

Speed Post

AIIMS/JPR/Tender/Hostel Mess/1/2012
All India Institute of Medical Sciences
Jodhpur

Dated : 04.09.2012

Basni Industrial Area Ph-II,
Jodhpur-342005.

To,
As per list enclosed.

SHORT TERM TENDER FOR HOSTEL MESS SERVICES

Subject:- Inviting sealed Tenders for hiring Hostel Mess Services in AIIMS, Jodhpur-
Regarding.

Sir,

The undersigned is directed to invite sealed tenders on behalf of the **Director, All India Institute of Medical Sciences, Jodhpur for hiring Hostel Mess Services** The details of items are given in annexure.

2. In case, you are interested to supply the above mentioned items, you may submit your tender in favour of **Administrative Officer, AIIMS, Jodhpur latest by 11.09.2012 at 4.00 PM** and the tenders received after the stipulated date and time will not be entertained in any case. You are required to submit the technical & financial bid separately in two covers. These bids in separate sealed covers superscribed Qualifying Bid & Financial Bid respectively should be placed in a third sealed cover superscribed "**Tender for Hostel Mess Services for AIIMS, Jodhpur**" These tenders will be opened on the same day at 4:30 PM in the conference room of AIIMS, Jodhpur. Bidding parties or their authorized representatives can also be present at the time of opening of bids. Only one representative on behalf of one tenderer shall be allowed to be present on the occasion.

3. An amount of **Rs. 25,000/- (Rupees Twenty Five Thousands only) as Earnest Money Deposit** in the form of a Banker's Cheque/ Demand Draft /Pay Order in favour of "**All India Institute of Medical Sciences, Jodhpur**" must be accompanied the tender letter. **Tender received without EARNEST MONEY will not be considered at all.** The Earnest Money Deposit (EMD) without interest shall be returned to all the bidders after finalization of contract.

Any future clarification(s) and / or corrigendum (s) shall be communicated by the Administrative Officer through the website www.aiimsjodhpur.edu.in.

Administrative Officer
AIIMS, Jodhpur

Terms & Conditions

A. The Mess in the Hostel on the campus will consist of a kitchen designated storage space and designated dining spaces. The bidding agency submitting their bids would be deemed to have inspected the premises, considered & accepted all terms & conditions of contract.

B. Eligibility Criteria

1. The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, who possess the required licenses, registrations etc as per law valid at least for 12 months from the date of the opening of tender.

2. The interested bidder should have at least three year's experience in providing mess, Canteen, Cafeteria etc. services of not less than similar magnitude & duration. The bidder should possess proof of satisfactory financial turn over for the last three financial year, duly attested by a Chartered Accountant.

3. There should be no case pending with the police against the Proprietor / Firm / Partner or the Company (Agency) or its Directors.

4. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:

PF Registration:

ESI Registration:

Service Tax Registration:

In the event of award of the contract, the contractor should register himself with the Regional Labour Commissioner, Jodhpur as a contractor under the Contract Labour Regulation Act and obtain a Labour License and complete all required formalities.

If the bidder fails to obtain the valid license within the stipulated period, for whatsoever reason, this Agreement shall automatically stand terminated and AIIMS, Jodhpur shall be at liberty to recover losses, if any, from the Security Deposit / EMD of the bidder.

6. The EMD may be forfeited if (a) the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form; and, (b) the successful bidder fails (i) to sign contract (ii) to furnish performance security within stipulated time.

C. Information & conditions relating to submission of Bids

Hostel mess terms & conditions along with responsibilities of caterer.

1. The Contract Agreement would be for a initial period of twelve months which subsequently, may be extended by two years, one year at a time on same terms & conditions, subject to satisfactory performance by the Caterer and at discretion of the Director, AIIMS, Jodhpur.

