



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT**  
**B. R. AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT**  
**KALYANI, NADIA, PIN - 741235**  
**Phone No. 25828161, 25825975/5641**  
**Web site- <http://www.braiprd.org.in>**  
**Email: [siprdkalyani@gmail.com](mailto:siprdkalyani@gmail.com)**

**NOTICE INVITING TENDER FOR**

**“SUPPLY & INSTALLATION OF DIFFERENT TYPES OF NEW  
FIRE EXTINGUISHERS WITH REFILLING AT BOTH CAMPUSES  
OF BRAIPRD, KALYANI DURING THE YEAR 2023-2024”**

**NIT No. e-NIT- 04 of 2023-24, Date : 05.12.2023**

**E-TENDER FOR**  
**O/o Director of BRAIPRD, Kalyani, Nadia, West Bengal**

**OFFICE ADDRESS**

**B-18/204, Gandhi Bhawan, BRAIPRD, P.O.Kalyani, District-Nadia,  
Pin-741235, West Bengal**

**Not Transferable**

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**Government of West Bengal**  
**DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT**  
**B. R. AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT**  
**KALYANI, NADIA, PIN - 741235**

**Notice Inviting e-Tender No. 04 of 2023-24**

The Director, BRAIPRD invites E-Tender for the work detailed in the table below.  
(Submission of Bid through online)

**List of Scheme:**

Sl. No.	Name of the work	Earnest Money (Rs.)	Bid Validity Date	Time of Completion From the date of work Order
1	<b>REFILLING OF DIFFERENT TYPES OF FIRE EXTINGUISHERS AT BOTH CAMPUSES OF BRAIPRD, KALYANI DURING THE YEAR 2023-2024</b>	<b>Rs. 20,000.00</b>	90 Days	As per the Terms & Conditions mentioned.

- 1) For e-filing, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> & [www.braiprd.org.in](http://www.braiprd.org.in). Necessary Earnest Money may be deposited by the bidder as per Finance department order no.3975-F(Y), dated 28.07.2016, electronically either through Net Banking or offline through any bank by generating RTGS / NEFT challan from the e-tendering portal. Intending bidders will get the beneficiary details from e-tendering portal with the help of their Digital Signature Certificate.
- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently, duly digitally signed, in the website. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule mentioned herein under.
- 3) The **Financial Bid** of the prospective tenderer will be opened and considered only if the **Technical Bid** of the tenderer is found qualified by the Technical Committee of BRAIPRD. The decision of the 'Technical Committee' will be final and absolute in this respect. The list of Technically Qualified Bidders will be displayed in the website mentioned herein above.

• **Date and Time for Tender Flow :**

SL No	Particulars	Date and Time
1	Date for Publish of Tender [Online]	06.12.2023 at 18:00 Hrs
2	Document Download Start Date[Online]	07.12.2023 at 10:00 Hrs
3	Bid Submission Start Date[Online]	07.12.2023 at 12:00 Hrs
4	Bid Submission End Date[Online]	23.12.2023 at 12:00 Hrs
5	Date of Opening for Technical Bid[Online]	26.12.2023 at 12:00 Hrs
6	Date of Opening of Financial Bid[Online]	To be notified later.

