भा.क.नि.

CCI

भारतिय कपास निगम लिमिटेड.

(भारत सरकार का उपक्रम)

शाखा कार्यालय, द्वितीय एवं तृतीय मंजिल, विचिट्टीमल्ला भवन समुह .ल., म .न.16-07-109, लक्समीपुरम,

पुरनी अनाज मंडी के पास, वारंगल-506002 (तेलंगाना)

Website: www.cotcorp.gov.in. **E-Mail:** warangal@cotcorp.com

Ministry web: www.texmin.nic.in

संख्या: वारंगल /**सुरक्षा** सेवाएं/ **2021-22/** **03/08/2021**

सुरक्षा सेवा प्रदाता कि नियुक्ति के लिये निविदा सुचना

निगम तेलंगाना राज्य के विभिन्न जिलों वारंगल उर्बन, वारंगल रुरल, जंगांव, मेहबुबाबाद, जयासंकर भुपलपल्लि, मुलुगु, रजन्ना सिंसिल्ला, जगितिअल, पेद्दापल्लि, सुर्यापेट, सिद्दिपेट, खम्मम, करिमनगर, संगारेड्डी, मेडाक, कोथागुदेम आदि के अंतर्गत स्थित विभिन्न निजी और एपीएमसी गोदामों में सुरक्षा सेवा प्रदाता की नियुक्ति के लिए इच्छुक पेशेवर सक्षम पार्टियों से सीलबंद निविदाएं आमंत्रित करता है।

स.न.	काम का विवरण	बयाना राशि
1	निगम उपर्युक्त विभिन्न जिलों के अंतर्गत स्थित विभिन्न निजी और एपीएमसी गोदामों में सुरक्षा सेवाएं प्रदान करने के लिए सेवा प्रदाता (सुरक्षा सेवाएं) की नियुक्ति के लिए इच्छुक पेशेवर सक्षम पार्टियों से निविदाएं आमंत्रित करता है।	20000 रु

1 निविदा के विस्तृत नियमों और शर्तों के साथ रिक्त निविदा दस्तावेज उपरोक्त पते पर शाखा कार्यालय से प्राप्त किया जा सकता है 112 रुपये का निविदा शुल्क भारतिय कपास निगम लिमिटेड ,.वारंगल के पक्ष में किसी भी अनुसूचित बैंक से आहरित क्रॉस डिमांड ड्राफ्ट / पे ऑर्डर के रूप में या इलेक्ट्रॉनिक फंड ट्रांसफर / भुगतान के डिजिटल मोड जैसे भीम, यूपीआई और आरटीजीएस/एनईएफटी के रूप में जमा होना चाहिए। इलेक्ट्रॉनिक फंड ट्रांसफर वैध होगा बशर्ते कि प्राप्ति की पुष्टि 16.08.2021 को दोपहर 3 बजे तक होनी चाहिए। निविदा दस्तावेज का पूरा सेट निगम की वेबसाइट www.cotcorp.org.in के साथ-साथ सरकार के पोर्टल www.eprocure.gov.in से भी डाउनलोड किया जा सकता है।

2. 20000 रु कि बयाना राशि भारतिय कपास निगम लिमिटेड. वारंगल के पक्ष में जमा होना चाहिए, भुगतान किसी भी अनुसूचित बैंक से आहरित क्रॉस डिमांड ड्राफ्ट / पे ऑर्डर के रूप में या इलेक्ट्रॉनिक फंड ट्रांसफर / भुगतान के डिजिटल मोड जैसे भीम, यूपीआई और आरटीजीएस/एनईएफटी के रूप में होना चाहिए। इलेक्ट्रॉनिक फंड ट्रांसफर वैध होगा बशर्ते कि प्राप्ति की पुष्टि 16.08.2021 को दोपहर 3 बजे तक होनी चाहिए। किसी भी निविदा के साथ अपेक्षित बयाना राशि जमा नहीं होने पर उसे अस्वीकार कर दिया जाएगा।

