



## उष्णकटिबंधीय वन अनुसंधान संस्थान

### TROPICAL FOREST RESEARCH INSTITUTE

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्  
Indian Council of Forestry Research & Education

(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद्)  
(An autonomous Council under the Ministry of Environment, Forests & Climate Change, Govt. of India)

डाकघर : आर.एफ.आर.सी., मण्डला रोड, जबलपुर – 482 021

P.O. – R.F.R.C., Mandla Road, Jabalpur – 482 021.

Phone no. 0761 2840483, Fax. - 0761 - 2840484

### आनलाईन निविदा सूचना / E-TENDER NOTICE No. 1/2019

निम्नलिखित कार्य निष्पादन हेतु अनुभव प्राप्त ठेकेदारों से दिनांक 05-02-2019 अपराह्न 03:30 बजे तक आनलाईन निविदायें आमंत्रित की जाती हैं ।

#### सुरक्षा सेवा के लिए आउटसोर्सिंग के आधार पर ठेके का अनुबंध कार्य

इच्छुक व्यक्ति/संस्था website <http://tfri.icfre.org> से विनिर्देशों सहित टेंडर फार्म डाउनलोड कर ई.एम.डी. के साथ आनलाईन आवेदन कर सकते हैं ।

#### **INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE CONTRACT FOR PROVIDING WATCH AND WARD SERVICES AT TFRI – TROPICAL FOREST RESEARCH INSTITUTE, JABALPUR – 482021 (MADHYA PRADESH)**

S.No.	Activity	Date	Time
1.	Date of Publishing	10/01/2019	15:30 hrs
2.	Date of Pre bid meeting	21/01/2019	15:30 hrs
3.	Last date for receipt of bids	05/02/2019	15:30 hrs
4.	Date of opening of Technical bids at TFRI, Jabalpur	06/02/2019	15:30 hrs
5.	Date of opening of Financial bids at TFRI, Jabalpur	11/02/2019	15:30 hrs

Bids shall be submitted **online only** at CPPP website <http://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted. Tenderer are advised to follow the instructions provided in the "instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>.

Intending tenderers are advised to visit again at CPPP web site <http://eprocure.gov.in/eprocure/app> frequently prior to closing date of submission of tender for any corrigendum/addendum/amendment.

Bids will be opened as per date/time as mentioned in the tender critical date sheet. After on line opening of Technical bid the results their qualification as well as price bid opening will be intimated on line only.

#### **NOTE:**

1. The TFRI – TROPICAL FOREST RESEARCH INSTITUTE, JABALPUR – 482021 (MADHYA PRADESH) India may at discretion, extend closing date and such extension shall be binding on Tenderers.
2. If the closing date for E-tender is declared to be a holiday the tender shall be deemed to remain open for acceptance till the next working day.
3. Tender Documents can be downloaded from the website of TFRI, <http://tfri.icfre.org>
4. Bids received on e-tendering portal only will be considered. **Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
5. TFRI, reserves the right to accept/reject any/all tenders in part /full without assigning any reason thereof.
6. TFRI will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. In case any holiday is declared by the Govt. on the day of opening the tenders will be opened on the next working day at the same time.
7. Any changes/corrigendum/ extension of opening date if any, in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates. Tender fees – Nil, The Tender document is also available at our web-site <http://tfri.icfre.org>

Under Secretary

## TERMS AND CONDITIONS

1. E-tenders (in 2 bid system) are hereby invited on behalf of the Director, TFRI- Tropical Forest Research Institute, Jabalpur for “Contract for Watch and Ward Services” at TFRI- Tropical Forest Research Institute, Jabalpur. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. **EMD: An earnest money of Rs. 50,000/- (Rupees fifty thousand only)** must be deposited in the form of demand draft in favour of “Director TFRI” payable at Jabalpur. The particulars of the earnest money deposited be super scribed on the top of the envelope by indicating the draft and date, failing which the tenders will not be opened. This EMD amount should reach this institute before last date of the tender. The tenders will not be considered if earnest money is not deposited with the tender. Relaxation for EMD will be considered for Firms/agency/societies exempted from EMD as per Govt. norms subject to the valid registration certificate.  
**Performance Security Deposit:** An amount of Rs. **1,25,000/- (Rupees one lakh twenty five thousand only)** as a performance security deposit for the contract is to deposited by the successful bidder only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited and the award will be cancelled.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tender, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of
  - I. A sole proprietor of the firm or constituted attorney of such sole propriety or
  - II. A partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or
  - III. Constituted attorney of the firm if it is a company.
5. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days/ time prescribed by the institute as the case may be the offer made shall be deemed to be withdrawn/stands cancelled without any notice and Earnest Money Deposit (EMD) will be forfeited.
6. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
7. E-tender should be submitted not **later than 05.02.2019**
8. First, Technical bids will be opened and after evaluation of Technical bids in accordance with the qualifying criteria points as indicated in check list, a list of firms qualified in Technical bids will be prepared and will be displayed on portal.
9. The financial bid should be submitted in the prescribed BOQ format available on portal. It should be noted that technical and financial documents should be uploaded simultaneously.
10. Financial bids for qualified technical bidders will be opened on the stipulated date and time.
11. The Institute reserves the right of accepting the tenders in whole or in part. Bidders are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Conditional Tenders other than the condition as above will not be accepted.

