

No:1(61)/2014-15/Genl  
Government of India  
Ministry of Electronics & Information Technology  
NATIONAL INFORMATICS CENTRE

Odisha State Centre,  
Sachivalay Marg, Unit-IV,  
Bhubaneswar - 751001  
Dated: 26/09/2017

**OPEN TENDER NOTICE NO.NIC/OSC/2017/03**

**Subject: Open Tender for “Providing Security and Reception Services” for  
NIC Odisha State Centre, Bhubaneswar.**

National Informatics Centre, Sachivalaya Marg, Unit-IV, Bhubaneswar invites sealed tender through e-procurement mode for providing round the clock security services along with one receptionist during office hours for the office of National Informatics Centre, Sachivalaya Marg, Unit-IV, Bhubaneswar:751001

The terms and conditions of the Tender are being uploaded on the Government website <https://eprocure.gov.in/eprocure/app> and <http://ori.nic.in>

The prospective bidders are requested to submit their bids as per the tender documents.

(N. Mohapatra)

Technical Director  
National Informatics Centre,  
Bhubaneswar

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Dated: 26/09/2017

**Open Tender No.NIC/OSC/2017/03**

**Tender Documents for “Security and Reception Services at**

**National Informatics Centre,  
Odisha State Centre, Sachivalaya Marg,  
Unit-IV, Bhubaneswar: 751001**

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## Document Control Sheet

Tender No.	<b>NIC/OSC/2017/03</b>
Name of the organization	National Informatics Centre
Date of Issue/Publishing	26/09/2017 (18:55 Hrs)
Document Download start date	26/09/2017 (18:55 Hrs)
Bid submission start date	27/09/2017 (16:00 Hrs)
Document Download End Date	11/10/2017 (15:30 Hrs)
Clarification Start Date	27/9/2017 (18:55 Hrs)
Clarification End Date	03/10/2017 (15:30 Hrs)
Last Date and Time for uploading of Bids	11/10/2017 (15:30 Hrs)
Date and Time of Opening of Uploaded Bids	16/10/2017 (11:30 Hrs)
Submission of original EMD instrument by Speed Post	27/09/2017 to 15/10/2017(upto 15:30 Hrs)
Physical Dropping of original EMD instrument in Tender Box	12/10/2017 10:00 Hrs to 15/10/2017 15:30 hrs
Address for Communication	Technical Director National Informatics Centre, Sachivalay Marg, Unit-IV, Bhubaneswar: 751001 Website: <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>

**1. Instructions for Online Bid Submission :**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically in the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering in the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online in the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**2. Registration:**

- 2.1 Bidders are required to enroll in the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app> by clicking on the link "Click here to Enroll". Enrolment in the CPP Portal is free of charges.
- 2.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- 2.3 Bidders are advised to register their valid email address and mobile number as part of the registration process. These would be used for any communication from the CPP Portal.
- 2.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 2.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 2.6 Bidder then logs in to the site through the secured log-in by entering his user ID / Password and Password/PIN of the DSC / eToken.

### **3. Searching for Tender Documents:**

- 3.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include [Tender ID](#), organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 3.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3.3 The bidders should make a note of the unique [Tender ID](#) assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **4. Preparation of Bids:**

- 4.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 4.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviation from these may lead to rejection of the bid.
- 4.3 Bidder, in advance, should make ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option and converted to pdf or other formats as required.
- 4.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the

bidders. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**5. Submission of Bids:**

- 5.1 Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission end date and time. Bidder will be solely responsible for any delay due to other issues.
- 5.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 5.3 Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 5.4 The bidder shall seal the original Bank Draft/Pay order in an envelop and shall mark its name and tender reference number on the back of the Bank Draft/Pay Order before sealing the same. The address of NIC and the Tender Reference Number shall be marked on the envelope. The envelope shall also be marked with a Sentence **“NOT TO BE OPENED BEFORE the Date and Time of Bid Opening”**. If the envelope is not marked as specified above, NIC will not assume any responsibility for its misplacement, premature opening etc.
- 5.5 Four days gap between bid submission end date and bid opening date has been given to the bidders to drop the original EMD instrument in the tender box kept for this purpose at NIC State Centre, Bhubaneswar (Reception Area, Ground Floor). So, the EMD envelope should be dropped in the tender box from **12/10/2017 10:00 Hrs to 15/10/2017 15:30 hrs**. In case EMD is sent through Speed Post by the bidder, it must reach the tender inviting authority of NIC State Centre, Bhubaneswar during the period from **27/09/2017 to 15/10/2017 upto 15:30 Hrs**. EMD not meeting above deadlines will not be accepted and their uploaded bids will be rejected.
- 5.6 A standard BoQ format in the form of an excel sheet has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to **download the BoQ file, open it and complete the light blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder)**. No other cells should be changed. The rates if quoted in decimal, will be adjusted to maximum 2 decimal places. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 5.7 The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 5.8 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 5.9 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 5.10 Upon the successful and timely submission of bids, the portal will give a successful bid submission acknowledgement message & a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
- 5.11 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for bid opening meetings, if any.
- 6. Assistance to Bidders:**
- 6.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 6.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [01204200462/01204001002](tel:01204200462/01204001002).
- 7. Introduction:**
- The tentative Security and Reception Services required by NIC are as per the details given in “**Scope of Work**”.
- 8. Availability of Tender:**
- 8.1 On-line bidding through Central Public Procurement Portal(CPPP).
- 8.2 The tender document is available at CPPP site i.e. <https://eprocure.gov.in/eprocure/app>
- 8.3 Prospective bidders desirous of participating in this tender may view and download the tender document free of cost from the above mentioned website.
- 9. Time Schedule:**
- The time schedule will be strictly adhered to as mentioned in **Document Control Sheet**. No Bid will be accepted after the expiry of the above mentioned time schedule.
- 10. Scope of Work:**
- The Service Provider shall provide round the clock (24 x7 basis) watch and ward services to NIC office and its premises by deploying adequately trained and well disciplined security personnel. They may be deployed in any other places as and when required by NIC. They would:
- 10.1 Safeguard the premises, movable and immovable assets, equipments and



