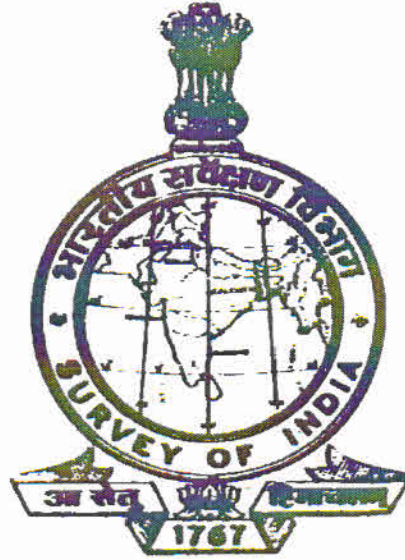


भारतीय सर्वेक्षण विभाग  
**SURVEY OF INDIA**



**TENDER DOCUMENT  
FOR  
SECURITY GUARDS & LOCAL LABOURERS  
IN  
SURVEY OF INDIA OFFICES AT MUSSOORIE**

TENDER NO. S-<sup>915</sup>/15-P-CPB (2018-19), dated 06/04/2018

DATE OF PREBID CONFERENCE - 17/04/2018(15:00 hrs)  
TO BE SUBMITTED BY : - 27 /04/2018(11:00 hrs.)  
DATE OF OPENING TECHNICAL BIDS: - 27/04/2018 (15:00 hrs.)  
DATE OF OPENING PRICE BIDS: - 07/05/2018 (15:00 hrs.)

**TOTAL PAGES: - 12**

Tender Document can also be downloaded free of cost from Survey of India website: [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) and CPP Portal.

**SURVEY OF INDIA  
DEPARTMENT OF SCIENCE AND TECHNOLOGY  
GOVT. OF INDIA  
TENDER DOCUMENT FOR HIRING OF SECURITY PERSONNEL FOR SECURITY DUTIES OF  
SURVEY OF INDIA OFFICE AT MUSSOORIE**

The Chairman (CPB), Director, Map Archival and Dissemination Centre(MA&DC), Hathibarkala, Post Box No. 28, Dehradun invites sealed tender on behalf of President of India for hiring of Security Personnel for Survey of India Offices located at **DEHRADUN** as per details furnished below :-

**1.0 PARTICULARS OF THE TENDER**

- a) **Designation and address of the authority** : The Chairman, CPB  
Director, MA&DC  
Survey of India,  
Hathibarkala  
Post Box No. 28, Dehradun
- b) **Tender No.** : No. S - 915/15-P-CPB (2018-19) dated 06/04/2018
- c) **Name of Work** : Providing Security Services for Survey of India Offices located at **DEHRADUN**
- d) **Scope of Work** : Round the clock security services with requisite Nos. Of security personnel at the location/offices on all days of weeks including Saturday, Sunday and National Holidays.
- e) **Details of Personnel required** :
- | Personnel (Post) | Category     | Approximate No. |
|------------------|--------------|-----------------|
| Local labour     | Unskilled    | 04              |
| Security Guards  | Watch & Ward | 12              |
- f) **Estimated Value of the work** : Rs.40,00000/- (Forty lac)per year approximate
- g) **Earnest Money Deposit (EMD)** : Rs. 100,000/- (One lac)  
To be deposited in the form of Bank Draft in favour of "Senior Accounts Officer, Central Pay and Accounts Office, Survey of India, Dehradun" payable at Dehradun in case of exemption of EMD, Exemption Certificate issued by the competent authority should be attached along with.
- h) **Place of Opening of Tenders** : Office of the Director, MA&DC, Survey of India, Hathibarkala , Post Box No. 28, Dehradun
- i) **Tender Documents can be downloaded from** : Survey of India Website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) and CPP Portal.
- j) **Tender can be submitted at** : Tender box kept at Office of the Director, MA&DC, Survey of India, Hathibarkala , Post Box No. 28, Dehradun
- k) **Tenders Addressed to/ Postal Address** : The Chairman, CPB  
Director, MA&DC, Survey of India, Hathibarkala , Post Box No. 28, Dehradun
- l) **Last date and time of receiving Tenders** : 27 / 04 / 2018 (11:00 hrs.)  
Any bid received after above mentioned date and time due to postal delay or due to any other reason will be rejected & will not be entertained.