12. No interest on security deposit and earnest money deposit shall be paid by the TFRI to the tenderer. The security deposit will be refunded on expiry of the contract. The dues if any not settled by the agency will be recovered from the security deposit.
13. GST or any other tax applicable or made applicable after awarding the contract in Respect of this contract shall be payable by contractor and TFRI will not entertain any claim what so ever in this respect. However, the Income tax or any other tax which is as per the rules of the Government shall be deducted at source from monthly bills of the successful tenderer, as per the rules/instructions made applicable from time to time by Government.
14. DIRECTOR, TFRI, Jabalpur reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the TFRI, for any justifiable reasons, not mandatory to be communicated to the tenderer.
15. Decision of the DIRECTOR, T F R I shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/her level by mutual consultation and in case failure of the settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, TFRI. The decision of the sole arbitrator so appointed shall be final and binding on the parties. The arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
16. On selection of tender, the qualified firm will be communicated automatically through portal. However, letter of award will be sent to the successful tenderer through registered post.
17. Qualification criteria:- The firm shall have a minimum annual turnover of Rs.25.00 lakhs or above in the last financial year (2017-18).The firm should have undertaken the contract for “ Watch and Ward Services”, for a minimum of one work of Rs.25.00 lakhs per Annum or more during one financial year in the last Five years in Central Govt. / State Govt./PSU. Preference will be given to the tenderer quoting for all the schedules of work; subject to fulfillment of terms and conditions and other statutory Govt. levies.
18. The defaulting contractors/agencies whose services were terminated/discontinued either by themselves/ this Institute or any other institute of government agency/ institutions on account of various lapses, need not to apply please and those who have been black listed by any Govt. department also need not to apply.
19. The rates quoted by the tenderers will be admissible as per Govt. of India norms and revised with time.
20. The following documents/vouchers are to be enclosed and uploaded after duly signed and **scanned as single pdf documents**
  - a) Certificate of Registration of the firm & the license for operating Labour Services in Madhya Pradesh as per applicable Rules/Act.
  - b) Firms shall have **Valid Private Watch and Ward Agency Licence from Home Department specifically in the name of the agency.** Certificate of training obtained by watch and ward personnel of bidding firms from Govt. recognized training centers/ bodies as per the provisions under PSARA, 2005.
  - c) Minimum annual turnover of the firm shall not be less than **Rs.25.00 lakhs (Rupees twenty five lakhs)** during one financial year in the last Five years in Central Govt. / State Govt./PSU the last financial year.
  - d) E.M.D. of Rs.50,000/- (in the form of FDR/DD/Bank Guarantee from Nationalized bank).Relaxation for EMD will be considered for Firms/agency/societies exempted from EMD as per Govt. norms subject to the valid registration certificate.
  - e) Firm's / Society's Registration Certificate
  - f) EPF Registration Certificate
  - g) ESI Registration Certificate
  - h) GST Registration Certificate
  - i) PAN Card of the bidder
  - j) Income Tax (IT) Return for the Assessment Year 2018-19
  - k) EPF Chalan Certificates of the last and current financial year
  - l) License certificate issued by Labour commissioner (Central Govt./ State Govt.)
  - m) Certificate of completion of work as experience of work of at least 5 years in State / Central Govt. establishments/PSUs
  - n) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970.
  - o) List of labours registered under ESI & EPF should be enclosed separately. A Minimum of 15 labours of the Agency should be registered under ESI & EPF. A documentary proof of latest vouchers/challans is required to be attached.
  - p) Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum Wages Act or other law (give details). The firm/agency must enclose a certificate indicating that

there is no criminal/legal suit pending or contemplated against it & affidavit of non-blacklisting on non-judicial stamp paper of Rs.100/- or more.

Note :The successful Tenderer will have to enter into a detailed contract agreement with TFRI on non-judicial stamp paper of 1,000/-(Rupees One thousand only) purchased by the successful bidder.