- other peripherals.
- 10.2 Protect against theft, burglary, trespassing, prevention of any untoward incident in and around NIC office and any other areas in the interest of NIC. In any such event, the Security Personnel should inform the authorized officer of NIC immediately.
  - 10.3 Thoroughly verify and Check all the incoming/outgoing entities and goods and maintain records thereof. Any unauthorized outgoing goods or any suspicious incoming materials should be promptly reported to the authorized officer (s) of NIC.
  - 10.4 Provide assistance in case of strike, riots, and labour unrest, emergencies to damages and sabotages. They should immediately inform the authorized NIC officer forthwith.
  - 10.5 Collect information intelligently and take appropriate steps to prevent untoward incidents and inform NIC promptly for necessary action. They should also assist in proper parking of vehicles in parking place and ensure no theft/damage occurs there of.
  - 10.6 Provide assistance to put off fire if such incident occurs in the office and any other areas within the office premises and also inform fire brigade.
  - 10.7 Keep watch of office vehicles, four-wheelers, two-wheelers and cycles of the employees/officers in the parking space of NIC.
  - 10.8 Maintain registers/records relating to those activities covered under the scope of the work as per the instructions of NIC from time to time.
  - 10.9 Carry out surveillance of the allocated areas and other services as and when informed by NIC.
  - 10.10 Should keep the authorized officer(s) of NIC informed of all the matters relating to security and co-operate in the investigation of any incident relating to security.

**11. Bid Validity:**

The rates should be quoted as per **BoQ : “Financial Bid”**. The bids must be valid for a minimum period of 180 days (One Hundred Eighty ) from the date of tender opening till placing the empanelment letter. If necessary, NIC will seek extension in the bid validity period beyond 180 days. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their EMD. No revision of rate will be made during the period of bid validity.

**12. Essential Eligibility Criteria:**

- 12.1 Essential Eligibility Criteria is given in “**Annexure - 1: Essential Eligibility Criteria**” and it must be filled up.
- 12.2 Relevant portions, in the documents submitted in pursuance of essential eligibility criterion mentioned above, shall be highlighted.

- 12.3 Documentary evidence for compliance to each of the essential eligibility criteria must be uploaded with the references as required in the **“Annexure - 1: Essential Eligibility Criteria.”**
- 12.4 If the bid is not accompanied by all the requisite supporting documents, the same would be rejected.
- 12.5 **Undertaking for subsequent submission of any of the required document will not be entertained under any circumstances.** However, NIC reserves the right to seek fresh set of documents or seek clarifications on the already submitted documents.
- 12.6 **All documents in technical cover should be submitted electronically in PDF format. The BOQ has to be submitted in Excel format.**
- 12.7 The bidder should have its registered office/branch with complete postal address in Bhubaneswar with functional telephone(s)/Fax number.
- 12.8 The bidder should submit an undertaking on notary affidavit in **non judiciary stamp paper of Rs.10/-** to the effect that **(i) Proprietor/ Farm/Agency/Partner or Company has not been black listed by any court of law or any Government / Semi Government / Central Autonomous Bodies /PSU/ Corporation and (ii) no case is either pending or being contemplated with the police.** In future, if it takes place, the bidder shall be liable to inform NIC forthwith. In such a case, action as deemed fit will be taken against the selected bidder by NIC.
- 12.9 The bidder must also provide its valid PAN (Permanent Account Number) allotted by the Income Tax Department and upload the proof thereof duly signed and stamped.
- 12.10 The bidder must have been registered under the Contract Labour (Regulation and Abolition) Act, 1970 and have a valid Labour License.
- 12.11 The bidder should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts. Copies of the ESI and EPF Registration Certificates duly signed and stamped must be uploaded.
- 12.12 The bidder must have valid license/registration certificate under Private Security Agency (Regulation) Act, 2005 Odisha to run the business of Private Security Agency in the State of Odisha.
- 12.13 The bidder must be in possession of valid registration certificate from appropriate authority under Odisha shops and Commercial Establishment Act, 1956 for carrying on business of commercial Establishment in the state of Odisha.
- 12.14 The bidder must be in possession of valid GST Registration Certificate issued by the appropriate authority (upload the proof thereof duly signed and stamped).

- 12.15 The bidder should provide copy of the IT returns filed with Income Tax Department for the financial year 2014-15, 2015-16 and 2016-17. (upload the proof thereof duly signed and stamped).
- 12.16 The bidder must have financial turnover of minimum Rs.1/- (One) **Crore** on an average per year calculated on the basis of past three years i.e. **2014-15, 2015-16 and 2016-17**. In case audit process of the farm/agency/company of the bidder for the year 2016-2017 has not completed, the provisional turn over report/balance sheet duly audited by the chartered firm will be acceptable. (upload supporting proof only in one page duly certified by the chartered Accountant).
- 12.17 The employees of the bidder must be covered under ESI and EPF. The documentary evidence of payment receipts showing deposit of **both EPF and ESI contributions of minimum 100 regular employees for the month August, 2017 duly signed and stamped must be uploaded.**
- 12.18 The bidder must have work **experience of minimum 10 years in providing security services in Government/Semi Government/Public Sector Undertaking/ Corporation.** The following documents with respect to their work experience must be uploaded
- (i) To show/justify 10 years work experience in the field of security services, the copy of the **1<sup>st</sup> job contract in the field of security services** must be uploaded.
- (ii) To show/justify continuance of services in security field, copy of **only one job order in the field of security services during the year 2016-2017 only** must be uploaded.
- 12.19 The bidder must have valid ISO-9001:2015 certificate for Security services on the date of submission of bid.
- 12.20 **The relevant documents to be uploaded must be valid as on last date of uploading the tender bids i.e. 11/10/2017. Cases of applied for basis will not be considered.**