3. .सूक्ष्म लघु उद्यम श्रेणी के अंतर्गत आने वाले निविदाकारों को निविदा शुल्क, बयाना राशि जमा करने से छूट दी गई है। तथापि, ऐसी पार्टियों को निविदा खोलने की तिथि पर लागू वैध सूक्ष्म, लघु और मध्यम उद्यम प्रमाणपत्र प्रस्तुत करना होगा।

4. मुहरबंद निविदाओं को सीसीआई वारंगल शाखा में रखे गए निविदा बॉक्स में जमा / जाना गिराया चाहिए,सीसीआई वारंगल शाखा पता -:भारतिय कपास निगम लिमिटेड , शाखा कर्यालय, 16-07-109, द्वितीय एवं तृतीय मंजिल, वि.ल. चिट्टींमल्ला भवन समुह लक्समीपुरम, पुरनी अनाज मंडी के पास, वारंगल-506002 (तेलंगाना).

5. निगम किसी भी निविदा को स्वीकार और अस्वीकार करने का अधिकार सुरक्षित रखता है। हालांकि, निविदाकार निगम से अपनी निविदा को अस्वीकार करने का कारण मांग सकता है।

उपमहाप्रबंध

THE COTTON CORPORATION OF INDIA LTD.

(A Government of India Undertaking)

BRANCH OFFICE:16-07-109, V.L. Chittimalla Complex, 2nd& 3rd Floor, Laxmipuram, Near Old Grain Market, Warangal - 506 002, Phone No.0870 – 2565088, 2429394,
Fax No.:0870-2501451, Website: www.cotcorp.org.in. E-Mail: warangal@cotcorp.com
Ministry web: www.texmin.nic.in

REF: CCI/WGL/Security Services/2021-22/ **Date: 03-08-2021.**

Tender Notice for Appointment of Security Service Provider

The Corporation invites sealed Tenders from interested professionally competent Parties for "Appointment of Security Service Provider (Security Services) for providing Security Services at Various Private and APMC godowns located under various Districts of Warangal Urban, Warangal Rural, Jangaon, Mehabubabad, JayashankarBhupalapalli, Mulugu, RajannaSircilla, Jagitial, Peddapalli, Suryapet, Siddipet, Khammam, Karimnagar, Sangareddy, Medak, BhadradriKothagudam etc.in Telangana State.

Sr. No.	Particulars of Work	EMD Amount (in Rs.)
1.	The Corporation invites Tenders from the interested professionally competent parties for appointment of Service provider (Security Services) for providing Security Services at Various Private and APMC godowns located under various Districts as per above mentioned.	20,000/-

1. Blank Tender document with detailed terms and conditions of the tender can beobtained from Branch Office in the above mentioned address on submission of Tender Fee of Rs. 112/- (Rupees One Hundred and Twelve only) (including GST) should be in the form of Crossed Demand Draft (D.D)/ Pay Order (P.O) drawn on any of the scheduled Banks in favour of THE COTTON CORPORATION OF INDIA LTD., payable at Warangal or by Electronic Fund Transfer / Digital mode of payment such as BHIM, UPI and RTGS / NEFT. Electronic Fund Transfer will be valid subject to confirmation of realization should reach on or before 16.08.2021 upto 03.00 pm. The entire set of Tender documents can also be downloaded from the Corporation website www.cotcorp.org.inas well as Govt. portalwww.eprocure.gov.in.
2. Earnest money deposit (E.M.D) amounting to Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Crossed Demand Draft (D.D)/ Pay Order (P.O) drawn on any of the scheduled Banks in favour of THE COTTON CORPORATION OF INDIA LTD., payable at Warangal or by Electronic Fund Transfer / Digital mode of payment such as BHIM, UPI and RTGS / NEFT. Electronic Fund Transfer will be valid subject to confirmation of realization should reach on or before 16.08.2021 upto 03.00 pm. Any Tender not accompanied by the requisite EMD shall be rejected.
3. Tenderers who come under MSEs Category are exempted from paying Tender Fee, Earnest Money Deposit (EMD). However, such Partiers have to produce valid MSME certificate applicable on the date of Opening of Tender.
   Note: MSEs Bidders to note & ensure that nature of services /Items mentioned in MSEs certificate matches with the nature of services /Items to be supplied as per tender.
4. The sealed tenders must be submitted / dropped in the Tender Box placed at CCI Warangal Branch Address-The Cotton Corporation of India Ltd., Branch Office;16-07-109, V.L. Chittimalla Complex, 2nd& 3rd Floor, Laxmipuram, Near Old Grain Market, Warangal - 506 002 up to 03.00 pm of 16.08.2021.
   The received Tenders shall be opened on the same day i.e. on 16.08.2021 at 04.00p.m in presence of Tenderers who may wish to remain present.
5. The Corporation reserves its right to accept or reject any tender(s). However, Tenderer may seek the reason for rejection of their tender from the Corporation.

