

**OFFICE OF THE MEMBER SECRETARY
IMC SOCIETY OF WOMEN'S ITI, INDRANAGAR
AGARTALA, WEST TRIPURA-799006**

NOTICE INVITING TENDER

NOTICE INVITING TENDER NO: 01/WITI/IMC/2014-2015

Member Secretary, IMC Society of WITI, Indranagar, Agartala on behalf of Directorate of Industries & Commerce, Govt. of Tripura is intending to engage Security Guards for 10 (ten) Government, ITIs of the State at **Udaipur, Belonia, Jatanbari, Boxanagar, Manubankul, Khowai, Khumulung, Ambassa, Dharmanagar and WITI, Indranagar.** Sealed tenders are invited from licensed/registered Private Security Agencies having at least 03(Three) years' experience in dealing with similar nature of work in PSUs/Government offices/Autonomous Body.

Name of Work	Earnest Money	Last Date of Receiving sealed tender bids	Date of Tender Opening (If possible)
Providing Security services for Govt. ITIs in Tripura	Rs.100000/-	02-06-2014 upto 2.00 P.M	02-06-2014 3.00 P.M

- Tender documents can be obtained on production of documentary proof of current validity (Duly attested) of the tenderer's Nationality/ PAN card/ Service Tax registration certificate along with a written request quoting NIT No from the office of the Member Secretary , Institute Management Committee of WITI, Indranagar, Agartala , West Tripura, Pin-799006 on depositing fee of ₹1000/- (Rupees One Thousand) only (non-refundable) in shape of Demand Draft drawn on any Nationalized Bank branch in favour of the **"Member Secretary ,IMC Society of WITI , Indranagar, Agartala, West Tripura"** on any working days between **17/05/2014 to 02/06/2014 upto 2.00 P.M**
- This advertisement and detailed tender documents are also available on website:- **www.industriestripura.gov.in/www.tenders.gov.in**. If the tender document is downloaded from the website please enclose the cost of the tender document ₹1000/- (Rupees one Thousand) only in shape of Demand Draft in addition to the EMD.
- The competent authority reserves the right to accept / reject any or all the tender without assigning any reason what so ever.
- All tenderer are requested to read the tender document carefully and comply with the instructions and requirement.

Sd/-

**Member Secretary
Institute Management Committee
Women's ITI, Indranagar, Agartala**

**OFFICE OF THE MEMBER SECRETARY
IMC SOCIETY OF WOMEM'S ITI, INDRANAGAR,
AGARTALA, WEST TRIPURA-799006**

Ph. No. – 03812357058

**Tender Document for the work:- Providing Security services for Govt. Industrial
Training Institute's in Tripura.**

NIT NO. 01/WITI/IMC/2014-2015

EARNEST MONEY : ₹100000/-
SECURITY DEPOSIT : As per Rules

COST OF TENDER DOCUMENT: ₹1000.00

TO WHOM ISSUED:

Certified that this tender form contains 11(Eleven) pages excluding cover page and blank pages.

Tenderer

Member Secretary
Institute Management Committee
Women's ITI, Indranagar, Agartala

GENERAL RULES & DIRECTION FOR SUBMISSION OF TENDER

A. INTRODUCTION:

- 1) Member Secretary, IMC Society of WITI, Indranagar, Agartala on behalf of Directorate of Industries & Commerce, Govt. of Tripura is intending to engage Security Guards for 10 (Ten) Government, ITIs of the State at **Udaipur, Belonia, Jatanbari, Boxanagar, Manubankul, Khowai, Khumuluwng, Ambassa, Dharmanagar and WITI, Indranagar.**
- 2) Sealed tenders are invited from registered Private Security Agencies having at least 03(Three) years experience in dealing with similar nature of work in PSUs/Government offices/Autonomous Body.
- 3) **Qualification of the Bidder:**
 - (a) All Security agencies registered under **“Private Security Agency Regulation Act, 2005”** may participate in this bid.
 - (b) The bidder should have minimum 03(Three) years satisfactory performance in doing similar nature of work in PSU/Govt. office/Autonomous Body.
 - (c) The Tenderer should have Registered/Branch Office in Agartala.