### **13. Earnest Money Deposit (EMD):**

- 13.1 An Earnest Money Deposit (EMD) must be submitted through Demand Draft/Pay Order of any of the scheduled Commercial or Nationalised Bank physically as per date and time as mentioned in **“Document Control Sheet”, otherwise bids will be rejected. However, the scanned copy of the demand drafts / Pay Orders must be uploaded (PDF format) electronically in <https://eprocure.gov.in/eprocure/app>**
- 13.2 Each bid must be accompanied by Earnest Money Deposit (EMD) of **Rs.1,00,000/- (Rupees One Lakh only)** in form of an accounts payee Demand Drafts/Pay Orders of any of the scheduled Commercial or Nationalised Bank drawn in favour of **“DDO, National Informatics Centre”** payable at **“Bhubaneswar” without which the bid will be summarily rejected.**

- 13.3 No Bank Guarantee towards EMD will be acceptable.
- 13.4 No request for transfer/adjustment of any previous deposit of EMD or Security Deposit or payment of any pending bill held in NIC in respect of any previous work will be entertained.
- 13.5 The bids received without EMD or with less EMD as prescribed shall be summarily rejected and no further correspondence in this regard will be entertained.
- 13.6 The firms/Agencies, etc. who are registered with NSIC under single point Registration Scheme for providing Security Services shall be considered for exemption from furnishing the EMD by the authority. In such cases, an attested copy of the **VALID** Registration Certificate from NSIC must be uploaded. Mere registration as a SSI unit does not qualify the firm for exemption from furnishing the EMD. On the other hand, the exemption from furnishing EMD deposit will not be considered for the works, which are not included in Registration Certificate from NSIC.
- 13.7 In the absence of a valid certificate from the NSIC or proper Bank Draft/Pay Order of EMD amount, such tenders shall be rejected straightway.
- 13.8 In the case of those bidders who fail to qualify the essential eligibility criteria, or whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded without any interest accrued within one month of the acceptance of TEC (Technical Evaluation Committee)'s recommendations.
- 13.9 No claim shall lie against National Informatics Centre (NIC) in respect of erosion in value on the amount of EMD.
- 13.10 The Earnest Money Deposit will be forfeited, if a bidder:
  - 13.11.1 Withdraws or alters its bid during the bid validity period.
  - 13.11.2 Does not accept the correction of errors.
  - 13.11.3 Backs out or fails to execute the contract as per the terms and conditions of the tender documents.
- 13.11 Mailing address for EMD as mentioned in **Document Control Sheet**.

**14. Financial Bid:**

The bidder shall upload the **BoQ file: "Financial Bid"** as per the instructions given in para 5.6 of the tender document.

**15. Online Bid Submission Process:**

Online bids complete in all respects must be uploaded in <http://eprocure.gov.in/eprocure/app> latest by **11/10/2017 upto 15:30** Hrs.

- 15.1 The Online bids should be submitted electronically in **2 covers** i.e. **Technical Bid in Cover 1 & BoQ- Financial Bid in Cover 2**.
- 15.2 Bids **NOT** submitted as per the specified format and nomenclature will be out rightly rejected.
- 15.3 Any alteration by way of over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

- 15.4 Hypothetical or Conditional tenders shall **NOT** be accepted on any ground and shall be rejected straightway.
- 15.5 NIC will **NOT** be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission of the tender bids. The exclusive responsibility for timely submission of bid would vest with the bidder.
- 15.6 The offers submitted by telegram/fax/E-mail etc. shall **NOT** be considered. No correspondence will be entertained on this matter.
- 15.7 Tender process will be over after the issue of contract letter (s) to the selected bidder(s).
- 15.8 Bids not quoted as per the format given by NIC will be rejected straightway.
- 15.9 Any counter condition or deviation from terms and conditions of the tender will be liable for rejection of bid.
- 16. Bid Opening Process:**
- 16.1 Online bids complete in all respects received along with Demand Draft/Pay Order of EMD (Physically) will be opened on the date and time as mentioned at **“Document Control Sheet”**. Bids received without EMD will be rejected straight away.
- 16.2 Essential Eligibility Criteria/Technical bids of only those bidder(s), whose EMD instruments are found to be in order, will be opened afterwards in the same bid opening.
- 16.3 The bidders will be able to view the status of bid opening in the portal by clicking on Tender Status link and giving the tender id as input.
- 16.4 In case the day on which tender is to be opened is declared as Holiday by Govt. of Odisha, the tender will be opened on the next working day without any change in timings.
- 16.5 Financial bids of only those bidders, whose bids are found technically qualified by the Technical Evaluation Committee, will be opened for further evaluation.
- 17. Technical Evaluation Process:**
- 17.1 A duly constituted Technical Evaluation Committee (TEC) will analyze, evaluate and shortlist Technical Bids on the basis of parameters provided in the **“Annexure-1: Essential Eligibility Criteria/Technical Bid”**.
- 17.2 During the technical evaluation, if any of the parameters is not met, the bid will be summarily rejected.
- 17.3 **No Additional documents** will be asked from the bidders at any stage and tenders will be analyzed and evaluated on the basis of documents already submitted by the bidder in the CPPP Portal.

