



श्री माता वैष्णो देवी विश्वविद्यालय  
Shri Mata Vaishno Devi University  
Kakryal (Katra)–182320

**TENDER DOCUMENT FOR**  
**Hostel Mess Service in various Student's Hostels at Shri Mata Vaishno Devi**  
**University Kakryal, Katra (J&K)**

Online bids through open tender under two-bid system are invited on behalf of SMVDU, Kakryal for providing Hostel Mess Service in various Student's Hostels at SMVDU Campus at Kakryal. The details of the tender and mode of submission of bids are appended in the succeeding pages from Annexure 'A' to 'F'.

Tender document can be viewed and downloaded from SMVDU website [www.smvdu.ac.in](http://www.smvdu.ac.in) and J&K e-tender portal <http://jktenders.gov.in>. The bids are to be submitted online at <http://jktenders.gov.in> upto the stipulated last date and time of submission of bids mentioned in the table below. **Sale of hard copy of the tender document is not applicable.**

**SECTION 1**

**Brief details and Critical Details of Tender**

**a) The brief details of the tender are as under**

S.No.	Description	NIT Details
1.	University Name	Shri Mata Vaishno Devi University
2.	Name of Department	Dean Students Welfare
3.	Tender No.	SMVDU/DSW/2024/3077 dated: 12/03/2024
4.	Tender Subject	Tender for Mess Services
5.	Tender Type	Open e-Tender system
6.	Earnest Money Deposit(EMD)	Rs. 5,00,000/- (Rupees Five Lakh Only)
7.	EMD / B securityto	University Account Details for deposition of the EMD Amount Bank Name: The Jammu and Kashmir Bank Ltd. Account Title:- SMVDU Retention Money A/c Account No:- 0477040520000029 IFSC Code:- JAKA0SMVDUN Branch:- SMVDU
8.	Tender fee (non – refundable)	University Account Details for deposition of the Tender Fee:- Rs. 1000/- only Bank Name: The Jammu and Kashmir Bank Ltd. Account Title:- Registrar, SMVDU Account No:- 0477040100000023 IFSC Code:- JAKA0SMVDUN Branch:- SMVDU
9.	Availability of tender document	Tender document can be viewed and downloaded from SMVDU website <a href="http://www.smvdu.ac.in">www.smvdu.ac.in</a> and JKUT e-tendering portal <a href="http://jktenders.gov.in">http://jktenders.gov.in</a>
10.	Contract period	Two years
11.	Validity of bids	120 days from the last date of submission
12.	Tender Inviting Authority	Registrar SMVDU, Kakryal, Katra, Dist. Reasi – 182320, email id- registrar@smvdu.ac.in
13.	Contact Details	01991-285524 Extn. 2790 Fax no. 01991-285732

**b) The critical dates of the tender are as under**

<b>S. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1.	Publish date and time	12-03-2024, 4:00 P.M.
2.	Document Download Start Date & Time	12-03-2024, 4:30 P.M.
3.	Online Bid Submission Start Date & Time	12-03-2024, 4:30 P.M. onwards
4.	Document Download End Date & Time	01/04/2024, 3:00 P.M.
5.	Online Bid Submission End Date	01/04/2024, 5:00 P.M.
6.	<u>Bid Opening Date &amp; Time</u>	03/04/2024 11:00 A.M.
	(i) Technical bid	
	(ii) Financial bid	To be intimated separately through e-tendering portal/ University website

**Sd/-  
Registrar  
SMVD University,  
Kakryal, Katra**

## **Instructions to bidders regarding e-tendering process**

1. Bidders are advised to download bid submission manual from the “Downloads” option as well as from “Bidders Manual Kit” on website [www.jktenders.gov.in](http://www.jktenders.gov.in) to acquaint bid submission process.
2. To participate in bidding process, bidders must get ‘Digital Signature Certificate (DSC)’ as per Information Technology Act-2000, as amended from time to time. Bidders can get digital certificate from any approved vendor.
3. The bidders must submit their bids online in electronic format with digital Signature. No technical/financial bid will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the table of critical dates. If the mentioned date is declared as a holiday, the bids shall be opened on the next working day at the same time.
5. Bidders must ensure to upload scanned copy of all necessary documents mentioned in e-NIT.
6. Note: - Scan all the documents on 100 dpi with black and white option.
7. Proof of Tender fee and EMD Fee is to be uploaded online along with other documents.
8. Bidders are advised to use “My Documents” area in their users on e-tendering portal to store important documents.
9. SMVDU will not be responsible for delay in online submission due to any reasons.
10. Conditional bidding shall not be entertained.
11. Bidders may contact the Dean, Students Welfare, SMVDU at dean.students@smvdu.ac.in for any guidance or query.
12. Bidders are advised not to make any changes in BOQ (Bill of Quantities) contents. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the item rate inclusive of all taxes and it should be saved with the same name as it contains.
13. The unit rates (one day meal per student as per BOQ) and prices shall be quoted by the bidder entirely in Indian Rupees and the rates quoted shall be deemed to be valid upto the completion of the contract, until revision of GST by the Govt. of J&K UT.
14. Any corrigendum or subsequent information/ clarification shall be updated on the e-tender portal / university website only. Bidders should keep track of the same.