B. PROCEDURE FOR SUBMISSION OF TENDERS:

Interested parties may obtain the tender documents from the office of the undersigned on submission of documentary proof of current validity (duly attested) of the bidder's Registration Certificate/Nationality/PAN Card/ITCC/PTCC/VAT along with cost of tender or may be downloaded from websites **www.tenders.gov.in / www.industries.tripura.gov.in**. The interested bidders shall submit the bids in two parts, namely,

1. “Technical Bid”: -

- (a) All qualifying requisite documents as contained in the clause **C (I)** of “Terms & Condition” specified.
- (b) The EMD shall be submitted in a separate sealed envelope within the envelope containing the Technical bid. Cover of the envelope shall have the words “EMD for NIT No : _____” inscribed on it.

2. “Financial Bid”: -

The “Financial Bid” shall contain the rate offered by the bidder for the services to be provided as per instructions given in the tender document.

Thereafter, the two bids should be put in 2 separate sealed envelopes, indicating on the cover as to which one is technical bid (inscribed with the words “Technical Bid – NIT No: _____ (Providing Security services in various Govt. ITIs in Tripura) and which one is the financial bid (inscribed with the words “Financial Bid – NIT No: _____ (Providing Security services for Govt. ITIs in Tripura). The 2 (two) envelopes shall, thereafter, be placed inside a larger sealed cover. The main envelope containing the two bids shall have the words “Tender for NIT No: _____ (Providing Security services for Govt. ITIs in Tripura) inscribed on it and sealed tenders should be addressed to the **Member Secretary, IMC Society of WITI, Indranagar**. The completely filled Tender should be submitted in the office of the **Member Secretary, IMC Society of WITI, Indranagar** by the stipulated date and time. No tender submitted or received after the closing date and time will be considered.

While processing the bids, Technical Bid along with qualifying documents will be opened and evaluated first. The bidders meeting all terms and conditions and requirements to the satisfaction of the authority will be short-listed for opening of financial bids and accordingly the financial bids will be opened.

C. TERMS & CONDITION:

I] Technical bids: The following documents shall be enclosed along with the bid:-

- a) Registration certificate under Private security Agency Regulation Act, 2005. (Duly attested)
- b) Service Tax Registration certificate. (Duly attested)
- c) Copy of PAN card. (Duly attested)
- d) Copy of Trade License. (Duly attested)
- e) Labour license certificate from LEO of state. (Duly attested)
- f) Minimum “Three years” satisfactory performance in doing similar nature of work in PSU/Govt. office/Autonomous Body and have successfully completed, supported by certificate issued by Clients/Employers.
- g) Signed copy of “General Rules & Direction” for submission of tender etc. available with tender document.
- h) Signed copy of “Tender form for providing security Services” as per **Annexure- ‘A’** available with tender document.
- i) Signed copy of declaration as per **Annexure- ‘B’** available with tender document.
- j) Signed copy of undertaking as per **Annexure- ‘C’** available with tender document.
- k) The bidder shall be required to provide Security Personnel for all the ITIs i.e. **ITI, Udaipur, Belonia, Jatanbari, Boxanagar, Manubankul, Khowai, Khumuluwng, Ambassa, Dharmanagar and WITI, Indranagar.** A bidder cannot participate in the tender to provide Security Personnel for one or more individual ITIs only. Such tenders will be summarily rejected.
- l) The Authority reserves the right to deploy any number of Security Personnel in any ITI as per requirement or not to deploy any Security Personnel in any of the ITIs as mentioned above.
- m) The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of **Rs.100000/-** (Rupees one lakh) only in the shape of Demand Draft from any Nationalized Bank Branch drawn in favour of **Member Secretary, IMC Society of WITI, Indranagar.** In the absence of EMD, the tender shall be summarily rejected.
- n) The earnest money shall be refunded to the unsuccessful tenderer after finalization of the tender. The EMD of the successful bidder will be retained till completion of the contract/agreement period of 3 (Three) years. No interest is payable on the EMD. In case the Bidder terminates service/contract before 3 (Three) years his EMD will be forfeited.
- o) Signed copy of check list of the documents to be submitted with the tender as per **Annexure- ‘D’** available with tender document.

