

PART-III

Annexure-1

ANNUAL TURNOVER DURING LAST 3 YEARS.

Value of job for providing **Security Guard, Grade 4 Employee, Cleaner/Sweeper, Gardener(Mali), Cook, Helper(cook)** services be filled up as per the following format.

Year	Name of Work	Value of job providing Security Guard, Grade 4 Employee, Cleaner/Sweeper, Gardener(Mali), Cook, Helper(cook) services during the period	Certificate from competent authority to be enclosed
(a)	(b)	(c)	(d)
2016-2017			
2017-2018			
2018-2019			

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

Signature of the agency

Seal of agency

Date:-

Annexure – 2

DETAILS OF REGISTRATION

	Name of the Agency	Registration No.	Valid for		Name & Address of the issuing authority
			From	To	
a) EPFO					
b) ESIC					
c) PAN					
(d) GSTIN					
d) Private Security Service Registration Certificate(PASARA)					

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

Signature of Bidder/Tenderer

Seal of the agency

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/Srihaving marginally noted address, a customer of our Bank are/is respectable and can be treated as good for any (Rupees)

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

In case of Public/Pvt. Company, certificate to include name of COMPANY as recorded with the Bank

Signature of Agency with Seal

Annexure -4

DETAILS OF GSTIN REGISTRATION

1	Name of the agency	:	
2	GSTIN Registration No.	:	
3	Valid for Name & Address of the Issuing authority	:	

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

Signature of the Agency

Seal of the Agency

Date :

Annexure -5

Profile of the Tendering Company/FIRM

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 Articles of Association, MoA and Registration of Company 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(If available)	
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 (Dhanbad) Jharkhand 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)
2016-2017	
2017-2018	
2018-2019	

(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.	details Customers with address	Amount of Contract	Telephone No., Email, Fax 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 belie. 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 applicants.

Seal of the agency

Date :-

SIGNATURE OF TENDERER _____

NAME OF TENDERER _____

DESIGNATION OF TENDERER _____

ADDRESS _____

CHECK LIST FOR TECHNICAL BID

(To be kept duly signed in Envelope-1)

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(Rs. 50000/-)			
3.	Year wise turnover in rupees during last Three years (minimum 01 crore per year)			
4.	Experience certificate: Details of previous clients.			
5.	Valid Labour Licence/ Registration in Labour Department of Govt. of Jharkhand/Govt. of India			
6.	EPFO Registration.			
7.	ESIC Registration.			
8.	Security Services(PASARA) Licence Copy (Issued by Competent Authority)			
9.	Trade Licence Copy			
10.	Photocopy of audited balance sheet of last Three years.			
11.	GSTIN Registration			
12.	Photocopy of PAN Card			
13.	Financial Solvency Certificate			
14.	Photocopy of Latest Income Tax Return.			
15.	Details of Company Profiles.			
17.	Copy of partnership deed / MOA of Company (if any)			
18.	Power of Attorney (if any)			
19.	List of authorised signatories with specimen signature (if any).			
20.	Proof of present address (if any)			
21.	Original Affidavit from Notary Public/1 st Class Magistrate for Non- black listing of Agency by the Govt., Semi Govt/ PSU			
22.	ISO 9001:2015 and OHSAS 18001:2007 Registration Certificate. (Desirable)			

(To be kept duly signed in Envelope – 2 Financial Bid)

FINANCIAL BID

1. Name of the registered firm/agency :
2. Address of the firm/agency :
(With Tel. no. Fax & E-mail)
Name & Address of the Proprietor /Partner/Director :
3. Contact Person(s) (With mobile no.) :

Sl. No.	Particular	Percentage	Security Guard	Fourth Grade Employee	Sweeper (Safai Karmi)	Gardner	Cook	Helper (Cook)	Supervisor
1	Basic plus Variable Dearness Allowance (VDA)								
2	Employee Provident Fund (EPF)								
3	Employee State Insurance (ESI)								
4	Bonus/ Other Charges, if any								
5	Total								
6	Charges of Weekly off/ Approved Holidays								
7	Total Cost Per Head								
8	Service Charge								
9	Sum Total								
10	GST as applicable								
11	Total Financial Cost								

Date : _____

(Signature of Authorized Signatory with date)

Name of the Firm/Agency with stamp

Place : _____

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.