**Sd/-  
Registrar  
SMVD University,  
Kakryal, Katra**

## Section 2

### Terms & Conditions of the Tender

1. The Tenderer should be a registered and licensed Caterer, Firm, Agency having sound professional expertise for providing Mess Services in student hostels, messes of Educational/ training Institutes and Universities.
2. Before submission of Tender document, the tenderer, in their own interest, are advised to visit site to assess site and its surrounding and satisfy themselves in respect of the site conditions as the SMVDU shall bear no responsibility for lack of acquaintance of the site and other conditions or any information relating thereto, on their part. The consequences of the lack of knowledge, as aforesaid, on the part of the tenderer shall be at their own risk & responsibility.
3. The rate offered/quoted in the tender should be valid for two years and no upward revision of rates shall be allowed during the currency of the Catering Contract (except the variation in GST as notified by J&K(UT) from time to time.
4. The tenderer must have a minimum of five (05) years of experience in running mess services in student hostels having capacity of atleast 1000 students in a single institution and should be a profit-making firm / caterer/ Agency. The Cumulative turnover for the consecutive three (03) Financial years: 2020-21, 2021-22 & 2022-23 must not be less than Rs. 5.00 Crores.
5. Certificate regarding bidder company not being bankrupt/insolvent from statutory CA/ CS of bidder company should be uploaded along with other documents.
6. SMVDU reserves the right to terminate the contract of a successful tenderer on one month's notice without assigning any reasons thereof.
7. SMVDU reserves the right to split the work or award the catering contract to more than one tenderer on the same rates.
8. The award process may be postponed / cancelled Suo motto without assigning any reason or giving any notice to the tenderer(s). The University reserves the right to consider the tenders of only short-listed firms.
9. The issuing of tender document shall not constitute that the tenderer is automatically qualified.
10. If even after the award of contract, information / facts submitted by the tenderer is found misleading / incorrect / false etc., SMVDU reserves the right to terminate the contract forthwith.
11. The mode of submitting the Tender in two bid format shall be as under:
  - (i) Online Bid Submission – Technical and Financial bids complete in all respects, as per annexed proforma, must be uploaded at the aforesaid portal, as per stipulated dates and times mentioned in the table.
  - (ii) Financial bids of only those bidders shall be considered, whose technical bids are complete in all respects and qualify the technical criteria as per tender document.
12. Evaluation Procedure:

The received bids will be scrutinized on the basis of documents submitted as mentioned **Annexure-AI**, by the committee constituted by the University.

The evaluation of scrutinized bids will be done in two stages based on the QCBS (quality and cost based selection) having 70% weightage for Technical bid as per **Annexure-AII** and 30 % based for Financial bid.

The Technical and Financial Bid Evaluation of eligible bidder will be done by as per the procedure described below:

On the basis of the technical bid along with valid supporting documents, the Committee will shortlist bidder(s) who comply with all the criteria and score a minimum of 60% marks for the criteria as described in **Annexure-AII**.

The name(s) of the technically qualified bidder(s) for opening of financial offer and the list of these technically qualified bidder(s) shall be updated on JK eTender Portal. No separate intimation shall be sent to individual bidder(s).

The financial bid of those bidders will be opened who will be shortlisted in technical evaluation as mentioned above.

- The lowest price bid will be awarded as 100 marks in the evaluation of financial proposal. Others bidders will get the marks in reverse proportion to their price bid proportional to the lowest price bid e.g.
- The lowest price bid of vendor  $P = \text{INR } X$
- The price bid of vendor  $Q = \text{INR } Y$
- The score of vendor P in financial Proposal = 100
- The score of vendor Q in financial Proposal =  $100 * X / Y$
- The total score will be computed on the basis of QCBS (i.e. 70% weightage to technical bid score as per **Annexure-AII** and 30% weightage to financial bid score).
- The work will be awarded to the highest scorer bidder (H1).

After opening the financial offer(s) of the technically qualified bidder/contractor (s), the committee will consider the highest scorer bidder (H1) for award of contract.

13. The online tenders shall be opened by a committee constituted for this purpose as per date and time mentioned in the table above, in the presence of tenderers / contractors or their authorized representatives, who wish to be present, at the time of opening of the tenders.
14. In case of any incomplete document / information uploaded by the tenderer, the tender may be rejected without assigning any reason thereof. Tender document is neither transferable nor cost of the document is refundable under any circumstances.
15. Conditional tenders are liable to be out rightly rejected.
16. An Earnest Money amounting to Rs. 5,00,000/- (Rupees Five Lakh only) is to be deposited in designated University bank accounts, by or before the last date and time of submission of bids, without which the tender submitted by the firm(s) shall be rejected. EMD of the unsuccessful Tenderers shall be refunded immediately after finalization of tender / contract whereas the EMD of the successful Tenderer will be treated as Security Deposit. However, the EMD of successful Tenderer who, after award of the contract, fails to provide the services within the time limit (provided for starting the requisite services) shall be forfeited. The proof of the transaction in respect of EMD payment is also to be uploaded online along with bids.

17. The University reserves the right to shortlist the Tenderer(s) as per the requirement of the University and to allot mess services contract to the tenderer(s) it deems eligible and qualified based on the responses received, and the decision of the University in this regard shall be final.
18. The University shall permit the Catering firm to use the University premises for running Mess facilities (for cooking & serving of meals at the same hostel) for the students, staff etc. at respective Boys and Girls Hostel of the University for the duration of the contract. The said period is extendable at the sole discretion of the University Authorities only on satisfactory performance / service by the Caterer.
19. The catering services by the Caterer will cover Breakfast, Lunch, Evening Tea & Dinner in a day as per menu, which may be agreed upon in writing from time to time between the Caterer and the Office of Dean of Students Welfare and kept displayed in the hostel / mess as the case may be under the seal & signatures of Dean of Students Welfare.
20. The present number of Students is approximately 2500. Apart from the catering needs of the regular students, there will be official programmes, seminars / conferences for which catering services may be required from the caterer for which separate rate quotations shall be provided by the caterer as per **Annexure-F**
  - i. The caterer will supply meals of wholesome quality and sufficient or specified quantity, as the case may be, to the residents of the Hostels of the University and also local and other guest participants for whom arrangements for stay have been made in the Hostel and to the University staff as per the menu prescribed from time to time. The current Menu applicable in this regard is enclosed as **Annexure-B**.
  - ii. Tea/snacks/meals to the students are to be served in the dining hall only.
  - iii. Periodic menu shall be decided by the respective Hostel Mess Committees. The Caterer shall follow the time schedule for opening and closing of the Mess each day as may be specified by the Dean of Students Welfare.
  - iv. List of brands of items to be used is enclosed as **Annexure-C**.
21. In addition to the mess menu, the Caterer will run night canteen from 10 p.m. to 1a.m. on direct payment basis from the students. Rate list of items to be provided during above duration shall be approved by the Competent Authority and conveyed to the Contractor accordingly.
22. The successful tenderer/caterer has to pay a Royalty @ 3% of the total monthly bill/payment for the period of the contract which shall be deducted directly from the monthly payment of the mess bill of the Caterer.
23. The successful tenderer/caterer shall deposit an additional Security Deposit amounting to Rs. 5,00,000/- (Rupees Five Lakh only) in the shape of Demand Draft, which shall make a total security deposit of Rs. 10,00,000/- (Rupees Ten Lakh only) along with amount of EMD to be treated as Security Deposit for due fulfillment of the contract for mess service. No interest will be given on the security deposit. Any penalty / fines / compensation due from the catering contractor shall be deducted from the routine payments or otherwise from the Security Deposit. The Security Deposit subject to deductions will be refunded three months after termination or expiry of contract.
24. The Caterer will make arrangements for hygienic storage and cooking of food and service in the dining hall. He will ensure that the kitchen / dining hall(s) are kept clean and tidy.
25. The Contract shall be for a period of two (02) years. The Competent Authority, SMVDU,

subject to its satisfaction may consider the extension of the period of contract upto One year in the larger interest of the students and the University.

