

No.1(100)Website/2024
PRIME MINISTER'S OFFICE
BOARD OF INVESTMENT

**TENDER DOCUMENT FOR SUPPORT,
UPGRADATION AND MAINTENANCE SERVICES
FOR WEBSITE AND MANAGEMENT
INFORMATION SYSTEM (MIS)**



**06th Floor, Kohsar Block, Pak Secretariat, Islamabad
Tel: 051-9244534, 051-9244530**

No.1(100)Website/2024
PRIME MINISTER'S OFFICE
BOARD OF INVESTMENT

1. INVITATION TO BID

Board of Investment (BOI) hereby invites sealed bids from reputed IT firms registered with Income Tax and Sales Tax Departments which are on Active Taxpayers List of the Federal Board of Revenue for provision of support, upgradation, and maintenance services for Website and Management Information System (MIS) for a period of three (03) years from the date of entering into procurement contract in line with the PPRA laws.

2. Bidding documents, containing detailed terms and conditions, etc. may be downloaded from PPRA (<https://www.ppra.org.pk>) and/or BOI (<https://invest.gov.pk>) websites or can also be obtained from the address given below. Terms and conditions are as under:

- i. Income tax and other government taxes will be deducted at source as per rules.
- ii. GST and Vendor number should be clearly written on the tender documents. The bids without GST and Vendor number will not be entertained.
- iii. **Call Deposit @ 2%** of the quoted bid in the form of bank draft or pay order in favor of DDO (Accounts), BOI, Islamabad must be attached with the bid. Cheques will not be accepted in any case. The bids without call deposit will be rejected at the spot.
- iv. Quoted rates should be valid till 30th June, 2026.
- v. The firms who quote the lowest rates will have no right to take back the call deposit or to reduce the same or to withdraw from the tender. Rates should be quoted in Pak Rupees. Price should not be linked with dollar or any other currency.
- vi. Bids will be opened by the Technical Evaluation Committee in the presence of the bidders or representatives of the firms who may like to attend on given time and place.
- vii. Bids submitted or received after the closing time shall be rejected.
- viii. Single stage two envelope procedure shall be applied for open competitive bidding.
- ix. Bids will be evaluated in the light of Public Procurement Rules, 2004 and the instructions issued by PPRA from time to time.
- x. BOI reserves the right to accept or reject any or all bids as per PPRA laws.
- xi. Interested bidders will register themselves on the portal E-PADS (<https://eprocure.gov.pk/>) of PPRA website. Bids submitted through e-procurement method (E-PADS) will be considered only.
- xii. Original Call deposit must reach at below given address before bid opening time.

3. Hardcopy(sealed) of bidding documents must reach at below given address on or before the **bid closing time 1400 hrs 11 Nov 2025**. Bids will be opened the same day at 1430 hrs.

Ata ul Mustafa
Software Engineer
Board of Investment (BOI)
Address: 06th Floor, Kohsar Block, Pak Secretariat, Islamabad
Telephone 051-9244534, 051-9244530, website: <http://invest.gov.pk/>

2. Bidding Details

Scope of Bid

Board of Investment, (hereinafter referred to as “the Procuring Agency”) invites Proposals (hereinafter referred to as “the Bids”) for the support, upgradation and maintenance services of Website and Management Information System (MIS) along-with Change Request as mentioned in **Annexure-A** of the total earlier developed software and for installation, configuration, testing, training and after-sale support of the said services/software (hereinafter referred to as “the Services”).

TERMS AND CONDITIONS OF THE TENDER (INSTRUCTIONS TO BIDDERS)

A bidder can submit only one bid with one proposed solution, and multiple bids and offers of multiple alternative solutions shall not be considered.

- Single Stage – Two Envelopes Bidding Procedure shall be applied as per rule 36(b) PPRA Rules 2004.
- The bid shall comprise of a single sealed package containing two separate sealed envelopes. Each envelope shall contain separately the Technical Proposal and Financial Proposal.
- The envelopes shall be sealed & marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters.
- Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of Procuring Agency without being opened.
- The Procuring Agency shall evaluate the Technical Proposal, without reference to the price and reject any proposal which do not conform to the specified requirements.
- During the technical evaluation, no amendments in the technical proposal shall be permitted.
- The “Financial Proposal” of eligible and technically qualified Bidders shall be opened publicly at a time, date and venue to be announced and communicated to the bidders.
- The financial proposal of bids found technically non-responsive or non-compliant shall be returned unopened to the respective bidders.
- All bids must be accompanied by Call Deposit equivalent to two (2%) of the total bid price in shape of pay order / bank draft, as part of Financial Proposal in favor of “**DDO (Accounts), Board of Investment**”.
- Bids must be delivered to the address below at or before **11th Nov 2025 at 1400 hrs**. Late bids will be rejected.
- Services will be delivered at Islamabad office of Procuring Agency.
- The Procuring Agency reserves the right to increase or decrease the quantity in accordance with the Public Procurement Rules, 2004 as amended from time to time. Bidder must not indicate directly or indirectly their Financial Proposal anywhere in the Technical Proposal. Any such disclosure shall result in rejection of bid. Conditional or incomplete bid(s) shall be rejected.
- The successful bidder shall complete the tasks of provision of services within the stipulated time as per agreed Service Level Agreement (SLA). An equal payment will be issued every six months, depending on satisfactory performance.

Eligible bidder

The bidder:

- 2.3.1 must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate);
- 2.3.2 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN) and must be included in the Active Taxpayers List (ATL) of FBR (Documentary proof is required)
- 2.3.3 must certify that:
 - Item quoted is of latest and current production software model and bear the necessary details in this regard.
 - Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking on legal stamp paper is mandatory).
 - Has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.
 - Has offices in either Islamabad or Rawalpindi.

Clarification of Bids

A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency's address indicated in this document. The Procuring Agency shall respond in writing to any request for which clarification(s) are sought. Written Copies of the Procuring Agency's response shall be sent to all prospective Bidders through Post, e-mail or fax and shall be binding on them.

Cost of Bidding

The Bidder shall bear all costs / expenses associated with the preparation and submission of the bids and the Procuring Agency shall in no case be responsible for those expenses.

Amendment of the Bidding Documents

At any time prior to the deadline for submission of bids, the Procuring Agency may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the bidding documents.

The procuring agency may, at its exclusive discretion, extend the deadline for the submission of the bids as per Rule-27 of Public Procurement Rules, 2004.

Preparation / Submission of Bids

- 2.7.1 The Bids shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and

- signed by the Bidder. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape.
- 2.7.2 The Bid Proposal shall contain the Name of Focal person along-with valid address, telephone, fax, email of the firm.
- 2.7.3 The Bid Proposal shall be in two parts i.e. the technical proposal and the financial proposal.
- 2.7.4 The Technical Proposal shall comprise the following, without quoting the price:
- 2.7.4.1 Covering letter duly signed and stamped by authorized representative. (**Annexure-B**)
 - 2.7.4.2 Technical Proposal Form (**Annexure-E**)
 - 2.7.4.3 Has to sign Service Level Agreement (SLA) proposed by Board of Investment.
 - 2.7.4.4 Technical Brochures / Literature and details of Warranty and After-Sale Service shall be provided.
 - 2.7.4.5 The technical specifications of the goods/services, different from the required specifications, shall be straightaway rejected.
- 2.7.5 The Financial Proposal shall comprise the following:
- 2.7.5.1 Financial Proposal Form (**Annexure-F**).
 - 2.7.5.2 Price Schedule / Bill of Quantity (**Annexure-F-1**).
 - 2.7.5.3 Financial Capacity (**Annexure-F-2**).
 - 2.7.5.4 2% Call deposit of the total tender price.
- 2.7.6 The Bidder shall seal the Original Technical Proposal in an envelope duly marked as under:
- Original Technical Tender for “Support, Upgradation and Maintenance services of Website and Management Information System (MIS)” with reference of tender no.
[Name of the Bidder]
[Address of the Bidder] [Phone & Cell No. with focal person of the Bidder]
- 2.7.7 The Bidder shall again seal the sealed envelopes of Original Technical Proposal and the Original Financial Proposal in an outer envelope, duly marking the envelope as under:
- Original Technical Tender for “Support, Upgradation and Maintenance services of Website and Management Information System (MIS)” with reference of tender no.
Software Engineer, Prime Minister’s Office, Board of Investment, 06th Floor, Kohsar Block, Pak Secretariat, Islamabad.
[Name of the Bidder]
[Address of the Bidder] [Phone No. of the Bidder]
- 2.7.8 It is obligatory to affix authorized signatures with official seal on all original documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the Bidder.