2. The interested agencies are required to submit the Technical And Financial Bids separately in the format enclosed. The bids in sealed Cover-I containing "**Technical Bid**" and sealed Cover-II containing "**Financial Bid**" should be placed in a third sealed cover superscribed "**Tender for Hostel Mess Services**" should reach AIIMS, Jodhpur before

1500 hrs on or before **11th September, 2012**. The Technical bids shall be opened on the same day at 1600 hrs at AIIMS, Jodhpur in presence of the bidders or their authorized representatives who choose to remain present.

3. Bidder will **necessarily sign & seal each page of the tender** document including terms & conditions as token of acceptance of the bid *failing which* his bid will be rejected summarily. All pages including enclosures submitted by bidders is required to be duly numbered and any over writing/ erasures in the bid made by the bidder shall be signed by the person signing the bid. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.

4. The bidder shall pay Bid Security (EMD) of Rs 25,000.00 (Rupees Twenty five thousand only) along with the Technical Bid by Demand Draft in favour of "AIIMS, Jodhpur" drawn on any Nationalized Bank / Scheduled Bank and payable at Jodhpur. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc at any stage. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.

5. As a guarantee towards due performance and compliance of the contract work, the successful bidder (Agency) will deposit an amount equal to 5% of Annual Contract value towards Security Deposit by way of demand draft/ Bank Guarantee in favour of "AIIMS, Jodhpur" drawn on any Nationalized Bank / Scheduled Bank and payable at Jodhpur. Bank Guarantee Bond of a scheduled bank in the prescribed format is also acceptable in this regard.

6. The EMD deposited by successful agency will be adjusted towards Security deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited unless time extension has been granted by AIIMS, Jodhpur. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms & conditions of the contract.

7. The bid shall be valid and open for acceptance of the Director, AIIMS, Jodhpur for a period of 45 days from the date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by successful bidder shall be entertained.

8. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the all the Acts / provisions stated / referred to for adherence in the tender. The Director, AIIMS, Jodhpur reserves the right to cancel or reject in full or part any or all tenders received, without assigning any reasons. Any action on the part of tenderer to influence any officer of the Institute or canvassing in any form shall make the tender liable for rejection.

11. The Agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the AIIMS, Jodhpur/ MoH&FW / Govt. of India / any State or any Union Territory.

12. Successful contractor shall has to pay license fee of Rs. 1000/- per month for the first year and at such rate as may be fixed by the Institute for the extended period, if any. The catering contractor will also pay Rs.500/- towards water charges every month. Electricity charges, however, shall be provided free of cost.

13. Bidding agencies must submit all necessary statutory documents, service tax etc.. All copies of documents submitted by the bidding agency should be duly attested by a Gazetted Officer or a Notary, *failing which*, the bids will be liable for disqualification. The competent

authority also reserves the right to seek presentation of original documents for verification any stage of tender process and act accordingly.

14. The caterer should ensure that the payment is made to the labourers as per the Central Govt's Minimum Wages Act to the satisfaction of the licensee.

15. The contractor shall be solely responsible for compliance to the provisions of the laws as mentioned below and other as in force such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to workman deployed by it at AIIMS, Jodhpur under the contract and shall indemnify the Institute from any claims whatsoever in this regard. The contractor shall make payment of wages to workmen engaged by it by the stipulated date irrespective of any delay in settlement of its bill and shall also be responsible for the insurance of its personnel. An illustrative list as in force is as follows:-

The payment of wages Act, 1936

The Employment of Children Act, 1938

The Industrial Employment Act, 1946

The Minimum Wages Act, 1948

The Employees State Insurance Act, 1948

The Employee Provident Fund Act, 1952

The payment of Bonus Act, 1965

The Contract Labour Abolition & Regulation Act, 1970

The Payment of Gratuity Act, 1972

Any other relevant law in force at the time of the contract.

16. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to the Administrative Officer, AIIMS, Jodhpur and maintain liaison with the police. FIR will be lodged by the Administrative Officer, AIIMS, Jodhpur, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.

