



## UNIVERSITY OF ALLAHABAD

इलाहाबाद विश्वविद्यालय

Allahabad – 211 002, U. P. (INDIA)

इलाहाबाद –211002,उ०प्र०,(भारत)



### इलाहाबाद विश्वविद्यालय, इलाहाबाद केन्द्रिय विश्वविद्यालय

NIT No. UOA/01/2017/Mess Dated:13/07/2017

#### मेस संचालन हेतु निविदा सूचना

विश्वविद्यालय के समस्त हॉस्टलों में मेस संचालन हेतु अनुबंधित दर के आधार पर राक्षम मिलों/फर्मों से मुहरबन्द निविदायें दिनांक 13.7.2017 से दिनांक 02.08.2017 तक कुलपति कार्यालय में रखे टेण्डर बाक्स में अपराह्न 2:00 बजे तक आमंत्रित की जाती है। जो की उसी दिन अपराह्न 3:00 बजे सम्बंधित समिति के सामने खोली जायेगी। निविदा प्रपत्र शर्तें व अन्य विवरण विश्वविद्यालय की वेबसाइट [www.allduniv.ac.in](http://www.allduniv.ac.in) पर उपलब्ध है।

**कुलसचिव**

University of Allahabad invites the sealed quotation for rate contract from reputed catering contractors having experience of running institutional Mess for running “**Mess in Hostel(s) of University of Allahabad**” on or before **2<sup>nd</sup> August 2017** up to 3:00 PM Tender Document complete in all respects shall be submitted in the office of the **Vice Chancellor**. Tender document and other details may be downloaded from the university website [www.allduniv.ac.in](http://www.allduniv.ac.in)



**UNIVERSITY OF ALLAHABAD**  
**Allahabad – 211 002, U. P. (INDIA)**  
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इलाहाबाद – 211002, उ०प्र० (भारत)

**RATE CONTRACT FOR CATERING SERVICE IN HOSTEL MESS**

**Notice No** : UOA/01/2017/Mess

**Notice Date** : 13.07.2017

**Last Date of submission** : 02.08.2017

# Notice Inviting Rate contract for Catering Service in Hostel Mess

**NOTICE NO. UOA/01/2017/Mess**

**Date: 13.07.2017**

Sealed Proposal in two bid system are invited on prescribed Performa from financially sound professional caterers with experience in running multi-cuisine food services/mess in reputed educational Institutions/colleges/Universities, etc. up to 2:00 P.M. on 02.08.2017 and shall be opened at 3:00 P.M. on the same day for the running of "Mess (Boys & Girls) Hostel", University of Allahabad, Allahabad.

Description of work	EMD	Performance Guarantee Bond/ Security Deposit	Period of Contract	Application Cost
Running of mess (Boys & Girls) Hostel.	Rs. 10,000/-	Rs. 50,000/-	One year from the date of signing of contract.	Rs.500/-

Interested parties may obtain the documents from the Office of the Registrar after submitting the form fee of Rs 500/- in university account office. Bidders will submit the document with the EMD of requisite amount in favour of Finance Officer, University of Allahabad, Allahabad in the form of DD/FDR along with the other requirement as stated in the detailed conditions. While submitting proposal mark No. **UOA/01/2017/Mess** on envelope. **Detail can be seen on University Website: [www.allduniv.ac.in](http://www.allduniv.ac.in)** In case the party submits the downloaded documents then DD of Rs. 500/= drawn in favour of Finance Officer University Of Allahabad will be submitted with the proposal.

Details	Date	Time	Venue
Date of sale of Proposal	13.07.2017 to 02.08.2017	10:00 am to 2:00 pm on any working day	Office of the Registrar, Senate Campus
Last date of submission of Proposal	02.08.2017	2:00pm	Office of the Vice Chancellor, Senate Campus
Opening of Proposal	02.08.2017	3:00pm	Office of the Vice Chancellor, Senate Campus

In the event of any date indicated above is declared as holiday, the next working day of the University shall be considered as the due date for receiving & opening of Proposal. Late/delayed offer will not be accepted. The technical bid **Part-A** and the financial bid **Part-B** should be sealed in separate covers and both of them should be sealed in a single cover and super scribed "**Proposal for catering service in Hostel Mess - Notice No. UOA/01/2017/Mess ALLAHABAD UNIVERSITY**"

The demand draft for the EMD and Application fee should be kept along with the Technical bid. The University administration reserves the right to accept or reject any or all the proposal without assigning any reason and to split up work or items of work or to divide or distribute the whole work among more than one contractor. The contractors will have no option to refuse such splitting /rejection.