**As per the Terms & Conditions supplied with the above mentioned e-Tender.**

**Time allowed for completion of the work:** *The time of completion is 15 (Fifteen) Days from the issue of Work Order.*

**1. GENERAL TERMS AND CONDITIONS**

1. All the intending bidders are requested to visit the sites of works prior to the submission of Tender at their own effort and interest.
2. The Bidder must read carefully all the terms, conditions and specifications before filling up the tender schedule and financial bid. The bidder shall be bound by all terms, conditions and specifications as detailed in this tender document.
3. The bidder must have valid licence issued by the Competent Authority and Rules framed there under etc. should be furnished along with the application.
4. Presently black listed or debarred sole proprietorship, partnership firms, company or any other organisations are not eligible to participate in the tender.
5. The bidder shall not appoint any Sub-Agency / Sublet to carry out any obligation under the contract.
6. Tenders received without prescribed Earnest Money Deposit shall not be considered.
7. Conditional bid shall not be considered and will be rejected outright.
8. In respect of the matters regarding before the selection of bidder and after the selection of bidder to this contract, bidder shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association union or organisation.
9. The quantities indicated in tender may increase or decrease depending on the future office requirement.
10. The bidder shall ensure that any details of office, security arrangements and Organizational matters are not disclosed to any person by its personnel deployed in this office and utmost secrecy and confidentiality must be maintained.
11. If any other information by the Bidder is found to be incorrect the contract is likely to be terminated and / or blacklisted or debarred.
12. All work shall be carried out with due regard to the convenience of this office. The orders of the concerned authority shall be strictly observed.
13. The bidder has to upload the relevant files required as indicated in the terms & conditions. In case of any irrelevant files, the bid will be rejected.
14. Filling all the fields in both technical and financial bids is mandatory. Incomplete bid will summarily be rejected at the discretion of the competent authority of this office.
15. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
16. The accepting authority of the tender reserves the right to accept / reject the tender without assigning any reason, whatsoever.
17. The accepting authority of the tender also reserves the right to cancel / modify the dates and other terms & conditions regarding the aforesaid tender, details of which will be only published in the official website & not to any individual tenderer through official letter.
18. The accepted tenderer will have to make an agreement in WBF No.2911 along with formal agreement in duplicate within 2 weeks of acceptance of tender, otherwise the tender will be treated as cancelled. In such case, the 2<sup>nd</sup> lowest bidder will be selected & all other norms will be applicable thereof and so on.
19. In case any tenderer withdraws his offer within any validity period or fails to fulfil the contract after issuance of Work Order, the full earnest money will be forfeited.
20. The intending tenderers will have to deposit **Rs.20,000.00/-** as Earnest Money Deposit which will be converted into Security Deposit for the successful tenderer. Earnest Money for unsuccessful tender will be returned after the issuance of Work Order.
21. The rate against item of work must be written both in figure and in words in English inclusive of all Taxes and incidental charges of any nature complete in all respect.
22. The work is to be done as per direction of the authorized officer and Chairman of Tender Committee, BRAIPRD, Kalyani.
23. Any sort of incomplete tender, if found, will not be accepted.
24. The tender inviting authority reserves the right to terminate the contract for unsatisfactory work at any time at his sole discretion and no claim whatsoever for such termination of contract will be entertained & the Security money will be forfeited.
25. Abnormal quoted rate will not be accepted.

26. The Refilling / installation of the materials will be at the sites of both campuses viz. Gandhi Bhavan & Benoy Bhavan under BRAIPRD, Kalyani which can be shown to the Tenderer at their request.
27. Materials to be supplied by the agency should be approved by the Authority and necessary instruction will be given to the successful Tenderer for conducting the work as per direction of the Authority.
28. The materials as supplied shall have a valid Warranty which is to be fixed as Label on each material supplied.
29. After installation, if any Material is found defective within warranty period, the agency shall replace the material at his own cost.
30. Security Money Deposit will be released after one year of satisfactory completion supply and installation.
31. All other terms and condition are as per current Govt. rules, in vogue.
32. The agency would demonstrate through Mock Drill in both campuses and give hands on training of the product before the representative of BRAIPRD. No separate cost for Mock Drill / Demonstration will be borne by the Institute.
33. Payment terms & conditions :-
  - i) Payment is subject to availability of fund.
  - ii) 90% of the quoted amount shall be paid after installation and 2 successful Mock Drills with subsequent refilling (if any), at the cost of the Tenderer.
  - iii) 10% of the quoted amount which includes the security money shall be paid after completion of one year without any interest.

2. **COMPLIANCE WITH LAWS AND REGULATION**

During the performance of the works the contractor shall at his own cost and initiative fully comply with all applicable laws and all applicable by laws rules, regulations and orders and any other provisions having the force law made or promulgated or deemed to be made or promulgated by the Government, Government agency or Required by such applicable law, By-laws, Rules, Regulations, orders and / or provisions.

3. **BIDDING COST**

Bidders shall bear all costs associated with the preparation and submission of the bid. This office will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4. **LATE BIDS**

Tenders should be uploaded before the last date and time of the online submission. It is the sole responsibility of the tenderer that he should ensure timely submission of tender. This organisation is not liable for any issues related to the Website or internet connectivity, etc.

5. **PLACEMENT OF ORDER**

BRAIPRD shall consider placement of work orders on those bidder whose technical and financial bid has been successfully considered and decided L1.

6. **EARNEST MONEY**

Earnest money **Rs.20,000.00/-** must be deposited as Earnest Money against this tender. In case of unsuccessful tender/(s), the earnest money will be refund without any interest and in case of successful tender, the earnest money shall be automatically converted into Security Deposit for fulfilment of the contract.

7. **PERIOD OF CONTRACT**

The contract period will be for 1 year (One Year) from the date of issue of the order. However, the same may be further extended on same terms & conditions based on the requirement of this office. Decision of the DIRECTOR of BRAIPRD, Kalyani, Nadia, West Bengal in final in this regard.