**18. Evaluation of Financial Bids:**

- 18.1 The Financial Bids of only technically qualified bidders will be opened electronically on a specified date and time to be intimated to the respective bidders by NIC and the same will be evaluated by a duly constituted Financial Evaluation Committee (FEC).
- 18.2 **LQ1, LQ2, LQ3**..... bidders will be decided on Total Value (TV) of Column No. J of **BoQ** : “Financial Bid” uploaded in the tender document. The bidder with Lowest Price Conforming offer (**LQ1**) adjusted to two decimal places) will be considered as most responsive bidder for awarding of the contract.
- 18.3 The lowest evaluated bidder quoting “NIL” Agency/Service charges over and above the minimum rate of wages in **BoQ: “Financial Bid”** shall be treated as unresponsive and the bid will be rejected. The decision for either forfeiture of EMD or refund to bidder in such case will be taken by NIC and intimated to the bidder.
- 18.4 **Quoting incredibly low value for other items in BoQ: “Financial Bid” with a view to subverting the tender process shall be rejected straightway.** The decision for either forfeiture of EMD or refund to bidder in such case will be taken by NIC and intimated to the bidder.
- 18.7 There will be **NO NEGOTIATION** regarding the financial bid.
- 18.8 No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder(s).
- 18.9 NIC may waive any minor informality or non-conformity or irregularity in a bid, provided such waiver does not prejudice or affect the relative ranking of any other bidder.
- 18.10 Any effort by a bidder to influence NIC bid evaluation, bid comparison or contract award decision may result in the rejection of its bid and forfeiture of EMD.

**19. Empanelment Process:**

- 19.1 The acceptance of bid will be intimated to the finally selected successful bidder(s) through a letter of intent (LOI) duly signed by the authorized signatory of NIC, Bhubaneswar.
- 19.2 The successful bidder (s) shall sign a Rate Contract (RC) Agreement with NIC **within one week** from the date of issue of such communication from NIC, failing which their EMD shall be forfeited and bid will be scrapped. Such bidder shall also be debarred from quoting for future tenders of NIC for next two years.
- 19.3 After signing the Rate Contract Agreement, the selected bidder will be empanelled initially for a period of one year from the date of issue of empanelment, which may be extended for further period at NIC’s option and through mutual agreement on the same rates, term and conditions of Rate Contract agreement/tender.

- 19.4 The rates quoted should be valid for the initial/extended period of empanelment from the date of empanelment. No request will be considered for price revision during the empanelment, but as and when Labour Department, Government of India revises the wages through Minimum Wages Act, the same should be paid by the agency to its deployed staff. NIC will bear the enhanced rate of salary/wages as and when the same is increased by Govt. of India. The bidder will have to submit a request to NIC for revision of wages along with a copy of orders to this effect.
- 19.5 The Service Provider should not assign or sublet the work/job or subcontract the agreement or any part of it to any other agency in any form. Any such attempt will result in termination of contract and forfeiture of Security Deposit/Performance Bank Guarantee. Thereafter, the work will be got done by NIC from other agency at the cost, risk and responsibility of the bidder by invoking the Risk Clause.
- 19.6 However, in the event of vendor's business or concerned division is taken over / brought over by another agency/firm, all the obligations and execution responsibilities under the tender/contract with NIC shall be passed on for compliance to that new agency/firm inheriting business operations from earlier assigned party/firm.
- 19.7 The empanelled vendor has to agree for honouring all tender condition and adherence to all aspects of fair trade practices in executing the work orders placed by NIC or by organizations supported by NIC.
- 19.8 NIC may, at any time, terminate the contract by giving written notice to the empanelled vendor without any compensation, if the empanelled vendor becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to NIC.

**20. Payment Procedure:**

- 20.1 The selected bidder will submit a pre-receipted bill in triplicate in the name of National Informatics Centre, Odisha State Centre, Bhubaneswar by the 2<sup>nd</sup> week of every month along with satisfactory services certificates duly signed by the authorized officers of NIC. The bill should also be supported with monthly duty distribution chart duly signed by both service provider and authorized officer of NIC. The bill of a particular month should be supported with the copies of EPF/ESI deposit of previous month as a proof of payment of EPF & ESI contribution, failing which monthly bill will not be released.
- 20.2 The bill complete in all respects will be processed and payment will be released within 45 days, if all paper work is found to be in order as per the terms and conditions of the tender/contract agreement/work order.
- 20.3 No advance payment of any kind will be given by NIC to the selected bidder under any circumstances.
- 20.4 NIC shall have the right and be entitled to withhold payment of the selected bidder in the event of any breach of the terms and conditions of the tender documents/contract agreement/work order. No interest will be

allowed on payment withheld, when released. In such event, NIC has also the right to invoke the Risk Clause

**21. Security Deposit/Performance Security:**

- 21.1 In order to ensure due performance of the contract, the selected bidder must furnish **performance Security Deposit in shape of Bank Guarantee** from any of the scheduled commercial / nationalised bank favouring **National Informatics Centre, Bhubaneswar within 7 (Seven) days of awarding the contract. The Bank Guarantee shall be an amount equivalent to 10% of the total value of the contract** and remain valid for a period of 60 (Sixty) days beyond the completion of all contractual obligation with the service provider. If the agreement is further extended beyond the initial period on the basis of performance of the service provider, the Bank Guarantee will have to be accordingly renewed and deposited to NIC. The amount of Bank Guarantee will be revised when the contracted value increases with the deployment of additional manpower for security services with same rate, terms and conditions of the contract agreement. The service provider will have to deposit additional Performance Security in shape of Bank Guarantee equivalent to 10% of the total value of the contract for deployment of additional manpower for security services.
- 21.2 No adjustment towards Security Deposit will be made against any outstanding amount of the selected bidder with NIC.
- 21.3 The Security Deposit/Performance Bank Guarantee of the successful bidder shall be encashed by NIC in case of unsatisfactory services during the contract period or the selected bidder fails or neglects any of his obligations under the contract.
- 21.4 The Security Deposit/Performance Bank Guarantee of selected bidder shall be refunded after satisfactory execution and completion of contract period without accruing any interest thereon.

**22. Security Coverage Bond:**

For the security coverage, an Insurance or a Fidelity Guarantee Bond to the tune of Rs.1/- (one) **crore** should be provided by the selected bidder at its own cost against fire/burglary/theft/losses/damages occurred to NIC due to negligence of deployed security personnel.