- m) **Date and time for opening**
- (i) **Technical Bid** 27/04/2018 (15:00 hrs.)
- (ii) **Price Bid** 07/05/2018 (15:00 hrs)
- (iii) **Pre bid Conference** 17/04/2018(15:00 hrs)
- n) **Total Number of Pages of tenders documents** : 12 Pages

**2.0 Scope of Work:- For Security Guard and Labour Work**

- (i) The Agency shall provide round the clock high standard security on a 24x7 basis on all the days to safe guard the premises and assets of SOI. The Agency shall ensure full security to the SOI premises and its property from pilferages theft, fire, encroachment etc, and maintain the standard security norms to protect the above premises from other insecurities.
- (ii) The Agency shall guide visitors to the concerned officials, regulating entry of unwanted visitors/salesmen and maintenance of visitor register, Checking of gate passes and allowing the exit of material accordingly.
- (iii) The Agency shall ensure proper looking of premises common areas etc, in case of any theft, breakage, pilferage of any fixture and a fitting, furniture equipments etc, the responsibility shall be of the security personnel and the security personnel shall report the same to the office immediately. If after a departmental enquiry, it is found that the loss has occurred due to the negligence of the security guard/guards on duty, the SOI will have full powers to recover the loss from the Agency. The decision of the Competent Authority of SOI in this regards will be final and binding on the Agency.
- (iv) **The Eligibility criteria of the manpower requirement is given as below :-**

**1) Security Guard provided by the Security Agency :**

- a) Should be a citizen of India.
- b) Has completed 18 years of age but not attained the age of 55 years on date of recruitment.
- c) His character and antecedents are satisfied in the prescribed manner (Copies of Character & Police Antecedent Verification should be submitted, If selected)
- d) 10-15 years of experience of the job in some vital installation is desirable.
- e) Minimum qualification for Security Gun Men & Security Guard – High School Pass.
- f) Should have sound health and free from any contagious diseases.
- g) Not a person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct or moral turpitude while servicing in any armed forces of the Union, State Police Organizations, Central or State Govt. or in any private security agency.
- h) Preference may be given to Ex-Serviceman.
- i) Should also have basic knowledge of fire fighting.
- j) They should be enrolled with the agency.

**(2)For Local Labour :**

The Local Labour should be minimum 5<sup>th</sup> Pass He should be a citizen of India. The local mazdoor provided by the contractor should be aged between 18 to 55 Years on date of recruitment. He should be ready to work at mussoorie hill station and other site as per requirement of concern Director. The local mazdoor provided by the contractor will have to work for eight hours a day and six days in a week from Monday to Saturday. The Director, Map Archive & Dissemination Centre reserve the right to change the timings and assign other related duties, if required. He should be more than 18 years of age on date of recruitment.



- (v) The Agency shall submit bio data with identity proof & Address proof of each Security Guard duly and local labourers verified within 07 days of execution of contract agreement.
- (vi) A surprise check by any officer authorized by concerned Director may be carried out and any negligence of duty will be reported to the agency and agency will have to replace that guard immediately.
- (vii) The Agency shall provide Proper Uniform, Identity Card Badges, Whistle, Lathi Emergency Lamp, Torch, Torch Cell, Umbrella, Raincoat etc. to the security personnel manning the SOI premises.
- (viii) No accommodation shall be provided to the security personnel inside the complex. The agency may arrange suitable accommodation for their stay in nearby area.
- (ix) The work shall be executed as per the directions and to the satisfaction of the Head of the Directorate/Office.
- (x) The Agency shall have insurance coverage for their workers and follow all safety measures during the work execution. Any liability occurring during work such an accident, injury, loss of life, damage to the property, the same shall be compensated and made good by the agency only and this office will not be responsible in any manner.
- (xi) The Agency shall ensure immediate communication to SOI for any miss happening.
- (xii) In case of absence of Security Guard and local labourers due to reason what so ever, the agency will have to provide the replacement.
- (xiii) The Agency will have to bear the penalty in case required staff not provided due to any reason what so ever which will be deducted at the rate of twice of the average daily wages.
- (xiv) The agency should provide the communication device at least number of 4 sets for communication purpose inside the campus during emergency when in patrolling duty at campus (like Motorola Set, charger sets and extra battery back up).