17. Engagement of required staff, providing uniforms, shoes, badges etc. shall be by the responsibility of caterer & shall be acted upon with approval of the competent authority. The workers must also be provided by requisite materials for safety and safe handling of chemicals / other items etc. by the contractor. The contractor will be required to bring all tools, materials & labours required for proper execution of work.

21. In case the contractor fails in fulfilling the obligations in time, the Director, AIIMS, Jodhpur shall have the absolute right to take up the work at the Contractor's cost and risk & recover any and all such expenses from the amounts due to the contractor including Security Deposit. The Director shall have right to impose penalty commensurate with the fault and amount towards damages, if any, shall be recovered from the bills.

22. The contractor shall indemnify the Institute from any claims arising out of accidents, mishaps, disabilities of any nature or arising out of provisions under law or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify the Institute against all such claims.

23. In case of any dispute between the Agency and AIIMS, Jodhpur, Director, AIIMS, Jodhpur shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at Jodhpur.

24. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a Sole Arbitrator to be appointed by Director, AIIMS, Jodhpur. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.

25. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

D. Responsibilities / Scope of work

1. Strict adherence to the timings, menu and prices of extra items will be made as determined by the Mess Committee in consultation with the Caterer.

2. The strength of mess members **is expected to be 50 students during regular academic year**. During the winter vacations, mess shall remain closed, unless prior agreement is reached between the Mess Committee and the Caterer.

3. The caterer shall, at his cost, maintain adequate stocks of food grain, grocery etc., and adhere to the standards as prescribed by the Institute.

4. No food cooked in the Mess shall be taken outside the premises without prior permission of the competent authority.

5. Vegetarian and Non Vegetarian food will be cooked and served separately.

6. Major civil and electrical works will be attended to by Institute. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. shall be the responsibility of the contractor.

7. Kitchen equipment, gas (commercial cylinder) bank and dining hall furniture, service counters, cooking utensils, crockery, cutlery etc. will be provided by Institute. Upkeep of all items provided by the Institute shall be the sole responsibility of the caterer. Maintenance of kitchen equipment will be covered to the scope of service contract entered into by Institute with equipment suppliers, but catering contractor should inform service contractor of maintenance requirements. Additional expenses on repairs and maintenance of equipment, if any, shall be borne by the caterer.

8. Refilling of commercial cylinders provided and procurement of good quality provisions and other consumables is the responsibility of the caterer.

9. Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the Contractor.

10. Cleaning and Housekeeping of Kitchen and dining area, will be the sole responsibility of the caterer. Cleaning of Utensil, Cutlery, Crockery, and Kitchen Equipment furniture will also be the sole responsibility of the caterer. Caterer will maintain full cleanliness and hygienic conditions in the canteen.

11. The competent authority reserves the right to check on cleanliness and upkeep of the premises and quality of provisions & foods.

12. The workers of the contractor should maintain personal hygiene. They should behave politely and be amenable to discipline. If in the opinion of the competent authority, the performance of any of the workman deployed is not satisfactory or he / she is not amenable to discipline or his / her behavior is not conducive to retain him / her for their work, he / she shall have to be replaced immediately.

13. The caterer shall attend the monthly meeting of the Mess Committee *failing which* penalty as deemed fit by the Mess Committee will be imposed.

14. No accommodation except the changing / resting room will be provided to the caterer's workmen.

15. Irrespective of number of holidays observed by the Institute, the workmen of caterer shall observe only those holidays as intimated to their representative one month advance in monthly mess committee meeting. To ensure leave benefits / weekly off / absence etc. of their workman, the caterer shall maintain adequate substitute leave reserves of such skills.

16. Notwithstanding any other provisions made in the contract, the Director, AIIMS, Jodhpur reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in the interest of the Ins. The contractor is not eligible for any compensation or claim in the event of such cancellation.

17. The Director, AIIMS, Jodhpur either directly or through its Mess Committee, Mess Committee reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the institute by others and such alterations and variations shall not violate this contract.

E. Mess timing

1. Mess timing would normally be as under. The Mess Committee however reserves the right to make any alternation in it in consultation with the caterer:-

Breakfast	6:30AM to 8:00 AM
Lunch	1:00 PM to 2:00 PM
Snacks	5:30 PM to 6.30 PM
Dinner	8:00 PM to 9:30 PM

2. Menu as decided by the Mess Committee will strictly be followed.

3. Sufficient counters for every meal shall be made operational. The decision of Mess Committee in this regard shall be final.

4. Extra items, viz. extra bowl of curd, vegetarian items or non-veg items over & above decided mess menu may be sold at a price so fixed by the mess committee in consultation with the caterer. Coupons for Guest meals & extra items will be sold to the customer either on the basis of the student/ guest writing for it or in the register maintained in this regard against cash payment for the same to the caterer. The prices will be as decided by the mess committee in consultation with the caterer.

5. In case mess is closed on any occasion or owing to pest control etc., special lunch / dinner shall be provided to the student at no extra cost.

6. Rebate will be given to students for a minimum period of three days on which he / she does not avail mess facility with prior notification on one day.

7. Salad comprising lemon & any of three viz. tomato, carrot, cucumber, beetroots & onion will invariably be provided in every lunch & dinner. Fennel seeds / sugar & pickles shall be provided with every form of meal. Either Curd or its other form must be served with every lunch. Ketchup shall be provided with Samosa, breadpakora, Parantha etc. in breakfast & Snacks. Imly, tomato Chutney shall be served with kachori, samosa & other forms of chats in Snacks. Coconut Chutney & Sambhar will be served with all south indian breakfast foods. One serving of Sweet Dish or One scoop of Icecream or Milk-shake (200ml) or one serving of mixed fruits have to be served with every dinner. Sweet must include all forms of Bengali, Gujrati or south Indian dishes.

8. Paneer will be served twice a week in the form as decided by the Mess Committee.

9. Special meals will be served twice a week i.e. for non-vegetarians there will be two servings for non-veg in dinner [one egg item-egg curry / egg bhurjee / masala egg etc. (Wednesday); and another non-veg. item masala chicken / mutton-korma / fish / butter-chicken/ chicken or mutton biryani (Sunday)]. Equivalent veg. preparations like malai kofta/ kadhai paneer/ paneer butter masala and some special veg. will be served also. Each special meal will have sweet dish/ Ice-cream/ Pudding.

F. General Structure of the mess menu.

Breakfast:

For vegetarians Veg: Indian Dish (Parantha / upma / poha / idly /wada / Dosa / poori-aalu subzi /Cutlet /Pav-bhaji / sprouts) and four toasted bread slice with butter/ bun and butter.

For non-vegetarians

Non-veg: two boiled eggs or two egg omlette & four toasted bread slices with butter (~ 20 gm) & jam.

AND

Milk (~200ml) with cornflakes / bournvita / complan / tea / coffee.

AND

A Banana.

LUNCH:

Rice (unlimited),

Chappati / plain-parantha / poori(unlimited),

Dal / Sambhar (unlimited),

Curry / rajma / chola (unlimited),

vegetable (fried)(unlimited),

[Curd or its other form (raita, chhach, lassi), flavoured drink (Rasna, Roohafza etc.) Pickle & salad as mentioned above],

One Papad.

SNACKS:

(Snack item-samosa, kachori, aalu-bonda, chana-wada, noodles) & two slices of plain bread with butter (~20gm) & jam

or

Four toasted bread with jam & butter without snack item.

or

One bowl of instant noodles.

AND

Tea or Coffee.

DINNER:

Rice(unlimited),
 Chappati / plain-parantha / poori(unlimited),
 Curry / rajma / chola (unlimited),
 vegetable (unlimited),
 [Pickle & salad & Sweet Dish / Icecream / Milk-shake (200ml) / mixed fruits bowl as mentioned above]
 One Papad.