Dy. General Manager

Seal & Signature of Authorized Signatory:_____

INSTRUCTIONS TO BIDDERS

1) Last date for receipt of Tender : Date: 16.08.2021 Time 2.00PM

2) Last date for submission Tender :Date: 16.08.2021 Time 3.00PM

3) Date of Opening of Technical Bid :Date: 16.08.2021 Time 4.00PM

4) **Mode of Submission of Tender:-**

The tenders should be submitted in 2 Bid systems as under: -

(i) **Technical Bid- I**: All the documents & enclosures along with EMD should be submitted in the sealed envelope 'A' super scribing as TECHNICAL BID-I.

(ii) **Financial Bid-II**: The filled in rates as per the prescribed format of Financial Bid column should be submitted in sealed Envelope 'B' super scribed as FINANCIAL BID-II.

(iii) Both the above Bids i.e. Envelopes "A"&"B" should be put in another big Envelope marked as "C" super scribing on it as **"TENDER FOR APPOINTMENT OF SECURITY SERVICE PROVIDER"** for the year "2021-22". Name and address of the tenderer should be shown on each Envelope.

5) Both the above Bids should be signed by the authorized person of the Security Guard Provider/Company.

6) Financial Bid-II shall be opened in respect of only those tenderers who qualify as per Technical Bid –I.

7) Tenders containing false, incomplete and/or inadequate information are liable to be rejected. Tenderers should submit all pages of tender Format. Tender document found incomplete with all relevant pages is liable to be rejected.

THE COTTON CORPORATION OF INDIA LTD, WARANGAL

ELIGIBILITY CRITERIA:
FOR TECHNICAL BID:

1) Certificate of experience in the work of providing Security Guards in each year during immediately preceding last 3 (Three) financial years at least in three Central/State Govt. Organizations including Public Sector undertakings or Companies registered under Companies Act., Co-operatives.

2) Having valid PF, ESI & GST Registration with appropriate authorities.

3) Tenderers will have to deposit Rs.20,000/- (Rs. Twenty Thousand only) as EMD by way of DD/Pay order drawn in favour of "THE COTTON CORPORATION OF INDIA LTD" payable of any Nationalized /Scheduled Bank or by Electronic Fund Transfer/ Digital mode of payment such as BHIM, UPI , RTGS/NEFT. Electronic Fund transfer will be valid subject to confirmation of realization. The Cotton Corporation of India Limited Account No 076011011009999, IFSC Code UBIN0807605. The firms which comes under MSEs (Micro & Small Enterprises) and are registered with MSEs (Micro & Small Enterprises) authorities are exempted from tender fees and EMD on production of valid MSEs certificate along with Technical bid. The MSE certificate should be relevant to nature of work of tender. No interest will be paid on EMD and EMD will be refunded after satisfactory completion of work. EMD shall be interest free and refundable to unsuccessful tenderer. Earnest money shall be forfeited if:

   a) If the tenderer after submitting his tender resiles from or modifies his offer and/ or terms and conditions thereof, in any manner before its acceptance.
   b) In the event of tenderer's failure, after acceptance his tender, to furnish the requisite security deposit by the due date and sign the agreement without prejudice to any other rights and remedies of the Corporation (CCI) under the contract and law.

4) Tenderers who come under MSEs Category are exempted from paying Tender Fee, Earnest Money Deposit (EMD). However, such Partiers have to produce valid MSEs certificate applicable on the date of Opening of Tender.

   Note: MSEs Bidders to note & ensure that nature of services/Items mentioned in MSEs certificate matches with the nature of services/Items to be supplied as per tender.

5) Certified copy of PAN of the tenderer issued by Income Tax Authority.
6) A certified copy of GST Registration / code no if any should be submitted.
7) Income Tax Return filed during the last Three Financial Years.
8) Copy of registration certificate under PF, ESI, GST and License under PSARA from concerned state authority.
9) Latest documentary proof regarding filling of GST Return with GST Authority be submitted. In case any exemption for payment of GST has been given by the Authority, the same may be placed on record.

FOR FINANCIAL BID:

1) In Financial Bid – II, Rate shall be quoted per person per month (security guards) (which should include all the expenses such as ESI, EPF, Bonus, gratuity and any other payments applicable as per labour law/ Minimum wages act etc.,) and no extra charges in any account shall be paid by CCI. However, GST tax as per Rules shall be given extra on bill amount. Rates are given considering Service on all the 7 days a week at godown and G&P factory including Saturday, Sunday & Holidays. This Financial Bid should be submitted in a closed Envelope marked as "B" (Financial Bid –II).

2) The Cover Technical Bid of tenders will be opened at CCI Warangal at 4.00 P.Mon 16.08.2021 in the presence of authorized representative of the tenderer, if deputed. Financial Bid-II shall be opened in respect of only those tenderers who qualify as per Technical Bid –I.The date and time of opening of Financial Bid shall be intimated to the individual technically qualified tenderer separately.

3) The rates in the Financial Bid Column must be quoted in both words and figures. If there is variation between the rates quoted in "figures" and in "words", only the lower of the rate quoted in words and figures for the item shall be taken to be as correct and valid.

THE COTTON CORPORATION OF INDIA LTD, WARANGAL

TERMS AND CONDITION FOR APPOINTMENT OF SECURITY SERVICE PROVIDER

1) DURATION OF THE CONTRACT:

i. This contract will be valid for a period of One year from the date of award of the contract or the date as specified by CCI

ii. CCI at its sole direction may, within one month prior to expiry of initial term, extend the contract for such a further period up to ONE YEAR on the existing rates, terms and conditions of contract.

iii. However, all the bales stored may be lifted in between at any time and in that case, services of Security Guard for that particular godown may bediscontinued.

iv. In case the agency is not inclined for any extension, the agency will be required to give notice of three months in advance before the completion of the contract period otherwise decision of the company under 2 (ii) above shall be binding on the agency.

v. CCI reserves the right to terminate the contract by giving 15 days' notice on the ground of unsatisfactory performance or violation of any contract provision referred hereunder

2) PAYMENT:

(i) The security service Agency shall be required to submit pre-receipted bill/claim before 7th day of the succeeding month along with proof of disbursement of wages duly verified by the authorized representative of CCI at Godown/Factory. Proof of deposit of PF (Employee-Employer share), ESI and GST etc. along with details of amount deposited in respect of each security personal with concerned authority, quoting respective PF Registration No. of each security personal against whom the amount deposited under due acknowledgement, for the previous month.

(ii) Payment will be made through E-payment system by the CCI on submission of bills through the concern GodownIncharge/Centre Incharge for which following details shall be provided by the Security Service Provider immediately after commencing the contract for e-payment.

- Bank Account No.
- Name / Address of the Bank.
- IFSC Code of the Bank (RTGS)

3) The Income Tax at the rate as applicable from time to time under provision of the Income Tax Act or any modified/ revised version thereof, shall be deducted at source from the admitted bills/ invoices of the Security Service Provider. However, in case the Security Service Provider is granted exemption from the deduction of Income Tax at source or granted certificate for the deduction of Income Tax at lower rate, then he is required to produce a certificate from the Income Tax Authorities indicating clearly that no Tax at

source or Tax at lower rate, as the case may be, be deducted from the Security Service Provider against the said contract. Such a certificate shall have to be obtained at the commencement of each Financial Year. The amount of TDS shall be deposited in the account of Income Tax Department and TDS certificate shall be issued as per rules of Income Tax Act 1961.