Yours faithfully,  
Sd/-

**Under Secretary**  
For and on behalf of the Director  
Tropical Forest Research Institute,  
P.O. – RFRC, Mandla Road,  
Jabalpur (M.P.) - 482021

**TENDER FOR ANNUAL RATE/WORK CONTRACT FOR PROVIDING WATCH AND WARD SERVICES AT TROPICAL FOREST RESEARCH INSTITUTE.**  
**POST OFFICE - RFRC, MANDLA ROAD, JABALPUR (M.P.) – 482 021**

Full Name of the tenderer	
Address:-	
Telephone No.	
E-mail:	

To  
The Director  
Tropical Forest Research Institute  
P.O. - RFRC, Mandla Road,  
Jabalpur (MP) - Pin- 482 021

Sir,

I/we have read all the particulars regarding the general information and other terms and conditions for **Annual Rate/ Work Contract FOR PROVIDING WATCH AND WARD SERVICES at TROPICAL FOREST RESEARCH INSTITUTE, JABALPUR**, and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached "I" and "II" to this tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/ we shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender\_\_\_\_\_. The **schedules I and II** to accompany this tender are at page Nos.\_\_\_\_\_.

4. Every page so attached with this tender bears my signature and the official seal.

5. Pay Order/Demand Draft No.\_\_\_\_\_of Rs.\_\_\_\_\_drawn in favour of Director,TFRI payable at -----, Jabalpur is enclosed as earnest money as required.

Signature & Seal of Tenderer with date\_\_\_\_\_

Address\_\_\_\_\_

Name & Signature of witness\_\_\_\_\_

Address \_\_\_\_\_

**SCHEDULE TO TENDER****PART-I**

1	Name of the Firm/Agency/Society	
2	Full address with Post Box No. and Telephone No. if any	
3	Constitution of the Firm/Agency/Society	
	a) Indian Companies Act 1956	
	b) Indian Partnership Act,1932 (please give names of partners)	
	c) Any other Act, if not, the owner	
4 (i)	For partnership firms whether registered under „The Indian Partnership Act,1932, please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.	
(ii)	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute condemning business of the partnership to arbitration.	
(iii)	If answer to (i)or(ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	
5	Name and Full Address of tenderer's Bankers	
6	Permanent Income Tax No. / Circle / Ward	
7	Any other relevant information	

All the above information of Part I of schedule I must be accompanied with the certified copies of the documents, failing which the quotation will be liable to be rejected.

**Part-II**

<b>1</b>	<b>Earnest Money Deposited ?</b>	<b>Yes/No</b>
	Demand Draft number with date and <b>Name of Bank drawn on.</b>	

**Part-III**

<b>1</b>	Name and address of the firm's representatives and whether the firm would be represented at the time of opening of the tenders.	
<b>2</b>	Name of the permanent representative regarding the contract	
Dated:- _____ Place:- _____		
		Authorized Signatory

Please add supplementary pages to be numbered wherever needed.

## **SCHEDULE-II**

### **GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF PROVIDING WATCH AND WARD SERVICES FOR A PERIOD OF ONE YEAR, AT TROPICAL FOREST RESEARCH INSTITUTE, POST OFFICE - RERC, MANDLA ROAD, JABALPUR (M.P.) – 482 021**

#### **SCOPE OF WORK:**

The approximate area to be supervised at TFRI, Jabalpur is about 109 hectares. The details of Security requirements and duties to be performed may be assessed in consultation with the Security section of TFRI, Jabalpur

<b>SI. No.</b>	<b>Service</b>	<b>Unit</b>
1	PROVIDING WATCH AND WARD SERVICES in accordance with the highest standards of services and as per the terms and conditions specified in the Tender including all watch and ward personnel, material, transportation, specially covered all acts & taxes etc. as applicable from time to time.  "A" shift - 08.00 A.M to 04.00 PM. "B" shift - 04.00 PM to 12.00 PM "C" shift – 12.00 PM to 08.00 AM (Next day) "D" shift - 10.00 PM to 06.00 AM (Extra)	About 11 watch and ward personnel will be engaged per month, who will be distributed in various shifts as per the requirement.

#### **AREAS FOR WHICH SECURITY IS TO BE PROVIDED.**

<b>SI.No</b>	<b>Details of Service required</b>	<b>Number of check points</b>	<b>Frequency</b>
1.	Main office premise	1	Round the clock
2.	Director's residential campus	1	Round the clock
3.	New TFRI colony	1	Round the clock

The above check points are indicative points to be guarded and subject to change as per requirement. The interested parties may visit the campus and verify the quantity of watch and ward work, during Institute working hours with prior permission, before quoting the rates.