**23. Penalty Clause:**

- 23.1 Penalty will be levied and recovered @ **Rs.300/-** per day per person for delay in providing the manpower either on initial deployment or as replacement subsequently.
- 23.2 The bidder shall have the responsibility to directly credit their monthly salary/wages inclusive of other allowance, if any to their respective bank account between **7-14<sup>th</sup>** of every month, failing which penalty of **Rs.500/- per day will be imposed starting from the 1<sup>st</sup> day of the month up to 15<sup>th</sup> of the month.** Thereafter, NIC at its discretion may **invoke Risk Clause.**



- 23.3 Officers of NIC Bhubaneswar may perform surprise checks at any of the day. During the duty hours, if the deployed personnel found missing, a penalty of **Rs. 100/-** per such occurrence will be imposed.
- 23.4 Whenever and wherever it is found that security/reception services are not upto the mark, it will be brought to the notice of the authorised person of the service provider by NIC and if no action is taken **within ONE hour**, penalty of **Rs.75/-per day** per complaint will be imposed.
- 23.5 The deployed personnel while on duty must be in proper and clean uniform with their photo identity properly displayed, failing which a **penalty of Rs.100/- per day per person** will be imposed.
- 23.6 The bidder shall ensure full strength of security personnel during working hours, failing which a penalty of **Rs.100/- per day person** will be imposed.
- 23.7 It should be ensured by the bidder to maintain adequate number of manpower as per the requirement and also arrange a pool of standby security staff. In case any Security Guard/Supervisor/Receptionist is absent from duty, the reliever shall be deployed by the bidder immediately from an existing pool of the Security staff. If the required numbers of persons are less than the specified number, a penalty of **Rs.300/- per absentee per day** will be deducted from the bill.
- 23.8 Bidder should ensure that the staff does not wander here and there and sit idle in groups during working hours. Due discipline will have to be maintained by the staff. If any violation to aforementioned is found, the concerned person should be replaced by the security agency **within 24 hours**. A penalty of **Rs.100/- per worker** shall be levied for any instance of this kind.
- 23.9 It should be ensured by the bidder that any person deployed shall not be in the drunken or intoxicated state while on duty by consuming alcoholic drinks/drugs etc. If any person is found in drunken/intoxicated state, he/she will be discharged from duty immediately with replacement and a **penalty of Rs.100/- per worker** shall be levied for any instance of this kind.
- 23.10 In addition to the imposition of penalty, the **Risk Clause** of the tender document may be invoked at the discretion of NIC thereafter.

#### **24. General Instructions:**

- 24.1 National Informatics Centre (NIC) (herein after called "**Authority**") requires the services from reputed, well established and financially sound Security Service Provider having experience in providing Security Personnel (herein after called "**Service Provider**") for providing round the clock watch and ward duties in NIC building including its premises.
- 24.2 Bidders are advised to study the bid document carefully. Submission of bid shall be deemed to have been done after careful study and examination of all instructions, eligibility criteria, terms and conditions and prescribed specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to

furnish all information/documents required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and will result in the rejection of the bid.

- 24.3 At any time prior to the last date for receipt of bids, NIC may for any reason, modify/relax any of the terms and conditions of the tender document by an amendment. The amendment notified on the website will be binding on the prospective bidders. In order to afford prospective bidders reasonable time to take the amendment into account in preparing their bids, NIC may at its discretion extend the last date for the receipt of bids or cancel the tender.

**25. General Eligibility Criteria (General Terms and Conditions):**

- 25.1.1 **Verification of antecedents of persons deployed:** The person so deployed for the job should be on the permanent roll of the company and their antecedents should be pre-verified by the police authorities. An attested copy of the antecedents/police verification along with Bio-data and Photograph of each person shall be furnished to NIC before deployment for watch and ward activities.
- 25.2.1 **Deployment of persons for Security Services:** The persons deployed should be trust worthy, skilled, well trained and of good character for all purposes. If at any time, the guard/Supervisor/Receptionist deployed is found to be guilty of misconduct in any matter, the concerned person should be replaced by the security agency within 24 hours.
- 25.2.1 The bidder must deploy adult and healthy persons free from any defects of sight, hearing, speech, physical movement disabilities and any other illness/diseases for the job.
- 25.2.2 The persons so deployed should be preferably Ex-Army/Military/Police Personnel. They should be well trained in the field of security and fire fighting services. They would also have first hand training in areas of Industrial Security and handling Fire Fighting equipments. They should be able to read, write and understand the local language/ Hindi/ English.
- 25.2.3 The deployed persons should be with good physiques and sound mental health. The height of Security Guards should not be less than 5'6" and age should be within 18 years to 60 years.
- 25.2.4 The bidder must provide necessary standard Liveries as per the season, Cap, Name badge with photo identity properly displayed, Shoulder Title, Rain Coat, Belt, Umbrella, Search Light and Shoes to its workers/supervisors in consultation with the authorized officer(s) of NIC. No extra payment shall be claimed from NIC for such items.
- 25.2.5 The Supervisors should be equipped with mobile phones so that they are available 24X7.
- 25.2.6 The bidder staff can also be deployed for other services like shifting equipments/furniture etc. apart from security services with due approval of the authority of NIC, if situation demands so.

- 25.2.7 The total list of persons engaged by the bidder for the job along with complete address (both permanent and temporary and rolled thumb impression shall be furnished to NIC.
- 25.2.8 The bidder shall not replace the persons thus engaged at random. They will be routed in every three months as per the security point of view of the office and instructions of Commissionerate Police, Bhubaneswar issued from time to time.
- 25.2.9 The reception of the office should be manned by an efficient person who is well versed with English and Hindi, both spoken and written. The bidder has to provide receptionist (Preferably Female) with leave vacancy replacement.
- 25.3.1 **Prohibition of intoxication while on duty:** The bidder should ensure that any person deployed shall not be in the drunken or intoxicated state while on duty by consuming alcoholic drinks/drugs etc. If any person is found in drunken/intoxicated state, he/she will be discharged from duty immediately with replacement
- 25.4.1 **Leave Reserved Pool:** The persons deployed shall come on duty in time. If any of them falls sick while on duty or remain absent from duty for whatsoever reason it may be, the reliever shall be provided by the bidder from an existing pool of the security staff immediately free of any extra cost. The reliever shall be deemed to be employee of the bidder.
- 25.5.1 **Prohibition of Child Labour:** Employment of child labour will lead to termination of contract without assigning any notice thereof at the costs, risks and responsibilities of the bidder.
- 25.6.1 **Surprise Check Mechanism:** The service provider shall have the mechanism for surprise checking of anytime and during holidays to ensure the alertness of the security personnel. The authorized officers of NIC will also make surprise checks at any time. If any one found neglecting his duties then action as deemed proper will be taken.
- 25.7.1 **Compliance to Labour Laws etc:** The engagement and employment of labourers and payment of wages to them as per existing provisions of various labour laws and regulations of Government of India as amended from time to time is the sole responsibility of the bidder. NIC will have no liability regarding any matter relating to their salaries, other payments, welfare, unions, etc. Hence, the staff of the bidder will have no right to claim on NIC in any respect of the employment, claiming of wages or any legal compensation in case of any unintended happenings like injury or death of its employees occur while rendering the services in NIC as a part of this service/job contract. NIC will not be sued in any court of law for any compensation related aspects. Any breach of such laws and regulations shall be deemed to be breach of this service/job contract by invoking Risk Clause.
- 25.7.2 The rates prevailing as on **31st August, 2017** should be applicable as per the Minimum Wages Act of Government of India and to be quoted by the bidder in BoQ-Financial Bid accordingly on monthly basis. The

receptionist will be paid salary/wages for 26 days only in a month irrespective of Government/closed holidays.

- 25.7.3 The bidder must pay salary/wages to its employees as per the rates quoted in **BoQ : “Financial Bid”**. It should be inclusive of Dearness Allowance and other allowances, if any. Revision of wages will be in accordance with the wages revised by Government of India from time to time.
- 25.7.4 The bidder should arrange to open account in respect of its employees deployed in NIC for security services. Their monthly salary/wages require to be directly credited to their respective bank account through NEFT/RTGS as the case may be or by adopting any other means for transmission of money electronically. The bidder must produce the documentary evidence including Transaction ID regarding electronic transfer of money to NIC to verify and ensure that due compliance of various labour laws and regulations are enforced properly.
- 25.8.1 **Compliance to EPF and ESI Act:** The bidder must observe all the provisions of Employees State Insurance Act 1948 and Employees Provident Fund Act 1925 as amended from time to time and shall pay contributions/subscriptions in accordance with the said act in respect of the staff engaged in NIC. The bidder has to submit separate challans for ESI and EPF of deployed staff at NIC. The bidder has to fulfill this condition and upload proof of the same duly signed by the authorized signatory while raising monthly bills for wages. Otherwise, NIC will deduct the respective amount of ESI and EPF from the bill(s) and deposit the same to the concerned departments.
- 25.9.1 **Allocation of duty on shift basis:** The security guards should be deployed on shift duty basis (three shifts i.e. A, B & C and 3 three security guards in each shift) on all days through out the year). Each shift will consist of 8 hours. The receptionist and Security Supervisor will also be deployed on 8 (eight) hourly shift basis as per the requirement of the office.
- 25.10.1 **Manpower requirement and Qualification:** There will be 9 (Nine) No.s of Security Guards and 1 (One) No. of Receptionist will be deployed at present. It is likely to be increased during the period of empanelment depending on the security arrangement of the office. The educational qualification of Security Guard and Receptionist will be as under.

Sl. No.	Category of Manpower	No. of person to be deployed	Qualification
1.	Security Guard (Without Arm-Skilled)	9	Literate (Preferably 10 <sup>th</sup> Pass) having 2 years experience in the field of security services.
2.	Receptionist (Skilled)	1	Graduate with minimum 3 years experience in reception field.

- 25.11.1 **Diligence while on duty:** The bidder's staff shall perform their duties at the NIC premises with due diligence and take all precautions to avoid any loss or damage to the Government property/person. The bidder will be solely liable for all matters of any indiscipline, theft, indecent behaviour, official misconduct, loss or damage to any person or persons or Government property of NIC building and its premises.
- 25.11.2 If at any time, the guard/receptionist deployed is found to be guilty of misconduct in any matter, the concerned person should be replaced by the security agency within 24 hours.
- 25.12.1 **Other Criteria:** The bidder must strictly comply with all the provisions of Minimum Wages Act of Government of India and pay salary/wages to its employees accordingly.
- 25.12.2 If any work which can not be done at the NIC premises, that component of work shall be allowed to be done outside at the sole costs, risks and responsibilities of the bidder. In this regard, all costs such as labour, etc. shall be borne by the bidder.
- 25.12.3 Be it private or public areas, the workers are liable to be frisked/checked by the personnel at NIC premises, both while entering into and leaving from the premises.
- 25.12.4 The bidder shall treat the contents of the tender documents as private and confidential.
- 25.12.5 The bidder shall bear all costs associated with the preparation and submission of its bid. NIC, in no case be responsible or liable for those costs regardless of the outcome of the tendering process.
- 25.12.6 The decision of NIC arrived at during the various stages of the evaluation of the bids is final and representation of any kind shall not be entertained on the above.
- 25.12.7 Upon verification, evaluation / assessment, in case any information furnished by a vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same shall be entertained.
- 25.12.8 NIC will not be responsible for any misinterpretation of terms and conditions or wrong assumption by the vendor.
- 25.12.9 When deemed necessary, NIC may seek clarifications on any aspect of their bid from the bidder on the existing documents submitted along with the bid or may visit the bidders' offices for verification. However, that would not entitle the bidder to change or cause any change in the substance of the tender submitted or price quoted. This would also not mean that their bids have been accepted.
- 25.12.10 No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder(s). However, the Committee/its authorized representative and office of NIC can make any enquiry/seek clarification from the bidders, which the bidders must furnish within the stipulated time else bid of such defaulting bidders will be rejected.