Registrar  
Allahabad University,  
Allahabad

**TERMS & CONDITIONS AND REQUIREMENTS FOR RUNNING MESS FACILITIES FOR ALL THE HOSTEL OF UNIVERSITY**

Sl. No.	Hostel Name	No. of Students	Available Facilities
1	Diamond Jubilee	136	Bidders are requested to visit the respective mess hostel and acquaint before quoting the rates.
2.	A.N.Jha	166	
3	G.N Jha	169	
4	PCB	260	
5	SSL	260	
6	Tara Chand	300	
7	Shatabdi-Boys	130	
8	Dr. SRK Boys	270	
9	International	72	
10	S.N Girls	218	
11	P.D Girls(Main/Annexes')	372	
12	Shatabdi Girls	201	
13	Kalpana Chawla Girls	124	
14	Mahadevi Verma	100	
15	Hall of Residence I	260	
<b>Total No of student -</b>		<b>3038</b>	

1. Breakfast, Lunch, Evening snacks, Tea/Coffee and Dinner need to be served as per the menu agreed upon with the Hostel Committee. The Menu is enclosed as **Part-C**.

Tentative Mess Timings:

Breakfast: 6:30-8:30 Hrs.

Lunch: 12:30 – 14:30 Hrs.

Evening Tea - 17:00 – 18:00Hrs.

Dinner: 20:30 – 22:00 Hrs.

2. Basic menu (until and unless specified) is unlimited. But Special items, extra items, snacks and beverages are limited.
3. Any special items will be considered as “**EXTRAS**” and will not form part of the basic menu except tea. The caterers are free to quote for the same. A tentative list is enclosed as **Part-D**.
4. Water will be provided free of cost. But the caterer should adopt better conservancy measures as water is the elixir of human life. The water supply will be metered. Any wastage of water on the part of the caterer will be charged extra at admissible rates.
5. Water used for cooking should be potable water as per IS specifications. The caterer is encouraged to install and maintain his/ her own RO water facility, which may be

taken back at the end of the contract. Periodic maintenance of the RO system should be done by the caterer.

6. Providing of first quality provisions especially rice, dal and aata, vegetables, fruits, milk, cooking gas etc. for preparation of the items will be the responsibility of the caterer.
7. The Milk used for preparing tea, coffee and other milk products should have a specific gravity of 1.025 -1.032 g/ml which implies a Lactometer reading range of 25.0 -32.0<sup>o</sup> L.
8. The University shall provide electricity to the Caterer for the exclusive purpose of running the dining facilities at prevalent rates charged by UPPCL to the University.
9. The Caterer shall use only branded AGMARK / ISI raw materials and best quality items for preparing the food. Brands of products will be decided by the Mess Committee for which the caterer should abide. Use of cooking soda in rice, Maida in chapatti and MSG and Vanaspati (Dalda) in other food items is strictly prohibited. The Mess Committee if needed will check all materials brought to the mess as well as cooking practices, followed in the event of quality of the food served being poor, adulterated, contaminated, use of expired raw materials or not adhering to contractual conditions. The Mess Committee will be free to impose monetary fine as deemed fit on the caterer.
10. The caterer should be solely responsible for the arrangements of gas refills, and their safety and supply of milk from their own resources. Fuel for cooking should be commercial LPG only, which is the sole responsibility of the caterer.
11. The Caterer shall provide catering services as given in the menu as **Part C**. The cost should include fuel cost, procurement of rice & provisions and vegetables/ fruits of good quality and other items. Further, the cost of these raw materials shall be inclusive of loading and unloading, transportation, storage at dining hall premises, statutory taxes including service tax, duties and all other levies (existing and which may be imposed from time to time) for which no additional cost is payable or reimbursable by the University.
12. Cleaning plates/washing and keeping the mess premises neat, clean and hygienic are the responsibilities of the caterer. Strict maintenance of hygiene in mess halls and its surrounding is essential. Any violation on the part of caterer is liable for appropriate penal provisions of truncation of bills as decided by the Hostel committee.
13. The kitchen, store room(s), washing area and the dining hall are to be well maintained by the caterer. Hygiene, Cleanliness and presentation of not only the venue but also the kitchen staff, should be given the top most priority by the caterer.

