

Government of India
Ministry of Health and Family Welfare
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
FDA Bhavan, Kotla Road, New Delhi-110002

Bid Ref: Bid/2026/B/7592509

Date: 01.07.2026

CORRIGENDUM No. 1

Subject: Corrigendum to Bid No. Bid/2026/B/7592509 for CAMC of Fire Fighting System, FDA Bhawan, New Delhi.

Point 6 under “Credentials of Bidder” does not match Clause 2 under “Qualification of the Bidder” mentioned on the first page of NIT. It is corrected as follows:

Existing Clause (Credentials of Bidder, Point 6):

“Minimum 3 similar Contract details for last 05 years...”

Amended Clause (Credentials of Bidder, Point 6):

“Contract details of similar works completed in the last 05 years, as per the Work Experience criteria in Clause 2 above (Three works @ 40%, OR Two works @ 60%, OR One work @ 80% of estimated cost).”

All the other terms and conditions of the bid document shall remain unchanged. Bidders are advised to carefully review the corrigendum before submission of bids.

Digitally signed by
Prince Kuleria

Date: 01-07-2026
18:19:20

Prince Kuleria
Admin Officer

GA Division

Food Safety and Standards Authority of India

Government of India
Ministry of Health and Family Welfare
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(A Statutory Authority established under the Food Safety & standards Act, 2006)
FDA Bhavan, Kotla Road, New Delhi-110 002

Notice inviting Tender

Technical parameter w.r.t. Eligibility of the bidders and other relevant details

Name of work: Comprehensive Annual Maintenance Contract (CAMC) for existing Fire Fighting System in FDA Bhawan, New Delhi, (wherein FSSAI (HQ) and are CDSCO located)

Qualification of the Bidder:

1. The average Annual turnover for last three years (year-wise) should be rupees Eighty-four lakh minimum (This should be supported with documentary evidence)
2. Work Experience: Experience of having successfully completed similar work during the last 5 years ending initial stipulated last date of submission of tenders as per Bid:

Three similar works each costing not less than 40% of the estimate cost for work CAMC of Firefighting & fire alarm system from any government department.

OR

Two similar works each costing not less than 60% of the estimate cost for work CAMC of Firefighting & fire alarm system from any government department.

OR

One similar works each costing not less than 80% of the estimate cost for work CAMC of Firefighting & fire alarm system from any government department.

Credentials of Bidder:

- 1 Name of the Agency _____
- 2 Office Address and Tel Nos. _____
- 3 P.F A/c No.(with documentary evidence) . _____
- 4 PAN No.(with documentary evidence) . _____
- 5 GST Regd. Certificate (supported with documentary evidence) _____
- 6 Minimum 3 similar Contract details for last 05 years (with copies of work orders & completion certificates) fulfilling eligibility criteria:

Sn	Name of the work	Cost of the work (Executed)	Officer concerned in the organization with contact No	Period	
				From	To

7 Present assignment in hand (**with relevant copies of work orders**) complying tender parameters particularly in multi-storied buildings. (Supported with documentary evidence)

The Security Deposit of 5% contract value in the form as prescribed under General Financial Rules, 2005 shall be refunded after the expiry of defect liability period of six months. No interest will accrue on such deposit.

The above required details to be filled and Copy of the documents in respect of above points to be attached.

Declaration: All terms and conditions as mentioned in the tender are acceptable to me/us.

(Signature of the Bidder)
With complete address and seal
Tel. No. _____
Mobile No. _____
Place: _____
Date: _____

Technical Criteria:

1. ISO Certification
2. ESIC Registration with latest paid challan
3. EPF Registration with latest paid challan
4. GST Registration with latest paid challan
5. Electrical License from Delhi government
6. Undertaking on letterhead that bidder has Valid Solvency Certificate/ financial creditability from bank
7. Undertaking on letterhead that bidder has never been blacklisted/debarred/suspended by any Government/PSU/Banks/Universities/Educational Institute/Autonomous body etc.
8. Turnover & Net Worth Certificate from CA
9. Regarding fire alarm, technical support certificate from any reputed OEM
10. Signed Integrity Pact (INTEGRITY PACT CLAUSE: attached in Buyer Added bid Specific terms and Conditions)
11. **On-Site Inspection Certificate issued by FSSAI:**
The bidder must mandatorily attend the pre-bid meeting after the publication of the bid and inspect the complete firefighting and fire alarm system installed at FDA Bhawan. The bidder shall submit a duly certified on-site inspection certificate within two days from the date of the pre-bid meeting as proof of having assessed the existing system conditions and scope of work.

Financial Details

1. Financial Analysis – Details to be furnished duly supported by figure in Balance Sheet/Profit and Loss (Standalone finance statement and consolidated financial statement both) account for the last five years duly certified by the Chartered Accountant as submitted by the applicant to the Income Tax Department (copies to be attached)

2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
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(i) Gross Annual turnover (in lakhs)

(ii) Profit/Loss (in lakhs) (Standalone Finance Statement and consolidated Financial Statement both)

(iii) Financial arrangement for carrying out the proposed work.