**26. Indemnity:**

- 26.1 The bidder shall deal and settle the matter related with their employer's union and shall make sure that no labour disputes/problems are referred to National Informatics Centre (NIC). It shall indemnify NIC in this regard. While rendering the services as per the tender/contract, if some unintended happenings like injury or death of tenderer's staff occur, NIC can not be sued in any court of law for any compensation related aspects.
- 26.2 The bidder at all times should indemnify National informatics Centre against all claims, damages or compensation under the provisions of payment of Wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act, 1938, the Workmen Compensation Act, 1923, Industrial Disputes Act, 1947 and Maternity Benefit Act, 1961 or any modification thereof or any other law relating thereto and rules made hereunder from time to time. It shall indemnify NIC in this regard.
- 26.3 In the event of any damage or loss whatsoever caused to NIC/Govt. property due to any reason whatsoever arising out of any act of negligence on the part of the agency or its persons, etc, NIC will be empowered to have the damage or loss repaired and or recovered the amount so spent by NIC from any money due to the agency on account its works executed in NIC under this agreement or from its security deposit or from monthly bill in addition to the imposition of penalty under the clauses of the agreement. Necessary Indemnity Bond on a stamp paper of Rs.25/- (Rupees twenty five only) to these effects shall have to be submitted by the agency at the time of signing the contract.

**27. Right of acceptance:**

NIC reserves the right to reject the lowest tender or any other tender or all the tenders and/ or to accept any tender either in whole or in part without assigning any reason whatsoever or cancel/abort the tender process at any time prior to the award of contract without thereby incurring any liability to the affected bidder or bidders and of any obligation to inform the affected bidders of the grounds for NIC's action. The decision of NIC arrived at will be final and no representation/correspondence of any kind will be entertained.

**28. Risk Clause:**

NIC reserves the right for discontinuation of the service at any time without giving notice if the services are found to be unsatisfactory, then the work will be get done through alternative sources at the risk and cost of the current agency. The excess expenditure incurred in getting the work done from other sources will be adjusted against the pending bill or by raising separate claim on the service provider. The unsatisfactory services provided by the bidder will be treated as breach of contract and the

Security Deposit/Performance Bank Guarantee shall be forfeited in addition to the termination of contract agreement.

**29. Breach of Contract:**

Default/Breach of contract is said to have occurred:

- 29.1.1 If the selected bidder fails to deliver any or all of the services within the time period(s) specified in the contract order or any extension thereof granted by NIC.
- 29.1.2 If the selected bidder fails to perform any other obligation(s) under the contract.
- 29.1.3 If the selected bidder, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from NIC (or takes longer period in spite of what NIC may authorize in writing), NIC may terminate the contract order in whole or in part including forfeiture of Performance Bank Guarantee. In addition, the legal action as per rules/laws, shall be initiated against the defaulting service provider.

**30. Force Majeure:**

If at any time, during the execution of contract, the performance in whole or in part by either party of any obligation under the contract is prevented or delayed by reasons of any war, hostility, acts of public enmity, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such eventuality is duly endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of NIC as to whether the services have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under the contract is prevented or delayed by reason of any such event for a period exceeding 60 days, NIC may at its option, terminate the contract.

**31. Arbitration:**

In the event of disputes or differences arising out at any point of time in connection with this contract, arising between the parties, out of or relating to the construction, meaning, discharge of services, confusion, lack of understanding, disagreement or effect of this contract agreement or the breach thereof, both the parties shall first endeavour to settle such disputes of differences, etc. amicably. However, if the parties are not able to resolve these disputes amicably within a period of 15 (fifteen) days, the same shall be resolved by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Both the parties shall have the right to appoint an arbitrator each and the third, presiding arbitrator shall be appointed by the two arbitrators so nominated. The decision of the arbitrators shall be final and binding on both the parties. The venue of the arbitration shall be at Bhubaneswar.

**32. Legal Jurisdiction:**

32.1 The contract shall be governed by the Laws and procedures established by Government of India, within the frame work of applicable legislation and enactment made from time to time concerning such techno commercial dealings/processing.

32.2 Legal issues, if any shall be settled under the sole jurisdiction of Bhubaneswar, Odisha only.

**33. Miscellaneous:**

Any other terms and conditions, mutually agreed to, prior to finalization of the contract shall be binding on the agency and NIC, during the period of contract. [Any default of any terms and conditions of the tender will result in rejection of the bid and forfeiture of EMD/Security deposit accordingly.](#)

**For any query or clarification on the tender documents, please contact the undersigned, NIC State Centre, Bhubaneswar.**

(N. Mohapatra )  
Tech. Director  
National Informatics Centre,  
Bhubaneswar



**Essential Eligibility Criteria**

**1. Essential Eligibility Criteria Compliance Sheet (to be filled and submitted by the bidder along with the Technical Bid)**