14. Reliability, quality and hygiene factors may also be taken into consideration during selection.
15. The garbage collected from the kitchen, dining halls, dish wash area should be disposed off right away. No garbage should be dumped in and around the campus. The surroundings shall be kept clean and hygienic at all times.
16. The Caterer will submit two or three brands (**Agmark/ISI**) for each item and the Hostel Mess Committee will select the appropriate brands for cooking.
17. The caterer should be ready with appropriate coupon system/ mess card which shall be distributed to the students for availing mess facility. Student will remit the necessary coupons/ mess card to the caterer whenever he avails the mess facility. There should one set of coupons/mess card each for students (hosteller or day scholar) / employees/guests. The coupon system/ mess card should be discussed with the hostel Mess committee on award of contract.
18. The items of food served will be checked by the Hostel Mess Committee. Such quality audit may be a test audit or random audit. In case of dispute on quality between caterer and the quality assessment team, Hon'ble Vice Chancellor, ALLAHABAD UNIVERSITY will be the sole arbitrator and his decision shall be final and binding on both the parties.
19. The rates stipulated in the contract will hold good for the agreement period, which shall be one year, extendable at the same terms and conditions at the sole discretion of the University. Further extensions shall be considered based on the performance and review. Either party may terminate the contract by giving three months' notice.
20. The caterer shall not serve food cooked in the Mess facility in any other place inside or outside the campus without prior permission. He / She shall also not serve food cooked, outside the dining facility, unless otherwise authorized by the Hostel Committee.
21. When circumstances warrant, caterer should cater for more number of students/staff members even at short notice. Similarly, fluctuations in strength during vacation periods should be accommodated, for which the caterer should keep in close liaison with Warden/Superintendent and prepare food accordingly.
22. Eating plates, serving/ cooking utensils have to be washed every time after use and the eating plates and spoons have to be sterilized every day. Cooking vessels, serving accessories etc., has to be sterilized every week. The mess hall and kitchen has to be disinfected every month by the caterer.

23. Bill will be raised by vendor monthly to the concerned superintendent of the Hostel .However in case of exigencies the superintendent will make payment fortnightly.  
**The University will not pay any advance payment under any circumstances to the service provider. The University has no role in settlement of bills for food supplied to students.**
24. The collection of the payment for the mess bill/ late payment penalty from the students shall be collected as per the direction of Dean Students Welfare.
25. The successful bidder shall deposit Rs.50,000/- as interest free Performance Guarantee Bond within 10 days of award of contract, which shall be refunded after the expiry of the agreement after adjusting deductions, if any. If the work is awarded to different contractor for different Hostel then each contractor shall deposit Rs.50,000/- as interest free Performance Guarantee Bond within 10 days of award of contract.
26. Generally the Caterer has to pay to University, a nominal license fee per month per mess for the Premises and toward water charges. However with the intention to provide the subsidized food to students the same is not being levied. But it is up to the university to levy the same if it is required. Electricity charges for kitchen, store room, rest room and the wash area shall be paid by the licensee as per meter readings.
27. The selected Caterer shall start the dining facility from **the date of agreement..** The present contract shall be valid only up to one year from the date of agreement. Further extensions shall be considered based on the satisfactory performance.
28. Staff strength in each category of cooks, helpers should be optimum and finalized in consultation with Mess Committee. Sufficient number of service personnel as required should alone be in the dining hall.
29. Employment of child labourers (below the age of 18) is totally prohibited. It is the responsibility of the Caterer to comply with all formalities of labour office including obtaining necessary labour license.
30. Necessary Permission in writing should be obtained by the caterer for overnight stay of their employees in the campus than the permissible strength, which will be decided by Hostel Committee.
31. The employees of the caterer should wear proper uniform. Use of clean apron, disposable hand gloves and head mask is mandatory during transportation, serving and handling of food items. Fresh disposable hand gloves and head mask is to be used for every meal and should not be reused under any circumstances.
32. The Caterer shall be responsible for the proper conduct and behavior of the employees engaged. The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility. Collecting any private data from students including phone numbers and email is strictly prohibited.