26. The Caterer shall not sublet the contract / premises / venue allotted by the University or enter into contract with any other party to run the business at the said premises / venue implicitly/explicitly failing which the Contract shall be cancelled and the decision of the University in this regard shall be final and binding on the Caterer.
27. It shall be the responsibility of the Caterer to constantly maintain the quality of the mess food, its preparation in accordance with the menu, which may be agreed upon in writing from time to time between the Caterer and the Dean of Students Welfare, SMVDU for the respective Hostel messes. The scope of work for providing mess services in the University hostels is enclosed as **Annexure-D**.
28. That no amount shall be deducted from the mess bill of various hostels by the University at the time of monthly payment to the Caterer on the agreed rates except statutory deductions (Royalty @ 3%, TDS(IT), TDS(GST) as applicable) penalty if any, and in case where the students are on notified authorized absence from the Campus for a period exceeding ten days at a one spell for which prior intimation shall be furnished to the Caterer by the Dean of Students Welfare or concerned Wardens as the case may be. However, no payment during the notified summer / winter break shall be made to the Caterer by the University, but the Catering Services availed by the students during notified summer / winter breaks or otherwise shall be borne by them out of their own pocket and no claim of the Caterer on this count shall be entertained by the University.
29. For the arrangement of summer / winter break, the caterer shall operate atleast one boys and one girls mess for serving to approximately 200 students during the notified break period. Separate quotation is to be enclosed by the bidder as per **Annexure-E**. These rates shall be additional and will not be the part of L-1/H-1 calculation and BOQ of the main tender.
30. The Caterer shall observe proper working hours as may be notified by the Dean of Students Welfare from time to time including the summer / winter breaks and shall keep himself or his authorized representatives available at each Hostel during the working hours.
31. The Caterer will comply with all such instructions that may be issued to him by the University through any of its functionaries, including the office of Dean of Students Welfare in regard to the operation and maintenance of the University premises. The Caterer shall provide all such kitchen equipment /utensils, material, eatables etc. as may be required for effective operation of the catering services as may be communicated to him by the functionaries of the University.
32. It shall be the responsibility of caterer to maintain and upkeep all the machinery and other equipment including items of furniture and fixture provided in the respective Student's Hostel Mess premises and any repair/replacement in this regard shall be required to be immediately intimated to the Dean of Students Welfare/University Engineer for requisite repairs. However, in case any damage to the machinery and other equipment including items of furniture and fixture if found to be on the part of caterer or its workforce then a suitable penalty for the repair/ replacement shall be deducted from the monthly bill or security deposit.
33. The responsibility of upkeep, maintenance and repairs of the Cold Storage units in the hostels shall be entirely on the caterer.

34. In case of any default or deficiencies of services provided by the tenderer / caterer, the alternate arrangement will be made by the University at the risk & cost of the tenderer.
35. The Dean of Students Welfare, SMVDU shall be authorized to inspect the premises, quality of edibles, sanitation and other arrangements from time to time. In case of any unsatisfactory condition or any defect or deficiency in the service or performance of Contract, the University may impose a fine subject to a maximum of Rs. 50,000/- on the Caterer on each such occasion on the recommendation of Dean of Students Welfare, SMVDU. Such fines will be deductible from the Security Deposit or any amount due to the Caterer, if not paid by the Caterer. In case of continuous defect or deficiency in the service by the Caterer, the University may also terminate the Contract.
36. The successful tenderer shall have to execute an Agreement on non-judicial stamp papers of requisite denomination within a week of the receipt of award / contract letter which shall be guiding document for operation of mess services contract so awarded.
37. The successful tenderer who may be awarded the contract for Mess services subject to fulfillment of all other formalities should be able to provide the requisite services within a period of (15) days from the date of award of contract failing which the contract may be awarded to the next lowest / suitable tenderer on the L<sub>1</sub> rates.
38. SMVDU reserves the right to terminate the contract on one month's notice if the performance is not satisfactory. The Caterer can also terminate the contract by giving three months' notice and clearing all dues if he is not willing to continue the contract.
39. The Caterer shall maintain and upkeep cooking gas cylinders of commercial category in all the student's Hostel messes and shall also abide by all governmental instructions in this behalf.
40. The Caterer shall not cause any loss or damage to the property of the University and shall be responsible to compensate the University for any such loss or damage. However, he shall be personally responsible for his machinery, equipment and other belongings.
41. The Caterer shall engage well behaved experienced staff for working in the Mess and the Caterer shall be responsible for their work, behavior and conduct. If at any time, the work / behavior of any such employed staff of the Caterer is found to be unsatisfactory, the Caterer shall be liable to remove such a person immediately when ordered to do so by the Dean of Students Welfare, SMVDU whose decision in this regard shall be final and binding.
42. The Caterer shall take all precautions that all persons engaged by him to do any work for catering services are courteous, civil, sober, honest and free from any virulent or contagious disease(s). The Caterer shall be under obligation to obtain the following certificates during the period of Contract:
  - a) Medical fitness certificate from the authorized Medical Officer.
  - b) Character certificate from Police for all the persons engaged by the Caterer.
43. The Caterer shall ensure that all the mess workers wear proper uniforms including Head Caps, Hand Gloves, Mask and identity cards during the mess service in the University. He will also ensure that the cooking area / mess premises is not used as a residence of the workers.
44. The Caterer shall not do any act or omission which may be prejudicial to the interests of the University.
45. The Caterer shall not construct, raise or modify any structure, temporary or permanent in or around the Mess premises, without the prior written permission of the University.