II] Financial bid:

- a) The “Financial Bid” shall contain the rates offered by the bidder for the services to be provided.
- b) The “Financial Bid” proforma as per **Annexure – ‘E’** available with tender document for quoting rates.
- c) The rates must be quoted in figure as well as in words preferably in type written form. If there is any discrepancy in figures and words, the amount in words will prevail. Prices shall be quoted in Indian Rupees only.
- d) The quoted rate shall be applicable for all Security Personnel deployed in all the ITIs i.e. ITI, Udaipur, Belonia, Jatanbari, Boxanagar, Manubankul, Khowai, Khumuluwng, Ambassa, Dharmanagar and WITI, Indranagar
- e) The quoted rates are inclusive of all levies but excluding **only service tax** which shall be reimbursed on actual on production of documentary evidence.
- f) **The rates quoted by the bidder must remain valid at least for 60 (Sixty) days from the date of opening of Financial bid.**

D. GENERAL TERMS & CONDITIONS:

- a) Bidders should submit all the requisite documents with the tender (inside the sealed cover of Technical bid). Tender of the bidder may be summarily rejected if all the required documents as stated in **C.1** is not found in the sealed cover of Technical bid.
- b) All entries in the Tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.

- c) The bid submitted by the tenderer and all correspondence and documents relating to the bid submitted by the tenderer; shall be written in English language only.
- d) The tenderer is expected to examine all instructions, forms, terms and conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of tender. The tender shall not make or cause to make any alteration, modification or obliteration in the text of the Tender document.
- e) No Tenderer will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the tendering firm would stand forfeited.
- f) In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
- g) Each page of the Tender document and papers submitted along with, should be **signed and stamped** by the authorized signatory in acceptance of the terms and conditions laid down by the authority.
- h) No other terms & condition of the bidder shall be accepted which contradict partially or wholly any of the terms and conditions mentioned herein.
- i) The undersigned reserves the right to waive any minor informality, non- in formality or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relatives ranking of any bidder.
- j) No modification / change in the tenders are permissible after opening of tenders.
- k) The competent authority reserves the right to withdraw/relax/ modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the ITIs.
- l) Once the work order is issued, no deviation of any rates will be allowed in any circumstances.
- m) Authority reserves the right to reject any or all the tenders or part thereof without assigning any reason.
- n) For any disputes decision of the authority shall be final.
- o) **Incomplete tenders will be straightway rejected without further reference.**

E. GENERAL CONDITION OF CONTRACT:

- 1) **Security Personnel are to be deployed at ITI, Udaipur, Belonia, Jatanbari, Boxanagar, Manubankul, Khowai, Khumulung, Ambassa, Dharmanagar and WITI, Indranagar. The requirement of Security Guards in each ITI will be intimated after finalizing of the rate.**
- 2) Eligible agencies are advised to visit the site to get the on site assessment of the work on any working day between 10.00 AM to 04.00 PM by taking permission from the Authority/Administration.
- 3) The security personnel provided shall always be the employees of the Contractor and all statutory liabilities will be paid by the contractor. The list of staff with their photograph going to be deployed shall be made available to the respective office and fresh list of staff shall be made available by the agency after each and every change.
- 4) Minimum qualification of the security guards is class-VIII passed and be able to maintain necessary records at gate.
- 5) The security agency shall try to deploy minimum 50% manpower from the category of unarmed Ex-Servicemen not above the age of 55 years. The Contractor shall provide satisfactory proof of Ex-Servicemen status of the Security Guards before their deployment in the ITIs. The security agency shall not employ any person below the age of 18 years and above the age of 55 years. Manpower so engaged should be properly trained for providing security services and fire fighting services.
- 6) Security Guards who possess good physique, honest, sincere may be engaged.
- 7) The contractor/bidder shall abide by and comply with all the relevant laws and statutory requirements.
- 8) **Payment Procedure:** Payment will be made in the first week of the succeeding month upon submission of the bill in triplicate on the basis of attendance sheets, duly verified and checked by Principal and other supporting documents. No other claim on whatever account shall be entertained by the ITI. The Security Agency shall make payment of monthly wages to the deployed security personnel.
- 9) No festival advance or incentives, bonus etc. are admissible to the security guard on contract.
- 10) No medical expenditure shall be re-imbursed except first Aid medicine, if required during duty hours.
- 11) No housing accommodation is available after duty hrs.
- 12) No food and lodging is provided by ITIs.
- 13) Contract for security service will be initially for a period of 3 (Three) years but may be continued on mutual agreement including revision of rates and if performances are found satisfactory. However, the authority may terminate the contract at any time by one months notice without assigning any reason.