SCOPE of WORK

1. The contractor shall undertake the servicing, refilling, and maintenance of all types of fire extinguishers, fire detection systems, and the Fire Alarm & PA System installed at the premises, as detailed in the attached equipment list (Fire Fighting Inventory List) of the firefighting system. The contract shall include the Comprehensive Annual Maintenance Contract (AMC) for the operation, upkeep, and maintenance of the Automatic Fire Hydrant & Sprinkler System as well as the Automatic Fire Alarm & PA System at FDA Bhawan housing FSSAI (HQ) and CDSCO offices. The contractor shall ensure that all systems are maintained in perfect running and working condition at all times, strictly in accordance with prescribed fire safety standards and statutory requirements. The scope of maintenance shall include regular inspection, testing, servicing, preventive maintenance, and prompt repairs, ensuring continuous operational readiness of all fire safety systems as per required fire safety norm.

TERMS AND CONDITIONS

- (a) The Bidder must have an established permanent setup in Delhi/NCR (submit company profile/details indicating location/office address with proof).
- (b) The rates include GST, all charges and taxes as applicable.
- (c) The rates include refilling, servicing and maintenance of fire extinguishers
- (d) Specific and standard gas should be filled as per requirement of fire extinguisher
- (e) The contractor/firm for the purpose will stand warranty/guarantee for the fire extinguishers serviced and refilled and in case any unit does not work, the contractor would make good of it.
- (f) The rates include repair, maintenance of the machine and the Fire Hydrant Systems installed in FDA Bhawan, Kotla Road;
- (g) The rates include replacement/repairing of the parts, if any, of the Fire Hydrant machines and its attached accessories;
- (h) The work includes checking of Main Pump, Diesel Engine Pump, Fire Panel, House Reel, Hydrant Valves, and Terrace Pumps etc. The thorough check has to be done with base frame, coupling, greasing, alignment, repairs and replacement of nozzles etc. whatsoever required;
- (i) System has to be checked point to point and a demonstration drill to be arranged by the Contractor/Firm from time to time as per Delhi Fire Service guidelines so as to ensure that entire system is operational/functional.
- (j) The complete tender document including ATC should be signed and stamped by bidder and uploaded in technical bid.

Maintenance schedule

In CAMC, Agency should do the following activities using all kind of manpower and material

Daily:

Operation, Visual inspection, minor/routine maintenance & cleaning of fire protection system (water based firefighting, automatic fire alarm & Fire extinguisher) by deputing operator & helpers.

Weekly:

Run the system and energize the system manually including preventive maintenance & rectification works by our technicians.

Monthly:

Regular, surprise inspection, checking the readiness of the fire prevention system. Meet the designated officer/staff by agency Engineers & Senior staff.

Quarterly:

Conduct drill by Energizing/Switch on/Operate all the fire prevention system, to calibrate the performance by deputing more staff.

Provide training to security staff, Floor warden & needed officers/staff.

GENERAL TERMS AND CONDITIONS**1. Statutory Conditions of the Contract (Applicable in case of Successful Bidder)**

- a. The contractor shall be responsible for all commissions and omissions on part of work force engaged for the purpose conduct of the event. The FSSAI shall not be responsible in any manner whatsoever, in matter of injury/death/health etc. of the contractor's employees performing duties under this contract.
- b. The contractor shall be obliged and solely responsible to comply with all statutory security requirements in respect of manpower engaged and FSSAI shall not be a party to any dispute arising out of such deployment by the contractor.
- c. The work force deployed by the contractor under this contract shall be the employee of the contractor and in no circumstance shall have any claim of employment with the FSSAI.
- d. The Paying Authority shall deduct TDS and GST as per prevailing Government instructions/orders from the total payment made to contractor in pursuance of this contract.
- e. As no invoice of the previous financial year will be processed for the payment after 31st of October of the subsequent year, it is imperative that the vendor ensures timely submission of invoices along with the requisite documents within the specified timeframe.
- f. The vendor shall be responsible for recouping Input Tax Credit loss on GST to FSSAI in case of any non-compliance of GST by the vendor.

g. In case of any complaint of non-fulfilment of any obligation under the contract, the General Administration Division, FSSAI reserves the right to deduct the payments due from the Agency from monthly bill (s).

2.PAYMENT TERMS

- a) Payment shall be made on a monthly basis on satisfactory performance.
- b) Contractor shall submit his monthly bill to the Officer-in-charge, attaching all the required documentary proof confirming there upon that all statutory obligations as per rules are being observed. No interest shall be paid in case delay in payments due to any reasons.
- c) Payment shall be released after all statutory deduction at source as per Rules and Acts in force during the currency of the contract.

FSSAI Bank Account details:

- d) Name Holder: Senior Accounts Officer
- e) Name of Bank: Bank of Baroda
- f) Branch Address: Nirman Bhawan Branch
- g) Account No: 26030100008653
- h) IFSC Code: BARB0NIRDEL

FSSAI Other details:

- i) Pan No: AAAGF0023K
- j) GST No: 07AAAGF0023K1ZV
- k) Note : The vendor is required to ensure that the GSTIN of the FSSAI HQ is accurately reflected on each invoice, in addition to the GSTIN of the vendor.

3. Responsibilities of the Contractor:

The contractor shall be fully responsible for theft, burglary, fire or any other mischievous deeds done by their staff.

4. All staff deputed by the bidder firm should have: -

- a) Clearance from Delhi Police / Vigilance Department.
- b) Wear the proper uniform provided by the contractor as decided by the management.
- c) Good behaviour and should not misbehave with any staff member of FSSAI and CDSCO, and shall not indulge in any unlawful activity.

5.One-time Security Deposit or performance security @ 5% of the work value will be deposited by the firm on award of work. This S.D. will be refunded six months after expiry of contract.