4) Monthly payment shall be made within 10 days after receipt of the bill from the Security guard provider duly endorsed by our Centre Incharge/godownIncharge and satisfying over mandatory obligations of the state/centralgovernment.

5) The Security Agency will make the payment of wages to its Security Personal deployed at Various Private and APMC godowns located under various Districts of Warangal Urban, Warangal Rural, Jangaon, Mehabubabad, Jayashankar, Bhupalapalli, Mulugu, Sircilla, Jagityal, Peddapalli, Suryapet, Siddipet, Khammam, Karimnagar, Sangareddy, Medak, BhadradriKothagudam in Telangana State as per the minimum wage structure circulated by the Central Govt. from time to time by strictly following other statutory obligations under various labour laws.

6) The agency shall ensure that all its personal deputed at various godowns situated in different districts of Telangana state premises are of sound character and proven integrity and are competent and qualified to carry out the duties assigned to them. Agency shall ensure for police verification for the personal to be deployed for the security of above said premises of CCI and shall submit at Branch Office, CCI Warangal.

The Security Agency has to provide detail credentials of Security Personnel to be deployed by them:

- Adhar Card
- Police Verification Certificate
- Permanent Residential Address
- Contact Details (Mobile)

7) All the security personal employed by the agency shall be engaged by him as his own employees/ workmen in all respect implied or expressed. The agency shall be responsible against any liabilities of accident, partial or full disability, death etc. The Agency shall keep CCI indemnified against liabilities arising out of the contract on this account.

8) The agency shall be Solely responsible for compliance of all applicable labour laws and the statutory provisions enshrined therein; and the Agency shall specifically ensure compliance of all such various laws, Acts, including but not limited to following Acts: -

a) Contract Labour (Regulation & Abolition) Act 1970 and Rules made there under.
b) The Employees (Provident Fund & Miscellaneous Provisions) Act 1952.
c) The Employees State Insurance Act 1948 wherever applicable; in case ESI Act is not applicable.
d) The Minimum Wages Act,1948
e) The Payment of Bonus Act, 1965
f) The Payment of Gratuity Act, 1972
g) The Payment of Wages Act, 1936
h) The Private Security Agencies (Regulation) Act, 2005
i) Any other ApplicableLaw/Act.
j) Goods and Services TaxAct.

It shall be the total responsibility of the Security Service Provider to observe and follow all State/Central Govt. Rules and Regulations in this regard.

The Agency shall maintain all Registers and records, file the returns, display notices as required under the provisions and rules of various applicable labour laws.

9) Apart from the indemnity provided to the Principal Employer under the various labour laws, the agency shall fully indemnify CCI against all the payments, claims and liabilities whatsoever incidentally arising out of or for compliance with or endorsement of the provisions of any labour laws or other laws to the extent to their applicability to the establishment / work in CCI

10) The agency shall ensure that security personal do not take any alcohol or intoxicants and smoke during the duty hours. CCI shall have the right to object and require the agency to remove forthwith from the premises any personnel employed by him, if in the opinion of CCI such person's conduct is not commensurate with the requirements, discipline, decorum and decency of CCI and/ or the person's presence is not desirable due to lack of proper performance of the assigned duties & discipline.

11) **SECURITY DEPOSIT:** The successful tenderer shall furnish a security deposit of Rs.50,000/- (Rupees Fifty Thousand only). The security Deposit shall be submitted in the form of Demand Draft/Pay Order of any Nationalized / Scheduled Banks of India in favor of The Cotton Corporation of India Ltd., and payable at Warangal.

i. The successful tenderer may have the option for adjusting the EMD amount against the Security Deposit required to be made with CCI by depositing the balance amount of it and furnishing written request on this account. If the successful tenderer fails to furnish the security deposit within 15 days after issue of demand letter, his EMD shall be forfeited unless time extension on demand is granted by the CCI.

ii. CCI shall be entitled to recover any loss or damage that CCI may suffer or sustain by reason of the failure of the agency to observe and in performance of the terms and conditions of this contract from the amount of the security deposit, and in the event of any balance remaining due to CCI, the Agency shall forthwith pay the same. In the event of any such deduction being made from the security deposit, the agency shall at once make good the deficiency in the amount of the security deposit within 15 days of the date of demand to this effect, failing which CCI shall deduct the same from the amounts due to the agency.