**2. All the supporting documents with respect to Sl No. 1 to 20 will be uploaded in pdf format.**

Sl. No.	Particulars	Documents whether uploaded or not (Yes/No)*	Page No. of the uploaded documents must be mentioned
1.	The scanned copy of EMD instrument: Earnest Money Deposit to be uploaded in pdf format		
2.	Valid Registration Certificate from NSIC, if any for claiming exemption from furnishing of EMD <b>(Ref. para 13.7)</b>		
3.	The complete postal address of its registered office / branch office of the bidder with functional telephone / FAX number to be uploaded. <b>(Ref. 12.7)</b>		
4.	Duly signed <b>Annexure-3</b> with stamp of the tender in token of proof to have read and accepted all the terms and conditions mentioned therein		
5.	Undertaking on notary affidavit about non-black listed company/firm and no police case either pending or contemplated. <b>(Ref. para 12.8)</b>		

6.	Permanent Account Number (PAN) <b>(Ref. para 12.9)</b>		
7.	Labour License/Registration No. under the Contract Labour (Regulation & Abolition) Act, 1970 <b>(Ref. para 12.10)</b>		
8.	EPF Registration No. <b>(Ref. para 12.11)</b>		
9.	ESI Registration No. <b>(Ref. para 12.11)</b>		
10.	License/Registration No. under (Private Security Agency (Regulation) Act, 2005, Odisha to run the private security agency in the state of Odisha <b>(Ref. para 12.12)</b>		
11.	Valid Registration under Odisha Shops and Commercial Establishment Act, 1956 from appropriate authority for carrying business of Commercial Establishment in the state of Odisha <b>(Ref. para 12.13)</b>		
12.	GST Registration No. of the bidder <b>(Ref. para 12.14)</b>		
13.	Copy of the IT returns filed for the financial year 2014-15, 2015-16 and 2016-17 <b>(Ref. para 12.15)</b>		
14.	Documentary evidence of payment receipts showing deposits of EPF contribution of minimum 100 regular employees for the month of August, 2017 <b>(Ref. para 12.17)</b>		
15.	Documentary evidence of payment receipts showing deposits of ESI contribution of minimum 100 regular employees for the month of August, 2017 <b>(Ref. para 12.17)</b>		

16.	The bidder must have work experience of minimum 10 years in providing security services in Govt. / Semi Govt / PSU / Corporation. To show/justify work experience, one copy of the 1 <sup>st</sup> job contract/order and one copy of job order/contract during 2016-17 as proof of continuance of security services to be uploaded <b>(Ref. para 12.18).</b>		
17.	Valid ISO-9001:2015 Certificate in Security services <b>(Ref. para 19)</b>		

18. Documentary proof of Financial turn over of minimum Rs.1/- (One) Crore on an average per year calculated on the basis of past three years (2014-15, 2015-16 and 2016-17) to be uploaded. (supporting document of only in one page duly certified by the Chartered Accountant to be uploaded). **(Ref para 12.16 ).**

Financial Year	Amount (in Rs.)	Remarks, if any
2014-2015		
2015-2016		
2016-2017		
Average Amount:		

Name & Designation of the Authorised Signatory:

Name\_\_\_\_\_

Designation\_\_\_\_\_

Office Address\_\_\_\_\_

Office Phone\_\_\_\_\_

Residence Phone\_\_\_\_\_

Mobile No.\_\_\_\_\_

Place:\_\_\_\_\_

Signature of Authorised signatory

Date:\_\_\_\_\_

Name:.....

SEAL.....

**Note:**

1. The Bidders are instructed to fill up the above annexure and indicate the page number of the supporting document as proof.
2. The documents mentioned at Sl. No.1 to12 will be uploaded as the 1<sup>st</sup> pdf file in the Technical Cover.
3. The documents mentioned at Sl. No.13 to 15 will be uploaded as the 2<sup>nd</sup> pdf file in the Technical Cover.
4. The documents mentioned at Sl. No.16 to 18 will be uploaded as the 3<sup>rd</sup> pdf file in the Technical Cover.
5. The uploaded documents must be serially page numbered PDF uploaded file wise (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>) and must indicate in the prescribed column in Essential Eligibility Criteria-Annexure-I.

**Annexure - 2**

**BANK DETAILS**

Information to be given in company's letter head and upload the **Cross Copy of Cheque**. This is required for crediting the amount in the bank.

<b>A.</b>	<b>PARTY DETAILS:-</b>	
1.	Party Name (As Per Bank)	
2.	Address	
3.	City	
4.	State	
5.	Pin Code	
6.	Telephone No. with Fax	
7.	E-mail Address (for payment alerts)	
<b>B.</b>		
<b>PARTY BANK DETAILS :-</b>		
10.	Bank Name	
11.	Bank Type (RBI/SBI/PSB/PVT.)	
12.	Branch Name, Address with pin code and Telephone Nos.	
13	Branch Code	

14	Bank Account No. (as appearing on the Cheque Book)	
15	Account Type (S.B. Account/ Current Account/Cash Credit etc.)	
16	Ledger No.	
17	7-Digit Bank BSR Code No.*	
18	9-Digit MICR Code No.	
19	12-Digit IFSC Code No.	

**\*BSR Code is Mandatory.**

**Signature of the Investor/Customer**

**Date :**

Certified that the particulars furnished above at Sl. No. 10 to 19 are correct as per our records.

**Signature of the Authorized Official from the Bank**

**Note:**

The duly filled in Annexure-1, Annexure-2 and Annexure-3 will be uploaded as 4<sup>th</sup> pdf file in Technical Cover.

**DECLARATION**

I, \_\_\_\_\_ Son/Daughter of

Sh. \_\_\_\_\_

Proprietor/Partner/Director/ Authorised Signatory of M/s \_\_\_\_\_

\_\_\_\_\_ am competent to sign the

declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender which are fully acceptable to me.

The information/documents furnished along with the above tender are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date: \_\_\_\_\_ (Signature of Authorised Person)

Place: \_\_\_\_\_ Full Name: \_\_\_\_\_

Seal: \_\_\_\_\_

Note: 1. The above declaration, by the authorized signatory of the bidder in token of acceptance of the terms and conditions should be enclosed with Technical Bid.

2. The above declaration can also be made on the letter head of bidder.