## **SPECIAL TERMS AND CONDITIONS OF THE CONTRACT**

1. All works to be carried out and services to be provided as per the details given in Schedule-II.
2. The number of manpower units mentioned in Schedule-II is approximate monthly work order.
3. PAYMENT OF MINIMUM WAGES:
  - (a) The contractor has to pay minimum wages to the workers with all statutory benefits like EPF & ESI as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India (Notification No. S.O. 191(E) dated 19.01.2017 of Ministry of Labour and Employment and letter No. 1/38(6)/2018LS.II dated 28.09.2018 of Chief Labour Commissioner, New Delhi)
  - (b) Whenever there is increase/decrease in the minimum wages and other statutory benefits like EPF, ESI, etc. as per the notification issued by Labour Commissioner, Ministry of Labour, Govt. of India, the same has to be strictly implemented and the contractor has to pay his workers the revised wages and other statutory benefits accordingly.
4. EPF AND ESI ISSUES:
  - (a) The successful Agency/Contractor has to open EPF and ESI Accounts of his workmen employed for works to be executed in the TFRI premises within a month of commencement of the work. Monthly bill must be accompanied with Challans / vouchers in support of the payment of EPF & ESI contributions.
  - (b) The details of EPF and ESI Accounts should be provided to the every Workman engaged by the Agency/Contractor. Details of monthly updates of EPF & ESI Accounts of workmen along with supporting vouchers / challans should be provided to both the workmen and the institute.
  - (c) Vouchers / Challans in support of payment of EPF & ESI contributions must be enclosed along with monthly bill, failing which the bill shall not be passed. Non- deposition of EPF& ESI contributions will lead to termination of contract.
  - (d) Immediately after signing the Agreement, the Agency/Contractor has to provide a list of workers engaged along with all details of EPF and ESI Account number.
5. All the watch and ward personnels should have minimum qualification of class 8th or equivalent and age not more than 50 years on 01-01-2019, Character assessment, the discharge certificate should indicated good to exemplary character.
6. The contractor has to maintain all relevant registers – Salary register, over time register, attendance register, etc. as per the prevailing labour laws. All these registers must be available with the Supervisor deployed by the contractor, which can be verified by the Security section of Institute periodically.
7. The personnel provided shall be under direct control and supervision of the Contractor/Agency. However, the Contractor shall comply with all instructions given to him by the authorized Officer of the Institute, from time to time. The Staff of the Contractor must bound by office timing, duty, placement, locations, and maintaining discipline in the Institute's premises.
8. The Contractor/Agency shouldn't give lenient or casual impressions in duties. They should be always alert and attentive. The Contractor/Agency shall be solely and fully responsible for carelessness and negligent attitude of his staff/supervisors towards assigned watch and ward. In case of any loss, theft, damage to the life and property of the institute and its employees due to carelessness and inattentiveness attitude of his staff/supervisor, the Contractor/Agency shall compensated the amount of loss or damages.
9. The Contractor shall issue duly signed and numbered Photo Identity Card (i.e. ID card) to his Staff/supervisor deployed in the premises of the Institute. All watch and ward personnels/Supervisors must wear the ID cards while they are on duty.
10. Payment to the watch and ward personnels should be made either by RTGS or by Crossed cheque in presence of the concerned officers of TFRI, Jabalpur.
11. The contractor should abide by all prevailing labour laws including providing medical facilities to watch and ward personnels. TFRI shall not be responsible in such matters.
12. Every endeavor has been made to make this document simpler and clear. Every information related to the Security service is mentioned. However, if any clarification is required, the bidders may ask the same in writing to the Head, Facility and Services or the same may be got clarified in pre-bid meeting.
13. The contract will be initially for a period of one year which may be extendable for a further period subject of the requirement and satisfactory performance of the vender and his/her willingness to continue at same rates and terms and conditions.
14. Watch and ward has to be provided on all days of the month including Sunday/National Holidays and one should not be allowed to work more than 26 days in a month. However, contractor has to pay for the holidays to the staff.
15. No accommodation or departmental transport will be provided by this Institute for the contractor's staff.

16. The Contractor is required to provide monitoring and supervision of the watch and ward deployed under the contract. He will also take instructions from the Security In-charge or Head, Facilities and Services and accordingly issue necessary instructions to their workmen to carry out the watch and ward efficiently and smoothly without creating any problem.
17. Canvassing in any form in connection with the tender is strictly prohibited and the tender submitted by the contractors who resorts to canvassing will be liable for rejection.
18. The Tenders will be valid for a minimum period of 90 days from the date of its opening.
19. The contractor will be responsible and liable for the implementation of all the statutory provisions as regards watch and ward and other personnel to be deployed by him in respect of minimum wages under Minimum Wages Act, 1948 Employees' Provident funds, and Employees' State Insurance (if applicable) under EPF and ESI Act, Income Tax Act, GST Act as and when they become applicable under the law. The Contractor shall maintain all the statutory register under the law. The Contractor shall produce the same on demand to the TFRI authority or any authority under law. The contractor shall produce the proof of deduction as well as remittances of EPF, ESI contributions or any other deposit of the employees to the TFRI authority. In case, the contractor fails to comply with statutory obligation under any labour laws and the TFRI is put to any obligation, monetary or otherwise, the TFRI will be entitled to get itself reimbursed out of the bill or the security deposit of the contractor or otherwise to the extent of the obligation in monetary terms.
21. The Contractor shall not be permitted to transfer or assign his rights and obligations under this contract to any other person or organization.
22. The Contractor shall be liable to be fined minimum of Rs, 2000/- in each case for any theft in the premises.
23. The contractor will ensure that no unauthorized entry is permitted and the guards at the entry points should be able to categorize the legitimate and visitors without causing any embarrassment or discourtesy.
24. Entry of stray dogs and stray cattle into the campus is to be prevented.
25. It should be ensured that trees, flowers, plants and grassy lawn are not damaged either by the campus inmates or by outsider.
26. All personnel employed by the contractor shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the TFRI campus.
27. In the event of any malpractice on the part of the contractor or his employees, vis-à-vis any TFRI staff or otherwise, the contract shall be liable to be terminated.
28. Any dispute arising out of this agreement will be settled under the jurisdiction of Jabalpur court (under High Court of Madhya Pradesh, Jabalpur)
29. Govt. of India norms circulated time to time will be followed for evaluation of tenders submitted by bidders.
30. The first party reserves the right to reject any or all renders without assigning any reasons thereof.
31. Bidders shall follow instructions for online Bid Submission as per NIC guidelines.  
**(Url: <https://eprocure.gov.in/eprocure/app>)**

**CHECK LIST FOR EVALUATION OF TECHNICAL BID**  
(to be filled, signed, scanned and uploaded with corresponding records, online)

Sl. No.	Parameters	Particulars	Reference Page no.
1.	Registration certificate of the firm under the work contract of the Central Govt./State gov. Private Security/watch and ward Licence of Home Department		
2.	Security/watch and ward Licence of Home Department		
3.	Minimum turnover of the firm not less than Rs.25.00 lakhs (Rupees twenty five lakhs) during the last financial year		
4.	Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations'. Provide the details in enclosed tabular form.		
5.	Balance Sheet of the firm for last year of the service contract Certified by the chartered accountant		
6.	Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years		
7.	Employee' EPF registration certificate issued by the Govt.		
8.	Employee ESI registration certificate issued by the Govt.		
9.	The contractor/agency/society must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.		
10.	Nos. of staff/supervisors registered under ESI & EPF separately. Minimum 50 nos.(Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.		
11.	GST registration certificate issued by Govt. etc.		
12.	Constitution of the Firm/Agency		
	a. Indian Companies Act 1956		
	b. Indian Partnership Act,1932: (please give names of partners)		
	c. Any other Act, if not, the owner		
	(i)For partnership firms whether registered under ,The Indian Partnership Act,1932, please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.		
	(ii)If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.		
	iii) If answer to (i)or(ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.		
13.	Name and Full Address of their Bankers		
14.	Balance sheet of last financial year attached?		
15.	Registration Number of the firm		
16.	ESI No. of Firm		
17.	EPF No. of Firm		

18.	Registration No. under Contract Act/ labour department		
19.	GST Registration no.of the firm		
20.	PAN Number (PANcard copy)		
21.	Experience in no. of years(Name and address of client departments may be indicated with copies of work orders/ experience certificate)		
22.	Turnover of last financial year. ( Certified copy of Balance Sheet/ Bank certificate/Chartered Accountant certificate be attached)		
23.	Number of workers registered under ESI & EPF (print out from the ESI & EPF website)		
24.	Detail of the EMD		
25.	EMD Submitted		
26.	Tender Fee Submitted		

**Details of the Minimum 5 (Five) years experience/ work done**

Sl. No.	Name of the Deptt. / Organization & Name of contact Person with Phone No.	Period		No. Of staff deployed	Remarks
		From	To		

**(Authorized Signatory)**