- 14) The authority reserves the right of extension or termination of contract exparti.
- 15) The security Agency and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste of property or misuse of the areas of the office premises.
- 16) In the event of any loss caused to the office/ITIs, as a result of any lapse on the part of the contractor as may be established after an enquiry conducted by the ITI, such loss will be made good from the amount payable to the contractor. The decision of the Principal in this regard will be final and binding on the agency.
- 17) All liabilities arising out of accident or death of security personal while on duty shall be borne by the contractor.
- 18) The ITI shall have the right to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the ITI.
- 19) The security Agency shall be responsible to protect from theft of all properties and equipment's of the ITI entrusted to it.
- 20) The duty place shall by no means remain vacant/un-attended but in case of emergency substitute should be provided by the Security organization.
- 21) Security Guards should be on proper uniform having identity card containing photo which will be provided by the concerned Security Organization.
- 22) All the security guards have to be extremely courteous with pleasant mannerism in dealing with the Staff /Attendants. The ITI shall have right to remove any person in case the security personnel is not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.
- 23) The eight hours shift will normally commence from 0600 hrs to 1400 hrs, 1400 hrs to 2200 hrs and 2200 hrs to 0600 hrs and would be called morning, evening and night shift respectively. But the timings of the shift are changeable and can be fixed by the ITI from time to time depending upon the requirements. Prolonged duty hours (more than 8 hours at a stretch) shall not be allowed. No payment shall be made by the ITI for double duty, if any.
- 24) The security personnel deployed by the Contractor shall work under overall supervision and direction of the ITI administration.
- 25) The contractor shall ensure that its personnel do not disclose any information about the affairs of the ITI.
- 26) In the event of any breach / violation or contravention of any terms and conditions contained herein by the Contractor, the EMD of the Agency and any other sum due are liable to be forfeited.
- 27) Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses / fines. The concerned contractor's personnel shall attend the court as and when required.
- 28) If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc., which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party responsible of such event is entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable, after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.
- 29) The contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
- 30) During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices or causing any loss of property, the ITI Authority shall have the right to terminate the contract forthwith forfeiting the contractor's EMD.
- 31) The contractor shall indemnify and hold the ITI harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works / services under the contractor provided by the contractor.
- 32) The contractor shall get guards screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. Only physically fit personnel shall be deployed for duty.
- 33) The contractor shall bear all the expenses incurred on the following items i.e. provide Uniforms, Identity Cards, lathis , whistles & torch to guards posted during night duty and other items to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.

- 34) The ITI shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The ITI will not have any employee employer relationship with any of the workers of the contractor.
- 35) The contractor preferably should have round the clock Control Room Service in Agartala along with quick response teams to deal with emergent situations.