OTHER TERMS & CONDITIONS FOR APPOINTMENT OF SECURITY GUARDS

1) The Tenderer is advised in his own interest to visit the site of the work and acquaint him with all local conditions, means of access to the work, nature of work etc.

2) When the quotes of qualified bidders are same, the following criteria may be adopted for further evolution
   a) The financial turnover of the company/ firm for the last three financial years as per audited report. Based upon the three years, average turnover will be calculated, and company/ firm with higher turnover will be declared the successful bidder.

   b) In case two or more company/ firm having same/ similar turnover performance will be given to agencies who are Licensed under the Private Security Agencies Regulation Act, 2005 in more than 3 states. Agency meeting this criterion will be declared the successful bidder.

   c) In case more than one agency has the same average turnover as given Para (a) and are registered in more than 3 states under the Private Security Agencies Regulation Act,2005 then the agency having proof of firefighting trained personal from Govt. approved Institution/ body/ department criteria will be final and binding on the tenderers. No representation shall be entertained on this account.

3) Every tenderer shall state in the tender his postal address/ email address fully and clearly. Any communication sent to the tenderer by post at his said address/ email address shall be deemed to have reached the tenderer in time.

4) Valid License of providing securityservices. The tender must be requested and must process a license for providing security services.

5) The Tenderer should enclose documents/ certificates/ award letter of contacts in proof, to the satisfaction of CCI, of his experience in the work of Security for at least three immediate proceeding financial years i.e. 2018-19, 2019-20, 2020-21 in at least Three Central/ State Govt. organizations including Public Sector undertaking or reputed private agencies, Co-Operatives. The experience should be in the same name/ firm/ composition in which it is applying for this Contract.

6) Security Personnel should be deployed for round the Clock (in 3 Shifts) including Saturday, Sunday & holidays in Godown/Factories allotted by CCI. Each guard should have adequate equipment'ssuchasLathi, Torch, Whistle,properuniform, Valid Identity CardandalsoPolice verification certificate. He should have mobile phone or any other means of communication so that he may be contracted at any-time.

7) Rate should be quoted for per person (Security Guard) per month basis for both Ex-Servicemen and Civilian security guard which should be inclusive of all expenses such as PF, ESI, Bonus, gratuityetc.,

8) Applicable taxesand other charges if any specified as per Financial Bid- II may be leviedon bill amount.

9) The Security Service Provider shall have to maintain all required registers and records up to date as stipulated in the above Laws and produce the same for inspection whenever required by any inspecting officer of the Government or the officers of the CCI.

10) CCI shall not provide any accommodation and meals to the Guard deployed under thiscontract.

11) The Security Services are required in various Districts of Warangal Urban, Warangal Rural, Jangaon, Mehabubabad, JayashankarBhupalapalli, Mulugu, RajannaSircilla, Jagitial, Peddapalli, Suryapet, Siddipet, Khammam, Karimnagar, Sangareddy, Medak, BhadradriKothagudam in Telangana State. There is no guarantee for minimum or maximum work.

12) All legal compliances shall be fulfilled by the ServiceProvider.

13) The Security Personnel should periodically be supervised by the senior officer of the Security Provider from time to time and proper record of such supervision shall be maintained which can be checked by the CCI Limited at any time.

14) Final decision for work order to L-1 Company shall be communicated within 7 days from the date of opening of tenders. However, location of godown and G&P factory where Security Personnel are to be appointed shall be given as and when required.

15) In event of any dispute arising out of execution of this contract or due to interpretation of any terms and conditions, the matter may be referred to the Dy. General Manager of CCI Warangal whose decision shall be final and binding.

16) The Corporation reserves its right to reject any bid or all the bids. However, tenderer may seek reason for rejection in writing.

We agree to all the terms & conditions of the tender document.