6. The contract shall be for two years and extendable for a further period of one year based on performance of the bidder or may be terminated on approval of competent authority at any time by FSSAI (HQ) by giving one-month notice if the service/works are found unsatisfactory or staff deputed by the contractor found indulging in any unlawful activities or the performance is not found up to the mark/requirement or due to any act of omission and commission by the contractor or their staff.

7.In the event of award of work, the contractor shall bring all the materials/parts required for execution of work along with challans in duplicate indicating reference of work order, quantity specifications etc., and get them checked verified through security.

8.One copy of the challans will be retained with the security and will be stamped and signed by the security and will be returned to the Contractor, who will submit materials brought inside the FDA Bhawan, New Delhi Without proper challans / security checks no payment shall be released by the FSSAI (HQ).

9.In case the materials are required to be taken back from the FSSAI (HQ) campus after execution of the work, the same will be allowed only through proper non-returnable gate pass.

10.Any damage to the equipment due to negligence of contractor's staff which are under the Operation and maintenance of this contract shall be contractor's responsibility and have to be made good by the contractor without any extra charge.

11.The contract includes satisfactory operation/maintenance of the equipment and of the whole system and other auxiliaries attending day to day faults of equipment and other auxiliaries.

12.The system shall always be kept in operational/auto modes.

13.The contractor shall have to demonstrate operations periodically/from time to time to the entire satisfaction of the Officer-in Charge as well as Delhi Fire Service.

14.The contractor's staff shall have to be present when the system is under repair.

15.The staff engaged in operation and maintenance should be able to do preventive maintenance and visualize the faults which develop during operation to avert major break down or wear and tear of the equipment and system.

16.The regular servicing of all the equipment and other auxiliaries of the system in the scope of work shall be done strictly as per recommendations of manufactures or as and when required whichever is earlier and nothing extra will be paid on this account.

17.The contractor/firm are expected to be fully aware of the bye laws and requirements of concerned authority and shall be fully responsible for their compliance.

18.FSSAI (HQ) shall be at liberty to discontinue the contract if the performance is found unsatisfactory or is not in accordance with the terms and conditions.

19.All staff should have qualified/experience in fire protection system.

20.Regular Electrical Maintenance work should be attended by Licensed electrician/Wire man.

21.All pump motor and other machineries/equipment, especially diesel engine pump, service to be executed by OEM/Authorized Agency.

22.All spares should procure from OEM/Authorized agency, in this regard supporting documents should be submitted to Department.

23.Filling diesel, always keeping 90% in tank is agency responsibility.

24. The following documents as applicable shall be produced and self-attested photocopy shall be submitted by the contractor during each running bills: -

- (i) Delivery challan / copy of invoice of all the material/service supplied.(If any)
- (ii) Test Certificate to confirm that the materials meet the contract specification and relevant standard in all respects.(If any)
- (iii) Monthly Challans of E.P.F. and E.S.I. deposits up to previous month.
- (iv) Wages register signed by workers of each month.
- (v) Bonus details received and signed by workers.(If applicable)
- (vi) Log books & attendance register.

25. For delay in attending maintenance schedules: -

All the preventive maintenance works shall be done as per schedule and complete records in those regards has to be prepared and submitted, failing which recovery of Rs. 5,000/- for monthly checks, Rs. 10,000/- for quarterly maintenance, Rs. 15,000/- for half yearly maintenance, Rs. 20,000/- for yearly maintenance.

26. Labour Wages:

(i) The contractor has to pay the prevailing minimum wages Order issued by the Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), from time to time. Prevailing minimum wages w.e.f. 1.04.2026 as published on date 30.03.2026 by the Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C)

Wage Calculation for Different Categories of Employees

Unskilled Employees		Skilled Employees	
Description	Details	Description	Details
BASIC PAY + DA = (523+304=827)	21502	BASIC PAY + DA = (637+371=1008)	26208
Provident Fund (12% of 15000)	1800	Provident Fund (12% of 15000)	1800
EDLI (0.5% of 15000)	75	EDLI (0.5% of 15000)	75
EPF Admin Charges (0.5% of 15000)	75	EPF Admin Charges (0.5% of 15000)	75
Dress Allowance	200	Dress Allowance	200
TOTAL for 26 Days	23652	TOTAL for 26 days	28358
For one day	910	For one Day	1091
For 30 days	27300	For 30 day	32730
For 24 months salary	655200	for 24 months	785520
for 3 Helper, Unskilled Employees (24 months' salary)	1965600	for 3 Technician, Skilled Employees (24 months' Salary)	2356560
		1 Supervisor Skilled (Salary for 24 months)	6,80,592

(ii) The payment to the workmen's engaged by the contractor is to be paid through NEFT/ RTGS on or before 7th of every month irrespective of Saturday, Sunday and bank holidays. If any violation with respect to payment of wages for any two months in a contract period, necessary action for cancellation of contract, debaring of the agency for participating in future contracts in FSSAI shall be initiated. The agency will not be allowed to participate in any of the tendering process in FSSAI till finalization of the decision.

