

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM

(An Autonomous Institution under MHRD, Govt. of India)
Maruthamala.P.O, Vithura, Thiruvananthapuram - 695551

E-TENDER DOCUMENT

FOR

HIRING OF SECURITY SERVICE - 2019

Tender No: IISER(T)/Admn/036/2019



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PART - I

SECTION-I : NOTICE INVITING TENDER

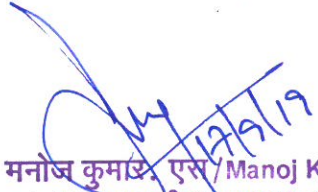
E-Procurement TENDER NOTICE for Outsourcing of Office Security Services

1. Indian Institute of Science Education and Research Thiruvananthapuram (IISER TVM) invites E- Tender (Online Tender through website <http://eprocure.gov.in/eprocure/app> in Two bid System i.e. Technical Bid and Financial Bid from professional Security Agencies capable of providing round the clock security services (by providing security guards (without arms) on rotation basis in 3 shifts of 8 hours each at various locations of this Institute's campus at Vithura, Thiruvananthapuram. The approximate requirement of security guards will be **15 (Fifteen)** per day.
2. The agencies must be holding valid licenses under the Private Security Agencies Regulation Act 2005 or other relevant act for operation in the state of Kerala. The agency must also be registered with EPFO, ESIC and should have other statutory registrations prescribed under relevant acts.
3. The other details mentioned in the below schedule :-

S.No.	Activity Description	Schedule
1	Tender No	IISER(T)/Admn/036/2019
2	Start date of submission of Bid online	10.00 Hrs of 18 September 2019, The tender document is available through Institute website and E-Procurement portal http://eprocure.gov.in/eprocure/app which can be downloaded by using bidder login credentials.
3	Time and last date of online bid submission	14:00 Hours of 03 October 2019
4	Time and Date of pre bid meeting	25 September 2019 at 14.00 Hrs
5	Clarification End Date	30 September 2019
6	Time and Date of Opening of Technical Bid	15:00 Hours of 04 October 2019



7	Time and Date of Opening of Financial Bid	Will be intimated through E procurement portal
8	Minimum Validity of tender offer	180 days from the date of opening
6	Estimated cost of tender	30,00,000/-
7	Amount of EMD to be deposited	Rs. 60,000/-
8	Duration of contract	One Year from the date of award of contract. However, the same may be further extended on the same terms & conditions as per the requirement of the Institute and performance of the contractor.
9	Cost of Bid Document	Rs. 560/- (including GST)
10	Likely date for commencement of contract	01 November 2019


मनोज कुमार, एस / Manoj Kumar. S
 Assistant Registrar (Estb. & HR)
 भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनन्तपुरम
 Indian Institute of Science Education and Research Thiruvananthapuram



SECTION-II

INSTRUCTIONS TO BIDDER FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.



- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.



- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their technical & financial bids in PDF format only and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.



10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.



SECTION-III

GENERAL TERMS & CONDITIONS

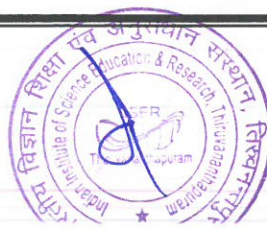
The offer to the Notice Inviting Tender shall be in two parts viz:

- Technical Bid and
- Financial Bid

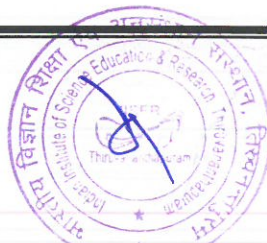
- 1) **Technical Bid** shall consist of copies of mandatory certificates (**GST, PAN, PSARA registration etc**), experience, existing client list (with CSPR), **EMD (Rs.60,000/- (Rupees Sixty thousand only)** . Quotes should accompany a copy of Transaction slip / print out **OR** Bank Guarantee equivalent to the EMD value with validity 90 days (should be submitted before tender due dates), **Tender Cost (Rs. 560/- (Rupees: Five hundred sixty only) (nonrefundable)** .Tenders submitted without remitting tender fee will be summarily rejected. Bidders are requested to write their name and full address, tender details, **Bank Details and other particulars** in the relevant column of SB Collect format. Deviations if any, from tender terms, clause-wise should be clearly mentioned.
2. **Financial Bid** should be submitted as per the format given in BOQ.
3. The bidder must be a Proprietary/Partnership firm/Limited Company/ Agency/ Society legally constituted or registered under the relevant Act and having a valid license under Private Security Agency (Regulation) Act 2005 or other relevant act to operate and provide security services in the State of Kerala.
4. The security agency/firm/company should have the minimum **THREE YEARS** experience as on 30 September 2019 in providing at least **25** trained security guards services at one location in a Government/ Semi Government organization/ Public Sector undertaking/ University/ Academic Institute or **15 or more** trained security guards at **two** different locations. Documentary proof to this by way of bank credit details of the pay disbursement should be attached with the technical bid. No other proof in this regard will be accepted.



5. The bidder must submit Customer Satisfactory Performance Report (CSPR) from the organizations for which experience certificate is being submitted for the financial year in which they have provided the qualifying Security Services. Such CSPR must be signed by the authorized signatory of the organization concerned and should have been issued on or after 01 September 2019.
6. The Agency should be registered with EPFO, ESI Corporation and should have other valid registration with the concerned state/central authorities for fulfilling the eligibility criteria.
7. The contracting agency/firm/company should be based at Thiruvananthapuram or having its office in Thiruvananthapuram.
8. **PRE BID MEETING:** The bidders are advised to attend the pre-bid meeting and acquaint themselves with requirement and the operational system in place. The cost of visiting shall be borne by the bidder. It shall be deemed that the Contractor / Agency has undertaken a visit to the Institute and is aware of the requirement and operational conditions prior to the submission of the tender documents.
9. **COST OF BID:** The bidder shall bear all costs associated with the preparation and submission of his / her bid and the Institute will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
10. **ONE BID PER BIDDER:** Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of consortium participate in more than one bid, the bids are liable to be rejected.
11. Tender form should be submitted along with technical bid and each and every page of the tender document should bear the rubber stamp and signature of the authorized signatory.
12. Rates quoted should be inclusive of all. Nothing shall be paid by IISER-TVM in addition to the rate quoted by the Tenderer.



13. Correction if any should be attested with dated initials by the same party who is signing the Tender form. Overwriting will render your tender liable to be rejected.
14. Conditional tenders are liable to be rejected.
15. **Any attempt to negotiate or influence directly or indirectly from tenderer's side will result to disqualification.**
16. The Director, Indian Institute of Science Education and Research Thiruvananthapuram (IISER-TVM) reserves the right to choose, accept or reject any or all requests/offers, in full or part, at any stage without assigning any reason. The decision in this regards will be firm and final.
17. Upon evaluation of offers, the award of contract will be intimated to the successful bidder.
18. The bidder, whose tender is accepted, should send a letter immediately to IISER-TVM conveying their acceptance of the terms and conditions and the rates.
19. **Performance Security Deposit:** The successful bidder should submit a Performance Security Deposit equal to 5% of the total annual contract amount or Rs. 1,50,000/- (Rupees One lakh fifty thousand only) ,whichever is higher , by way of Bank Guarantee / Demand Draft / Fixed deposit receipt duly marked lien. The Performance Security Deposit should be submitted before commencement of the contract. The Performance Security Deposit will be released only after successful completion of contract period / extended contract period, whichever is later. In case the bidder fails to deposit the Performance Security Deposit within the time limit, the offer of acceptance will be treated as cancelled and in such event, the contract may be awarded at the discretion of the competent authority and the EMD so deposited by the withdrawn bidder will be treated as forfeited.
20. The successful bidder shall execute an agreement on the above subject within the time as may be specified by IISER-TVM.



21. The contract will be valid for a period of one year starting from 01 November 2019 or the date of signing the contract agreement whichever is later and shall be extendable to further periods depending on the performance of the contractor and requirement of the Institute. It can however be terminated by either parties at any time giving two months' notice.

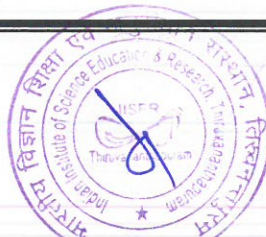
22. The contracting agency/firm/company and the IISERTVM shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues/ disagreements/ disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Thiruvananthapuram.



SECTION-IV

Other Terms and conditions of the contract

- (i) The agency shall ensure that all statutory rules/regulations as stipulated under Payment of Minimum Wages Act, Employees State Insurance Scheme, Employees Provident Funds Act, Child Labour Prevention Act, Laws on prevention of Sexual harassment at work place etc., are fully adhered to and no infringement on this account is caused directly or indirectly.
- (ii) The Institute is located in “Area C” as per prevailing notifications for minimum wages by Govt. of India. The minimum wages will be revised as and when the orders of wage revision is promulgated by the Govt. of India. Wherever there is a difference in the minimum wages notified by the State Government and Central Government, the wages whichever is higher will be applicable. The rates of contribution of EPF, ESI and Bonus will be as per the rates notified from time to time by the appropriate authorities. The offers of agencies quoting rates less than minimum wages will be summarily rejected. For comparison of rates of this tender, the minimum wages notified as per Ministry of Labour & Employment , Govt. of India vide letter No. 1/8(6)/2019-LS-II dated 27 March 2019 applicable from **01 April 2019** will be considered.
- (iii) The personnel deployed should have good moral character, behavior, health and pleasing personality and should be in good turnout while on duty. The agency should also ensure that disruptions in services are not occurred due to labour issues with the agency. The agency should settle the matter amicably and Institute will not be a party towards settlement of issues except from the principal employer’s point of view.
- (iv) The agency shall, on its own expense, undertake the police verification of the personnel to be engaged/deployed under this contract.
- (v) The contractor shall furnish to The Director, IISER TVM, before commencement/assignment of the security contract, the details of personnel deployed like name, photograph, residential address and other details along with a complete set of the report of the character and antecedents



verification done in respect of the personnel to be engaged/ deployed under this contract. The same procedure is to be ensured whenever a new person is deployed at the campus site.

(vi) The agency shall indemnify, Director, IISER-TVM and IISER-TVM Administration, against all possible damages (including violation of any of the provisions of Statute/Acts/Laws) caused to the personnel/ equipment of the agency on account of agencies staff's negligence while undertaking the security jobs in the Institute.

(vii) The contractor shall raise the payment bills for the service provided on monthly basis. While submitting the Bill, the Company will submit a certificate to the effect that all salaries for the month have been disbursed in full before 05th of every month along with a copy of bank transaction / statement. The agency should also submit copies of challan of deposit of EPF and ESIC contributions with the concerned agencies for previous month. The staff should be provided with salary slip every month.

(viii) The contractor shall deploy a suitable person as manager/ coordinator, at agencies cost, who is capable and qualified to provide training, supervise and regulate the employees deployed by the agency. The coordinator thus deployed should also be able to interact, in a polite way, with the officers/faculty members/ students of IISER TVM. The person thus deployed should be able to resolve the day to day issues which may come up during the course of contract.

(ix) The contractor shall ensure that sufficient leave reserve personnel are arranged and no delinquency is shown in the services to be provided. It is to ensure that no person is working beyond the stipulated working duration of eight hours per day.

(x) The Institute reserves the right to increase or decrease the number of personnel to be deployed. The additional requirement projected to be met within forty eight hours.

(xi) Institute reserves the right to demand the withdrawal of a person deployed. The agency has to withdraw her/him from the Institute's job, even without any particular reason, when such demand is being made by the Institute authorities.



(xii) The agency should ensure that the personnel deployed at the Institute should not be employed elsewhere during the period of the contract.

(xiii) Only personnel on duty will be allowed to enter in the Institute premises.

(xiv) The agency has to maintain the following documents at duty place and has to ensure necessary stationery for the same:-

(a) Daily attendance register

(b) Guard checking register

(c) Daily briefing register

(d) Occurrence register

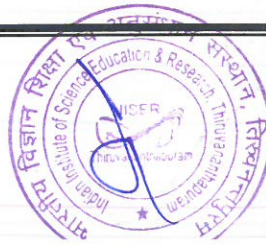
(e) Beat book at sentry post

(xv) The agency should provide prescribed uniform as per laws to the personnel deployed at their own cost and ensure that the personnel deployed are properly attired during duty time. The expenses towards maintenance of uniform, if any as per rules / agreement, is to be met by the agency. The guards has also to be provided with baton, whistle and torch at the cost of agency.

SECTION – V

SCOPE OF WORK OF THE CONTRACT

1. The scope of work under this security contract is as follows :-
 - (a) Providing round the general security services at the duty points / specified premises as per the details provided by the Institute.
 - (b) Patrolling of campus and adjoining facilities.
 - (c) Keeping vigil against trespassing by strangers, vehicles, stray animals etc.
 - (d) Verifying the identity of the persons entering the Institute premises and prevents the entry of unauthorized persons, anti-social elements, unauthorized vehicles etc.
 - (e) Assist the Institute's staff and students during emergency situations.
 - (f) Ensure fire safety in the campus.
2. The selected security agency will deploy security personnel, to work in three shifts of eight hour's duration, every day. The shifts will be as under :
 - (i) 'A' Shift - 0600 hrs. to 1400 hrs.
 - (ii) 'B' Shift - 1400 hrs. to 2200 hrs.
 - (iii) 'C' Shift - 2200 hrs. to 0600 hrs. (Next day)
 - (iv) 'General Shift' - 0900 hrs. to 1730 hrs (including lunch hours).
3. The security guard deployed should be physically fit, mentally alert and should have minimum qualification of 10th Class. The age limit prescribed as per PSARA act. The guard deployed should be trained in handling of security equipment, firefighting equipment and able to maintain documents as per the security guidelines and instructions of the Security Section of IISER TVM. They should also possess knowledge in First Aid/ driving/ handling wireless equipment / modern security gadgets etc. The contracting agency will also ensure that the personnel deployed are free from any infectious disease before deployment for work.
4. All security Guards posted must be able to communicate in Hindi / English.



5. The guard should have work experience for at least 2 years in security assignment in similar Academic Institutions / Universities etc.

6. No person who has been convicted by a competent court / who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State police organization, Central or state Governments or in any private security agency shall be employed or engaged.



Section – VI

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

To,
The Director,
Indian Institute of Science Education and Research, Thiruvananthapuram (IISER TVM),
Maruthamala.P.O, Vithura, Thiruvananthapuram – 695 551

Sub : Acceptance of Terms & Conditions of Tender Reg.

Tender No :

Name of Tender : Notice inviting tender – Hiring of security services – 2019

Dear Sir,

I/We _____ have carefully gone through and understood the contents of the tender and its terms & conditions including the scope of work expected as per the contract to be deployed and I/we undertake to abide myself/ourselves by all the terms and conditions set forth.

2. I/We declare the following information provided are correct to the best of my knowledge

1.	Name and Address of the bidder	
2.	Contact Person	
3.	Phone	
4.	E-mail	
5.	Mobile Number	
6.	GST No	
7.	PAN No	
8.	E.P.F & ESI Registration No. (Attach self-attested copy)	
9.	Tender Fee submission details - DU No as per SB Collect	
10.	EMD submission details - DU No as per SB collect	

Date:- _____

SIGNATURE.....

Place:- _____

NAME:
(Authorized Name & Signatory of Agency/firm with stamp)



Section – VII

BIDDERS PROFILE & DECLARATIONS

1	Name and Address of the Tenderer/Agency with Telephone Number/Fax No./Mobile No.	
2	State of Agency (Registered Co./Proprietary/Society/Registered under Shops & Establishment Act) (attach copy of Registration Certificate)	
3	Details of registration as per Private Security Agencies Regulation Act, 2005 or other relevant act (attach copy of certificate)	
4	GST No. & Registration No. (attach copy of certificate)	
5	Permanent Account Number (PAN) (attach copy)	
6	E.P.F Registration No. (Attach copy)	
7	Number of Employees presently employed by the bidder/agency	
8	Experience in the field of providing security services (in Years) (Attach CSPR from the institutions where similar services were provided).	
9	Nature of any other business run by the agency	
10	Address/Location of the office from where security services are going to be controlled	
11	Bankers Name and Address with their solvency certificate (To be enclosed separately)	
12	Bankers IFSC Code	

Self- attested copy of experience certificate / certificates issued by the competent authority for the satisfactory work carried out in outsourcing office Security Services or job of similar nature to **Central / State Government / PSU for Three years or more during the last five years**. The summary of that can be tabulated in the given format in chronological order.