Bid Price

The quoted price for each module/task shall be in Pak Rupees only inclusive of all taxes and will be valid up to 30-06-2026 or till completion of Warranty/Contract Period (for the period of 03 years after date of entering into procurement contract) in case of

the successful bidder;

Opening of the Bids

The Bids (Technical Proposals only) shall be publicly opened in the Board Room of the BoI, by the Technical Evaluation Committee at 1430hrs on 11th Nov 2025, in the presence of the Bidder(s) for which they shall ensure their presence without further invitation. In case the last date of bid submission falls in / within the official holidays / weekends of the Procuring Agency, the last date for submission of the bids shall be the next working day.

3. QUALIFICATION CRITERIA

Preliminary Eligibility

In continuation of instructions to bidders mentioned at Serial No. 2 preliminary evaluation (initial screening) of bids for further assessment will be done on the basis of following parameters:-

- i. NTN Certificate.
- ii. GST Certificate.
- iii. On Active Taxpayers List of FBR.
- iv. Registration/Incorporation/Business Certificate and number of business years in Pakistan.
- v. Complete Company profile.
- vi. The bidder should be a company/firm having operational office in Islamabad/Rawalpindi and registered with Pakistan Software Export Board (PSEB).
- vii. Affidavit on legal paper to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization organization/Division/ Ministry.
- viii. Submission of required amount of bid security with Financial Proposal (A confirmation to this effect in Technical Proposal is must)
- ix. Manufacturer's standard warranty: Minimum three-Year Warranty is mandatory.
- x. Compliance with Technical Specifications & scope of work
- xi. Original Bidding Documents duly signed/stamped.

4. TECHNICAL AND FINANCIAL EVALUATION CRITERIA

The evaluation will be carried out item-wise and the bid found to be the **Most Advantageous** shall be accepted as per following selection formula:

Award Criteria	Marks
Technical Evaluation Marks	75
Financial Evaluation Marks = (Lowest bid in item quoted / quoted bid in item quoted) x 25	25
Total Marks = Technical Evaluation Marks + Financial Evaluation Marks	100

Detailed technical evaluation will be done for firms/bidders who qualify the preliminary evaluation/ eligibility criteria mentioned above.

Technical Eligibility Criteria

An eligible bidder as per Criteria mentioned at Serial No. 3 not meeting the 60% pass marks aggregative as per following criteria will be rejected in Technical Evaluation, and its sealed/unopened Financial Proposal shall be returned back:

Category	Description	Marks	Points	
Experience	Development, Deployment of similar nature	20	1 year	10 Marks
			2-5 years	15 Marks
			More than 5 years	20 Marks
Technical Staff	Number of Technical* employees	20	30-50 Persons	10 Marks
			51-80 Persons	15 Marks
			More than 80 Persons	20 Marks
Projects	Number of Projects	20	20 Projects (minimum)	10 Marks
			21-50	15 Marks
			More than 50	20 Marks
Clients	Number of Clients	20	20 Clients (minimum)	10 Marks
			21-50	15 Marks
			More than 50	20 Marks
Financial Statement	Annual Turnover (PKR) for last 3 years	20	Up to 25 million	10 Marks
			25.1-35 million	15 Marks
			More than 35 million	20 Marks

*Technical: Person who can develop/manage web applications, networks, server, support and maintenance. Expertise should be mentioned with years of experience.
Note: The Procuring Agency (BoI) can ask the supplier for demonstration of projects/portfolio, goods and presentations. Documentary proof of list of Projects, Clients, Goodwill and After sales agreements must be attached in bidding documents.

Technical Evaluation Criteria

Sr. #	Criteria	Marks
01.	Technical Eligibility criteria (60% weightage)	60
02.	Presentation on the Project Proposal	05
03.	Goodwill of the past products	05
04.	After sales service	05
Total		75

In **detailed technical evaluation**, the Technical Evaluation Committee will verify the compliance with the Technical Specifications given in Annex-A.

5. FINANCIAL PROPOSAL EVALUATION

- 5.1. The Financial Proposals of the technically eligible bidders will be opened in the Board Room of BoI in the presence of the Bidders or their authorized representatives.
- 5.2. In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.

- 5.3. The Procuring Agency will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out of the above shall be fully borne by the Successful Bidder. If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties. The bidder shall be responsible for all new taxes.

6. Inspection and Tests

- i. After delivery of goods/services, the Procuring Agency shall inspect the quantity, quality, specifications of goods/services after satisfactory UAT(User Acceptance Testing).
- ii. The Inspection Committee of Board of Investment will carry out detailed examination of stocks/modules and can reject, any item if found not according to the approved technical specifications etc. Moreover, the Supplier will also be responsible to replace the same without any further charges within one week time.

7. Rejection of the Bid

7.1. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder who submitted a bid or proposal, the grounds for its rejection of all bids or proposals but is not required to justify those grounds.

8. Award Criteria

After technical and financial evaluation as per serial-4, the contract will be awarded to the **Most Advantageous** bidder.

9. Performance Guarantee (Annexure-D)

- 9.1. The Successful Bidder shall furnish a Performance Guarantee @10% of the total contract amount(in the form of bank draft or pay order) prior to contract signing, which shall be returned upon successful completion of assignment.
- 9.2. If the successful bidder fails to fulfill the obligations or if violates any of the terms and conditions of the Bidding Document, the performance guarantee shall be forfeited. In such event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bid.

10. Execution Schedule / Delivery

The successful bidder shall complete the tasks of provision of services within the stipulated time as per agreed Service Level Agreement (SLA). During project implementation and the warranty/contract period, the contractor/successful bidder shall provide maintenance, required software, ensure security and confidentiality of the provided software (in this regard, the hosting side may also be engaged by Bol to evaluate the security), supply and procurement support necessary to maintain all system reliability level. The Supplier shall arrange and pay for the transport of the Goods to the place of destination.

11.

11. Penalties for late deliveries:

The services shall be delivered in accordance with the Purchase Order to be issued by the Board of Investment. In case of late deliveries on each month delay for a maximum period of six months, in the following manner:–

(i) a fine of 1% of the total price for each of the first three months delayed after the expiry of the agreed timelines mentioned in the SLA; and if the situation is not remedied;

(ii) a fine of 2% of the total price for each of the next three months delayed.

(iii) Wherein the bidder fails to remedy the failure after six months' fine or delayed period, the competent authority will have discretionary power to terminate the contract, and the performance guarantee shall stand forfeited in favor of Board of Investment.

12. Training included in Goods & Services

The Supplier shall arrange and undertake a comprehensive training program for the staff nominated by the Board of Investment to ensure that they shall acquire a good working knowledge of the operation, and general maintenance of the Services to be provided.

13. Documentation & Required Software

The Supplier shall furnish the user documentation, source code, the operation manuals, and service manuals of the supplied Goods and other information including required software pertaining to the performance of the Goods, in hard/ soft copy format, before the Goods are taken over by the Board of Investment.

14. Termination of Contract

The contract can be terminated by the procuring agency as per clause 41 to 44 of standardized bidding documents for procurement of information systems by PPRA.

ANNEXURE-A
TECHNICAL SPECIFICATIONS

Sr. No.	Website	Technology	No. of Resources	Nature of Engagement
1.	Official Website of Bol www.invest.gov.pk	Drupal + Front End	Backend Developer (1), Front End Developer (1)	Support + 30% Change request
Management Information System (MIS)				
2.	Branch / Liaison	Laravel + React	Backend Developer (1) Front End Developer (1)	Support + 30% Change request
BOI Website + MIS Module				
3.	Network & Operations Support	Linux + Network/ Servers Administration	Support Engineers (1)	Support + 30% Change request deployment

Note: It will be responsibility of the successful Bidder to install, configure (as per requirements) & provide necessary training to the concerned staff of the Procuring Agency.

ANNEXURE-B

Letter of Intention

Bid Ref No.

Date of the Opening of Technical Proposal

To:
Software Engineer
Prime Minister's Office,
Board of Investment,
06th Floor, Kohsar Block, Pak Secretariat
Islamabad

Dear Sir,

Having examined the bidding documents, including Addenda Nos. [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to undertake the assignment in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule provided in Financial Proposal or such other sums as may be determined in accordance with the terms and conditions of the Document. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Financial Proposal is accepted, to complete the tasks in accordance with the delivery schedule specified in the schedule of requirements.

If our Financial Proposal is accepted, we undertake to provide a performance security/guarantee in the form, in the amounts, and within the times specified in the bidding documents.

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

We understand that you are not bound to accept the lowest or any Financial Proposal you may receive. We undertake that, in competing for (and, if the award is made to us, in executing), we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility requirements as elaborated in the Tender document and have duly provided call deposit @ 2% of the total quoted bid value, in the shape of pay order/demand draft/ call deposit in the name of DDO (Accounts) Board of Investment with our Financial Proposal.

Dated this [insert:number] day of [insert:month], [insert:year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]

Annexure-D
Performance Guarantee

To:
Software Engineer
Prime Minister's Office,
Board of Investment,
06th Floor, Kohsar Block, Pak Secretariat
Islamabad

Whereas [Name of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Tender Document No. [number] dated [date] to supply [description of goods].

And whereas it has been stipulated by you in the said Bidding Document No. ____ that the successful bidder shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 10% of the total contract amount as a Security for compliance with the Supplier's performance obligations as per satisfaction of the Board of Investment.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[Amount of the Guarantee in Words and Figures]* and we undertake to pay you, upon your first written demand declaring the Supplier to be in default and without cavil or argument, any sum or sums within the limits of *[Amount of Guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of _____2027

Signature and Seal of the Guarantors/ Bank
Address
Date

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-E

Technical Proposal Submission Form

To:
Software Engineer
Prime Minister's Office,
Board of Investment,
06th Floor, Kohsar Block, Pak Secretariat
Islamabad

[Location, Date]

Dear Sir,

We, the undersigned, offer to provide the (insert title of assignment) in accordance with your Bidding Document No._____dated (insert date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide undertake the assignment as per the technical specifications and scope of work in the stipulated time period.

We also confirm that the Government of Pakistan has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

We, furthermore pledge not to indulge in such practices in competing for or in executing the assignment, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain, Yours sincerely,
Authorized Signature (Original) (In full and initials)
Name and Designation of Signatory Name of Firm
Address

ANNEXURE-F
Financial Proposal Submission Form (Part of Financial Proposal Envelope)

To:
Software Engineer
Prime Minister's Office,
Board of Investment,
06th Floor, Kohsar Block, Pak Secretariat
Islamabad

[Location, Date]

Dear Sir,

We, the undersigned, offer to provide the (Insert title of assignment) in accordance with your Bidding Document No. _____ dated (insert date) and our Technical Proposal. Our attached Financial Proposal is for the sum of (insert amount in words and figures). This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Bidding Documents.

We also declare that the Government of Pakistan has not declared us, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices.

We, furthermore, pledge not to indulge in such practices in competing for or in executing the assignment, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

ANNEXURE-F-1
Bill of Quantity

Sr. No.	Item Description	No of Units/QTY (1)	Unit Rate (Excl. Taxes) Rs. (2)	Total Taxes (3)	Unit Rate (Incl. all Taxes) Rs. (4=2+3)	Total Cost (Incl. all Taxes) Rs (5=1x4)
1						
Total Bid Price						X

Notes to Price Table:d

- i. X will determine the total bid cost.
- ii. Hardware quoted must be legally imported in Pakistan after paying all taxes.
- iii. Standard Warranty for three (3) year after purchase of services

Total Cost (in words) Rs. _____

Date _____

Signature of authorized person Name:
(Company Seal)

In the capacity of Duly authority by

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the Financial Proposal.

ANNEXURE-F-2
Financial Capacity of the Bidder

Additionally, the following financial data form shall be filled out for the Bidder. The Procuring Agency reserves the right to request additional information about the financial capacity of the Bidder. A Bidder that fails to demonstrate through its financial records that it has the financial capacity to perform the required Supply/Services may be disqualified.

Financial Information	Historical information for the previous three years (most recent to oldest in (PAK Rupees))		
	Year 1 (Year)	Year 2 (Year)	Year 3 (Year)
Information from Balance Sheet:			
(1) Total Assets (TA)			
(2) Current Assets (CA)			
(3) Total Liabilities (TL)			
(4) Current Liabilities (CL)			
Information from Income Statement:			
(5) Total Revenue (TR)			
(6) Profits before Taxes (PBT)			
Net Worth (1) – (3)			
Current Ratio (2) / (4)			

Provide information on current or past litigation or arbitration over the last three (3) years as shown in the form below.

Litigation or arbitration in the last three (3) years: No: __ Yes: __ (See below)

Litigation and Arbitration During Last three (3) Years

Year	Matter in Dispute	Value of Award in PAK Rupees

Authorized Signatures with Official Seal