Sample mess menu (This is a representative menu only)

	Breakfast	Lunch	Tiffin	Dinner
Monday	Cutlet	Rajma, Methi Poori, Rice, Dal, Curd, Salad, Pickle []	Dosa, Coconut Chutney, Sambhar	Veg. Hariyali, Roti, Dal, Rice, Pineapple Slice, Salad, Pickle
Tuesday	Sprouts,	Veg. Korma, Dal Makhani, Rice, Curd, Plain Parantha, Salad, Fried Papad, Pickle []	Chowmin	Alu-Pattagobi, Roti, Dal, Rice, Ice Cream, Green Chillies Chutney, Salad, Pickle
Wednesday	Vermicelli Upma,	Shahi Paneer, Poori, Rice, Dal, Shrikhand, Salad, Pickle []	Maggi	Veg. Biryani, Dal, Roti, Alu-Cauliflower, Kheer, Salad, Pickle
Thursday	Poha,	Kalachana, Jeera Rice, Dal, Roti, Tomato Chutney, Chaas, Salad, Fried Papad, Pickle	Idli, Sambhar, Coconut Chutney	Khichdi, Kadhi-Pakoda, Roti, Jeera Aloo, Fruit, Green Chillies Chutney, Salad, Pickle Extra : Paneer Makhni Extra : Egg Masala
Friday	Upma,	Chhole Bature, Rice, Lassi, Dal, Imli Chutney, Salad, Pickle	Dahi Vada	Tomato Soup, Bread Crumbs, Veg. Noodles, Egg Noodles, Veg. Fried Rice, Veg. Manchurian, Watermelon Slice, Salad, Pickle
Saturday	Alu Parantha, Dahi,	Matar Paneer, Roti, Veg Pulao, Veg Raita, Salad, Roasted Papad, Pickle	Samosa	Chawli Sabji, Roti, Rice, Sambhar, Roasted Papad, Green Chillies Chutney, Apple, Salad, Pickle
Sunday	Onion Paratha, Lassi,	Malai Kofta, Roti, Rice, Dal, Dahi, Salad, Roasted Papad, Pickle []	Pani Puri, Imli Chutney	Dum Aloo, Plain Parantha, Rice, Dal Makhani, Sweet, Salad, Pickle Extra : Masala Chicken

*In breakfast, only the item present as Indian Dish has been mentioned. Rest all items as stated earlier will always be there, as indicated by .

Penalties for violation or rules, terms and conditions

The caterer will be fined in case of violation of the following rules

1. Non-availability of complaint register on the counter/discouraging students from registering complaints would lead to a fine of Rs. **2,000/-** on the caterer.
2. 3 or more complaints of insects and/or foreign object cooked along with food found in any food item would invite a fine of Rs. **4,000/-** on the caterer.
3. 3 or more complaints of unclean utensils in a day would lead to a fine of Rs. **4,000/-** on the caterer.
4. If mess committee agrees that certain meal was not cooked properly then a fine of Rs. **4,000/-** would be imposed on the caterer.
5. If food for any meal gets over within timings of mess and waiting time is more than 15 minutes for lunch and dinner, and 10 minutes of breakfast and Tiffin then a fine of Rs. **2,000/-** would be imposed on the caterer. The timing for that meal will be extended equivalent to delay time.
6. Changes in menu of any meal without permission of mess committee would result in a fine of Rs. **4,000/-** on the caterer.
7. Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. **4,000/-** on caterer for every instance.
8. For any rules stated in the agreement,
 - First violation of the rule implies fine as per the rule.
 - Second and subsequent violations of the same rule *within 30 days of previous fine* will attract triple the initial amount of fine on the caterer.
9. Absence of proprietor or his representative empowered to take decision from mess council meetings on due invitation (which will be held once every month) will attract a fine of Rs. **10,000/-** on caterer.
10. As and when mess council proposes a fine it will inform the representative of the caterer or mess manager and fine will be imposed with consent of the wardens.
11. Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the mess council with consent with the wardens.
12. Severity of hygiene failure shall be assessed and decided by the mess council and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