### 3.0 ELIGIBILITY CRITERIA (For the Agency):-

- a) The Security Agencies whether, Empanelment (registered) with Director General of resettlement (DGR), Ministry of Defence, (PASARA) other Govt. Security Agency must possess valid License/Registration to run the Security Personnel from the concerned Controlling Authority under the rules of Private Security Agencies (Regulation) Act 2005. Attested photo copy of Registration/empanelment is to be provided by the Agency.
- b) Agency should have experience in Security Personnel for a period of three years minimum of value not less than **50 lac** per annum in single order executed with Central/State Govt., Govt. undertaking funded by Govt. A satisfactory completion certificate from atleast one contract with Central/State Govt., Govt. undertaking funded by Govt. shall be submitted as proof of experience.
- c) The bidder is required to submit attested copy of valid registration certificate of GST.
- d) Attested copy of registration under EPFO.
- e) Attested copy of registration under ESI.
- f) The bidder should enclose the attested copy of PAN and ITR of last three financial years.
- g) Bidder must provide address list of their ongoing/completed contract for last three years.
- h) Service charge should be greater than TDS

#### **Pre-bid Meeting and Clarifications:**

A pre-bid meeting shall be held in the office of the Tender Inviting Authority i.e. in **MA&DC, Dehradun** on 17-04-2018 (1500Hrs) to clarify any query of Tenderers regarding terms and conditions and scope of work. Attending pre-bid meeting is not mandatory.



## Evaluation of Tenders:

- (a) The committee constituted by the Tender Inviting Authority shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document.
- (b) The Technically qualified bids shall be further considered for opening and evaluation of financial bids.
- (c) The Tenderer quoting the lowest bid amount for the services defined in the Scope of Work shall be considered for award of contract.
- (d) In case more than one price bid quoting the same rates are received, the **winning bidder shall be selected through lottery.**

## 4.0 STANDARD CONDITIONS OF TENDER

The Agency is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Seller as selected by the Dept. Failure to do so may result in rejection of the Bid submitted by the agency.

1. **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
2. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration.
3. **Penalty for Use of Undue Influence:** The Agency undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the department or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Agency or any one employed by him or acting on his behalf (whether with or without the knowledge of the Agency) or the commission of any offers by the Agency or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Department to cancel the contract and all or any other contracts with the Agency and recover from the Agency the amount of any loss arising from such cancellation. A decision of the Department or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Agency towards any officer/employee of the Department or to any other person in a position to influence any officer/employee of the Department for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Department may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Department and black listing of the Firm.
5. **Agents / Agency Commission:** The Agency confirms and declares to the Department that the Agency is the provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Agency; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Agency agrees that if it is established at any time to the satisfaction of the Department that the present declaration is in any way incorrect or



if at a later stage it is discovered by the Department that the Agency has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Agency will be liable to refund that amount to the Department. The Agency will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Department will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Agency who shall in such an event be liable to refund all payments made by the Department in terms of the Contract along with interest at the rate of 2% per annum above LABOR rate. The Department will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts:** In case it is found to the satisfaction of the Department that the Agency has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Agency, on a specific request of the Department, shall provide necessary information/ inspection of the relevant financial documents/information.
7. **Non-disclosure of Contract Documents:** Except with the written consent of the Department/ Agency, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
8. **Liquidated Damages:** In the event of the service Agency's failure to submit the Bonds, Guarantees and Documents specified in this contract, the Department may, at his discretion, withhold any payment until the completion of the contract. The Department may also deduct from the Agency as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of contract.
9. **Termination of Contract:** The Department shall have the right to terminate this Contract in part or in full in any of the following cases:-
- (a) The delivery of the services is delayed for causes not attributable to Force Majeure for more than one month after the scheduled date of delivery.
  - (b) The Agency is declared bankrupt or becomes insolvent.
  - (c) The delivery of services is delayed due to causes of Force Majeure by more than three months provided Force Majeure clause is included in contract.
  - (d) As per decision of the Arbitration Tribunal.
10. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
11. **Transfer and Sub-letting:** The Agency has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
12. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