33. Smoking and consumption/distribution of Alcohol or any other narcotic drugs by the mess employees is strictly prohibited.
33. All mess employees, except the manager should refrain from having direct or indirect communication / conversation with the hostel students. Further, the manager is expected to have a cordial/ professional conversation with the students. In case of difference in opinion with any student, the manager should approach the Warden/ Superintendent. Any misconduct on the part of the mess employees including the manager will invite heavy penalty on the caterer.
34. The Caterer should ensure that all the employees are free from communicable diseases. Medical certificates to this effect should be made available for inspection by the authorities. It is the responsibility of the caterer to monitor and maintain the personal hygiene of the mess workers who cook/ serve food.
35. All expenses related to the functioning of the employees like EPF/ESI engaged by the Caterer shall be in the scope of the Caterer. Proof for remittance of salary shall be provided to ALLAHABAD UNIVERSITY.
36. The Caterer is solely responsible for the payment of minimum wages for their employees as per the Government of Uttar Pradesh norms and deductions towards E.P.F. and E.S.I. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized personnel of ALLAHABAD UNIVERSITY for meeting other statutory and non-statutory benefits/obligations.
37. The decision of the University is final in awarding the contract.
38. University reserves the right to review and modify the terms and conditions periodically.
39. Since the services include food and eatables, (Prevention of Food Adulteration) PFA rules 1955, is binding on the caterer.
40. The Caterer should run the mess/ supply food at the same rate for the same approved menu throughout the contract period irrespective of vacation/ holiday and number of students. Failing which will invite heavy penalty on the caterer by the Registrar.
41. Any other relevant matter for better functioning of mess will be included at the later date.
42. The caterer shall not assign, sublet or part with the possession of the premises and properties of the University therein or any part thereof under any circumstances.
43. The caterer shall vacate the leased premises and hand over the all fixtures, furniture etc., which are University property, in good condition at the termination of the contract.



44. The caterer shall not make or permit any construction or structural alteration or additional fittings inside the premises or the work place without prior written approval of the University authorities.
45. The caterer should have a minimum annual turnover of Rs. 5, 00,000/- (Rupees five Lac only) during the last three financial years. Audited financial statements or financial statement showing turn over duly certified by a Chartered Accountant to be enclosed as proof of the same.
46. Authenticated certificates, testimonials and proof of experience should be produced along with the bid.
47. The page number should be marked in all pages serially (including all supporting documents enclosed with the document) and the declaration for the same shall be submitted by the bidder as Annexure-I. All the documents should be having running page number say if the total documents have 30 pages, the last document should be page numbered as 01 and the first document should be page numbered as 30.
48. Disqualification clause: The bidder shall be disqualified if (a) the bidder or any of its constituent(s) has been blacklisted / banned business dealing by any Government Department, Government Agency or Public Sector undertakings at any time, except in cases where such blacklisting / banning has been withdrawn by competent authority or ceased on the deadline for submission of the bid, for which satisfactory evidence is to be produced. (b) Any previous contract of the bidder or any of its constituents had been terminated / rescinded for contractor's failure by ALLAHABAD UNIVERSITY during the period of last 5 years before the deadline for submission of the bid (c) the bidder or any of its constituents has been issued a show cause notice for poor performance / banning / blacklisting or business or order for suspension of business by the competent authority of ALLAHABAD UNIVERSITY.
49. The university may enter in to a parallel rate contract also with other bidders on L1 rates approved by the university.