F. DUTIES AND RESPONSIBILITIES OF SECURITY STAFFS:

- 1) The Security Agency will be responsible for overall security arrangements of the ITI covered in the contract.
- 2) Each security Guard shall have to perform normally 8(Eight) hrs. duty covering 3(Three) shifts a day as per shifting duty programme but, to be continued till relievers comes in case of need.
- 3) No leave admissible except un-avoidable circumstances which will be provided by the organization.
- 4) Security Agency will ensure that all the instructions of the administration issued from time to time are strictly followed and there is no lapse of any kind.
- 5) Deployment of Guards will be as per the instructions of the authorities of the ITIs from time to time and the security agency will be responsible for their optimum utilization.
- 6) The Security Guard will also take round of all the important and sensitive points of the premises as specified by the ITI and to check / block the access to the premises of loitering / unlawful persons and vagabonds.
- 7) Security personnel shall also ensure door keeping duties.
- 8) The Guards on duty will also take care of vehicles, scooters / motor cycles / bicycles parked in the parking sites located within the premises of the ITI and ensure their safety and security.
- 9) To keep the record of incoming vehicles like registration no., time of entry / exit and purpose of visit of all visitors to ITI.
- 10) The Guards on duty should take care of all the water taps, valves, water hydrants etc. installed all over the premises. They will switch off all the electric points in the area not in active use.
- 11) The Security Guards should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.
- 12) The Security Guards are required to display mature behaviour, especially towards female staff, female visitors, and elderly. The Security Guards are required to attend to distinguished visitors, VIPs and officers.
- 13) The Security Guard on duty shall not leave the premises until reliever reports for duty.
- 14) To keep a strict vigil on suspicious looking persons / objects and take immediate action as deemed suitable.
- 15) Any other duties / responsibilities assigned by the ITI Administration may be incorporated in the agreement. The same shall also be binding on the contractor.

G. SUBMISSION OF TENDER:

The tenders may be dropped in the Office of the Member Secretary, IMC Society of WITI, Indranagar , Agartala, Tripura (West), 799006 or may be sent by registered post/courier to the same address **so as to reach the office within 02/06 /2014 at 2.00 PM** at the risk of the bidder. **Any bid received after the scheduled date and time for submission of bids will be summarily rejected and returned unopened to the bidder.**

H. OPENING OF TENDER:

- i. Venue: Office of the Member Secretary, IMC Society of WITI, Indranagar , Agartala, Tripura (West),799006 or any other venue as decided will be intimated accordingly.
- ii. The Technical bid will be opened on **02/06/2014 at 3.00 PM**, if possible. Bidders or one authorized representative of each bidder may remain present at the time of opening, who wish to be present at that time. All the Technical bids will be scrutinized by the members of IMC society of WITI, Indranagar, Agartala for this purpose to check all relevant documents for their authenticity and the tenderer who's Technical Bids are accepted will be eligible for opening the Financial Bids. The Financial bid will open on the same day if possible.

I. EVALUATION OF TENDER:

The tendering authority will evaluate and compare the tenders determined to be substantially responsive i.e. which

- a) Meet the qualification criteria.
- b) Are properly signed.
- c) Conform to the terms and conditions.
- d) **Lowest quoted rate will be considered for evaluation.**

J. PRELIMINARY EVALUATION /EXAMINATION, COMPARISON AND APPROVAL ACCEPTANCE OF THE RATES:

The members of IMC society of WITI, Indranagar, Agartala will examine the tenders -Technical bid as well as financial bids. The members of this committee will also compare and evaluate the quoted rates. The committee reserve the right to reject incomplete tender straightway without further reference. Decision of the committee will be final to accept or reject any or all tender.

K. AWARD OF CONTACT:-

The authority will award the contract to the successful evaluated bidder whose bid has been found to be substantially responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document and offered the lowest evaluated bid price considered by the tender evaluation committee.

- 1) Notwithstanding the above, the authority reserves the right to accept or reject any of tenders and to cancel the process and reject all tenders at any time prior to the award of contract.
- 2) The bidder whose bid is accepted will be awarded of work order by the authority prior to expiration of the tender validity period. Selected bidder shall have to execute an agreement in stamp paper .The terms of the accepted offer shall be incorporated in the work order.
- 3) In case of certain ground, award of contract delays, Tenderer may be requested to extend validity, period, if mutually agreed upon.

L. DISPUTE RESOLUTION:

- 1) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the IMC society of WITI, Indranagar, Agartala.
- 2) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act, 1996 as amended from time to time.
- 3) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, the Contractor shall not be entitled to suspend the work / service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Agartala only.
- 4) The courts at Agartala shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

INCOMPLETE TENDERS WILL BE STRAIGHTWAY REJECTED WITHOUT FURTHER REFERENCE.

TENDER FORM FOR PROVIDING SECURITY SERVICES

1. Name, Address with Telephone : _____
Number of the Firm/agency _____
2. Registration No. : _____
(under Private Security Agency
Regulation Act,2005)
3. Name, Designation, Address and : _____
Telephone No. of authorized person _____
4. Please specify as to whether : _____
Tenderer is sole proprietor/
Partnership firm/Company/any other _____
5. Name, Address and Telephone No. : _____
of Proprietor / Partners / Directors _____
6. Number of PAN Card : _____
7. Service Tax Registration No. : _____
8. License number under Contract : _____
Labour (R&A) Act 1970
9. Trade License number : _____
10. Details of Bid Earnest Money : (a) Amount: _____
Deposit (b) Demand Draft No. _____
(c) Date of issue _____
(d) Name of issuing Bank _____
11. Details of experience in the Relevant : _____
Field _____

12. Any other information : _____

Declaration

This is to certify that I/we have read and fully understood all the terms and conditions herein and undertake myself /ourselves to abide by the same.

Date: _____
Place: _____

(Signature of the Tenderer)
Name and Address
(with seal)

DECLARATION OF THE TENDERER

(To be typed on a letter head of the security agency)

I/We hereby declare that I/We have personally gone through the pamphlet of "**GENERAL RULES DIRECTION FOR SUBMISSION OF TENDER**" and also the clauses of the tender in notice inviting tender for the work of "Providing Security services in various Govt. Industrial Training Institutes in Tripura"

I/We am/are agree to accept the above terms and conditions laid down in tender document.

Date: _____

Place: _____

(Signature of the Tenderer)

Name and Address

(with seal)

UNDERTAKING

(To be typed on a letter head of the security agency)

To
The Member Secretary
IMC Society of Women’s ITI
Indranagar, Agartala, West Tripura

Subject: Tender for providing security services.

Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I / We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself / ourselves to abide by the said terms and conditions.
3. I / We shall provide security services through Ex-Servicemen/ properly trained security Guards, as per the terms and conditions of the Tender.
4. I / We do hereby undertake that complete security of the ITIs and its assets shall be ensured by our Security Agency, as well as any other assignment considered by the ITI administration.

Date: _____

Place: _____

(Signature of the Tenderer)
Name and Address
(with seal)

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER

Confirm the enclosure of photocopy all the below listed documents without which tenderer may not be eligible to participate in the tender.

Sl. No.	Particulars	Confirm
1.	Earnest Money Deposit (EMD) of ₹0000/-	
2.	Tender form with complete Technical bid and Financial bid, with all pages serially numbered, signed and stamped on each page.	
3.	Registration certificate under Private Security Agency Regulation Act,2005. (Duly attested photocopy)	
4.	Service Tax Registration certificate. (Duly attested photocopy)	
5.	Trade License. (Duly attested photocopy)	
6.	PAN Card (Duly attested photocopy)	
7.	Labour license certificate from LEO of state. (Duly attested photocopy)	
8.	“Three years” satisfactory performance in doing similar nature of work in PSU/Govt. office and have successfully completed, supported by certificate issued by Clients/Employers.	
9.	Signed copy of declaration as per Annexure- ‘B’	
10.	Signed copy of undertaking as per Annexure- ‘C’	
11.	Any other documents, if required.	

(Signature of the Tenderer)
Name and Address
(with seal)

FINANCIAL BID FOR PROVIDING SECURITY SERVICES
(To be typed on a letter head of the security agency)

Name of the Tenderer: _____

MAN POWER CHARGES			
Sl. No.	Type of Man power	Rate per Month/per guard* (in ₹)	Remarks
1.	Security Guard		

*Note: - The above rate is inclusive of all levies but excluding **only service tax** which shall be reimbursed on actual on production of documentary evidence.

(Signature of the Tenderer)
Name and Address
(with seal)