## 5.0 OTHER TERMS AND CONDITIONS

1. (i) Tender should be submitted as per enclosed check list in sealed envelopes separately one for **TECHNICAL BID** which contains the checklist, eligibility criteria, **EMD**. Other one for price bid quoting the rates. Both the envelope should be super scribed as "**TECHNICAL BID**" and "**PRICE BID**" respectively and should have the name and address of the bidder. Both the envelop should



be kept inside a separate envelope super scribed as "TENDER FOR SECURITY SERVICES IN SOI OFFICES LOCATED AT DEHRADUN" not to be open before 27/04/2018 (15:00 hrs), (ii) The bidder name telephone number and complete mailing address shall be indicated on the cover of the outer envelope.

2. Each page of tender should be signed and stamped.
3. Tender duly signed by tenderer must be addressed to **The Chairman CPB, Director, MA&DC , Survey Of India, Hathibarkala, Post Box No.28, Dehradun** and not to any individual by name and should be dropped in tender box placed at office premises of **Director, MA&DC , Survey Of India, Hathibarkala, Dehradun** by 27/04/2018 (11:00 hrs). Each page of the tender must be signed by the tenderer.
4. The tender can also be sent by post to the above address. However, the **Director, MA&DC , Survey Of India, Hathibarkala, Post Box No. 28, Dehradun** shall not be responsible for any postal delay for non-receipt of tender by due date and time for whatsoever reason.
5. Earnest money (EMD) of Rs. 1,00,000/- in the form of FDR / Bank Guarantee of any nationalized bank in favour of "**Senior Accounts Officer, Central Pay and Accounts Office, Survey of India, Dehradun**" payable at Dehradun should be furnished along with the tender.
6. Tenders received after due date/time, without compliance of Check List and without EMD/ exemption certificate by competent authority shall be summarily rejected.
7. The board will consider the eligibility and total monetary liability to the department while finalizing the tenders.
8. The successful bidder will have to submit a performance guarantee/ Security deposit within 14 days of the issue of Letter of intent. Performance security should be @ 10% of the tendered value of contract in the form of FDR/Bank Guarantee of any nationalized bank valid upto 14 month from the date of contract, in favour of "**Senior Accounts Officer, Central Pay and Accounts Office, Survey of India, Dehradun**" payable at **Dehradun**. The performance guarantee will be refunded to the Agency on completion of contract period without interest after deducting liabilities if any
9. If the successful tenderer fails to furnish the Security Deposit then the whole earnest money shall be forfeited without any reference to the tenderer.
10. Earnest Money of all unsuccessful tenderers will be returned within 30 days after the award of contract to the successful tenderer. EMD of unsuccessful bidder will be sent by post. If it is returned undelivered, no claim will be entertained.
11. The tenderer should furnish a certificate that all the terms and conditions of the tender document are understood by the tenderer and ready to abide by the same without any variation.
12. The persons offered will be interviewed by the concerned GDC/Directorate before acceptance. Bio-Data with photograph of the candidates should be supplied at the time of interview.
13. Character Certificate and address proof should be provided by the firm to concerned Directorate at the time of initial Deployment of all **Security Guards**.
14. The agency providing the security personnel is responsible for their conduct.
15. The persons selected will have no claim for Govt. job.
16. **Rates with respect to the minimum wages payable to the different categories, as notified by Govt. of India, Ministry of labour ,New Delhi for the Uttarakhand State will be applicable.**
17. The Security Agency shall provide the statutory benefits and contributions of ESI, PF and Bonus etc. to all the workers at his own cost.
18. The successful tenderer will have to enter an agreement on Rs 100/- Non judicial stamp paper at their own expenses with the head of the Dte/Office where the Security Personnel are required.
19. The tenderer is expected to examine all the instructions, forms, terms and specifications in the tendering documents. Failure to furnish all information required by the tendering document or submission of a tender not substantially responsive to the tendering documents in every respect will be at the tenderer's risk and may result in the rejection of the tender.
20. The Chairman CPB, The Director ,MA&DC, Survey Of India, Hathibarkala, Post Box No.28, Dehradun reserves the right to reject any or all the tenders without assigning any reasons thereof.
21. The tenderer, as a taxable service provider, must have registered with Central Board of Excise & Customs and obtained GST Registration No. (digits of GST Number) and should attach a copy of Certificate along with the quotation. The Invoices / Bills / Challans should be serially numbered and it should contain the Name and address of Service Provider, Service Receiver, Description of Service, Value of Service tax payable thereon. Bids /Rate Quoted by the firm must be valid for a period of 180 days w.e.f the date of opening the technical bid.