27. Qualification of staff to be deputed

- i. Supervisor - ITI with 5 yrs experience or minimum 10 yrs experience in same field.
- ii. Operator - ITI with 2 yrs experience or 5 yrs experience in same field
- iii. Helper - 8 pass with 3 yrs experience or minimum 5 yrs experience in same field

28. PF & ESIC Contribution:

- i. The contractor shall have to register with PF & ESIC for workmen engaged for the work and challans / deposit receipts of PF & ESIC contribution shall be submitted to office for verification at the time of submission of bill.
- ii. The PF dues (including EDLI and administrative charges) in respect of workers engaged by the contractor for works to be deposited by the contractor every month with documentary evidence in support of such payments along with employee wise details of the PF contribution (both employee's share and the employer's contribution) needs to be submitted to the Engineer in charge for the work/contract.
- iii. If ESI not applicable, the agency shall provide Rs. 2.0 lacs Medclaim policy to each person engaged at the site.
- iv. The contractor has to deposit PF & ESI as applicable, failing which recovery/with-held @ 26% and 6% against PF and ESI respectively from their R.A bills/Final Bill shall be made.

Price bid for CAMC of existing Fire Fighting System in FDA Bhawan with details of charges item-wise.

Price Bid for CAMC of Fire Fighting System in FDA Bhawan, New Delhi						
SI No.	Description	Months	Manpower with Category	Number of Manpower	Description of Total Salary amount	
1	Comprehensive annul maintenance contract (CAMC) for keeping the fire safety system operational / function without interruption including details of manpower to be deployed by the vendor: Cost of manpower i/c salary, esic, insurance, epf, bonus, gratuity, uniform, tools, etc., Minimum Required Manpower 1 No Supervisor in General Shift, 3 Nos Skilled Operator (1 no in each shift), 3 Nos Un Skilled Helper (1 no in each shift) , in addition to the above mentioned manpower providing reliever for weekly off is responsibility of the contractor	24	Supervisor (Skilled)	1	6,80,592.00	
			Technician (Skilled)	3	23,56,560.00	
			Helper (Unskilled)	3	19,65,600.00	
		Total salary Amount				50,02,752.00
		Administrative Charges (Minimum to be Quoted 3.85%)				
Total Amount (A)						

Comprehensive Maintenance Contract (CMC) CHARGES OF					
	Description	Unit	Qty	Rate	Amount
2	FIRE HYDRANT SYSTEM	Month	24		
3	SPRINKLER & ITS ALARM	Month	24		
4	FIRE PUMPS & ENGINE SERVICES	Month	24		
5	FIRE ALARM SYSTEM	Month	24		

6	PUBLIC ADDRESS SYSTEM	Month	24		
7	EXTINGUISHER	Month	24		
Total (B) amount (Sl 2 to7)					
Total (A+B)					
GST @18% on Total (A+B)					
Grand Total Amount					

(Signature of the Bidder with details)
With complete address and seal
Tel. No.....
Mobile no.....
Place.....
Date.....

29. Special Terms and Conditions

1. Service provider shall have experience in repair and maintenance services
2. Fire detection, fire alarm systems, fire hydrant system and sprinkler system is to be checked for ensuring output water TDS level within permissible limits as per specification the equipment during monthly preventive maintenance visits.
3. The comprehensive maintenance includes preventive maintenance on monthly basis and regular services of the various equipment's and/or replacement of any items necessary for keeping the purifier in active working condition and free from any defects/disturbance and on any unscheduled call for corrective and maintenance services.
4. The user Departments shall provide details of Equipment Quantity, Location, Invoice Date/ vintage, Brief Problems of Machine (if any), to enable the service provider to prepare the maintenance work.
5. Service Provider, as per need and requirement of the contract fulfilment, shall ensure appropriate deployment of the manpower.
6. Repair should be conducted as per standard accepted guidelines for the fire detection, fire alarm systems, fire hydrant system and sprinkler system repair and as per OEM manual. The parts/components/sub-assemblies used for repair/replacement by the service provider will be of same make and functional capability as originally available in the PURIFIER. All types of spares, consumables and accessories shall be available with the service provider for equipment's covered under the contract. An undertaking is required to be submitted to this effect at start of AMC / CMC services.
7. The new parts when to be fitted is to be verified before fitting to equipment's. The removed part is to be handed over to user department. In case service provider notice any part is missing same to be brought to notice of buyer department or otherwise responsibility shall be of service provider Service provider shall ensure that only original parts of same make/brand are used for replacement

8. Escalation matrix and name of persons coordinating AMC / CMC jobs to be submitted to buyer after AMC /CMC is awarded. Service provider shall make sure that equipment under AMC / CMC are in working conditions in users' premises. The service provider shall provide service support as and when required during the AMC /CMC period without any extra cost

9. Immediately on award of the service contract, the service provider would give a report regarding taking over of the fire detection, fire alarm systems, fire hydrant system and sprinkler system. It shall be the responsibility of the service provider to make the fire detection, fire alarm systems, fire hydrant system and sprinkler system work satisfactorily throughout the contract period, also to hand over the fire detection, fire alarm systems, fire hydrant system and sprinkler system to the department in working condition on expiry of the contract. In case any damage in the same is found, penalty would be applied at the time of payment and the amount as per the defined penalty would be deducted.

10. All consumable articles/materials required for cleaning, repair, and maintenance shall be provided by the service provider, and the cost of consumables to be reimbursed to the service provider on actual basis. Spare parts shall also be provided by the service provider and shall be inclusive in the contract cost. All spare parts shall be of OEM/OEM-authorized/equivalent make only.