11.	PAN, EPF & ESI No. (photocopy to be enclosed)		
12.	Service tax, Sales tax/VAT/GST Reg. No. (Number & photocopy of certificates to be given)		
13.	Shops and establishment Act registration No. (Photocopy to be furnished)		
14.	No. of Employees (as on <b>11.07.2017</b> )	:	
15.	Any other information	:	

\* List to be enclosed with full address and phone numbers

**Note:**

1. The Technical Bid (**Part A**) and Commercial Bid (**Part B & D**) shall be sealed by the bidder in separate covers duly super scribed as Proposal **for Catering Service in Hostel Mess – Technical Bid** and Proposal **for Catering Service in Hostel Mess – Commercial Bid** respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed as Proposal **for Catering Service in Hostel Mess -Notice No UOA/01/2017/Mess ALLAHABAD UNIVERSITY**. The required documents along with the filled-in format (**Part-A**) should be kept inside the Technical Bid Envelope and sealed. The Proposal must reach **The Registrar, University Of Allahabad**
  - by post/courier or the same may be dropped in the Tender box on or before **(Date), 14:00 hours**.



**Part-B**

**FINANCIAL BID**

**Caterer should provide rates in the following pattern:**

Sl. No.	Particulars	Rates for each separately		Rates for Menu (Monthly)	
		Girls	Boys	Girls	Boys
1.	Breakfast				
2.	Lunch				
3.	Snacks				
4.	Dinner				

**Note:** No column should be left blank

**Note:** If you should want to add more items in the menu, quantity should be mentioned by vendors before quote.

The above rates will be inclusive of fuel, cost of procurement of rice, wheat and all other provisions, vegetables, fruits, unloading and loading, transportation, storage, labour, all statutory taxes including service tax, duties and levies GST etc., per student. The University will not pay any other charges for the catering services provided.

**Authorized Signatory**

## **PENALTY**

Failure to supply food in terms of quality, quantity and as per the menu indicated in Part-C will attract penalty. For not adhering to contractual conditions, ALLAHABAD UNIVERSITY shall be free to impose monetary fine as deemed fit on the caterer. Fines imposed shall be adjusted against payment due to the caterer.

- a. Vegetables used should be fresh and of good quality. If vegetables kept for use or stored is found to be rotten or of poor quality, then a fine of Rs. 2,000/- for each occasion will be imposed.
- b. If the regular menu is not served during the respective dining periods, the mess charges for the particular session of all the students will be waived as penalty.
- c. If sufficient food is not prepared and served during the particular session, the mess charges for the respective dining period for the affected students will be waived as penalty.
- d. The Hostel standards expects milk for preparing tea, coffee and other milk products to have specific gravity of 1.025 -1.032 g/ml which implies a Lactometer reading range of 25.0 -32.0 °L. If the reading is lower than expected value then the mess charges for the particular session of all the students will be waived as penalty
- e. If poor quality of rice is used for preparation of food items, a penalty of Rs.2, 000/- for each occasion will be imposed.
- f. Oil once used should not be reused. If reuse of oil is noticed, penalty of Rs.1,000/-for each occasion would be levied.
- g. Item like Aji-no-moto, Baking soda, coloring items etc. are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. 2,000/- for each occasion will be imposed.
- h. Kitchen(s), store room(s), washing area and the dining hall are to be should be kept clean and hygienic at all times. If not kept, a fine of Rs. 1,000/- for each occasion will be imposed.
- i. If there is any deviation in the approved Menu as per Part-C, a fine of Rs. 2,000/- for each occasion will be imposed.
- j. Basic menu (until and unless specified) is unlimited. The mess charges for the particular session for all the students will be waived as penalty if the caterer refuses to serve the specified quantity of food to the students.
- k. Personal hygiene such as regular cutting of nails, trimming of hair, wearing washed, clean cloths should be strictly maintained by all mess employees at all times, if not a penalty of Rs. 1,000/- per person per occasion will be imposed on the caterer.
- l. For damaged caused by the caterer to the kitchen equipment, vessels and other items supplied by ALLAHABAD UNIVERSITY(If any), the cost of the equipment will be recovered.

The Registrar, ALLAHABAD UNIVERSITY shall be the Competent Authority with regard to imposition of penalty. The caterer may appeal to the Vice Chancellor, ALLAHABAD UNIVERSITY for reduction/waiver of penalty. The decision of the Vice Chancellor, ALLAHABAD UNIVERSITY shall be final.

**Authorized Signatory**

## Part – C Basic Mess Menu

### LUNCH

Roti+Dal+Rice+Sabji+Salad+Raita+Aachar

### DINNER

Roti+Dal+Rice+Sabji+Salad+Raita+Aachar

There will be special lunch for Sunday

Sunday Seasonal Veg.+Paneer+Puri+Pulao+Sweet+Curd

Menu decided by mess committee as amended by time to time

### Menu for Morning snacks

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Tea						
<b>Snacks</b>	Puri, aloo tomato sabzi	Vada, idli, sambhar, coconut chutney	Alloo paratha, curd or butter, mango pickle green chutny	Uttapam, sambhar, chutney	Halwa chana/pav bhaji (Alt)	Masala dosa, sambhar, coconut chutney	Poha, jalebi imli chutney, curd.

### Menu for Evening snacks

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Tea						
<b>Snacks</b>	Dhokla Chutney & sauce	Kachori, imli chutney, green chutney,	Samosa chole, green chutney	Pav Bhaji sauce	Onion+alu pakoda, chutney/sauce	Cheese burger/veg sandwich	Onion+alu pakoda, chutney/sauce

- **One seasonal fruit to be included every day.**
- **Extras and Snacks & Beverages** can be provided by the Caterer on spot payment basis.
- **Instruction:** If the caterers fail to make food as per the menu, students and respective wardens should be informed at least the previous day evening.
- **Menu is purely indicated.**

□

Part – D

**EXTRAS**  
**(As per list enclosed)**

<b>Sl. No.</b>	<b>Name of extra items</b>	<b>Rate in Rs. (inclusive of all taxes)</b>
01.	Tea (150 ml)	
02.	Coffee (150 ml)	
03.	Milk (150 ml)	
04.	Curd	
05.	Lassi	
06.	Ice Cream	
07.	Samosa	
08.	Cutlet	
09.	Methu vada	
10.	Sandwich	
11.	Bread Pakora	
12.	Noodles	
13.	Idli	
14.	Podi Dosa	
15.	Masala Dosa	
16.	Adai Dosa	
17.	Paav Bhajji	
18.	Fruit Juice	
19.	Aloo Bonda	
20.	Fruit Salad (100 mg)	



21.	Fruit Custard (100 mg)	
22.	Paneer Masala	
23.	Chilli Gobi	
24.	Gobi fry	
39.	Gobi Curry	
40.	Gobi Manchurian	
41.	Mushroom Fry	
42.	Aloo Gobi Masala	
43.	Cornflakes	

**Signature and seal of the bidder**

**DECLARATION BY THE CONTRACTOR**

To,

The Registrar  
University of Allahabad  
Allahabad

In compliance of notice no. .... Dated ..... it is hereby declared that I/WE the undersigned, have read and examined the notice Inviting Proposal all the terms and conditions, specification applicable, general rules and directions, clauses of contract(General Condition of Contract) and special terms and conditions etc. of the document for which I/WE have signed and submitted the Proposal under proper law.

It is also certified that all the terms and conditions of document are fully acceptable to me/us and I/WE will abide by the all the conditions of the document.

I/We have further disclosed my lowest rate for the food items as mentioned in financial bid which shall remain enforce during the period of my contract unless revised under unavoidable chances with specific permission of canteen committee and approval of the same by the competent authority of the University.

- I/We agree to keep the Proposal open for 90 days from the date of opening of financial bid and not to make any modification in the terms and conditions.
- I/We are enclosing requisite Earnest Money Deposit of Rs. ----- vide Demand Draft/Cash receipt/FDR/Bank Guarantee no: -----dated-----issued by-----in favor of The Finance Officer, Allahabad University.
- As per condition my EMD will be deposited with the university as performance guarantee in case work is awarded to me/us. If I/We, fail to furnish the prescribed performance guarantee within the prescribed period, I/We agree that The University shall without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest money absolutely. Further if I/we fail to commence the work as specified, I/we agree that Allahabad University shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely.
- I/We have filled and signed the documents on each page and the same are enclosed herewith.
- I/We are hereby returning this copy of DECLARATION duly signed.

**For & on behalf of**

M/s \_\_\_\_\_

Signature:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Place:

Date: (Seal stamp)