22. In case of payment of charges to be made for a period of less than a month, payment will be made on pro-rata basis.
23. The contract will be awarded for a period of one year. The Competent Authority reserves right to reduce the contract period or extend the contract on mutual consent for further period as desired on the same rates, terms and conditions.
24. Rates quoted/accepted by the board will be valid for 12 months from the date of agreement & during period no demand for increase of wages will be entertained. **During the above contractual period if wages rates of Security Guards increases or revised by the Central Govt. that shall be payable by the firms to the deployed Security Guards from the effective date of order of such, revision.**
25. Visit by the Senior official of the Security Agency at least once in a month for checking and proper maintenance will be mandatory, besides the visits in case of specific complaints.
26. The Security Agency will have to provide Telephone numbers for 24 hours' contact.
27. All notice, communications, reference and complaints made by the Security Agency concerning the work shall be in writing addressed to The Chairman CPB, The Director, MA&DC Survey Of India, Hathibarkala, Post Box No. 28, Dehradun only. Other modes are not recognized.  
The Agency may discontinue the contract at any point of time by giving a notice at least 60 days before the intended date of discontinuation, but it will lead to forfeiture of its Security Deposit submitted, in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. The concern directorate will have the right to claim damages, and recover them from of the payment due to the Agency or by any other means, in addition to forfeiting the security deposits by Agency.
28. The Chairman CPB, The Director, MA&DC Survey OF India, Hathibarkala, Dehradun may terminate the contract at any time with or without assigning any reasons by giving one month notice. Forever any dispute, if arises, the decision of The Chairman CPB, The Director, MA&DC, Survey Of India , Hathibarkala, Post Box No. 28, Dehradun will be final.

#### 6.0 **PAYMENT TERMS :**

- (i) Payment of wages for each month to the Security supervisors and Security Guards should be made by the firm by the 10<sup>th</sup> of the following month irrespective of payment/submission of bills to concern directorat . However payment will be made on monthly basis on receipt of bill by concern directorate at the earliest.
- (ii) Payment will be made on the basis of actual service (Man days) provided by the Agency. It is mandatory to provide the receipt of payment towards EPF & ESI of preceding month of each individual along with bills of particular month failing which bill will not be further proceed for payment..

#### 7.0 **TAXES:**

Income Tax as applicable will be deducted at source from each bill for which necessary PAN No. isrequired to be provided. Attested photocopy needs to be enclosed.

- 8.0 In the event of any dispute arising with regard to any of the clauses mentioned herein before the same shall be referred to the Surveyor General of India and his/her decision shall be final and binding upon the parties of this agreement. Notwithstanding whatsoever stated above and in case of any controversy regarding the scope of work or any other terms and conditions for tender, the decision of the Surveyor General of India or any person nominated by him shall be final and binding in this regard.

- 9.0 The contract shall be deemed to have been concluded in Dehradun for all purpose and therefore, Dehradun court will have exclusive jurisdiction to determine any unresolved dispute with respect to this contract.

- 10.0 Any effort by a bidder to influence the SOI in his decision on bid evaluation, bid comparison or purchase order decision will result in rejection of bid.

(Lt. Col. Rakesh Singh)

Director

Map Archival And Dissemination Centre  
Chairman Procurement Board



**Price Bid**

To,

The Chairman, CPB  
Director, MA&DC  
Survey of India,  
Hathibarkala  
Post Box No. 28, Dehradun

**Sub: Tender for Providing Security Gun Men/Security Guards.**

**Ref: Your Tender Enquiry No. S- /15-P-CPB(2018-19) dated / 04 /2018**  
Sir,

With reference to your above tender enquiry for providing Security Services we are submitting our tender as detailed below.