11. In case of delay in attending to problems, breakdown of systems due to improper handling by service provider personnel etc. suitable penalties for violation of service level agreements shall be levied as indicated in the Penalty Clauses

12. The comprehensive maintenance/ annual / comprehensive maintenance shall be carried out primarily at the premises as specified in the service order, during office hours. In case, the Service Provider feels that the equipment cannot be repaired at site, they should carry and deliver the equipment back at their own cost and risk to get it repaired promptly. While taking out the equipment Gate pass to be obtained from the Buyer/nodal officer.

13. After carrying out repair when required certificate regarding equipment working should be obtained from concerned user department representative

14. In case the Service Provider fails in adhering to the maintenance requirements, and Buyer made alternative arrangements for the servicing/maintenance, then Service Provider would reimburse the cost of such arrangements

15. A preventive periodic maintenance report shall be submitted by the service provider to the buyer organization nodal officer

16. Service provider to give guarantee for the replaced part as per OEM warranty or at least 6 months if not covered in OEM warranty. Service provider is to ensure that only original part of same model/brand are used for replacement at no extra charge to the buyer

17. Response Time Ordinarily a complaint must be attended within 24 hours when no change of spare part is involved, however, in case of requirement of change of spare part, the complaint should be resolved within 72hours of lodging. In case the system is not repaired, or an alternative system not supplied within the period of72 hours from the time of failure reported, then the buyer may choose to get the same repaired by or replaced from any other agency and the cost and expenditure incurred therein shall be recoverable from the service provider.

18. System Uptime: Service provider shall ensure that equipment is maintained and in case of any reported fault shall be repaired without any delay. The total uptime of the equipment should be 95% of the period covered in the AMC / CMC.

19. AMC / CMC Service provider shall be responsible for ensuring that the resources employed for carrying out the servicing and repair shall conduct themselves appropriately in the premises of the buyer

department. In case of any misconduct penalties as indicated in the SLA shall be levied and service provider shall be required to terminate the resource with immediate effect.

20. The service provider shall provide proper identification cards for the resources and uniform etc. so that the only authorized service persons are attending to the servicing and repair work. The details of resources who shall be used for carrying out work should be informed in advance to maximum extent possible

21. In case resources employed by service provider resort to any theft the cost of the article shall be recoverable from the service provider in addition to any other criminal action against the resource

22. The parties agree and acknowledge that the terms of agreement are on principal-to-principal basis and nothing in this agreement shall be construed to confer the service providers nor its resources/ employees as the employees of the Buyer. The resources used by service provider to carry out maintenance shall be on rolls of service provider and shall have no claim whatsoever for any benefits from the buyer department. Service provider shall be responsible for complying with any applicable minimum wages and other statutory compliances

23. Penalties

Sl. No	Service Agreement Description	Level of	Base Performance	Line	First Default	Second Default	Third Default and Subsequent Defaults
1	Delay in commencement starting of work	in /	AMC/CMC services to start within maximum 2 weeks from award of contract		Every week of delay will attract a penalty of 0.1% of total contract value	Every week of delay will attract a penalty of 0.1% of total contract value (continued)	Termination of contract
2	Delay in mobilization of resource		Resources to be mobilized as per schedule date of commencement of work		Every week of delay from the schedule date will attract a penalty of 0.1% of total contract value	Every week of delay from the schedule date will attract a penalty of 0.1% of total contract value (continued)	Termination of contract
3	Log Maintenance Sheet		Log sheet to be maintained per visit / per maintenance arising on call		Warning to be given	Rs 250	Rs 500
4	Delay in carrying out Preventive Maintenance as per schedule		To be carried out as per intervals applicable		0.5% of billed amount for every day of delay	0.5% of billed amount for every day of	0.5% of billed amount for every day of

Sl. No	Service Agreement / Description of Default	Level of Base Performance	Line	First Default	Second Default	Third Default and Subsequent Defaults
					delay (continued)	delay (continued)
5	Non resolution of complaints / Delay in carrying out repairs where no spare part change is involved	Complaint must be attended and resolved within 24 hours of reporting		INR 1,000 per hour of delay	INR 1,000 per hour of delay (continued)	INR 1,000 per hour of delay (continued). Buyer may get repaired from any other agency and cost shall be recoverable from Service Provider
6	Delay in carrying out repair where change of spare part is involved	Should be resolved within 72 hours of lodging the complaint		INR 1,000 per hour of delay. If unresolved beyond 72 hours, buyer may get the same repaired/replaced from any other agency and cost shall be recoverable from Service Provider	INR 1,000 per hour of delay (continued)	INR 1,000 per hour of delay (continued). Buyer may get repaired from any other agency and cost shall be recoverable from Service Provider
7	In case of failure of any equipment/machines for reasons attributable to service provider	No failure attributable to service provider		1st Instance – 0.5% of the invoice value	2nd Instance – 1% of the invoice value	3rd Instance onwards – 2% of the invoice value
8	Downtime of Fire Fighting System, machines and equipment due to fault attributable to service provider. System Uptime shall be minimum 95% of the contract period.	System uptime to be maintained at minimum 95% of the period covered in the contract		Penalty as defined by the buyer for downtime below 95%	Penalty as defined by the buyer for downtime below 95% (continued)	Penalty as defined by the buyer for downtime below 95% (continued)

Sl. No	Service Agreement / Level / Description of Default	Base Line Performance	First Default	Second Default	Third Default and Subsequent Defaults
9	Non-provision of proper identity card / badge to resources employed by service provider or non-display of identity card / uniform	Proper identity card, uniform and badge to be provided and displayed at all times	1st Instance – INR 200	2nd Instance – INR 500	3rd Instance onwards – INR 1,000
10	If an employee of the service provider is found responsible for misconduct / disobedience or has misbehaved in any manner or resorted to any violent behaviour with employees of buyer organisation or other employees of service provider	No such occasion should happen	1st Instance – 0.05% of the contract value and replacement of resource. Buyer can take further action as deemed fit.	2nd Instance – 0.1% of the contract value and replacement of resource. Buyer can take further action as deemed fit.	3rd Instance onwards – 0.2% of the contract value and replacement of resource. Buyer can take further action as deemed fit.
11	Consumables / spare parts supplied or used during the contract are not as per specification / Substandard / Non-OEM parts used while undertaking replacement	Only original / OEM parts of same make/brand to be used. No such occasion should happen.	Apart from immediate replacement with genuine and quality parts: 1st Instance – 0.5% of the contract value	Apart from immediate replacement with genuine and quality parts: 2nd Instance – 1% of the contract value	3rd Instance onwards – 2% of the contract value. Cancellation of contract.
12	Violation of applicable Safety, Health and Environment related guidelines / norms by service provider or its employees / labours / sub-contractors	Full compliance with all applicable SHE guidelines and statutory requirements	In addition to applicable legal penalties: 1st Instance – 0.5% of the contract value	In addition to applicable legal penalties: 2nd Instance – 1% of the contract value	3rd Instance onwards – 2% of the contract value
13	If the employee / manpower of the service provider is absent or takes leave for more than 2 days	Prior approval / intimation mandatory for any leave	Substitute to be provided within 2 days, failing which penalty of 0.1% per day of	Beyond 15 days – penalty of 0.5% per day of	Beyond 15 days – penalty of 0.5% per day of the contract

Sl. No	Service Agreement / Level of Default	Base Line Performance	First Default	Second Default	Third Default and Subsequent Defaults
	without informing or taking prior approval of the buyer		the contract value of the absent resources up to 15 days	the contract value	value (continued)
14	Any place supposed to be manned 24x7 and competent staff not found at any time	24x7 manning to be ensured at all designated posts	INR 2,000 per staff per instance	INR 2,000 per staff per instance (continued)	INR 2,000 per staff per instance (continued)
15	If cumulative penalties reach 10% of the contract value	Cumulative penalties not to exceed 10% of contract value	Termination of contract	—	—

Note: The cumulative penalty cap of 10% of the contract value applies across all defaults in a given contract period. Once cumulative penalties reach 10% of the contract value, the contract shall be liable for termination by the Buyer.

Fire Fighting Inventory List Installed at FDA Bhawan

S/N	LOCATION	Nos
1	Basement	
	Fire Panel Box	1
	Alarm Hooter	1
	Alarm Signal Light	1
	Detector Sensor	18
	Hose Reel Valve	2
	HOSE Reel	2
	HOSE REEL Box	2
	Man Call Point	1
	Fire Extinguisher	8
	Response Indicator (TR)	5
2	Ground Floor	
	Fire Main Panel	1
	Fire Hooter	2
	Alarm Singnal Light	2
	Detector Sensor	18
	Hose Reel Valve	2
	Hose Reel	2
	Breaker Switch	4
	Response Indicator (TR)	7
	Fire Extinguisher	2
	Hose Box (A) Office Outside	4
3	1st Floor	
	Panel	1
	Hooter	2
	Alarm Signal	2
	Detector Sensor	14
	Hose Reel Valve	1
	Hose Reel	1
	Breaker Switch	4
	Response Indicator (TR)	7
	Fire Extinguisher	6
	1	

4	2nd Floor	
	Panel	1
	Alarm Hooter	2
	Alarm Signal	2
	Detector Sensor	19
	Hose Reel Valve	1
	Hose Reel	1
	Breaker Switch	3
	Response Indicator (TR)	7
	Fire Extinguisher	3
5	3rd Floor	
	Panel	1
	Hose Reel Valve	1
	Hose Reel	1
	Hooter	2
	Alarm Signal	2
	Detector Sensor	21
	Breaker Switch	5
	Response Indicator (TR)	8
	Fire Extinguisher	3
6	4th Floor	
	Panel	1
	Alarm Hooter	2
	Alarm Signal Light	2
	Detector Sensor	18
	Breaker Switch	4
	Response Indicator (TR)	7
	Hose Reel Valve	1
	Hose Reel	1
	Fire Extinguisher	4
7	5th Floor	
	Panel	1
	Alarm Hooter	1
	Alarm Signal Light	1
	Detector	28

	Response Indicator (TR)	3
	Breaker Switch	4
	Hose Reel Valve	2
	Hose Reel	2
	Fire Extinguisher	2
	Jocky Pump 10 HP	1
	Tank 5000 Liter	1
8	Fire Pump Room	
	Hooter	1
	Generator Kirloskar (52 kv)	1
	Main Pump (55 HP)	1
	Jockey Pump (10 HP)	1
	Fire Main Panel	1
	Air Tank	1
	Air Pressure Meter	3
	Hose Reel Valve	6
	Fire Extinguisher	4

INTEGRITY PACT CLAUSE

To improve transparency and fairness in the tendering process the BUYER is implementing Integrity Pact. Integrity Pact is deemed as part of the contract(s) so that the prospective bidders are bound by its provisions.

The Integrity Pact, signed by all the prospective Bidders and the BUYER, shall commit the persons/officials of both the parties, not to exercise any corrupt/fraudulent/collusive/coercive practices in the Tendering process and also during implementation of the Contract(s). Only those Bidders who have entered into Integrity Pact with the BUYER shall be eligible to participate in the bidding process. Bidders signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter.

Entering into Integrity Pact as per Performa (enclosed) is a basic qualifying requirement. In case of JV, each partner of JV shall sign Integrity Pact with the BUYER.

To oversee the compliance of obligation under the Integrity Pact, a panel of Independent External Monitor(s) (IEMs) have been appointed by concerned authority. The Contact address of IEMs is as under:

1. Shri T Jacob, Independent External Monitor,
159, HIG Block, 2nd Main Road, Nolambur, Chennai-600037.
jacobthariyan@gmail.com

2. Dr. Sandeep Tripathi, Independent External Monitor
BW235 British Park, Opposite IPER College, Bhojpur Road Bhopal MP-462047
sandeeptrip.ifs@gmail.com

The Integrity Pact duly signed on behalf of the BUYER is given in Forms & Procedures of these Bid Documents. The Integrity Pact shall be downloaded, printed, signed by the bidder and submitted with the bid documents.

The successful bidder shall submit duly executed Integrity Pact on Non-Judicial stamp paper of appropriate value prior to signing of Contract(s) Agreement.

(Format of Integrity Pact)

**PRE-CONTRACT(S) INTEGRITY PACT BETWEEN FOOD SAFETY AND STANDARDS
AUTHORITY OF INDIA AND M/s _____(BIDDER)**

This pre-bid pre-contract(s) Agreement (hereinafter called the Integrity Pact) is made on _____ day of the _____(month and year) between, on one hand, the President of India acting through Shri....., Chief Executive Officer, Food Safety and Standard Authority of India, Ministry of Health and Family Welfare, Government of India (hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and M/s _____ represented by Shri _____, Chief Executive Officer/Designation (hereinafter called the "BIDDER/SELLER" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER invites bid against Tender/RFO/EOI/RFP/RFQ for the (Name of the stores/ Equipment/ Services. Ref No: date) and the "BIDDER" /" SELLER" is willing to submit bid for the same and

WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a statutory body under the ageis of Ministry of Health and Family Welfare of the Government of India.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract(s) to be entered into with a view to:

Enabling the BUYER to obtain the desired said (work/ goods/ services) at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling the BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract(s) by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

1. Commitments of the BUYER

1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract(s), will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from

the BIDDER, either for themselves or for any person, organization or third party related to the contract(s) in exchange for an advantage in the bidding process, bid evaluation, contract(s)ing or implementation process related to the contract(s).

1.2 The BUYER will, during the pre-contract(s) stage, treat all the Bidders/Contractor(s) alike, and will provide to all the Bidders/Contractor(s) the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other Bidders/Contractor(s).

1.3 All the officials of the BUYER will report to the CEO, FSSAI/ Competent Authority (case to case bases) for any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

1.4 In case any such preceding misconduct on the part of such official(s) is reported by the Bidder to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract(s) process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract(s) would not be stalled.

1.5 For any breach of the clause 1.1 to clause 1.3 by the BUYER, action as mentioned at Clause 1.4 shall be applicable.

2. Commitments of the BIDDER

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract(s) or post-contract(s) stage in order to secure the contract(s) or in furtherance to secure it and in particular commit itself to the following: -

2.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract(s) in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract(s).

2.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract(s) or forbearing to do or having done any act in relation to the obtaining or execution of the contract(s) or any other contract(s) with BUYER for showing or forbearing to show favour or disfavour to any person in relation to the contract(s) or any other contract(s) with BUYER.

2.3 Foreign BIDDERS (if eligible) shall disclose the name and address of agents and representatives and Indian Bidders shall disclose their foreign principals or associates.

2.4 The BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract(s).

2.5 The BIDDER further confirms and declares to the BUYER that the BIDDER has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of

the contract(s) to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

2.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract(s), shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract(s) and the details of services agreed upon for such payments.

2.7 The BIDDER will not collude with other parties interested in the contract(s) to Impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract(s).

2.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

2.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any Information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details including information contained in electronic data carrier.

2.10 The BIDDER shall not commit any offence under the Preventive of Corruption Act 1988 or Bhartiya Nyaya Sanhita, 2023.

2.11 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

2.12 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

2.13 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER firm, the same shall be disclosed by the BIDDER at the time of filling of tender.

The term 'relative' for this purpose would be as defined in Section 2(77) of the Companies Act 2013

2.14 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

2.15 The BIDDER will not bring any Political, Governmental or Diplomatic influence on BUYER.

2.16 The will promptly inform the Independent External Monitor (of BUYER) if he receives demand for a bribe or illegal payment benefit and

- i. If comes to know any unethical or illegal payment benefit and
- ii. If he makes any payment to any BUYER Associate.

2.17 In case of a joint venture, all the partners of the joint venture should sign the Integrity pact. In case of sub-contracting, the principal contractor/BIDDER shall take responsibility of the adoption of IP by the sub-contractor(s). In case of sub-contractors, the IP will be a tri-partite arrangement to be signed by the BUYER, the contractor/BIDDER, and the sub-contractor(s). The BIDDER shall ensure that all sub-contractors sign the Integrity Pact.

2.18 The BIDDER will not enter with other BIDDERS into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications,

certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

2.19 The Bidder/supplier shall follow all rules and regulations of India Including statutory requirements like minimum wages, ESIC and EPF and all existing provisions of GFR 2017, Prevention of Corruption Act 1988 and Manual for Procurement of Goods, Manual for Procurement of Consultancy and Other Services, Manal for Procurement of Works.

3. Previous Transgression

3.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise / Government Department in India that could justify BIDDER's exclusion from the tender process.

3.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract(s), if already awarded, can be terminated for such reason.

4. Earnest Money (Security Deposit)

The provision regarding Earnest Money/Security Deposit as detailed in the NIT/RFP and Instruction to Bidders (ITB) section of the Bid Document is to be referred. No interest shall be payable by the BUYER to the BIDDER on Earnest Money / Security Deposit for the period of its currency.

5. Sanctions for Violations

5.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:

(i) To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and or Security Deposit/Performance Security (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefor.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

(iv) If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilised to recover the aforesaid sum and interest as per the contract.

(v) To encash the advance bank guarantee and performance bond/warranty, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.

(vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(vii) To debar the BIDDER from participating in future bidding processes of The FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA for a minimum period of five years, which may be further extended at the discretion of the BUYER.

(viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract(s).

(ix) In cases where irrevocable Letters of Credit have been received in respect of any contract(s) signed by the BUYER with the BIDDER, the same shall not be opened.

(x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

(xi) Any other action as decided by the Competent Authority, FSSAI based on the recommendation by the Independent External Monitors (IEMs).

5.2 The BUYER will be entitled to take all or any of the actions mentioned at para 5.1 (i) to (xi) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Prevention of Corruption Act, 1988, or any other statute enacted for prevention of corruption.

5.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

6. Independent External Monitor(s)

6.1 The BUYER has appointed following Independent External Monitor(s) (hereinafter referred to as IEMs) for this Pact as per the guidelines of the Central Vigilance Commission. Names and Email addresses of the IEMs are given on FSSAI website.

- i. Shri T Jacob, Independent External Monitor,
159, HIG Block, 2nd Main Road, Nolambur, Chennai-600037.
jacobthariyan@gmail.com
- ii. Dr. Sandeep Tripathi, Independent External Monitor
BW235 British Park, Opposite IPER College, Bhojpur Road Bhopal MP-462047
sandeeptrip.ifs@gmail.com

6.2 The task of the IEMs shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

6.3 The IEMs shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. They should submit the report to the Competent Authority.

6.4 Both the parties accept that the IEMs have the right to access all the documents relating to the project/procurement for which a complaint or issue is raised before them, including minutes of meetings. The right to access records should only be limited to the extent absolutely necessary to investigate the issue related to the subject tender/contract

6.5 As soon as the IEMs notices, or has reason to believe, a violation of this Pact, he will so inform Competent Authority designated by the BUYER and request BUYER to discontinue or take corrective action, or to take other relevant action which needs to be complied by within the number of days that will be specify case by case. The IEMs can in this regard submit non-binding recommendations. The IEM(s) has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

6.6 The BIDDER accepts that the IEMs have the right to access without restriction, to all Project documentation of the BUYER including that provided by the BIDDER, The BIDDER will also grant the IEMs, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontract(s) or(s). The IEMs shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontract(s) with confidentiality.

6.7 The BUYER will provide to the IEMs sufficient information about all meetings among the parties related to the project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the IEMs the option to participate in such meetings as and when required.

6.8 The IEMs will submit a written report to the designated Competent Authority of BUYER within 30 days from the date of reference or intimation to him by the BUYER/BIDDER and should the occasion arise, submit proposals for correcting problematic situations.

6.9 The word 'IEM' would include both singular and plural.

6.10 In the event of a dispute between the management and the bidder related to those contracts where integrity pact is applicable, in case both the parties agree, they may try to settle the dispute through mediation before the panel of IEMs in a time bound manner.

6.11 Recommendations of the IEMs are advisory in nature to the FSSAI and non-binding in nature.

6.12 A matter investigated by the IEM can also be separately be investigated by the CVO in accordance with the CVC Act and Vigilance manual.

6.13 IEMs will have to comply with guidelines issued by CVC from time to time.

7. Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

8. Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

9. Other Legal Actions

9.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

9.2 The arbitration clause provided in the tender document/contract shall not be applicable for any issue/dispute arising under Integrity Pact.

9.3 BIDDER signing the IP shall not approach the courts while representing the matter with IEMs and the BIDDER shall wait for their decisions in the matter.

10. Validity

10.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller,

including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

10.2 Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intention.

10.3 Changes and supplements/ amendments need to be made in writing. All parties must have an active electronic mode of communication. All Notice/communication/complaint to be given hereunder shall be deemed to have been given, sent by email/registered post acknowledgement due at the addressees mentioned below and shall be deemed to have been received by the other party on expiry of seven (7) days from the date on which it was delivered at the post office.

11. The Parties hereby sign this Integrity Pact at _____ on _____.

<u>BUYER</u>	<u>BIDDER</u>
Name of the Officer: Designation: Place: Date: Food Safety and Standard Authority of India Witness 1. _____ (Name and Designation) Witness 2. _____ (Name and Designation)	Authorized Person: (Name of the Person) Designation Place Date Witness 1. _____ (Name and address) Witness 2. _____ (Name and address)