Brands of consumables permissible in Hostel Mess

Item	Brand
Salt	Tata, Annapurna, Nature fresh
Spices	M.D.H. Masala, Satyam, Badshah, Everest
Ketchup	Maggi, Kissan
Oil (Sunflower)	Sundrop, Godrej, Saffola, Fortune, Dhara (use of Hydrogenated (vanaspati) oil is prohibited)
Pickle	Mother's or Pravin or Priya
Atta	Ashirvad, Pillsbury, Annapurna, Patanjali
Instant Noodles	Maggi
Flavoured fruit drinks	Real/ Amul
Papad	Lijjat/Bhikaji/Oswal
Butter	Amul, Britannia, Mother Dairy
Bread	Sanchi ,Modern, Kwality, Wibs, Figo, Suncity
Cornflakes	Kellog's
Jam	Kisan or Maggi
Ghee	Sanchi ,Amul, Mother Dairy, Britannia
Milk	Saras, Sanchi, Amul, Mother Dairy (Without Water)
Paneer	Amul
Tea	Brook bond, Lipton, Tata, Taaza
Coffee	Nescafe
Ice Cream	Amul, Mother Dairy, Kwality, Havmore

The caterer may use any other standard/ FPO approved brands only if permitted by the Mess Council in writing.

Proforma for the Technical Bid

(In separate sealed cover superscribed as "Technical Bid")

Name of the party: _____

1. Name of the Catering Agency: _____

2. Constitution of catering Agency: Individual/Sole Proprietor firm/ Partnership firm/ Ltd Company

3. Contact person with designation:(i.e. Sole proprietor/ Partner /Director)

4.Contact Address: _____

5.Contact Phone: _____ Fax: _____

e-mail address: _____ Cell phone: _____

6. Major establishments in/ around Jodhpur. Where catering services are provided:

(i) _____ (ii) _____

(iii) _____ (iv) _____

Signature of the Proprietor or Authorized Representative

Date: _____

Name of the Signatory: _____

Place: _____

Designation: _____

Stamp:

Information to be provided in the Technical Bid

1. Details of Experience of handling large institutional/corporate cafeteria/food outlet: Current and Earlier (during last 5 years) [Certificate issued from client organization indication magnitude, contract amount, period of contract duly attested by gazette officer of central/state Govt. must be enclosed].
2. Any other pertinent information.

Documents to be provided with the Technical Bid

1. Two References.
2. Xerox copy of the following documents:
 - a) Income tax clearance certificate -last three years
 - b) Catering, food outlet & labor license,
 - c) Municipal license
 - d)Registration Certificate
 - e) PF/ESIC information,
 - f) Balance Sheet - last 3 years,
 - g) Partnership deed
 - h) Sales Tax certificate,
 - i) Shop & Establishment Registration
 - j) Municipal Certificate,
 - k) Work orders from other organizations

Proforma for Commercial Bid

(In separate sealed cover superscribed as "Commercial Bid")

To

Administrative Officer,

All India Institute of Medical Sciences Jodhpur,
Basni Industrial Area Phase-II,
Jodhpur-342005.

Sub: Mess Catering Contract for Hostel at AIIMS Jodhpur

Name of the Agency: _____

Our quotation for the mess is: Rs. _____ (in words _____) /day/student.

The above quotation includes all applicable taxes as detailed below:

	Rs.
Catering charges per student per month	
Taxes (all inclusive including service tax)	
Total	

We have read and agree to

1. Terms and conditions of Mess Catering contract
2. Rules pertaining to the daily functioning of the Mess
3. Fines.

Signature of the Proprietor or Authorized representative

Date: _____

Name of the Signatory: _____

Place: _____

Designation: _____

Stamp: