066 /06.05.2016

**ANNEXURE-IC**

**Name of Vendor:**

## **GENERAL TERMS & CONDITIONS OF CONTRACT**

### **1. Heading to the Contract Conditions:**

The heading to these conditions shall not affect the interpretations thereof.

### **2. Work To Be Carried Out:**

The Contractor will be deemed to have satisfied himself as to the nature of the site, local facilities of access and all matters affecting the execution of the contract. No. extra charges consequent on any misunderstanding in these respects or otherwise will be allowed.

### **3. Deviations:**

The contractor shall carry out any Scope of work as per instructions of BHEL official.

### **4. Assignment of Transfer of Contract:**

The Contractor shall not, without the prior written approval of the BHEL, assign or transfer the contract or any part thereof, or any share, or interest thereon to any other persons. No sum of money which may become payable under the contract shall be payable to any person, other than the contractor unless the prior written approval of the BHEL to the assignment or transfer of such money is given.

### **5. Sub-Contract:**

The Contractor shall not sublet any portion of the contract without the prior written approval of the BHEL.

### **6. Compliance to Regulations and Bye-Laws:**

The Contractor shall confirm to the provisions of any statute relating to the work and regulations and Bye- laws of any local authority. The Contractor shall be bound to give all notices required by statutory regulations or by-laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.

### **7. Orders under the Contract:**

All orders, notices etc. to be given under the contract shall be in writing, typescript or printed and if sent by registered post to the address given in the tender of the Contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him. The Contractor shall carry out without delay all orders given to him.

### **8. Labour:**

1. The Contractor shall remain liable for the payment of all wages or other moneys to his work people or employees under the payment of Wages Act 1936.
2. Employees Liability Act. 1938, Workmen's Compensation Act 1923 or any other Act or enactment, relating thereto and rules framed, there under from time to time
3. Contractor shall be responsible for making payment of wages before expiry of 7days from the last day of wage period and to ensure disbursement of wages in the presence of the authority's representative of contract operating division who shall record under his signature at the end of entries in the Register of wages.
4. Contractor to obtain license under CL(R&A) Act, 1970.

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**Name of Woks:** Consultancy Services for updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy

**Tender No:** 9241600066 /06.05.2016

5. As per BHEL circular HR-Welfare circular dt 08.04.2014, the following additional wages per month has to be paid over and above minimum wages declared by Tamil Nadu Government to labours as:

- a) Unskilled : Rs. 3200/
- b) Semi-skilled : Rs. 3700/-
- c) Skilled : Rs. 4100/-

6. The contractor should remit the salary/wages of their workmen only through Bank, directly to the salary/savings account of the employee concerned. Wherever the number of contract workmen employed by the contractor is more than ten and the contract period is more than one month, monthly clearance will be given in respect of those contractors, only if the salary/wages to the workmen concerned has been remitted in the bank account of the workmen. The relevant Bank statement/proof for Bank payment should be produced along with PF and ESI challans every month.

**9. Precautions against Risk:**

The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimise the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.

**10. Laws Governing the Contract:**

The contract shall be governed by the Indian Laws for the time being in force.

**11. Cancellation of Contract for Corrupt Acts:**

BHEL, whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued, shall accrue thereafter to BHEL cancel the contract in any of the following cases and the Contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extent as provided in the case of cancellation for default.

If the Contractor shall:

a) Offer or give or agree to give to any person in BHEL service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or for having borne to do any act, in relation to the obtaining or execution of this or any other contract for BHEL service,

OR

b) enter into a contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to BHEL,

OR

c) To obtain' a contract with BHEL as a result of ring tendering or by non-bonafide methods of competitive tendering, without first disclosing the fact in writing to BHEL.

**12. Cancellation of Contract for Insolvency Assignment of Transfer or Subletting Of Contract:**

BHEL, without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to BHEL, shall cancel the contract in any of the following cases:

If the Contractor,

Contractor Signature

Contractor Seal

**Name of Woks:** Consultancy Services for updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy

**Tender No:** 9241600066 /06.05.2016

a) Being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors.

OR

b) Being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager.

OR

c) Assigns, Transfers, Sublets or attempts to assign, transfer or sublet any portion of the work without the prior written approval of the BHEL.

d) Whenever BHEL exercises the authority to cancel the contract under these conditions, BHEL may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by the respective area **AGM**) being less than the contract cost, the advantage shall accrue to BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by the respective area **AGM** or the same shall be recovered from the Contractor by other means.

In case BHEL carries out the work under the provisions of this condition, the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and / or labour provided by BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the respective area **AGM** whose decision shall be final and conclusive.

e) Labour engaged by the contractor should be disciplined & exhibit good behaviour in dealing with employees of BHEL. Any misbehaviour or conduct of any person engaged by the contractor is not good, contractor shall change that person immediately or else it may even lead to termination of the contract & security deposit will be forfeited as penalty.

**13. Cancellation of Contract In Part or Full for Contractor's Default:**

If the contractor:

a) makes default in carrying out the work as directed and continues in that state after a reasonable notice from the respective area **AGM** or his authorized representative:

b) fails to comply with any of the terms & conditions of the contract or after reasonable notice in writing with orders properly issued thereunder:

c) BHEL, May without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever BHEL exercises the authority to cancel the contract as a whole or part under this condition, BHEL may complete the work at the contractor's risk and cost (as certified by the respective area **AGM** which is final and conclusive) being less than the contract cost, the advantage shall accrue to BHEL. If the cost exceeds the money due to the Contractor under this contract, the Contractor shall either pay the excess amount ordered by the respective area **AGM** or the same shall

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Contractor Seal

**Name of Woks:** Consultancy Services for updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy

**Tender No:** 9241600066 /06.05.2016

be recovered from the Contractor by other means. In case BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the respective area **AGM** whose decision shall be final and conclusive.

**14. Special Power to Termination:**

If at any time after the award of contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out the respective area **AGM** shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the foreclosing of the work.

**15. Submission and Processing Of Bills:**

**Payment of Bills:**

1. Payment will be made after completion of work on pro-rata basis as mentioned below
  - a. 50% payment on completion of the activities listed in clause 1 to 3 of Scope of work.
  - b. 30% payment on completion of the activities listed in clause 4 & 5 of Scope of work.
  - c. 20% payment on completion of the activities listed in clause 6 & 7 of Scope of work.

On acceptance and certification of bills by BHEL Engineer.

**16. Force Majeure Clause:**

If, at any time during the continuance of this Contract the performance in whole or in part by either party of any obligations under this Contract shall be prevented or delayed by reason of any War, Hostile acts of the public enemy Civil Commotion, Epidemics, or Acts of God (Floods, Storm/Cyclone, Hurricane, Earthquake etc. ) then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence there for neither party shall by reason of such event be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance and delay in performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for periods considered reasonable by the Manager /Stores/Valves subject to prompt notification by the contractor.

**17. Arbitration:**

All disputes between the parties to the contract, arising out of or relating to the contract, other than those for which the decision of the respective area **AGM/ QA &BE** or Accepting Officer or any other person is by the contract expressed to be final and conclusive shall after written notice by either party to the contract to the other party be referred to the sole Arbitration of GENERAL MANAGER or other Officer of BHEL appointed as Arbitrator, by the GENERAL MANAGER of BHEL in his sole discretion. Unless

Contractor Signature

Contractor Seal

**Name of Woks:** Consultancy Services for updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy

**Tender No:** 9241600066 /06.05.2016

the parties otherwise agree, such reference shall not take place until after the completion, alleged completion or abandonment of the work of the determination of the contract. The venue of Arbitration shall be such a place or places, as may be fixed by the Arbitrator in his sole discretion. The award of the Arbitrator shall be final, conclusive and binding on both parties to the contract.

**18. Signing Of Contract:**

Each contract document shall be signed by the Contractor with his usual signature. Contract by partnership of Hindu Joint Family firm, may be signed in the FIRM'S name by one of the Partners or the Karta or Manager as the case may be or by any other duly authorised representative followed by the name and designation of the person so signing. Contract by a Company shall be signed with the name of the Company from a person authorised in this behalf and a power of attorney or other satisfactory proof, showing that the person signing the Contract documents on behalf of the Company is duly authorised to do so, shall accompany the contract.

**19. FRAUD PREVENTION POLICY**

The Bidder along with its associate / collaborators / sub – vendors / consultants / service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about fraud or suspected fraud as soon as it comes to their notice”.

Fraud Prevention policy and List of Nodal Officers shall be hosted on BHEL website, vendor portals of Units / Regions intranet.

**20. SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS / CONTRACTORS:**

Penal action can be initiated on the suppliers / Contractors in line with extant ‘Guidelines for Suspension of Business Dealings with Suppliers/ Contractors. The abridged version of extant ‘Guidelines for suspension of business dealings with suppliers/ contractors’ has been uploaded on <http://www.bhel.com> on “supplier registration page”.

Contractor Signature

Contractor Seal

**Tender No:** 9241600066 /06.05.2016

**PART-II (PRICE BID)**

**ANNEXURE-II**

<b>Sl. No</b>	<b>Description of Work</b>	<b>Lump sum value for entire scope of work ( ₹ )</b>
1	<p>1.Updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy covering all 4 levels of documents such as                      Level 1 - Quality Management System Manual                      Level 2 - Documented Procedures - Inter Department Procedures (SPs)                      Level 3 - Documented Procedures - Intra Department Procedures (DPs)                      Level 4 - Work Instructions and formats</p> <p>2. Preparation of QMS Conformity matrix to API Spec Q1 9th Edition.</p> <p>3.Facilitation for Quality Management System implementation for API Spec Q1 9th Edition including following Product Specifications requirements</p> <p>    <b>3.1) API 6A - Wellhead and Christmas Tree Equipment:</b>                      (Casing and Tubing Hangers, Cross-over connectors, Tubing Head adaptors, Top Connectors, Tees and Crosses, Adaptor and Spacer Spools, Casing and Tubing Hangers, Valves, Chokes, Surface and Underwater Safety Valves, Surface and Underwater Safety Valve Actuators, Flanged Connectors, Threaded Connectors, Actuators) - PSL1 to 4, Back Pressure Valves, Bull Plugs, Valves Removal Plugs, Ring Joint Gaskets</p> <p>    <b>3.2) API 6D - Piping Valves (Gate Valves and Check Valves)</b></p> <p>    <b>3.3)API 16C - Choke and Kill Equipment (Choke and kill manifold assembly)</b></p> <p>    <b>3.4)API 17D - Subsea Wellhead and Tree Equipment - Mud line Suspension System (Casing hangers PSL2, Caps PSL2)</b></p> <p>    <b>3.5)API 5L - Manufacturer of Line Pipe Plain End at PSL 1 - SMLS/R/X60, SMLS/N/X60 , Manufacturer of Line Pipe Plain End at PSL 2 - SMLS/R/X42, SMLS/N/X60 and Processor of Line Pipe Plain End for PSL 1 &amp; PSL 2</b></p> <p>4. Conducting internal audit (pre assessment) for verifying the effective implementation of revised QMS, meeting API Spec Q1 9th Edition &amp; API Product Specifications.</p> <p>5.Guidance for closure of pre assessment NCs raised if any</p> <p>6.Participation during API Audit as an observer</p> <p>7. Closing of NCs, if any, raised during API Audit to obtain API Monogram licenses for the above API Product Specifications identified in Cl.3.0 and facilitation for obtaining the Monogram Certification.</p>	
<b>Offer value ( Excluding service Tax ) ( ₹ )</b>		

**Name of Woks:** Consultancy Services for updation of Quality Management System (QMS) to API Spec Q1 9th Edition from the existing system in BHEL, Trichy

**Tender No:** 9241600066 /06.05.2016

<b>Service Tax@.....%</b>	
<b>Offer Value ( Including Service Tax)</b>	

**Note:**

1. Quotation submitted by the consulting agency shall be comprehensive and shall cover the charges for the scope of work given + the logistics (all travel charges) + boarding & lodging charges.
2. Consultant has to make their own arrangements for transportation up to Trichy and accommodation at Trichy.
3. Working lunch for the consultant will be provided by BHEL.
4. Local transportations within Trichy will be provided by BHEL.

Contractor Signature

Contractor Seal