Sl. No.	Personnel (Post) Required	Category	Minimum wages	EPF	ESI	Bonus	Service Charges	Total	GST	Grand Total
1.	Security Guards	Watch & Ward								
2	Local Labour	Watch & Ward								

The above rates are inclusive of all taxes.

**Note: - Service Charge quoted by the firm should not be less than rate of TDS i.e.2.01% of the Grand Total.**

We do hereby undertake that, in the event of acceptance of our bid, we will carry out the security services as stipulated in the tender document and that we shall perform all the incidental services.

**Name of Firm** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile No. \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Name of Bank \_\_\_\_\_

Bank's Account No. \_\_\_\_\_

IFSC Code \_\_\_\_\_

MICR No. \_\_\_\_\_

**Income Tax Registration No.** \_\_\_\_\_

**GST Registration No.** \_\_\_\_\_

**Signature of Authorized Signatory**  
**Stamp of Firms**



## CHECK LIST

Sl. No.	List of Items	Submitted (Put Tick Mark)	Not submitted (Put Tick Mark)	Submitted documents with serial No.
1.	Attested registration certificate of Security Agency issued by the appropriate authority (PASARA).			
2.	Attested copy of valid GST registration certificate.			
3.	Attested copy of registration under EPFO.			
4.	Attested copy of registration under ESI.			
5.	Proof at least one successfully carried out security contracts in Central Govt./State-Govt./Autonomous Bodies.			
6.	Address List of ongoing/completed contracts for last three years			
7.	Attested copy of PAN & ITR of the last three financial years.			
8.	Earnest Money Deposit (Rs. 1,00,000/-)			
9.	Certificate to state that all the terms and conditions of the tender document are understood by the tenderer and ready to abide by the same without any variation.			
10.	Price bid in sealed envelope			
11.	Proof of Annual Turn Over			



**INFORMATION ABOUT THE TENDERER**  
**(TO BE SUBMITTED ALONG WITH THE TENDER)**

1.	Name of the Firm/ Company	
2.	Year of Establishment	
3.	Status of the Firm/ Company (Partnership. Limited etc)	
4.	Postal Address  Telephone numbers Fax e-mail Website Address ( If Applicable)	
5.	Bank Account Detail for e-payment	Account No Account Type Name of Account Holder Address of Account Holder Name of Branch Address of Branch IFSC Code
6.	Any authorized branches of the Firm/ Company, if so give details	
7.	Name of the proprietor/ partner/ Managing Director etc.	
8.	Nature of your Firm/ Company/ Manufacturer/ Stockiest/ Dealer/ Distributor/ Agent etc.	
9.	Details of products you are dealing in (catalogues for products may be enclosed, if available)	
10.	Turnover for the last three years in Rs. (Year Wise With Documentary Proof)	
11.	List of Existing Clients (Govt./ PSU/Major Client)	
12.	If already doing business with SOI give details	
(a)	Item	
(b)	Since when	
13.	If you are registered with DGS&D or any other Govt./PSU/Authorized body Please give details	
(a)	Name and address of organization registered with	



(b)	Registration No.	
(c)	Date of Registration	
(d)	Date till which Registration is valid	
(e)	Whether registered for items for which tender has been submitted	
14.	Has your firm ever been blacklisted by the Govt. or any other authority? Please give details and reasons thereof	
15.	If blacklisted & revoked give details of the same	
16.	Are you income tax payee, if so please furnish following details	
(a)	PAN/TAN	
(b)	TDS Accounts if any	
(c)	Central Sale Tax Registration No./ Service Tax Registration No.	

**Declaration**

I/We do hereby declare that the entries made in the application are true to the best of my / our knowledge and belief. I/We do also confirm that I/ We have read and understood General conditions of Contract as contained in this tender documents and agree to abide by the same in all respect.

I/We undertake to communicate promptly to SOI all the subsequent changes in condition affecting the accuracy of the details given above. Further I/We undertake that in case the facts/ information furnished, as above is/ has been found false, the SOI may be its absolute discretion reject/ cancel any assignment, if any, awarded / agreed to be awarded to me / us and in such case I / We shall not be entitled to claim any damages/ whatsoever in regard to that assignment

Signature of Proprietor/ Director/ Managing Director/ Constituted authority.

Place:

Name: