

Notice Inviting Tender
For
Providing Security Services and Cleaning / Sweeping Services in GKCIET, Malda

Sealed tenders are invited in two bid systems i.e. i) Technical Bid ii) Financial Bid for providing round the clock campus security services at Ghani Khan Choudhury Institute of Engineering & Technology, Malda for a period of 02 years. The private security agencies with ISO 9001 certified with experience in providing security services to Govt. Organizations, Public Sector Undertaking, Autonomous Bodies, Educational Institutions or Private Sector of repute may submit their bid. The agencies which are confident of fulfilling the terms and conditions mentioned herein only to quote their rates. They are advised to assess local conditions before quoting their rates.

Important points to note:

1	Estimated cost involved for providing service per month	23,62,000/-
2	Cost of tender documents	3,000/-
3	Period of sale of tender document	10/04/2017 to 14/04/2017
4	Pre-bid conference	20/04/2017 at 3.30 PM at Estate Section, NIT, Durgapur
4	Last Date of submission of duly filled – in tender document with time (sealed condition)	27/04/2017 at 12.00 Hrs at Estate Section, NIT, Durgapur
5	Date & Time of opening of tender document	27/04/2017 at 3.30 PM at Estate Section, NIT, Durgapur
6	Refundable Earnest Money Deposit	12,00,000/-
7	Security Deposit / PGD (Performance Guaranty Deposit)	39,70,000/-

The tender document may be obtained from the Cash Section of the Institute by paying Rs. 3000.00 (**non-refundable**) in the form of demand draft, drawn from any Nationalized Bank, in favour of “Accounts Officer, GKCIET, Malda”. The tender document can also be downloaded from the website <http://www.gkciet.ac.in> and www.eprocure.gov.in/epublish/app. In case, the tender document is downloaded from the website, the bidder should attach the aforesaid draft for Rs. 3000.00 with the tender, while submitting the same.

Completion of Technical bid strictly require following documents:

Duly filled in tender documents are to be submitted in the Estate Section, NIT Durgapur along with EMD, Cost of Tender Document (in case of downloaded) and self-attested copies of the following certificates issued by the competent authority:

1. Year wise turnover in rupees during last three years (which should not be less than 02 [Two] crore per year, for sample copy refer Annexure 1 of part III.
2. Proof of five years' experience in providing similar security services to Govt. Organizations, Public Sector Undertaking, Autonomous Bodies, Educational Institutions or Private Sector of repute. Refer Annexure 5 of part III.
3. Current work order of 50 security personnel with any Central / State Govt. Institutions / Organisations.
4. Photo copy of company's audited balance sheet for the last five years.
5. Employees Provident Fund, ESI, P. Tax, Service Tax Registration certificates with photocopies & code Nos.- sample copy is given in 2a (EPF), 2b (ESI), 2c (P. Tax), 2d (Service Tax). Refer Annexure-2 of part III.
6. Latest Bank Solvency Certificate not less than 1.0 crore obtained from Nationalized Bank. Refer Annexure -3 of part III.
7. Photocopy of security service provider registration certificate, refer 2e of part III.
8. Details of company profile, sample copy refer Annexure -5 of part III.
9. PAN card No. issued by Income Tax Department and its photocopy.
10. Photocopy of ECR report of monthly EPF & ESIC contribution for last six months.
11. Facility of training of security personnel under PASARA Act.

12. Tenderer must sign in each page of tender documents and Proforma Agreement as a token of acceptance indicating read, understood and accepted the Terms & Conditions mentioned in tender document and Proforma Agreement.

The successful Bidder / Service Provider will be required to deposit 7% of the total estimated cost of 01 year as Security Deposit / PGD, which will be refunded (after deduction of dues if any) on completion of contract period + 90 days without any interest. Security Deposit / PGD should be in the form of Demand Draft / Pay Order / Bankers' Cheque or Bank Guarantee drawn from any Nationalized Bank in favour of Accounts Officer, GKCIET, Malda payable at Malda within 15 (fifteen) day from the date of issue of LOI.

Tender along with all other documents are to be put in two (2) separate sealed envelopes. In the first envelop "EMD along with all certificates are to be put (sample copies of some certificate are shown in Annexure 1 to 5 of part III of this documents), super scribing on its cover page "Technical Bid" (please refer check list). In the second envelop duly filled-in tender documents (containing quoted amount in "Financial Bid", "Terms & Conditions" as per Section 2 of Part I and Section 2 of Part II respectively of this documents) is to be put, super scribing on its cover

page Financial Bid. Technical Bid and Financial Bid are to be sealed in a single envelop, super scribing on its cover page “Tender for providing Security and Cleaner / Sweeper at GKCIET, Malda” along with Tender No., Closing Date and time for submission of tender.

Sealed tender may be dropped in the Office of the Estate Section, NIT Durgapur within specified date and time. Tender can also be sent through post within specified date and time addressed to The Registrar, NIT Durgapur, MG Avenue, Durgapur – 713209, West Bengal . Any tender received after specified date and closing time will not be considered.

The intending Bidder /Service Provider/ or their Authorized Representatives will be allowed to remain present at the time of opening of the tender documents. The technical bid of the bidder will be opened first. If the EMD and all other necessary documents, as stated earlier are found in the envelop, in proper form, then only the corresponding financial bid of the bidder will be opened. Otherwise, the concerned tender will be rejected.

The magnitude of the work may vary as per requirement of the Institute and will be intimated in due course of time. The Mentor Director i.e Director, NIT, Durgapur reserves the right to award the job in part or whole, to one or more bidders.

The contract shall be awarded initially for a period of 02 years. However the first three months will be treated as a trial period with issuance of provisional Work Order. If the performance is found satisfactory during the period, final Work Order will be issued and the contract will be firmed up on yearly basis including the first three months of trial period otherwise the same will terminated without any notice.

The Institute reserves the right to accept or reject any or all the tenders without assigning any reason.

Part - I

SECTION-1

I. PREAMBLE

- a. Ghani Khan Choudhury Institute of Engineering & Technology, Malda, herein after referred to as ‘GKCIET, Malda’ or GKCIET or ‘Institute’ only, would outsource the security & Cleaning / Sweeping services for the Institute on Rate Contract Basis.

The nature of security services includes arranging security personnel and providing security services to the entire campus of the Institute which includes among others: all Buildings, Premises, Hostels as well as the lives and properties therein, as per the ‘Scope of work and General Terms & Conditions’ of the job defined in PART – 2 of this document.

- b. The Bidder / Service Provider herein after referred to as “Contractor’ / ‘Service Provider’ only, will arrange / provide manpower on minimum wage rates and statutory charges as per the Govt. of India Notification, that would be quoted by the contractor / service provider in the financial bid (given in section 2 of part I of this document), and provide security services, as per the ‘Scope of work and General Terms & Conditions’ of the job defined in PART-2 of this document.

- c. The agency will arrange all necessary equipment / tools as per PART-I of this document for providing the aforesaid security services as per the 'Scope or work and General Terms & Conditions' of the job, defined in PART-II of this document. No extra payment will be made in this respect.

II. **GENERAL INFORMATION**

(A) Category of security & Cleaning / Sweeping Personnel & Their Minimum Eligibility Criteria

(i) **The Security Guards (SG):**

(a) Male: - Security guards should be preferably Ex-Service personnel (from Indian Army / Navy / Air Force), Paramilitary Forces, or, Persons possessing certificate of training obtained from Director General of Police, Home Guard & Civil Defence, Ministry of Home, Govt. of West Bengal, or equivalent along with a minimum of two years' experience in working under a recognized Security Agency. The maximum age limit is 50 years. Should be preferably 10th standard pass (minimum 8th standard Pass). They should be able to read, write and comprehend elementary English, and should also be able to speak Hindi and Bengali.

(b) Lady Security: - Preferably should have defence background, paramilitary / NCC background, should be able to read, write and comprehend elementary English, and should also be able to speak Hindi and Bengali. The maximum age limit is 50 years. Should be preferably 10th standard pass (minimum 8th standard Pass).

(c) The Security Personnel should have PASARA Training Certificate for Security Duties.

(d) Armed Guard: - Service Provider should ensure that all armed guards have 12 bore Double Barrel Gun in his own (Company / Guards) name with Arms Licence renewed to current date with valid arms licence during their period of deployment. In case of any cartridge is fired (for protection of GKCIET, Malda property) the cost (Government approved) of the same will be paid on production of empty cartridge (which were verified earlier by GKCIET, Malda Authority in filled condition) cases and authenticated bill(s). Armed Guards should be conversant with handling of Fire Arms. All statutory obligations be fulfilled in this regard.

(e) Security Supervisor : - Security Supervisor should be preferably Ex-Service personnel (from Indian Army / Navy / Air Force), Paramilitary Forces, or, Persons possessing certificate of training obtained from Director General of Police, Home Guard & Civil Defence, Ministry of Home, Govt. of West Bengal, or equivalent along with a minimum of five years' experience in relevant job under a recognized Security Agency.

(ii) **Cleaner / Sweeper:** - Service Provider should ensure that all the Cleaner / Sweeper have experience in cleaning & sweeping job.

NOTE: All the deployed security personnel must be Physically Fit for performing round the clock security duty at GKCIET, Malda, must possess good moral character and should have the basic knowledge of handling First Aid Fire Fighting Appliances.

In this regard, the contractor must seek all credentials of the applicants, including their (i) Medical Fitness Certificates, issued by the competent authority, (ii) Character Certificates issued by the employer (of organization where worked last), and verify the credentials before recruiting any of them as security personnel at GKCIET, Malda. Details of Documents be submitted before deployment of all their men (including reserve men). Institute will have the right to verify all security personnel before their deployment. One copy of the said document may be submitted with the local Police Station. All Security Personnel proposed to be deployed by the Service Provider may have to undergo Physical Fitness Test.

(B) NATURE OF DUTIES & RESPONSIBILITIES OF SECURITY PERSONNEL etc.

(i) FIELD SUPERVISOR (FS)

Nature of Duties and Responsibilities	Shift	Remark
a) Patrolling the entire campus to supervise. The Security status of all the Campus Areas and the level of security services being provided by each and every on-duty Security Guard. b) Taking appropriate steps to improve the quality of security services by all security personnel. c) Making all the on-duty security guards alert/watchful in respect of their assigned responsibilities and d) Passing the collected information regarding security status of all the security areas / posts of the entire Institute as well as the nature of security services being provided by each of the on-duty security guards to the Security Officer (I/C), GKCIET, Malda in writing. All records are to be preserved by the contractor / his representative (SI) for verification by the Institute Authority or any of its authorized representatives. e) Checking of entry / exit of incoming / outgoing materials. f) Any other duty assigned from time to time.	3 (FS) in each of 1 st , 2 nd and 3 rd shifts for the entire Institute, The senior most among the field supervisor will act as shift in-charge in night shifts and during the absence of Site In-charge.	1. Must be available in the Campus during duty hours and as & when required. 2. Field Supervisor (FS) should report to the Security Officer (I/C), GKCIET, Malda

ii) Security Guard – (a) Guarding men and material of his duty area and its adjacent areas. (b) Report unusual occurrences to FS. (c) Making document entry.

iii) Cleaner / Sweeper – Cleaning of offices, campuses, gardening & sweeping work.

C) Estimated manpower Requirement (Tentative)

Security Guard (Male)	36
Security Guard (Female)	15
Security Supervisor (Male)	6
Security Supervisor (Female)	3
Security guard with Arms	15

Total -	75
---------	----

Cleaning / Housekeeping	27
Sweeper	6

Total -	33
---------	----

NOTE:

- i) Estimated Manpower requirement is subject to changes, if necessary, at the discretion of the Director, National Institute of Technology Durgapur. The distribution of work force is also subject to change as required, at the discretion of the concerned officer of the Institute.
- ii) The number of Ex-servicemen and other trained security guards will be decided by the institute and will be intimated before issuing LOI / Work Order to successful bidder.

D) SHIFT DUTY HOURS

Shift 1(A)	=	06:00 hrs. to 14:00 hrs.
Shift 2(B)	=	14:00 hrs. to 22:00 hrs.
Shift 3(C)	=	22:00 hrs. to 06:00 hrs.
General Duty	=	08:15 hrs. to 17:15 hrs. (inclusive lunch break)

E) DUTY HOURS OF SECURITY PERSONNEL **INCLUDING LADY GUARD**.

In three shifts as mentioned above (A, B & C) or as required by the Institute.

NOTE: No security personnel are permitted to leave his place of duty without being properly relieved.

F) Uniform etc. of service personnel:

- i) The uniform of the deployed personnel may be supplied as per agency norms. Security Personnel must carry whistles, stick, torch, Gun (as applicable) etc. Must remain alert, active and ensure full-fledged security at their areas of duty, adjacent area, up to the satisfaction of the Institute Authority.
- ii) The deployed personnel should carry photo identity card issued by the Competent Authority and possess their nameplates attached with the uniform(displayed in person) during duty hours.
- iii) They should carry proper job card / security check diary (issued to them) during their duty period.

The details of uniform and other items for one year are listed below:

- i) Two shirts and two trousers,
- ii) One pair of shoes (boot ankle with rubber sole) and two pair of socks,
- iii) One jersey pullovers / Jacket
- iv) One long coat
- v) One Cap and one Belt,
- vi) One Rain Coat,
- vii) One pair Anklet,

Service Provider / Agency shall provide following items at his own cost.

- i) Scarf, Torch, Batteries, Lathi / Ballam, Whistle and Stationery items etc.
- ii) Ceremonial uniform for special occasions for the security guards including at the gates and office complex in the working hours of the Institute.
- iii) One Name Plate,
- iv) Running Patrolling (RP) guard should have Arm Badge, Anklet, and Pompom on his cap for identification.
- v) The Company /Agency shall deploy one **"Site In-Charge"** at his own cost. Site In-Charge should have experience in the field of Security Services and will be responsible for entire Campus Security and taking care of all queries/matters related to General Discipline, Incidents, Accidents, ESIC, EPF, Payment and other matter as deemed fit of their employees and also for immediate interaction with the Institute authorities. During absence / off day of Site In-Charge responsibility may be fixed to any other and same may be intimated to the Institute authorities.

G) TOOLS AND EQUIPMENTS TO BE PROVIDED BY THE CONTRACTOR

The contractor should arrange the following equipment & tools at his own cost for proper management of security in the campus as a part of package (cost to be included in the service charge) of reputed brand in serviceable condition for one year:

Sl. No.	Equipment	Nos.
1	Rechargeable Torches	30 Nos.
2	Search lights	05 Nos.
3	Mobile Phone (for FO, all FS / Gates, Lift Operator& Driver)	04 Nos.
4	Hand held metal detector	08 Nos.
5	Car image viewer	02 Nos.
6	12 bore DBBL Gun (with six filled cartridges with each gunman)	06 Nos.
7.	Equipment required for sweeping / Cleaning	As required

Non supply of above said items shall attract penalty up to 5% on total billing amount.

III) General Conduct:

- i) Good behaviour: The contractor / service provider will ensure good behaviour of all deployed security personnel with the students, faculty and staff of GKCIET, Malda and visitors to the Institute. The agency must ensure that security staff shall abstain from taking part in any staff union and association activities within the Institute.
- ii) Conduct: In case any of the staff for security services deployed by the agency commit any act of omission or commission constituting misconduct or indiscipline, the agency will be liable and responsible to take disciplinary action against the personnel / staff, including suspension, dismissal from service etc. or removal of concerned staff.

IV) Penalty & Recovery

a) *Penalty points will be counted on the following four basic factors:*

i) Lapses on the part of Guard & Cleaner / Sweeper: - Lapses / failure on the part of security guards in providing contracted security services, and / or, failure to wear the specified dresses, and/or, failure to carry the required articles (e.g., Lathis, Identity card, Name Plates, Job Card etc.), while on-duty, as per 'General Terms and Conditions' of PART-II and others conditions of this document. Lapses / failure on the part of Cleaner / Sweeper in providing contracted security services, and / or, failure to wear the specified dresses, and/or, failure to carry the required articles (Identity card, Name Plates, Job Card etc.) while on-duty.

ii) Indiscipline: - Indiscipline activity of the security & Cleaning / Sweeping personnel.

iii) Lapses on the part of contractor: - Lapses/failure on the part of the Contractor/management in providing essential tools/equipment, as described under 'General Information' in PART-I (Section-1) of this document, and / or, Lapses/failure, in any form, on the part of security & Cleaning / Sweeping management.

NOTE: This penalty and the consequent penalty amount has got no link/relation with the recovery that the contractor has to make to the Institute / due to loss of any property etc. of the Institute, as stated in PART-II of this document, as a result of theft/burglary etc.

b) The methods of evaluating penalty amount are given below:

i) Penalty for non-performance of the contracted security & Cleaning duty by any of the deployed Security & Cleaning / Sweeping Personnel (SP) would be evaluated based on the Minimum Wage - ('A") of the concerned SP per day = A say, in Rupees). The details are as follows:

Sl. No.	Reasons for imposing penalty	Recovery amount in Rs
1	For not-attending to duty without prior intimation. Penalty per occasion per SP - X_1 .	$X_1 = 2.0XA$
2	Remaining inactive in discharging duties while attending the duties, and / or, remaining un-attentive towards the assigned responsibility. Penalty per occasion per SP is - X_2 .	$X_2 = 3.0XA$
3	Late attendance to, and/or, early leaving from any of the places of duties. Penalty per occasion per SP - X_3 .	$X_3=3.0XA$
4	Sleeping while attending the duties. Penalty per occasion per SP - X_4 .	$X_4=5.0XA$
5	Attending to duties without wearing specified dress, and / or, without carrying all specified articles as per terms and conditions/instructions. Penalty per occasion per SP - X_5 .	$X_5=1.0XA$
	Total penalty to be recovered from contractor for non-performance of security duty in Rupees $X = n_1 \times X_1 + n_2 \times X_2 + n_3 \times X_3 + n_4 \times X_4 + n_5 \times X_5$ where n_1, n_2, n_3, n_4, n_5 are the total number of occasions occurred per month.	

iii) Penalty for doing indiscipline activities by the security guards and Cleaner / Sweeper of the contractor would be eight times the Minimum Wages of the concerned SP per day, i.e. $Y = 8.0 \times B_1 \times N_1 + 5.0 \times B_1 \times N_1$ where B_1, B_2, B_3 etc. are the wages of the concerned SPs per day and N_1, N_2, N_3 etc. are the number of SPs involved in indiscipline activity.

iv) Penalty for not supplying the contracted tools / equipment *, and / or non-functioning of supplied tools/equipment* for more than 3 (three) continuous days in a month, and/or, for Lapses / failure, in any form(including non- supply of man power), on the part of security & Cleaning / Sweeping management, will be evaluated as follows:

Z = For lapses of any type, as mentioned under item (iv), above, occurring in any month, penalty would be imposed based on 5% of the bill value of the contractor for that month in which the lapses would occur.

* The items those will be included for penalty calculations are: Mobile phones, Car bottom viewers, Hand held metal detector, 12 Bore Double Barrel Gun etc.

PART-I
(Section – 2)

FINANCIAL BID

Salary structure of deployed personnel will be as follows. Agency / Service Provider are to quote their Service Charge / Administrative Charge only.

S.No	Description	Percentage	Security Guard without arms	Supervisor	Security Guard with Arms	Cleaner / sweeper
1	Basic Wages Plus VDA		494.00	657.02	579.00	350.00
2	ESI	4.75%	23.47	31.21	27.50	16.63
3	EPF	13.61%	67.23	89.42	78.80	47.64
4	Gratuity / retrenchment	4.81%	23.76	31.60	27.85	16.84
5	Bonus on Rs. 7000/-	8.33%	19.44	19.44	19.44	19.44
6	Leave	6.02%	29.74	39.55	34.86	21.07
7	Uniform Outfit Allowance	5%	24.70	32.85	28.95	17.50
8	Uniform Washing Allowance		3.00	3.00	3.00	3.00
9	HRA	5%	24.70	32.85	28.95	17.50
TOTAL -			710.04	936.94	828.35	509.60

Note : for Sr. No 6 – Leave encashment will be provided half yearly.

* Basic + VDA of each Security Guard (without arm) will be as per Ministry of Labour & Employment, GOI Notification No. 1/13(6)/2017- LS. II dated 17.03.2017.

** Basic + VDA of each Security Guard (with arm) will be as per Ministry of Labour & Employment, GOI Notification No. 1/13(6)/2017- LS. II dated 17.03.2017.

*** Basic + VDA of each Field Supervisor will be as per Directorate General of Resettlement Ministry of Defence, GOI Notification No. 2112/SA/MINIMUM WAGES/EMP

The above rate will be revised as per the revision of minimum wage time to time.

Service Charge: _____ % per personnel per day on Basic + VDA

PART-II

**THE SCOPE OF WORK AND
GENERAL TERMS & CONDITIONS TO BE SATISFIED
BY THE CONTRACTOR**

PART – II

(Section – 1)

SCOPE of the WORK

Ghani Khan Choudhury Institute of Engineering & Technology would outsource the security services & Cleaning / Sweeping services pertaining to the Institute Campus on Rate Contract (RC) basis. In brief, the work includes (broadly described under 'General Terms and Conditions' in section 2 of Part-II of this document along with other criteria to be fulfilled):

- i) Arranging security & Cleaning / Sweeping personnel and
- ii) Providing round the clock security & Cleaning / Sweeping services to the Institute which include:
 - a) Guarding & protecting all properties belonging to the Institute as well as those issued by the Institute to the campus dwellers/visitors/guests of the Institute (except which are in personal custody), against theft, pilferage, burglary,, fire etc,
 - b) Ensuring safety to all Institute staff, their family members, visitors and dwellers within the Institute Campus,
 - c) Ensuring Cleaning and Sweeping services of offices, departments, hostels and the whole campus of the institute.
- iii) Preventing all sorts of anti-social elements from entering into the Institute and / or occurrence of anti-social activities in the Institute Campus, regulating entry of unwanted visitors/salesmen to the Institute, preventing entry of stray animals like cows, goats, buffaloes etc. into the Institute, checking of gate passes and allowing the entry / exit of valid material accordingly to/from the Institute, regulating the entry and exit of vehicles, maintenance of visitor register / pass and register for vehicles and preserving the registers for verification by the Institute Authority.

PART-II

(Section-2)

THE GENERAL TERMS & CONDITIONS FOR PROVIDING CAMPUS SECURITY & CLEANING / SWEEPING SERVICES AT GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY

A. SERVICES REQUIRED TO BE PROVIDED UNDER THE CONTRACT

1. The Contractor shall –

i) Arrange/recruit specified numbers of well-trained security & cleaning / sweeping personnel, having qualifications/ eligibility criteria as mentioned under general information of section-1 of the tender document. The arranged/recruited security and Cleaning / Sweeping personnel, in requisite number as required by the Ghani Khan Choudhury Institute of Engineering & Technology (herein after referred to as 'Institute') shall be deployed in and around the Institute as decided by the Institute. Locations, where the security personnel are to be deployed include: entire campus, all the gates of the Institute [viz. (a) Main gate] and at any other points (security posts) in the Institute Campus, a tentative list of which is given in Part-I for security guards. The Institute reserves the absolute right to either add, or, exclude or modify the specified locations in and around the Institute, or, at any other place, at any time during the period.. **It is mandatory that all gates should be manned by Ex-Service men.**

ii) Provide round the clock security services **& Cleaner / Sweeper** on all working days, including all Sundays and all holidays, throughout the period of contract, for guarding , protecting and cleaning of the properties/items etc. in the entire campus of the Institute, which among others, include: - all buildings of the Institute, like offices, classrooms, hostels, staff/faculty quarters and all immovable properties therein, Institute premises, lands, lakes, transformers, electrical gadgets, flora and fauna etc. Details of some of the above are given below:

All Complexes and any other property owned by the Institute and the campus of the Institute.

2. The responsibility to protect lives of all Institute inmates/dwellers (like students, employees, visitors etc.) shall exclusively rest on the contractor during the entire period of the contract (within the campus).

3. Further, the contractor and / or his representatives must:

i) Regulate the entry and exit of all materials, items etc. to / from the Institute campus in a manner to be decided by the Institute and prevent any attempt being made by anybody (both insiders and outsiders) to either spoil any property of the Institute or disrupt any activity of the Institute. Also, the contractor must check/stop movement

of illegal / unauthorized articles from / to the Institute. Any such illegal activity, once detected, should be brought to the knowledge of the Institute Authority by the contractor immediately the case is detected. The manner in which all such activities shall have to be performed by the contractor would be decided by the Institute (and be intimated to the contractor) from time to time during the period of the contract.

ii) Regulate entry / exit of all vehicles through the Institute gates, keeps detailed records of all such vehicles along with taking signatures of drivers in a specific register and preserve such records for verification by the Institute at any time. The details in this regard would be decided by the Institute (and intimated to the contractor) from time to time during the period of the contract.

iii) Prevent anti-social and / or unauthorized persons from entering into the Institute. Also, the contractor shall prevent occurrences of anti-social activities within the Institute campus. The security personnel at the entry points should be able to categorise the legitimate residents /any visitors without causing any embarrassment or discourtesy. The contractor shall maintain visitor registers /Slip (Provided by the Institute) and preserve the same for verification by the Institute Authority. The details in this regard would be decided by the Institute (and intimated to the contractor) from time to time during the period of the contract.

iv) Ensure that trees, flowers, plants, lawns etc. are not damaged either by the campus inmates or by outsiders (s).

v) Prevent entry of stray animals like cows, buffaloes, goat, pig etc. into the Institute.

vi) Extend full help / co-operation in all kinds of disaster management that may break out in the Institute due to fire, natural calamities, mob violence, strikes, riots, etc.

vii) In case any theft or burglary occurs during the period of contract same should be intimated within 1 hr. to Institute Authority.

4. The contractor shall (with the concurrence of the Institute Authority) always maintain proper liaison and contact with the Police / Civil Administration for providing smooth and peaceful day-to-day security services to the Institute. In case, any disruption of law & order takes place in the campus, at any time, it would be the responsibility of the contractor to contact Institute Administration for further necessary action.

The Site In-Charge / Field Supervisor or Shift In-charge of the contractor, stationed in the Institute campus, shall report all such incidents, as early as possible, to the Security Officer / authorized representative of the Institute discuss such matters related to Institute security and take immediate steps as suggested by the Institute.

Lapses, if any, with regard to fulfilling any of the aforesaid responsibilities by the contractor will entail penalty to be imposed by the Institute on to the contractor. The details are given in Para III & IV of PART-I (General Conduct, Penalty & Recovery) of this document.

B. COMPENSATION OF LOSSES AND ENTITELMENT

5. The contractor shall compensate, in full, the loss sustained by the Institute or its campus inmates on account of any theft, burglary and / or any other kind of intrusion in the campus, for which responsibilities are entrusted to the contractor, as per terms and conditions.

6. The amount of loss to be compensated by the contractor shall be determined by the Mentor Director of the Institute on the basis of or otherwise, on findings of a joint enquiry committee including representatives of both the Institute and the Contractor, and the same shall be binding on the contractor.

The matter may be referred to the law enforcement authority at Malda only, if it doesn't get settled for recoveries. If the Institute does not have enough dues of the Contractor with it to recover such amount, legal remedies will be resorted to as per the relevant law, in the courts located at Malda, West Bengal.

7. The contractor shall also be fully responsible for any loss of material and/or property of the Institute attributable to the negligence or failure of the security personnel in complying with the procedure. All losses suffered by Institute on this account shall be compensated in full by the Contractor. The decision of the Director of the Institute in this regard shall be the final and binding on the Contractor.

8. The Contractor shall be liable to be fined to the extent of agreed amount, in each case, if any theft occurs in the premises of the Institute, during the period of contract, if that is not covered by the aforesaid clauses.

C. RECRUITMENT AND CONTROL OF SECURITY & CLEANING / SWEEPING PERSONNEL

9. For all intents and purposes, the Contractor will be the "Employer" within the meaning of different labour legislations in respect of the security & Cleaning / Sweeping personnel employed and deployed by him/them. All the personnel deployed by him shall be under the direct control and supervision of the contractor.

10. The security & Cleaning / Sweeping personnel deployed by the Contractor will be bound to observe all instructions issued by Institute's Authority concerning general discipline and behaviour.

11. Security personnel must have minimum qualification / experience, refer Part-I, General Information, should be able to read and write English and comprehend the contents of Institute communication and physically fit & mentally alert. The contractor shall deploy, only pension drawing Ex-Serviceman or Para Military personnel such as BSF, ITBP, CRPF, CISF or PAC etc. or trained persons (training obtained from Director General of Police, Home guard & Civil Defence, Ministry of Home, Govt. of West Bengal, or, equivalent). No wages shall be payable in respect of such security staff in case documentary evidence in support of their eligibility is not provided in time by the

Contractor. Cleaning / Sweeping personnel must have experience in cleaning & sweeping service.

12. Security Guards must be below the age of 45 years. The field supervisor of the Contractor shall be below the age of 50 years.

13. The contractor shall provide a complete list of the security personnel engaged by him in its final form (after the characters and other antecedents of the listed persons are verified by the police and found to be good) along with their addresses, photos and other antecedents for records. A list of such personnel may be given to local Police Station.

14. In case, any of the security and other staff is found to be posted without the prior knowledge / approval of the Institute Authority, Institute Authority shall not be liable to pay for such security and other personnel.

D. BEHAVIOUR OF SECURITY & CLEANING / SWEEPING PERSONNEL

15. Contractor has to ensure good behaviour of his security & Cleaning / Sweeping personnel with the GKCIET, Malda establishment and visitors. They shall abstain from taking part in any staff union and association activities.

16. If the services and / or conduct of any of the security & Cleaning / Sweeping personnel deployed by the contractor is found to be unsatisfactory, even though he is an Ex-Serviceman / trained person or other, he / she shall have to be withdrawn by the Contractor within 24 hours from the campus.

17. In case the security & Cleaning / Sweeping personnel deployed by the Contractor commit any act of omission or commission constituting misconduct or indiscipline, the contractor will be liable and responsible to take disciplinary action against the personnel / staff, including suspension, dismissal from service etc. or removal from Institute premises / campus.

E. DUTY HOURS, SITE ALLOTMENT

18. The deployment of security & Cleaning / Sweeping personnel shall be as per details given in Part-I hereto and will be executed by the Contractor (which can be changed at the discretion on the Institute Authority).

19. The Contractor will have to submit weekly duty chart of the security & Cleaning / Sweeping personnel to the Institute Authority prior to commencement of the week. The Contractor will also submit the list of personnel deployed by him.

20. The contractor shall deploy his men as per fixed timings of various duty shifts. However, the same may, in exceptional circumstances be subjected to change at the discretion of the Institute. A single duty shift will have a normal duration of 8 (eight) hours.

21. It is expected that the contractor should replace/transfer 25% of the total strength of security and other personnel within a period of 6 (six) month on a random basis. This shall be done giving prior intimation to the Institute authority. The full particulars of the replaced security and other personnel shall be supplied to Institute Authority.

F. PERIOD OF CONTRACT, TERMINATION / EXTENSION

22. The duration of the contract shall be for a period of 2 (two) years, except in the event of earlier termination, as per the terms and conditions. The contract shall automatically expire after completion of 2 (two) years, unless extended further. Provisional work order will be issued for three months. On satisfactory services during this period final work order will be issued failing which L-2 bidder will be offered to undertake the job at the same rate as quoted by L-1 bidder.

23. The Institute has the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason, by giving 3 (three) months' notice in advance, to the Contractor, in writing, or, by making equivalent payment thereof. The Institute shall also have the right to extend the contract in writing on the same terms and conditions or with some addition/deletion/modification for a further period of 1 (one) year, or, for a shorter period until a new security agency takes over, in the event of Institute resorting to the process of appointing a fresh contractor / service provider.

24. In the event of the Contractor desiring an earlier termination of the contract, he shall have to give 3 (three) months advance notice to the Institute in writing.

25. In case of termination of this contract/agreement on its expiry or otherwise, the staff, or personnel engaged and deployed, deputed by the Contractor, will not be entitled to and will not claim any absorption in the regular or otherwise services of the Institute. The personnel of the Contractor will not claim and will not be entitled to pay, perks or any other facilities as admissible to the regular / confirmed employees of the Institute.

During the subsistence of the contract / agreement and even after the expiry of the Contract /Agreement. Institute shall have the right to requisition man power from other agency in case the performance of existing agency is not satisfactory during agreement period.

G. PERFORMANCE OF SECURITY & CLEANING / SWEEPING PERSONNEL AND CRITEIRA

26. The performance of security & Cleaning / Sweeping personnel, under the contract, will be reviewed by the Institute Authority, or, by any other representative, to be named by the Director of the Institute. Contractor will remain present, personally, or, depute an authorized representative for the same. All decisions taken in the meeting and / or suggestions given by Institute Authority to the Contractor or his representative, on matters related to Institute Security & Cleaning / Sweeping, must be implemented by the contractor. Personnel engaged by the agency will be the employee of contract. In no circumstances such employee can claim any future absorption in GKCIET, Malda.

27. Security personnel shall turn out properly with decent haircut, shave, shirt, trousers, boot/shoes, belt, caps, badges, whistles, lathis, khukris, rain-coats, torches etc. for attending the duties and shall carry the identity card, issued by the contractor and duly endorsed by the authorized officer of the Institute, along with them.

28. The Contractor shall provide ON-DUTY Card, duly signed by the security supervisor and endorsed by the Security Officer (I/C), to every security & Cleaning / Sweeping personnel, at the beginning of each month. These cards are to be carried by every security & Cleaning / Sweeping personnel during duty period and will provide opportunity to all the concerned inspecting officer of the Institute to write comments regarding performance of the concerned security & Cleaning / Sweeping personnel on it. The contractor shall submit the cards (carrying comments etc. written on them), in the aforesaid review meeting with Contractor.

29. In the event of any on-duty security or Cleaning / Sweeping personnel found absent from the scheduled duty / post and / or found sleeping, and / or found not performing the assigned job properly, then penalty would be imposed, as mentioned in the Part –I General Information under IV (penalty & recovery).

30. The Contractor shall ensure that at no time a designated security post is left unmanned. Performing duty in two shifts by the same guard on a day shall not be permitted. However, in an emergent case exception can be made with prior approval of the Institute Authority to the extent of only one person in any one of the shift per day. But payment to such a person for the extra shift shall be restricted to Minimum Wage as notified by GOI. In case of extra duty on any day all efforts should be made by service provider so that eight hours rest is given to security personnel to recuperate before resuming duty.

Register shall be maintained at all the entry / exit gate / posts for recording the names and other details of security personnel taking over / handling over the charge at all the gates / posts. Another register will be maintained there to record the details of incoming and outgoing vehicles/visitors (as applicable). Apart from this, the Contractor may have to maintain any such register, as would be required, from time to time.

31. The Contractor shall undertake, at his own expenses and up to the satisfaction of the Institute, the task of updating the general as well as special skills of all his security personnel on regular basis, through a procedure followed by the standard security organizations by organizing suitable training programs for them.

H. PAYMENT, LEAVE, STATUTORY OBLIGATIONS

32. The rates payable to the Contractor for security & Cleaning / Sweeping personnel to be deployed viz. Field supervisor, Security Guard with & without arms, cleaner / Sweeper are to be quoted separately in Financial Bid, given in Part-I (Section-2). No extra amount will be paid by the Institute over and above the amount calculated based on the rates quoted by the contractor and accepted by the Institute except when revised due to revision of Minimum Wages by GOI.

33. The Contractor will be paid on monthly basis for his services. Bill shall be raised by the Contractor in accordance with the agreed upon rates on every 1st day of the succeeding month. Payment to the contractor will be released within 30 working days from the date of acceptance of the bill (if found in order in all respect).

34. The Contractor will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose through respective Bank Account only.

35. The Contractor will follow all statutory requirements as per labour laws prevailing during the contract period and will be wholly responsible for breaking any such law. In all cases, applicable EPF & ESI, will be paid and deposited by the Contractor. EPF, ESI deposit challan of previous month be submitted with the bill of succeeding month. Service Tax deposit challan also be submitted every after six month and before release of PGD / Security Deposit.

36. The Contractor will be responsible and liable for the implementation of all statutory provisions in respect of minimum wages, Provident Fund, and ESI etc. as and when they become applicable under the Labour Laws in connection with security personnel to be deployed by him. The Contractor shall maintain all the statutory registers under the applicable law.

The Contractor shall produce the same on demand to Institute's authority or any other authority under law.

37. In case the Contractor fails to comply with any statutory obligation under any labour laws, and as a result thereof the Institute is put to any loss or obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the bills or the security deposit of the Contractor, to the extent of the loss or obligation in monetary terms.

38. No leave of any kind shall be sanctioned by Institute authority to the security and other personnel. The Contractor will have to maintain sufficient number of leave reserves. The Contractor shall be liable to make substitute arrangements, at his own cost, in the case of absence of the security personnel. The Contractor shall man all the security check posts and other locations as specified by Institute Authority on all days (round the clock) of a year.

I. FACILITIES TO BE PROVIDED TO PERSONNEL BY INSTITUTE / CONTRACTOR

39. The Contractor will have to arrange to robe all the security personnel on duty smartly and neatly on the pattern of uniformed Armed Services of India. The Contractor will have to provide appropriate woollen dresses to the security & Cleaning / Sweeping personnel in winter season and raincoats / in the rainy season. The security personnel shall not be permitted to wear any odd wrappers. The dress shall be of uniform colour and design.

40. The Contractor shall provide the followings for the security personnel at his own cost:

- i) Minimum 30 numbers rechargeable torches to the security guards on night patrol.
- ii) 05 numbers of search lights.
- iii) Lathi/Ballam and other implements to the security personnel.

- iv) Stationary for writing duty charts and registers at the security checkpoints and for making entries of the visitors.
- v) Appropriate training to all the security personnel from time to time.
- vi) 04 numbers of mobile phones
- vii) Car bottom viewers – 01 for each gate (North Gate & Main Gate).
- viii) Hand held metal detector (08 Nos.).
- ix) 12 Bore Double Barrel Gun – 06 Nos.
- x) Equipment of Cleaning & Sweeping

The Institute Authority shall have the right to check whether the contractor has provided the various implements, as stated above, to the security personnel up to the satisfaction to the Institute Authority. In case of major fault occurring in any other electronic or in any of the transport / communications items, requiring more than 3 (three) days' time to make equipment operational, the agency will provide replacement for them.

41. Institute may provide free EPABX telephone facility at some of the vital security locations, treating it as emergency for the safety & security of the Institute inmates.

J. OTHER RESPONSIBILITIES OF THE CONTRACTOR

42. The Contractor will be bound by the details and documents as furnished by him to the Institute while submitting the tender or at any other time. In case any of the details of such documents furnished by him, are found to be false at any stage, it would be deemed to be a breach of the terms of Contract, making him liable for punitive action.

43. Institute shall not be responsible financially or otherwise for any injury to the security personnel caused in the course of their performing the security duties, or for payment for any compensation.

44. The Contractor shall not be permitted to transfer or sublet or assign his rights and obligations under the contract to any other organization or otherwise.

45. In case of breach of any of the terms of Agreement, the security deposit of the Contractor will be liable to be forfeited by the Institute. In addition, the contract / agreement will also be liable to be terminated. Any sum of money due or payable by the Institute including the security deposit refundable to him under the contract can be appropriated by the Institute against any amount which the Contractor may owe to the GKCIET, Malda.

46. Income Tax will be deducted at source (TDS) as per prevailing Income Tax Laws and certificate to this effect shall be provided to the Contractor by the Institute. The responsibility of paying the service tax as per prevailing rates and as claimed in the bill amount will rest entirely on the Contractor. The Contractor will be required to furnish proof of such deposits to the Institute every month.

47. The successful bidder has to deposit a sum of rupees equal to 7% of the estimated cost of one year as a security deposit / performance guarantee deposit (PGD) by submitting demand draft / banker's cheque/ pay order / Bank Guarantee or any

other prescribed from under rules. The PGD shall be released in full only when complete handing over of security charge is made to the Institute in the event of completion of the contract or otherwise and if no dues are recoverable from the Contractor. In case the SD/PGD is in the form of Bank Guarantee then the validity period of the said Bank Guarantee should be 90 days after the expiry of contract period.

48. In case of any difference of opinion or dispute arising between the two parties regarding interpretation or implementation or any of the terms and conditions of the Contract/Agreement, the same shall be referred to the sole arbitration of the Mentor Director of the Institute whose decision shall be final and binding upon both the parties. The Contractor shall seek instructions from Security Officer of GKCIET, Malda or any concerned Officers of the Institute Authorized for the purpose. The Contractor will be required to sign a written agreement before the initiation of the contract. The agreement once signed shall be deemed to be an Agreement between two principal employers. The agreement shall be one for services and not of services.

49. The Contractor shall, will and truly execute/perform the required services contracted to be performed by him hereunder, to the satisfaction of the Institute.

50. Guards & Cleaner / Sweeper should not be deployed on double duty consecutively except under emergent situation. However, such deployment should not be a regular practice of the contractor.

51. Any compensation for this engagement on account of death, disability of any security guard / supervisor provided for deployment at the said campus will be the responsibility of the contractor. Even if such disability manifests after termination of the contract, it shall be the exclusive liability of the contractor. Manpower provided is to be covered under proper insurance of industrial accident.

52. The salary of security & Cleaning / Sweeping personnel shall be paid by the agency within first four working days of following month.

53. Any compensation for this engagement on account of death, disability of any security guard, supervisors, Cleaners / Sweeper for deployment at said Campus will be the responsibility of the contractor. Even if such disability manifests after termination, it shall be the exclusive liability of the contractor. Manpower provided is to be covered under proper insurance of industrial accident.

54. Bills in duplicate shall be raised by the agency on monthly basis. Payment will be made within 30 working days subject to the receipts of correct bills with relevant complete in all respects. Bill payment will be made on the e-payment mode. The contractor should submit e-RTGS forms, duly filled in and signed with office seal, every month with the bill where the payment will be remitted.

55. That the contractor shall at his own cost, if required, take necessary insurant cover in respect of the aforesaid services rendered to GKCIET, Malda and shall comply with the stator provision of contract labour (regulation & abolition) Act, 1970,

employee state insurance act, workman's compensation act, 1923, payment of wages act, 1936, employees provident fund (and miscellaneous provisions) act, 1952, payment of bonus act, 1965, the minimum wages act, 1948, employers liability act, 1938, employment of children act, 1938 and / or any other rules / regulation and / or statutes that may be applicable to them and shall further keep the GKCIET, Malda indemnified from all acts of omission, fault, breaches and / or any claim, demand, loss, injury and expense arising out from the no compliance of the aforesaid statutory provision. Contractors failure to fulfil and of the obligations hereunder and / or under the said acts, rules, regulation and / or any bye-laws or rules framed under or any of these the GKCIET, Malda shall be entitled to recover any of such losses or expense which it may be have suffer or incur on account of such claims, demands, loss or injury from the contractor monthly payments.

56. Private Security Regulation Act 2005 should be adhered to.

57. That no right, much less a legal right shall vest in the Company / Agencies workers to claim / have employment or otherwise seek absorption in the Institution nor the Company / Agencies Workers shall have any right whatsoever to claim the benefits and for emoluments that may be permissible or paid to the employees of the company / agency and this should be solely the responsibility of the company / agency to make it clear to their workers before deputing on work at the Institute.

58. GKCIET, Malda premises is "NO SMOKING ZONE". No security staff of the company should be found smoking, eating PAN, GUTKA or INTOXICANTS / DRUGS. Arbitration any disputes arising out of and in relation to this agreement can be mutual consent be referred to arbitration by a sole arbitrator, acceptable to both the parties i.e. the company and the Institute. The arbitration would be conducted and the governed by an under the provision of arbitration act 1996. Any legal dispute will be subjected to Jurisdiction of Malda Court and no other Court shall have the Jurisdiction.

59. Service Provider will install his own Biometric Attendance System for proper attendance. At the end of month attendance to be submit before concern office of GKCIET, Malda for verification.

Professor-in-charge, GKCIET, Malda

I have read, understood and accept all the terms and conditions mentioned in the tender form and attached proforma agreement before quoting the tender form.

Signature of Tenderer with Seal

PART-III

Annexure-1

ANNUAL TURNOVER DURING LAST 3 YEARS

Value of job for providing security & Cleaning / Sweeping services be filled up as per the following format.

Year	Name of Work	Value of job for providing security & Cleaning / Sweeping services during the period	Certificate from competent authority to be enclosed
(a)	(b)	(c)	(d)
2013-2014			
2014-2015			
2015-2016			

Note: Self attested Audited balance sheet of the respective year to be enclosed.

Seal of the agency

Signature of the agency

Date:

Annexure – 2

DETAILS OF EPF REGISTRATION

	Name of the Agency	Registration No.	Valid For		Name & Address of the issuing authority
			From	To	
a) EPF					
b) ESI					
c) P. Tax					
d) Service tax					
e) Private Security Service Registration Certificate					

Self-attested copy of EPF & ESI Registration valid for year to be enclosed.

Seal of the agency

Signature of the Bidder / Tenderer

Date:

Annexure-3

Form of solvency Certificate from a Scheduled Bank

This is to certify that to the best of our knowledge and information M/s / Sri _____ having marginally noted address, a customer of our Bank are / is respectable and can be treated as good for any engagement up to a limit of Rs. _____ (Rupees _____).

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)

For the Bank

Note: In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Signature of Agency with seal

Annexure-4

DETAILS OF ST REGISTRATION

1. Name of the agency :
2. ST Registration No. :
3. Service Tax For :
4. Valid for :
5. Name & Address of the Issuing authority :

Self-attested copy of Service Tax Registration valid for year to be enclosed.

Seal of the agency

Signature of the agency

Date:

Annexure-5

Profile of the Tendering Company

The security Companies are required to furnish the following information along with the Technical Bid of the Tender.

1. Name of the Tendering Agency:
2. Postal Address:
3. Name of the Contact Person (s) with address:
4. Name, Designation and address of the person(s) authorized to sign on behalf of and responsible to the bidding tendering agency (herein after referred as bidder)
5. Whether the firm is private or public limited:
(Attested copies of deed for articles of association to be enclosed)
6. Name of the person holding the power of attorney
(attested copy of power of attorney to be enclosed)
7. State the present nationality and liabilities of the person holding the power of attorney.
8. Names of partners, their present nationalities with their liabilities:
(attested copy of partnership deed to be enclosed)
9. Names & address of the tendering agency:
10. Telegraphic address of the tendering agency:
11. Telephone No. registered in the name of the tendering agency:
(A copy of the latest bill paid is to be enclosed)
12. Fax No. of the Tendering Agency:
13. Valid Email Address of the Tendering Agency:
14. Website address, if any:

Specimen Signatures of the Contractor

-
15. Place of Headquarters of the Tendering Agency:
 16. Local (Durgapur) West Bengal Branch Office Address:
 17. Date of Establishment:

18. Date of registration of the Tendering Agency with Government and Registration No. (a certified copy is to be attached with the tender document).

19. Profile and detailed Set-up of the Tendering Agency: The brochure, booklet etc. of the Company, if available should be attached.

20. List of equipment available with the Tendering Agency to undertake the security job:

21. Total No. of regular staff employed by the Tendering Agency:

Regular Employees	No. of Officers		Non Officers	
	Ex-Servicemen	Civilians	Ex-Servicemen	Civilians

22. Names and qualifications (including professional qualifications) and experience of senior Executives, Advisers and (Consultants of the Tendering Agency).

Sl. No.	Name	Position	Qualification	Experience

23. Financial Turnover of the Tendering Agency for the Past three years:

Year	Amount (in lakhs)
2015-2016	
2014-2015	
2013-2014	

(Please attach the attested copies of the proof of annual turnover for the financial year)

24. Addresses with Telephone numbers of the Regional Offices of the Tendering Agency in India.

25. Give the details of major Contracts handled by the Tendering Agency in the past five years in the following format:

Sl. No.	Customer details with address	Amount of Contract	Telephone No., Fax, Email etc.	Duration of Contract

26. Exhaustive List of Present and Past Clients:
(May attach a separate list if space is insufficient)

27. Details of Present clients:

28. Any other information of the present or past in support of bidder's professional capability supported with documentary evidence:

29. Specimen / Sample Signature of Contractor / Tenderer

I/We hereby declare that the statements and documents submitted with this application are correct to the best of my / our knowledge and belief. I/We hereby authorize NIT Durgapur to make any investigation to verify the correctness of the statements made and / or obtain clarifications or information on the technical and financial aspects of the applicant.

Seal of the agency

Date:

SIGNATURE OF TENDERER _____

NAME OF TENDERER _____

DESIGNATION OF TENDERER _____

ADDRESS _____

CHECK LIST FOR TECHNICAL BID

The following documents need to be arranged / attached in a sequence as mentioned below: -

Sl. No.	Description of requirement	YES / NO	Page No.	Number of Pages of each document
1	Cost of Tender Document if downloaded			
2	EMD Details.			
3	Year wise turnover in rupees during last five years (Minimum 2 crore per year).			
4	Experience Certificate: Details of previous clients.			
5	EPF Registration.			
6	ESI Registration.			
7	Security Services Licence copy(Issued by Competent Authority)			
8	Trade Licence Copy			
9	Photocopy of audited balance sheet of last five years.			
10	Professional Tax Registration.			
11	Service Tax Registration.			
12	Financial Solvency Certificate.			
13	Photocopy of PAN Card.			
14	Photocopy of latest Income Tax Return.			
15	Details of Company Profiles.			
16	Copy of partnership deed (if any).			
17	Power of Attorney.			
18	List of authorised signatories with specimen signature (if any).			
19	Proof of present address (if any).			

Declaration by the tenderer

This is to certify that I / We before signing this tender have ready and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

Signature of Tenderer

Name -

Seal -

Office Address -

Phone -

Note: Submission of all the documents (including Sl. No. 16 & 19, wherever applicable) mentioned above along with declaration is mandatory. Non-submission of any of the information above may attract rejection of the application.