8. **CONTROLLING OFFICER OF WORK**

The Controlling Officer of the work would be DIRECTOR, BRAIPRD, Kalyani, Nadia, West Bengal or the Officer authorized by the DIRECTOR, BRAIPRD, Kalyani, Nadia, West Bengal for this purpose.

9. **PAYING AUTHORITY**

Drawing & Disbursing officer of the BRAIPRD, Kalyani, Nadia, West Bengal would be paying authority for this contract. The Controlling Officer would release payment as per actual work done and certification of satisfactory performance of the Fire Extinguisher.

10. **RELEASE OF PAYMENT**

The bills submitted by contractor are treated as complete only if :

- i) The Invoice is submitted in DUPLICATE.
- ii) A stamped receipt for the amount is enclosed

Income Tax and such other taxes applicable from time to time to be deducted at source will be deducted from the bill. If any new legislation comes into effect for deduction of tax at source, the deduction will be made under that legislature. DDO will issue Income Tax Deduction Certificate detailing the amount so deducted as tax at source at the time of payment of each bill.

11. **SIGNING OF CONTRACT AGREEMENT**

The successful BIDDER shall be required to execute an Agreement within 7 (Seven) working days of being called upon on a non-judicial stamp paper of Rs.100/- (One Hundred) only at his own cost.

12. **ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the requirement of clause 11, clause 12 shall constitute sufficient ground for the annulment of the contract and the forfeiture of the Bid Security in which event the DIRECTOR of BRAIPRD, Kalyani, Nadia, West Bengal may award the contract to any other bidder at its discretion or call for new Tender.

13. **DOCUMENTS REQUIRED FOR ELIGIBILITY**

a) Copy of Performance Certificate of past 3 years of services in reputed organisation, preferably government organisation.

b) Copy of current GST, Income Tax and Professional Tax Clearance Certificate.

c) Copy of Minimum annual turnover Rs.5.00 (Rupees Five) Lakhs only in last financial year. How long the organisation is functioning in West Bengal.

d) Copy of GST registration certificate and registration no. Issued by the competent authority.

e) Declaration of "No near relative" of bidder firm/ company is working / employed in this office.

f) Bidder must have PAN / TAN card.

g) Copy of Partnership Deed or affidavit in original regarding sole proprietorship in case of proprietorship firm/ Memorandum of Association/ Articles as applicable.

h) The bidder must have a solvency certificate from his banker for an amount not less than Rs.5.00 Lakhs (Rupees Five Lakhs) only.

14. **LOCATION**

I) GANDHI BHAVAN

II) BENOY BHAVAN

15. **BID OPENING**

Bid opening and finalisation will be according to online procedures. Bidder's name, bid rate, modifications, withdrawals and such other detail, as deemed fit by the authorized authority will be notified.

16. **BID VALIDITY PERIOD**

The tender submitted by tenderer will remain valid for acceptance for a period of 90 (Ninety) days from the date of opening of the tender. Tenderer shall not be entitled during this period of 90 (Ninety) days, without the earnest in writing of Director, BRAIPRD, Kalyani, W.B. to cancel or revoke his tender or to vary the tender submitted or in terms thereof. This office shall communicate the acceptance of tender to the successful tenderer(s).

17. **REJECTION OF TENDERS**

✓ The competent authority in the BRAIPRD reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons whatsoever.

✓ If the requisite EMD/Bid Security in the manner does not support the tender provided therein.

✓ If the Bid Validity is less than the period prescribed (90 days).

18. **INSURANCE**

The Contractor shall obtain adequate insurance policy/policies in respect of his workmen (if applicable) to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.

19. **INFERIOR QUALITY OF WORK**

For inferior quality or incorrect execution of work, the in-charge of work will be empowered to forfeit the Entire Security Deposit & No further payments will be made. The agency will also be blacklisted & debarred.

SCHEDULE

TECHNICAL BID

1. Name of the Tenderers firm : \_\_\_\_\_
2. Office Address : \_\_\_\_\_
- Telephone No. Fax No. : \_\_\_\_\_
- E-mail Address : \_\_\_\_\_
3. Name & Design. Of authorized  
Representatives(s) with Ph. No. : \_\_\_\_\_
4. Type of Firm : \_\_\_\_\_
5. Registration Certificate  
(Please enclose photo copies) : \_\_\_\_\_
- i. GST Regn. No. : \_\_\_\_\_
- ii. PAN CARD No. : \_\_\_\_\_
6. All documents mentioned  
Under the head **Documents**  
**Required for eligibility** : At Page No.
7. Whether Bidder's Profile  
Filled Up? : \_\_\_\_\_
8. Whether all the pages of  
Tender Document are  
stamped and signed &  
properly tagged  
with all documents? : \_\_\_\_\_

Signature of Authorized person of the  
Bidder with stamp

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**SCHEDULE**  
**FINANCIAL BID**

SI No.	Particulars	Total Amount
1.	Please indicate total amount inclusive of all taxes but exclusive GST	

I accept the above terms & Conditions.