46. That the permission / leave / license granted in favour of the successful Caterer shall not create any tenancy, lease and otherwise other interests or other right on the property. The present arrangement is only a temporary permission granted in favour of Caterer for a period mentioned herein above and subject to the performance / observance of the other conditions as may be communicated to the Caterer by the University. The licensed space shall always remain under actual control and possession of the University.
47. The Caterer shall be responsible for strict compliance with all applicable laws, rules and regulations relating to P.F. Act, ESI Act, Minimum wages Act, Workmen compensation Act, contract labour Act and such other Acts or laws, regulations passed by Central, State and Local government authority or agency and in the event University being made liable for any expenditure or otherwise on this account, the same shall be recoverable by the University from Caterer.
48. The Caterer shall obtain adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury / disablement / death at work place.
49. The liability/responsibility in case of any accident-causing injury/ death to mess worker or any of his staff shall be of the Caterer.
50. The workers of the Caterer shall be of good character and of sound health and should be above 18 years. Responsibility of antecedents of his workers shall lie with the Caterer.
51. The University shall provide chairs, tables and water coolers for the dining halls. All other furniture and equipment required for satisfactory performance of this contract will be arranged by the Caterer/s. The Hostels are already equipped with Refrigerators / cold storage for storing food in the University, all other equipment, machinery, cutlery & other requirements will be arranged by the caterer.
52. The Caterer will be allowed to use the kitchen and dining hall with furniture in various hostels for discharge of the contract. The Caterer will use this space only for persons actually working in the kitchen, dining hall for providing services under this contract. The Caterer shall not make or cook any meals(s) in the premises of the University for supply to any persons(s) outside the University other than the students, guests and the staff of the University.
53. The Caterer shall not make any damage caused to the space, furniture, fittings and equipment of the University that are in use by the caterer. The amount of compensation payable for such damage shall be assessed by the University on replacement cost basis. This compensation will be deductible from the security deposited by the caterer.
54. Facilities to be provided by SMVDU:
  - i) Dining halls with adequate furniture.
  - ii) Kitchens with Stores.
  - iii) Water.
  - iv) Electricity.
55. The furniture issued will be on One-time basis and it should be returned in good condition. Its maintenance will be the responsibility of the Caterer who will be responsible for any breakage and damage of the furniture by its staff.
56. That no right, much less a legal right shall vest in the Caterer's workers to claim / have employment or otherwise seek absorption in SMVDU nor the Caterer's workers shall have any

right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the SMVDU. The workers will remain the employees of the agency/caterer and this will be the responsibility of the agency/caterer to make it clear to their workers before deputing on work at the SMVDU.

57. None of the workers of the caterer shall enter into any kind of private work within the campus of the SMVDU during working hours / days.
58. The Caterer shall maintain an inspection book as prescribed by the Dean of Students Welfare, SMVDU which will be made available to Supervisory staff of the SMVDU. Any fault / observation recorded therein shall be attended immediately.
59. Bill for providing catering services may be raised monthly with a Certificate from the Dean of Students Welfare, SMVDU for the purpose of verifying the number of students in each hostel along with a Certificate of satisfactory quality / service of the food served.
60. The Caterer shall also submit the Police verification report of all his workers to the Dean of Students Welfare, SMVDU who he intends to employ to execute the work of providing Mess services.
61. If in the execution of their work, any infraction / breach / infringement of any law, rules / byelaws for the time being in force, takes place; Caterer shall indemnify the University and hold the University harmless against the consequences of any or all litigation / prosecution in any matter connected with or arising out of the subject including the result of any labour dispute and should any award or decree including awards of any labour court and / or Arbitrator which might be enforced/sought against the University, the University shall be compensated by the Caterer to the full extent in respect of all such claims / awards etc.
62. The Caterer shall advise its work force etc. to strictly refrain from smoking or using any kind of tobacco products or pan chewing, consumption of alcohol or non-veg. food and playing of cards within or around the premises of the SMVD University.
63. The food quality may be got inspected randomly by the Hostel authorities through Medical Aid Centre of the University.
64. On expiry of the contract, the caterer shall vacate the premises of the University immediately and handover the charge of equipment etc. peacefully to the officer nominated by the Dean of Students Welfare.
65. If any question or dispute arises to the interpretation or violation of any of the terms and condition of this contract, the matter will be referred to the sole arbitration of an Arbitrator appointed by the Vice Chancellor, SMVDU whose decision shall be final and binding on the parties.
66. Notwithstanding to any provision in this contract, if the Caterer violates any norms, rules or acts in any way prejudicial to the interests of the University or to the environment at the campus, the contract shall stand cancelled without assigning any reason to the Caterer by the University. In case of cancellation of the contract, the Security Deposit of the Caterer shall be forfeited.
67. **Penalties for violation or rules, terms and conditions**

As and when Mess Committee of SMVDU proposes a fine, they will inform the representative of the Contractor, and the fine will be imposed by the university on recommendation of the Mess Committee of SMVDU. The Contractor shall be fined for not adhering to the agreed terms as per the following rules:

1. Non-availability of complaint register on the counter/discouraging students from registering

complaints would lead to a fine of Rs. 1,000/- on the Contractor.

2. Each instance of complaint of an insect/foreign object cooked along with food or found in food item would invite a fine of Rs. 5,000/- on the Contractor.
3. Three or more complaints within a two-week period of insects and/or foreign object cooked along with food or found in any food item would invite a fine of Rs. 10,000/- on the Contractor.
4. Each instance of complaint of a foreign object ex nail, plastic etc that is deemed dangerous by the Mess warden of the concerned hostel of SMVDU would invite a fine of Rs. 10,000/- on the Contractor.
5. Three or more complaints of unclean or smell utensils/hygiene failure in within a two-week period would lead to a fine of Rs. 5,000/- on the Contractor.
6. If Hostel Mess Committee of SMVDU agrees that certain meal was not cooked properly then a fine of Rs. 1,000/- would be imposed on the Contractor.
7. Any Changes/Deviation in menu of any meal without permission of Hostel Mess Committee of SMVDU would result in a fine of Rs. 1,000/- on the Contractor.
8. The quality of milk served must satisfy the highest standards of purity. Inappropriate quality and dilution of milk shall attract a penalty of Rs. 2,000/-.
9. Each instance of unprofessional behavior (lack of personal hygiene of staff, consumption of prohibited substances, smoking, spitting of gutkha/pan masala etc, misbehavior by workers, maintaining unclean utensils etc. as determined by the hostel of SMVDU etc.) will lead to fine of Rs. 2,000/- on Contractor.
10. Unavailability of items mentioned in the menu without any prior notice would invite a fine of Rs 2000.00
11. Using of brands not mentioned in the contract or without prior permission and/or adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the Warden of the hostels.
12. For any rules stated in the agreement,
  - a) First violation of the rule implies fine as per the rule. However, in exceptional cases where the nature of violation is of serious nature, the warden of the concerned hostel of SMVDU may propose higher fines than those indicated above.
  - b) Second and subsequent violations of the same rule within 30 days of previous fine will 50% added in the initial amount of fine on the Contractor.
  - c) If any of the above rules are violated 10 times within one quarter (taken as a total) the Contractor would be liable for automatic disqualification, and the contract may be terminated. However, this is not the only criteria for termination. The university reserves the right to terminate the contract at any time, considering the frequency and seriousness of the violations.

**Sd/-**  
**Registrar**  
**SMVD University,**  
**Kakryal, Katra**

**Technical Bid**

The tenderer shall furnish the following information with documentary evidence wherever required. This data shall be submitted without fail in the technical bid only and not otherwise.

Name of the registered and licensed Caterer, Firm, Agency: M/s \_\_\_\_\_

Amount of EMD (with transaction number and date): online payment details \_\_\_\_\_

<b>S. No.</b>	<b>Particulars</b>	<b>Page No</b>
1.	Certificate of Incorporation/ Establishment as registered and licensed Caterer, Firm, Agency from concerned Competent Authority as applicable	
2.	Minimum five year Professional experience of the concerned registered and licensed Caterer, Firm, Agency for providing Mess Services having sound professional expertise for providing Mess Services in student hostels, messes of Educational/ training Institutes and Universities Catering duly supported with documentary proof of work order/ agreement deed, Supply order.	
3.	Copies of FSSAI license issued by the Competent Authority to the entities as enumerated at S. No. 1 above	
4.	Copies of Registration for GST	
5.	Compulsory valid Labour Registration Certificate issued by Govt. Labour Department	
6.	Annual turnover of the Firm for the three years i.e. FY 2020-21, FY 2021-22 & FY 2022-23 supported by Balance Sheet, Profit & Loss Account duly authenticated by a Chartered Accountant, copies whereof to be enclosed.	
7.	Copy of Income tax return for the last three years along with a copy of PAN card of the catering Agency. (Assessment Year 2021-22, 2022-23 & 2023-24)	
8.	Cumulative turnover for the consecutive three (03) year wise: FY 2020-21, FY 2021-22 & FY 2022-23 duly certified by Chartered Accountant.	
9.	Certificate regarding bidder company not being bankrupt/ insolvent from statutory CA/ CS of bidder company should be uploaded along with other documents.	

Additional pages, if needed, may be used.

For & on behalf of M/s \_\_\_\_\_

(Authorized Signatory)

Name \_\_\_\_\_

**Note: Kindly attach relevant documents only**

**Technical Evaluation Criteria**

<b>Sl. No.</b>	<b>Parameters</b>	<b>Total Marks =100</b>
<b>1.</b>	Cumulative turnover for 2020-21, 2021-22, 2022-23 (i) Less than 5.00 Crore : NIL (ii) 05 Crore to less than 10 Crore: 10 Marks (iii) 10 Crore to less than 15 Crore: 15 Marks (iv) 15 Crore and above : 20 Marks <b>(CA certified Turnover)</b>	Maximum Marks 20
<b>2.</b>	Number of years in operation (i) Less than 05 Years : NIL (ii) 05 Years to less than 10 years: 10 Marks (iii) 10 Years to less than 15 years: 15 Marks (iv) More than 15 years : 20 Marks	Maximum Marks 20
<b>3.</b>	Bidder should have satisfactorily completed or executed Institutional mess services contracts in any one State/Central Universities/IITs/NITs/IIMs and other Govt. Higher education institute in the last five years. <ul style="list-style-type: none"><li>● 02 Marks per institute/year (max 20 marks)</li></ul> Performance certificate or similar document from the concern institute authority to be submitted.	Maximum Marks 20
<b>4.</b>	Mess service contracts currently operational by bidder (as on the closing date of the tender) in any one of State/Central Universities/IITs/NITs/IIMs and other Govt. Higher education institute <ul style="list-style-type: none"><li>● 05 marks per running contract (max 20 marks)</li></ul>	Maximum Marks 20
<b>5.</b>	Detailed Presentation about Mess Operations at Present sites and proposal for SMVDU Katra, from Bidders qualified as per <b>Annexure A-I</b> , including following aspects but not limited to: <ul style="list-style-type: none"><li>● Present and Proposed Worker to Student Ratio (To ensure smooth service)</li><li>● System of handling of complaints/ feedbacks/ suggestions by the Manager/ supervisor at the site</li><li>● Record-keeping and database system (used at Present sites and Proposed for SMVDU Katra)</li><li>● Number of Management Staff with role responsibility, experience and qualification who will be Physically Available at Site. (at Present sites and Proposed for SMVDU Katra)</li><li>● Technological add on (App based food booking)</li><li>● Waste management and Disposal (at Present sites and Proposed for SMVDU Katra)</li><li>● Mechanism for Compliance of labour laws maintained at present sites</li></ul>	Maximum Marks 20

**Annexure-B****MESS MENU**

<b>Days</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Tea&amp; Snacks</b>	<b>Dinner</b>
Monday	Stuffed Prantha (Mix Veg/ Aloo)+ Curd / Veg Seviyan Upma , tea,coffee, milk & Any Seasonal fruit	Chana dal, seasonal veg ambal, salad, rice, chapatti and pickle	Sandwich(2-piece) (aloo/ vegetable/ paneer), Sauce, Tea	Mix Dal {moongi+ masur}dal, Seasonal veg, salad and Gulab Jamun(1Pc) Rice, Chapati, salad and pickle
Tuesday	Poha/ Veg Utpam/Dal chilla, black channa, tea, coffee, milk &Any Seasonal fruit	Arhar dal, Kofta, salad, rice, chapatti, custard and pickle	patties(1Pc.), Tea	Dal Makhani, Seasonal Vegetables, Rice, Chapati and Salad
Wednesday	Methi/ gobhi prantha+ Curd/Milk Oats, Fruits, tea, coffee, milk & Any Seasonal fruit	Pulao, White Chana, Boondi/ Veg Raita, Chapati, salad and pickle	Veg-soup, Tea, Macrooni/Pasta	Palak paneer/ matar paneer/ chilli paneer, Masoor dal, Suji /Gajar Halwa, Rice, Chapati, salad and pickle
Thursday	Puri {plain/palak}+Aloo Sabzi /Veg Upma+ fruits, tea, coffee,milk & Any Seasonal fruit	Rajma, Seasonal vegetables, Curd (1 Katori), Rice, Chapati, salad and pickle	Tea and Dal Kachori	Arhar dal, Mix vegetable, chapati rice, salad, pickle and ice-cream
Friday	Vada, Idli, Sambhar with coconut chutney/ Veg Besan Cheela + Green Chutney, tea, Milk, coffee & Any Seasonal fruit	Chapati, Aloo gobi/matar, yellow dal, zeera rice, raita, salad and pickle	Tea & Nutri/Chhola Kulcha	Kadi Pakora, seasonal veg, rice, chapati, Salad, Phirni /kheer
Saturday	Cholay Bhatura with lassi/ Veg Seviya Upma + milk, Tea , coffee & Any Seasonal fruit	Dal Tadka, Matar paneer, curd, papad, rice, chapatti, salad and pickle	Mix Pakora with Tomato Sauce and Tea	Dhuli moong dal, seasonal veg, rice, chapati, salad and Jalebi
Sunday	Prantha (onion/aloo) with curd and Butter{ 1piece), tea, coffee, milk & Any Seasonal fruit	Rajma, bhindi fry with Green Chutney, Saag sabji, Rice, Chapati, salad and pickle	Samosa /white matar, Tea	Maa-chana, kadhai paneer, rice, chapati, kheer/sevai and salad

\*Everyday for breakfast oats/corn flakes should be given as an option.

## Annexure-C

### List of brands of items to be used in Mess Services

S.No	Item(s)	Brand
1	Milk	Amul/Verka/Mother Dairy
2	Bread	Britannia/Harvest/Bonn/Kitty
3	Butter	Amul
4	Jam	Kissan/Patanjali mix fruit/Full bloom
5	Tomato Sauce	Kissan / Maggi/Full bloom
6	Chilli Sauce	Kissan / Maggi
7	Tea /Tea Bags	Taj Mahal /Nestle / Tata Tetley / Brook Bond
8	Coffee	Nescafe / Bru
9	Refined Vegetable Oil	Dhara / Fortune
10	Vanaspati Ghee	Dalda / Rath
11	Mustard Oil	Patanjali /P Mark
12	Rice	Sarveshwar/Fortune medium-size basmati rice
13	Sugar	Good quality
14	Besan	Rajdhani/Patanjali/P mark/Golden harvest
15	Pulses	Golden Harvest/ Tata/ Patanjali
16	Spices	Everest/ Catch/ Goldie/ MDH
17	Fruits /Vegetables	Seasonal fresh quality
18	Salad	Seasonal items consisting of green vegetables
19	Ice Cream	Mother Dairy / Kquality / Amul
20	Salt	Tata/Ashirwad
21	Aata(Whole wheat)	Ashirwad, Shaktibhog, P-mark
22	Suji & Maida	Ashirwad, Shaktibhog, Golden harvest

- All Brands should be Agmark Registered.
- If caterer wants to change the brands due to non-availability of above brand, then it must be approved by the mess committee of the university.
- If the Caterer do not provide above mentioned branded products in mess and found that other brand products are being used which are not mentioned in the above list, the stock will be seized and heavy penalty be imposed.

## Annexure-D

### Scope of Work

1. The work shall include providing of good / fresh and hygienic vegetarian food viz. breakfast, lunch, evening tea with snacks and dinner (Buffet service) at the dining halls of the Student hostels messes.
2. There are four(04) Boys' messes and three(03) Girls' messes detailed as below:  
**Boys' Mess:** a. Central Mess b. Vindhychal Mess c. Nilgiri Mess d. Basohli Mess  
**Girls' Mess:** a. Shivalik A Mess b. Shivalik B Mess c. Vaishnavi Mess
3. Scope of work for each Mess includes preparation of food and service of breakfast, lunch, evening tea with snacks and dinner for students as per menu suggested / prepared by Mess Committee.
4. The approximate number of students is 2500.
5. The food to be prepared in clean, hygienic and safe conditions as per menu suggested / prepared by Mess Committee.
6. The kitchen, dining hall, hand wash area, dishwash area etc. will be washed with water and soap solution and moped after every meal and will be disinfected thrice a month.
7. The garbage collected from kitchen, dining halls, dish wash area will be disposed off every morning as per directions issued by the Dean of Students Welfare, SMVDU in this regard. The surrounding shall be kept neat, clean and hygienic.
8. High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls of student hostels along with adequate provision for flies / insect catchers.
9. After every meal all utensils shall be cleaned in soap solution and hot water and dried and kept ready for next meal.
10. The leftover food shall be properly disposed of after every meal each day and under no circumstances the leftover or cooked food shall be served in the next meal.
11. Water coolers and purifiers should be cleaned and maintained as per instructions by the Dean of Students Welfare, SMVDU.
12. The Contractor shall provide requisite crockery and cutlery of good standard / make. For cooking and serving tea, eatables etc. they shall use their own utensils.
13. The Contractor will have to abide by the rules & regulations and conduct decided by the Dean of Students Welfare, SMVDU in consultation with the Mess Committee formed by the students.



## **Annexure-E**

### **Quotation for Catering Services during Summer / Winter break**

All the potential bidders are requested to quote the rates for catering services during the summer / winter break of University as per the following item. This quotation will form integral part of Tender and will be submitted duly filled and signed along with bids:

S. No	Items	No. of students	Price in INR (GST Inclusive)	
			(In figure)	(In words)
1.	One meal (Breakfast + Lunch + Tea & Snacks + Dinner)	Approx. 200		

**Note:** This price is additional and will not be the part of L-1/H-1 calculation / BOQ of the main tender.

## Annexure-F

### Quotation for Special Occasions

All the potential bidders are requested to provide the special dining requirements of University as per the **Annexure-F1** along with the technical bid, quote the rates for following items. This quotation will form integral part of Tender and will be submitted duly filled and signed along with bids

S.no	Items	No of pax (min. pax- 20)	Price in INR(GST Inclusive)	
			(In figure)	(In words)
1	Tea/Black Tea	$20 \leq \text{Pax}$		
		$\text{Pax} \geq 50$		
2	High tea	$20 < \text{Pax} \leq 50$		
		$\text{Pax} > 50$		
3	Special high tea	$20 \leq \text{Pax} \leq 50$		
		$\text{Pax} > 50$		
4	Executive lunch/dinner	$20 \leq \text{Pax} \leq 50$		
		$\text{Pax} > 50$		
5	Special Executive lunch/dinner.	$20 \leq \text{Pax} \leq 50$		
		$\text{Pax} > 50$		

**Note:** For more than 250 PAX additional discount will be negotiated between vendor and university. The rate contract shall be effective from the date of award of letter for period of two year. Following may please be adhered to:

- The special dining will be served at the event place as requested by the convener/ coordinator of the event/activity.
- The invoice of the special dining requirement will be submitted to the convener/ coordinator within a week.
- This price is additional and will not be the part of L-1/H-1 calculation / BOQ of the main tender.

## Annexure-F1

S. No	Item	Standard Menu
1	High tea	Tea/coffee/200ml packed juice, Mix Pakora / Sandwich/Samosa, 2 biscuits/cookies, chips
2	Special high tea	Tea/coffee /200 ml packed Juice, Paneer Pakora, Mix Pakora,sandwich, 2 cookies, 1 sweet (Gulab Jamun/Dal Halwa or equivalent sweet)
3	Executive lunch/dinner	1 Dal Tadka/Makhni,1Paneer item,1 mixed Veg/Seasonal Veg, Flavoured Rice/Rice, Flavoured Raita/Curd, Green /Mixed Salad, Flavoured Chapati/Poori,1 sweet Item (Gulab Jamun/Dry fruit Halwa/ Gajar Halwa/Ice cream) Normal water
4	Special executive lunch/dinner	1 soup, 1 Dal Tadka/Makhni,1 Paneer item,1 Seasonal veg,1 regional veg spl, Flavoured Rice/rice, flavoured raita/curd, Green/Mixed Salad, Flavoured Chapatti/Poori/Stuffed naan,2 sweet items (Gulab Jamun/Dry Fruit Halwa/ Gajar Halwa etc) Ice cream/Coffee, Water Bottle(250 ml)

## **LICENSE DEED**

This Deed of Agreement is made on \_\_\_\_\_ day of \_\_\_\_\_ at between Shri Mata Vaishno Devi University (SMVDU), Kakryal, Katra through its Registrar, herein after referred to as Licensor-Party of the First Part.

AND

M/s \_\_\_\_\_ (name of the firm & address) through its authorized signatory \_\_\_\_\_ (name of the owner), herein after referred to as Licensee-Party of the Second Part.

The Licensee has agreed to operate and provide the Mess Services to the Students, Faculty/Staff, etc. of the University at \_\_\_\_\_ Hostels in SMVD University Campus, Kakryal, Katra on the terms and conditions appearing hereunder:

On behalf of SMVDU, the Licensor has agreed to grant Leave and License to the Licensee for usage of University buildings to operate the Mess Services for the Students, Faculty/Staff, etc. of the University at \_\_\_\_\_ Hostels in SMVD University Campus, Kakryal, Katra for a period of two (02) years as per Award Letter issued vide no. \_\_\_\_\_ i.e. w.e.f. \_\_\_\_\_ on the terms and conditions mentioned herein under:

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERE IN UNDER AS FOLLOWS:

1. That the Licensor hereby permits the Licensee to use the University buildings for running Mess facilities for the Students, Faculty/Staff, etc. of the University at Hostels in SMVD University Campus for a period w.e.f. \_\_\_\_\_ 2024.
2. That the catering service to be provided by the licensee during the period of Contract shall cover breakfast, lunch, evening tea and dinner in a day as per menu, which may be agreed upon in writing from time to time between the Licensee and the Dean of Students Welfare, SMVDU @ Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) including royalty @ 3% on base price and GST as applicable per day per student. However, the amount of Royalty @ 3% shall be deducted from the monthly payment of the Mess bill. There shall be no upward revision of above rates during the currency of the catering contract (except the variation in GST as notified by J&K UT from time to time). The bill submitted to the University for payment should contain the base price, royalty and GST (as applicable).
3. That the additional Security Deposit amounting to Rs.5,00,000/- (Rupees Five Lakhonly) in the form of Demand Draft deposited by the Licensee including the Earnest Money Deposit shall make a total Security Deposit of Rs. 10,00,000/- (Rupees Ten Lakh only), which shall be treated as Security Deposit for due fulfillment of the Contract for

providing Hostel Mess Services. No interest will be allowed on the Security Deposit. Any penalty/fines/compensation due from your firm shall be deducted from the routine payments or otherwise from the Security Deposit. The Security Deposit subject to deductions will be refunded three months after termination or expiry of contract.

4. That the Licensor shall provide adequate facilities of furniture, electricity, water, kitchen and stores in the licensed premises to the Licensee.
5. That the Licensee shall not sublet the contract / premises / venue allotted by the University or enter into contract with any other party to run the business at the said premises / venue implicitly/explicitly failing which the Contract shall be cancelled and the decision of the University in this regard shall be final and binding on the Caterer.
6. That no amount shall be deducted from the mess bill of the student(s) of various hostel(s) by the Licensor at the time of monthly payment to the Licensee on the agreed rates except Statutory deductions Royalty @ 3%, TDS(IT)(GST) penalty if any etc. as mentioned in clause-2 above except in case where the student(s) are on notified authorized absence from the University campus for a period exceeding ten (10) days at a one spell for which prior intimation shall be furnished to the Licensee by the Dean of Students Welfare or concerned Warden(s) as the case may be. However, no payment during the notified summer/winter break shall be made to the Licensee by the Licensor but the Mess Services availed by the students during notified summer/winter breaks or otherwise shall be borne by them out of their own pocket and no claim of the Licensee on this count shall be entertained by the Licensor.
7. That the Licensee shall strictly observe and follow the Mess Menu while providing Mess Services to the Students at various Hostels at SMVD University Campus. However, the Dean of Students Welfare, SMVDU shall be authorized to notify the modification(s), as may be required from time to time in the Mess Menu along with Brands of products/items to be used in the Students Hostel Messes.
8. That the Licensee shall observe proper working hours as may be notified by the Dean of Students Welfare, SMVDU from time to time including the summer/winter breaks and shall keep himself or his authorized representative available at the venue during the working hours.
9. That the Licensee will comply with all such instructions that may be issued to him by the Licensor through any of its functionaries, including the office of Dean of Students Welfare, SMVDU in regard to the operation and maintenance of the University premises. The Licensee shall provide all such kitchen equipments, material, eatables, etc., as may be required for effective operation of the mess services as may be communicated to him by the functionaries of the University.
10. That it shall be the responsibility of the Licensee to maintain and upkeep all the machinery and other equipments including items of furniture and fixture provided in the respective Student's Hostel Mess premises and any repair/replacement in this regard shall be required to be immediately intimated to the Dean of Students Welfare/University Engineer for requisiterepairs. However, in case any damage to the machinery and other equipments including items of furniture and fixture if found to be on the part of Licensee or its workforce, then a suitable penalty for the repair/replacement shall be deducted from the monthly bill or security deposit.
11. That the Licensee shall maintain and upkeep cooking gas cylinders of commercial category in all the student's Hostel messes and shall also abide by all governmental instructions in this behalf.
12. That the Licensee shall not cause any loss or damage to the property of the Licensor and shall be responsible to compensate the Licensor for any such loss and damage. However, the Licensee shall be personally responsible for his machinery, equipments and other belongings.

13. That the Licensee shall engage well behaved experienced staff for working in the Mess and the Licensee shall be responsible for their work, behaviour and conduct. If at any time, the work/behaviour of any such employed staff of the Licensee is found to be unsatisfactory, the Licensee shall be liable to remove such a person immediately when ordered to do so by the Registrar, SMVDU whose decision in this regard shall be final and binding.
14. That the Licensee shall take all precautions that all persons engaged by him to do any work for mess services are courteous, civil, sober, honest and free from any virulent or contagious disease(s). The Licensor may ask the Licensee to produce the following:
  - a) Medical fitness certificate from the authorized Medical Officer of the Licensor and
  - b) Character Certificate from Police for all persons engaged by the Licensee in performance of the agreement.
15. That the Licensee shall ensure that all the mess workers wear proper uniforms and identity cards during the mess services in the University. The Licensee shall also ensure that the cooking area/mess premises is not used as a residence of the workers.
16. That the Licensee shall not do any act or omission which may be prejudicial to the interests of the Licensor.
17. That the Licensee shall not construct, raise or modify any structure, temporary or permanent in or around the Mess premises, without the prior written permission of the Licensor.
18. That the permission/leave/license granted hereunder in favour of the Licensee i.e. \_\_\_\_\_(name of the licensee) shall not create any tenancy, lease and otherwise other interests or other right on the property in favour of the Licensee nor it is the intention of the parties. The present arrangement is only a temporary permission granted in favour of the Licensee for a period mentioned herein above and subject to the performance/observance of the other conditions as may be communicated to the Licensee by the Licensor. The licensed space shall always remain under actual control and possession of the Licensor.
19. That the Licensee shall be responsible for strict compliance with all applicable laws, rules and regulations relating to P.F. Act, ESI Act, Minimum Wages Act, Workmen compensation Act, Contract Labour Act and such other Acts or laws, regulations passed by Central, State and Local government authority or agency and in the event Licensor being made liable for any expenditure or otherwise on the account, the same shall be recoverable by the Licensor from the Licensee.
20. That the Licensee shall obtain adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement/death at work.
21. That the liability/responsibility in case of any accident causing injury/death to mess worker or any of the staff engaged by the Licensee shall be of the Licensee.
22. That breach of any of the clauses of this License shall result in the termination of the License by the Licensor without prior notice.
23. That the Licensor reserves the right to terminate the contract on one month's notice if the performance of the Licensee is not satisfactory. The Licensee may also terminate the contract by giving three month's advance notice and clearing all dues in case of not willing to continue the contract.
24. That the Dean of Students Welfare, SMVDU shall be authorized to inspect the premises, quality of edibles, sanitation and other arrangements from time to time. In case of any unsatisfactory condition or any defect or deficiency in the service or performance of Contract, the Licensor may impose a

fine subject to a maximum of Rs. 50000/- on the Licensee on each such occasion on the recommendation of Dean of Students Welfare, SMVDU. Such fines will be deductible from the Security Deposit or any amount due to the Licensee, if not sooner paid by the Licensee. In case of continuous defect or deficiency in the service by the Licensee, the Licensor may also terminate the Contract.

25. That notwithstanding to any provision in this agreement, if the Licensee violates any norms, rules or acts in any way prejudicial to the interests of the Licensor or to the environment at the Campus, this agreement shall stand cancelled without assigning any reason to the Licensee by the Licensor. In case of cancellation of this agreement, the Licensor shall forfeit the Security Deposit and all such decision shall be final and binding on the Licensee.
26. That the rest of the terms and conditions as provided in the Notice Inviting Tender shall be read and construed as forming part of this Agreement for providing Hostel Mess Service at SMVD University.
27. That in the event of any doubt or dispute arising between the Licensor and the Licensee hereto in respect of or touching of these presents or for determination of their or any of their duties, rights, claims, obligations or liabilities during the continuance of this License Deed or thereafter, the same shall be first tried for amicable settlement through consultation/discussion between the parties. Any unsettled dispute whatsoever shall be referred to the arbitration by sole Arbitrator to be appointed by the Hon'ble Vice Chancellor, SMVDU. The arbitration would be conducted and governed by and under the provisions of "Arbitration and Conciliation Act, 1996" as amended from time to time. Any legal dispute shall be subject to the jurisdiction of Jammu District Courts only and no other Court shall have the jurisdiction.

In witness whereof, the parties to this deed named above have put their signatures on \_\_\_day of (Month & Year ) at\_\_\_\_\_.

Party of the First Part (Licensor)  
(Registrar, SMVDU)

Party of the Second Part (Licensee)  
(\_\_\_\_\_).

Witness:

1. \_\_\_\_\_  
S/o \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
S/o \_\_\_\_\_  
\_\_\_\_\_

Witness:

1. \_\_\_\_\_  
S/o \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
S/o \_\_\_\_\_  
\_\_\_\_\_