S.No	Details of client along with address and contact details	Amount of Contract (Rs.)	Experience Certificate for the period	
			From	To
1				
2				

(If the space provided is insufficient, a separate sheet may be attached.)

Additional information, if any (Attach separate sheet, if required)

Date :

Signature:

Place :

Name :

(Authorized Name & Signatory of Agency/firm with stamp)



DECLARATION

FOR DOWNLOADING OF TENDER DOCUMENT FROM WEB SITE

"I..... (authorized signatory) hereby declare that the tender document submitted has been downloaded from the website" <http://www.eprucure.gov.in> and no addition / deletion / correction has been made in the proforma downloaded. I also declare that is the DU No. for Rs..... towards the cost of tender document.

Date :

Signature:

Place :

Name:

(Authorized Name & Signatory of Agency/firm with stamp)

DECLARATION

FOR EPF & Misc provisions Act 1952

I(name of the contractor/agency) hereby declare compliance towards conditions of the EPF and Misc provisions Act 1952 and authorize IISER TVM to recover any payment that arises due to failure to comply with any of the Labour legislations and statutory conditions viz., Labour, EPF,ESI etc., or any other acts dealing with the same and all other acts mentioned in the tender document.

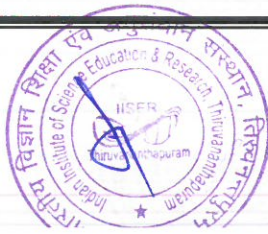
Date :

Signature:

Place :

Name :

(Authorized Name & Signatory of Agency/firm with stamp)



DECLARATION

DECLARATION REGARDING BLACKLISTING/ DEBARRING

FROM TAKING PART IN GOVT.TENDER BY GOVT. DEPT

1. I / We Proprietor/ Partner(s)/ Director(s) of M/S.-----
-----hereby declare that the
firm/company namely M/S. -----
-has not been blacklisted or debarred in the past by IISER TVM or any other Government
organization from taking part in Government tenders.

Or

2. I / We Proprietor/ Partner(s)/ Director(s) of M/S.-----
-----hereby declare that the
firm/company namely M/S.-----
was blacklisted or debarred in the past by IISER TVM or any other Government Department from
taking part in Government tenders for a period of -----years w.e.f.----- . The period is
over on -----and now the firm/company is entitled to take part in Government tenders.

(Fill only one of the above points whichever is applicable)

In case the above information found false I/We are fully aware that the tender/ contract will be
rejected/cancelled by IISER TVM and EMD/SD shall be forfeited.

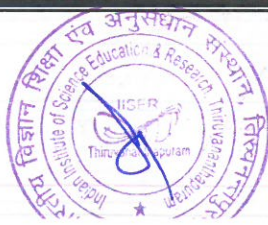
Date :

Signature:

Place :

Name:

(Authorized Name & Signatory of Agency/firm with stamp)



Section – IX

CHECK LIST FOR ATTACHMENTS

<u>Sl</u>	<u>Attachment</u>	<u>Enclosure Status</u>
(a)	Address Proof	
(b)	Copy of Registration Certificate & PSARA Registration Certificate	
(c)	Copy of GST, ESI and EPF Registration	
(d)	Copy of Pan Card	
(e)	Proof of experience	
(f)	Bank Details with IFSC code	
(g)	EMD Details	
(h)	Tender Fee Details	
(i)	Signed copy of tender form	
(j)	Undertaking	

Date:- _____

SIGNATURE:.....

Place:- _____

NAME:.....

(Authorized Name & Signatory of Agency/firm with stamp)