( Full Signature of Contractor)

Date :

Place :

**UNDERTAKING BY THE BIDDER**

I/ We have carefully gone through the various terms and conditions listed in the above for provision of Contract for supply & refilling of Fire Extinguisher at BRAIPRD, Kalyani, W.B. I/We agree to all these conditions and offer to provide supply & refilling of Fire Extinguisher at BRAIPRD Campus of Gandhi Bhavan and Benoy Bhavan. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

**Name & Signature of Contractor:**

\_\_\_\_\_

**Address :** \_\_\_\_\_

**Seal of Agency :** \_\_\_\_\_

**Phone No. (Office):** \_\_\_\_\_

**(Residence):** \_\_\_\_\_

**(Mobile) :** \_\_\_\_\_

**Place :** \_\_\_\_\_

**Dated :** \_\_\_\_\_



## BIDDERS PROFILE

Photograph of the  
tenderer/  
authorized  
signatory holding  
power of attorney

1.	Name of Tendering Company/ Firm / Agency (Attach certificate of registration) Type of Firm i.e. Proprietorship/ Partnership or company registered under company Act, 1956	
2.	Type of firm i.e. Proprietorship/ partnership or company registered under company act, 1956 (Attach Self Attested copy)	
3.	Name of proprietor / Director of Company / Firm/ Agency	
4.	Full Address of Reg. Office with Telephone No., Fax No. & E-Mail	
5.	Full Address of Operating/ Branch Office with Telephone No., Fax No. & E-Mail	
6.	PAN/GIR/ TAN No. (Attach Self Attested copy)	
7.	Service Tax Registration No. (Attach Self Attested Copy)	

**DECLARATION**

**PROFORMA FOR NO NEAR RELATIVE(S) OF THE CONTRACTOR WORKING IN  
B.R.A.I.P.R.D.**

I.....S/o. Shri.....  
.....R/O.....

Hereby certify that none of my relative(s) as defined in the tender document is/are employed in B.R.A.I.P.R.D. as per detail given below. In case at any state, it is found that the information given by me is false/ incorrect. B.R.A.I.P.R.D. shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The near relative(s) means :

- a) Members of a Hindu Undivided family.
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter in-law), Daughter(s) & daughter's husband (son-in-law), brother(s) wife, sister(s), sister's husband (brother in-law).

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/ security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firms or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the tenderer with seal

## ANNUAL GROSS TURNOVER

Annual Gross Turnover during the last 3 (three) consecutive years should be minimum 5 Lakh in each financial year i.e. 5 Lakh in 2020-2021, 2021-2022 & 5 Lakh in 2022 – 2023. The Organization should provide required documentary proof in support thereof such as IT Returns, Audited Balance Sheet for the above.

Financial Year	Turnover	
	Nos.	Figures
2020-2021		
2021-2022		
2022-2023		

(Please enclose copies of ITR/ Audited Balance Sheet and P&L Account etc.)

Dated :

Signature of Authorized person of the  
Firm/ Agency with stamp

Place:

## **BID FORM**

**Dated:**

**NIT NO.:**

To  
The Director,  
BRAIPRD, Kalyani

Dear Sir/ Madam,

Having examined the conditions of contract and specifications of this tender from Page No.1 to Page No. 6, we, the undersigned, offer to undertake the work of providing supply & installation of different types of Fire Extinguishers with refilling services in the office of O/o Director, BRAIPRD, Kalyani in conformity with the schedule of works, conditions of contract attached herewith and made part of this Bid.

We undertake if our Bid is accepted, we will execute the work/ services in accordance with specifications time limits and terms and conditions stipulated in the tender document.

We agree to abide by this Bid for a period of 90 (ninety) days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Agreement is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

We have enclosed herewith a sum Rs. \_\_\_\_\_ /-  
(Rupees \_\_\_\_\_ ) only towards EMD.

We understand that you are not bound to accept the lowest or any bid you may receive.

**Signature of Authorized Signatory**

**In Capacity of \_\_\_\_\_**

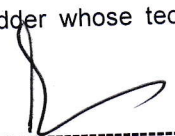
### **BID DOCUMENTS :**

**The Bid documents include :**

- ✓ Notice Inviting Tender
- ✓ Bid Form
- ✓ Tenderer Profile & Certificates
- ✓ General Terms and Conditions
- ✓ Scope of work
- ✓ Agreement Format
- ✓ Performance Security Bond Form
- ✓ Technical Bid Form
- ✓ Financial Bid Form

BRAIPRD shall consider placement of work orders on those bidder whose technical and financial bid has been successfully considered and decided L1.

Enclosure : Annexure-I

  
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**OSD & EO, Joint Secretary  
BRAIPRD, Kalyani**

Memo. No. 2338/(16)/I-3A (Part)/2021

Date: 05.12.2023

Copy forwarded for information to :-

1. The Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, 9th floor, Block- HC7, Sector-III, Kolkata-700106
2. The Commissioner to the Government of West Bengal, Panchayats & Rural Development Department, Mittika Bhaban, 3rd Floor DD-18/9, Sector-1, Bidhannagar, Kolkata-700064.
3. The Additional Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, Block – HC 7, Sector - III, Salt Lake, Kolkata – 700106 with the request to upload the notice in the Department Website.
4. The District Magistrate, Nadia.
5. The Additional Executive Officer, Nadia Zilla Parishad.
6. The Superintending Engineer, BRAIPRD, Kalyani, Nadia.
7. The District Information & Cultural Affairs Officer, Krishnagar, Nadia.
8. The Sub-Divisional Officer, Kalyani, Nadia.
9. The Chairman, Kalyani Municipality, Kalyani, Nadia.
10. The Sub-Divisional Information & Cultural Affairs Officer, Kalyani, Nadia.
11. The Deputy Director (Finance), B.R.A.I.P.R.D., Kalyani, Nadia.
12. Shri Ashis Chowdhury, Librarian, B.R.A.I.P.R.D., Kalyani, Nadia. with the request to upload the notice in the Office Website
13. The Office Superintendent, Director, B.R.A.I.P.R.D., Kalyani, Nadia.
14. P.A. to Director, B.R.A.I.P.R.D., Kalyani, Nadia.
15. The Cashier, B.R.A.I.P.R.D., Kalyani, Nadia.
16. Office Notice Board, B.R.A.I.P.R.D., Kalyani, Nadia.

OSD & EO, Joint Secretary  
BRAIPRD, Kalyani

**Annexure to N.I.T. 04 of 2023-2024**

**Supplying for New Installation & Refilling of different types of Fire-Extinguishers at the both Campuses of BRAIPRD, Kalyani during the year 2023-2024"**

Sl. No.	Item Description	Qty. (approx)	Rate per Unit (Rs.)	Amount (Rs.)
1.	Refilling of dry chemical power cartridge conforming to I.S. 4308, 6.00 K.G. capacity (I.S.I. marked) type dry powder fire extinguisher including all accessories, with necessary mock test. Complete in all respect including all taxes & in all floor. A label should be pasted on the body of the extinguisher showing: (Fire extinguisher will be refilled after pressure test). Suitable for operation under 30C to + 55C.  Refilled by : Date of Refilling : Date of next Refilling :	11 Nos.		
2.	Refilling of dry chemical powder "ABC" type cartridge conforming to I.S. 4308, 6.00 K.G. capacity (I.S.I. marked) type dry powder fire extinguisher including all accessories, with necessary mock test. Complete in all respect including all taxes & in all floor. A label should be pasted on the body of the extinguisher showing : (Fire extinguisher will be refilled after pressure test). Suitable for operation under -30C to +55C  Date of next refilling :	36 Nos.		
3.	Refilling of gas cartridge I.S.I. marked conforming to I.S. 4947/2171, 60 gms capacity for 9 litre water CO <sub>2</sub> type fire extinguisher including all accessories, with necessary mock test. Complete in all respect including all taxes & in all floor. A label should be pasted on the body of the extinguisher showing : (Fire extinguisher will be refilled after pressure test). Suitable for operation under - 30C to +55C  Replaced by : Date of replace: Date of next replace :	10 Nos.		
<b>TOTAL Rs.</b>				

\*Actual number of different types of Fire Extinguisher may vary from those as indicated in the list. If the actual numbers of items vary from those given in the e-Tender Notice, then the payment will be made on pro-rata basis, as per the rates of the respective items as accepted through this tendering process.

I/ We agree to execute the aforesaid work amounting to Total Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) with specification mentioned and as approved by OSD & EO, Additional Secretary, BRAIPRD, Kalyani. The rate quoted against each items includes all taxes and duties as applicable as per rule, carriage and all other incidental charges including installations and conditions of the manufactures all respect.

\_\_\_\_\_  
Details of Earnest Money:

\_\_\_\_\_  
Signature of Agency with full Postal Address & Mobile