Signature of theTenderer:_____

Name of theTenderer:_____

Address &Seal:_____

_____

_____

Seal & Signature of Authorized Signatory:_____

Annexure-I

(* To be submitted in Letter Head of the Tenderer)

Technical Bid -I

(To be submitted along with other documents)

S.No.	Particulars	Details
1.	Name & address of the Tenderer Organization/ Agency with phone number, email and name and telephone / mobile number of contact person	…….. Office Address ……... …… Telephone No: ……... or Mobile No: ……. Email: …….
2.	Experience in the work of providing Security Services. Particular of experience (Attach certificate, testimonials). This shall cover the details of work of similar nature, approximate magnitude and duration carried out and / or on hand for at least 3 immediate preceding financial years along with a certificate from the agency where the job was carried out. Name of Organization with complete address and telephone number to whom services provided	I. From …….. to …….
		II. From …….. to ……...
		III. From …….. to ……...
3.	Are you covered by the labour Legislation such as, ESI, EPF, Gratuity etc.	Yes / No
4.	Please give EPF No. ESI Code: Gratuity Act Regn. No. (Attach copies)	
5.	Are you governed by minimum wages rules of the Govt. of India If yes, please give details	Yes / No
6.	Please attach copy of Income Tax return of the last Three years	
7.	Please attach balance sheet of the company, duly certified by Charted Accountant for last three financial years	
8.	PAN (please attach copy)	
9.	Trade License No. (Please attach copy)	

Seal & Signature of Authorized Signatory:_____

10.	GST Registration (Please attach copy)	
11.	Please attach copy of latest GST Return field with the authority or copy of exemption letter, if any	
12.	Acceptance of term & condition attached. Please sign each page of term and condition as token of acceptance and submit as part of tender document	Yes / No
13.	Please submit an undertaking that no case is pending with the police against the Proprietor/ firm/ partner or the Company (agency). Indicate any conviction in the past against the Company/ firm/ partner	
14.	Details of the D.D./ Pay order of Rs. 20,000/-, towards bid security (EMD) DD/PO/UTR No. Date: Drawn on:	
15.	Valid labour license issued by Regional Labour Commissioner, Govt. of India License No. Date: Authority issued	
16.	Register under MSEs (Micro & Small Enterprises)	Yes / No Please enclose copy of Valid certificate of registration.

Name and signature of
Authorized Signatory:

Stamp/ seal of the Bidder/ Tenderer:

Date:
Place:

Declaration by the Tenderer:-

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

Encls:

1. DD / Pay Order/UTR No. _____
2. Term & Condition (each page must be signed)
3. Financial Bid (in Cover-II)

Name and signature of
Authorized Signatory:

Stamp/ seal of the Bidder/ Tenderer:

Date:
Place:

Annexure-II

(* To be submitted in Letter Head)

Financial Bid-II
Tender for Security Guard

Sr. No	Description	Rate for Civilian Security Guard per person per month **Excluding GST**		Rate for Security - Ex-Serviceman Only per person per month **Excluding GST**	
I.	II.	III.	IV.	V.	VI.
		In Fig. (Rs)	In Words (Rs.)	In Fig. (Rs)	In Words (Rs.)
A	A Consolidated/ lump sum rates (to be quoted taking into account minimum wage applicable for watch and ward category as per central Govt. for the Area-A Current year and consisting of Basic + VDA/ESI/PF/EDLI/Admin Charges/ Reliever charges, National Holiday and paid leave etc to be payable as applicable under labour laws)				
B	Any other Charges (to be quoted in. consolidated/ lump sum amount by the tenderer including expected change/ increase in future (during the period from 01.08.19 to the expiry of contract including its extended period) on account of various elements as mentioned in A above i.e. minimum wages/ VDA/ other liability under statutory provisions as per labour laws to be circulated by Central Govt. from time to time and Employers share towards PF/EPF etc.)				
C	Total of A+B				

NOTE: The rates to be quoted by the Tenderer shall be exclusive of GST. Rates will be finalized based on Lowest Quote quoted per person per month (3 shifts per day) on all 7 days a week basis forGodown /G & P Factory.

Name and signature of
Authorized Signatory:

Stamp/ seal of the Bidder/ Tenderer:

Date:
Place: