TENDER CALL NOTICEFOR PROVIDINGCFMS SERVICES OF WATCH AND WARD BY SECURITY GUARDS & MAINTENANCE OF LAWNS & GARDEN AT RAMACHANDI PROMENADE, KONARK

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OFFICE OF THE MANAGING DIRECTOR, ODISHA TOURISM DEVELOPMENT CORPORATION LTD, BHUBANESWAR

Tender Call Notice No.,2865 **Dt: -31.10.2023**

1. Sealed tenders are invited in the prescribed format from reputed, well established and financially sound CFMS Agencies for services **of watch & wardby Security Guards & Maintenance of Lawns & Garden At Ramachandi Promenade, Konark to Work Under administrative control of Managing Director, OTDC**. The following personnel under the administrative Control of **Managing Director, Odisha Tourism Development Corporation Ltd, Bhubaneswar, Khordha** for a period of 3years from the date of commencing of the contract.

Si No	Name of the post	Manpower to be outsourced	Category
1	Facility manager	1	High Skilled
2	Security Supervisor	1	High Skilled
3	Sanitation Supervisor	1	High Skilled
4	Gardener	3	Skilled
5	Sanitation Workers	15	Un-Skilled
6	Security Guard	10	Skilled
Total Manpower		**31**	

The details information of CFMS services of aforesaid work has been provided in the Tender Documents. The tender document will be available on the official website of OTDC i.e.https://odishatourism.gov.in . The tender documents completed in all respect should reach to office of the Managing Director, OTDC latest by **14th November 2023** through Speed/Registered Post/by hand dropped at tender box only in the address of **Managing Director, Odisha Tourism Development Corporation Ltd, Paryatan Bhawan, Museum Campus, Lewis Road,Bhubaneswar -751 014**

-Sd-
Managing Director, OTDC

Memo No.2865(1)/Estt, Dt: - 31.10.2023

Copy along with soft copy of notice and documents forwarded to the OTDC for information and necessary action. He is requested to host the tender notice in the official website of OTDC official website**(https://odishatourism.gov.in)** for wide publication OTDC District for information with request to display this Tender Call Notice in their respective office Notice Board for wide publication.

Copy to Notice Board of Managing Directorate, OTDC.

-Sd-
Managing Director, OTDC

DIFFERENT IMPORTANT DATES OF THE TENDER FOR PROVIDING SERVICES OF SECURITY GUARDS & MAINTENANCE OF LAWNS & GARDEN AT RAMACHANDI PROMENADE, KONARK TO WORK UNDER ADMINISTRATIVE CONTROL OF MANAGING DIRECTOR, OTDC.			
(a)	Date of issue of Tender Document	: …	31.10.2023
(b)	Last Date and time for submission of		14.11.2023
	Tender Document	:	
(c)	Date and time for opening of		14.11.2023
	(i) Technical Bids	:	14.11.2023 up to 4 P.M in the office Drop Box at OTDC
	(ii) Financial Bids of eligible Bidders	:	14.11.2023 at 5 P.M in the Conference Hal of OTDC
(d)	Likely date for commencement of		
	deployment of Required manpower	:	

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

2. The Office of the Managing Director, OTDC and its sub-ordinate offices under Revenue hierarchy requires the **watch & ward by Security Guards & Maintenance of Lawns & Garden At Ramachandi Promenade, Konark to Work Under administrative control of Managing Director, OTDC**.

3. The contract for **watch & ward by Security Guards & Maintenance of Lawns & Garden AtRamachandi Promenade, Konark to Work Under administrative control of Managing Director, OTDC**providing 25 numbers of Manpower would continue till completion of three years from the date of signing of contract/agreement. No subsequent renewal on completion of the contract period of one year will be ascertained.

4. The interested CFMS Service Providers /agencies shall submit the tender document complete in all respects along with Paper cost, EMDand other all requisite documents in the address "**Managing Director, Odisha Tourism Development Corporation Ltd, Paryatan Bhawan, Museum Campus, Lewis Road,Bhubaneswar -751 014. If any documents not submitted by bidders the same bid rejected by authority.**

5. The various crucial dates relating to Tender Call Notice for providing CFMS services **of watch & ward by Security Guards & Maintenance of Lawns & Garden AtRamachandi Promenade, Konark to Work Under administrative control of Managing Director, OTDC** under the administrative Control of Managing Director, OTDC through CFMS Service Provider are cited in Page- of the tender documents.

6. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for providing watch & ward by Security Guards & Maintenance of Lawns & Garden At Ramachandi Promenade, Konark to Work Under administrative control of Managing Director, OTDC** and "**Financial Bid for providing watch & ward by Security Guards & Maintenance of Lawns & Garden At Ramachandi Promenade, Konark to Work Under administrative control of Managing Director, OTDC** Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for watch & ward by Security Guards & Maintenance of Lawns & Garden At Ramachandi Promenade, Konark to Work Under administrative control of Managing Director, OTDCto Work Under administrative control of Managing Director, OTDC**".

7. The Intending Bidder to deposit non-refundable amount of Rs. **10,000/- (Rupees Ten thousand) only** towards tender paper cost in form of Demand Draftpayable at Bhubaneswar and drawn in favour of Managing Director, OTDC along with Technical Bid.

8. The **Bid security /Earnest Money Deposit (EMD) of Rs. 1,00,000/-(Rupees one lakh only)**should be necessarily accompanied with the Technical Bid of the CFMS service provider in the form of Demand draft from any of the Commercial banks in an acceptable form drawn in favour of Managing Director, OTDCfailing which the tender shall be rejected summarily except those bidders, who are exempted as MSME Registered Under NSIC . The Bid Security money of unsuccessful bidder will be refunded after award of contract. The Bid Security of successful tender will be refunded on receipt of performance security Deposit.

9. The successful bidder will have to deposit a **Performance Security Depositi.e.5%** of the annual contract value in the shape of Demand draft/ Fixed deposit/ Bank Guarantee from a Commercial bank in an acceptable form drawn in favour of the Managing Director, OTDC covering the period of contract.

10. The tendering CFMS Service providers are required to enclose photocopies of the following documents (duly self attested), along with the Technical Bid, failing which their bids shall be summarily rejected.

a) Registration certificate of the applicant organization(Udyog Aadhar MSME or Incorporation)
b) Copy of PAN card;
c) TAN NO.
d) Validv Copy Labour License Act-1970 with Minmun 250 nos of labour in one license.
e) Copy of the IT return filed for the last three financial years.
f) Copies of EPF and ESI Registration certificates with ECR copy.
g) Copy of the GST registration certificate;
h) ValidCopy ISO Certificate for Manpower supply i.e 9001:2015, 14001:2015, 45001:2018, SA8000:2014, 27001:2013 & 22000:2018.
i) Shops and Establishment Registration.
j) Valid Bank Solvency amounting of rupees 1crore.
k) Net worth Certificate minimum of rupees 2crore.
l) Valid Copy Security License.
m) Valid Copy MSME & NSIC Registration for Manpower and landscaping garden maintenance workregistered under the appropriate scope of work as sought in the tender.

11. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

12. All entries in tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialled by the person authorised to sign the tender bids.

13. The Technical bids shall be opened on the scheduled date and time at 11.30 AM on dated:-…….2023 in the office chamber of Managing Director, OTDC in the presence of selection committee of the Tender and representatives of Manpower Service Providers. Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives. Least Cost Selection Method will be followed during the tender process to determine the successful bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the lowest and competitive evaluated bid price. The Financial bids shall be opened at 11 AM on dated…….2023 at same place.

14. The Managing Director, OTDC reserves the right to annul all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING CFMS SERVICE PROVIDER AGENCY

The tendering manpower service provider should fulfill the following technical specifications: -

(a) The registered office of the CFMS service provider should be located within Odisha.

(b) The agency should be registered with the appropriate registration authority under Central/ State Government.

(c) The agency should have at least minimum three years experience in providing manpower/CFMS Service/O & M Service to Government Departments.

(d) The agency should have their own Bank Account.

(e) The agency should be registered with Income Tax.

(f) The agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

(g) The agency should have minimum turn-over of value of rupees 2croresduring preceding 3 years i.e. FY 2020-21, 2021- 22 &2022-23 in execution of similar type of contracts.

(h) The agency should not have any criminal antecedent/ previous unsatisfactory service report/ previously black listed by any organization.

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED

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1. The personnel should be above18 years and not more than 45 years of age.

2. Their minimum educational qualification must be as follows:

Sl No	Name of the post	Manpower to be outsourced	Qualification
1	Facility manager (HS)	1	Graduate
2	Security Supervisor(HS)	1	Graduate
3	Sanitation Supervisor((HS)	1	Graduate
4	Sanitationworker(US)SUSDwor	15	Under Matriculation
5	Gardener (S)	3	10^{th} pass
6.	Security Guard (S)	10	10^{th} Pass

3. They must not have any criminal antecedent. Each personnel, at the time of engagement, shall furnish a self-declaration of not having any criminal antecedent duly verified and certified by the Agency.

4. They must have experience in doing CFMS Job work in any Govt./ PSU.

5. The manpower for the post of Watchman/Sweeper must have experience in washing/cleaning.

TECHNICAL BID

[Location, Date]

COVERING LETTER

To

The Managing Director, OTDC

Sub : Tender for providing CFMS **of watch & ward by Security Guards & Maintenance of Lawns & Garden At Ramachandi Promenade, Konark to Work Under administrative control of Managing Director, OTDC**

Sir,

I, the undersigned, offer to participate in the tender process to provide services mentioned above un the subject in accordance with your Tender Notice No.:……**,**Dated……. . We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that, all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the tender document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory with
Date and Seal

Name and Designation:
Address of the Bidder:

(APPLICATION FORM - T1)

1	Name of the Bidder	
2.	Details of Bid Processing Fee: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Details of Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
4.	Name of the Director /	
5.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
6.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
7.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No & Tan No. (Attach self attested copy)	
9.	GSTIN (Attach self attested copy.)	
10.	E.P.F. Registration No. with Latest ECR(Attach self attested copy)	
11.	E.S.I. Registration No. with Latest ECR(Attach self attested	
12.	Valid Copy MSME & NSIC / renewal /Registration for Manpower.	
13.	ISO Certificate, Solvency &Net-worthCertificate	
14.	Valid Copy Security License No. with Validity	

15. Financial Turnover of the bidder for the last 3 financial years.

Financial Year	Turn Over Amount (In INR)	Average Turn over (in INR)
FY1(2020-21)		
FY2 (2021-22)		
FY3 (2022-23)		

16. Details of the similar type service provided by the bidder in last 5 years:

Sl. No.	Period	Name of Authority with Complete address	Type of services provided with details of manpower	Contract Amount (in INR)	Duration	
					From	To

17. Declaration

I, Shri Son/ Daughter/ Wife of Shri___,
Proprietor/ Director/ Authorized signatory of _____
(Name of the Service Provider), competent to sign this declaration and execute this tender;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

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

(Signature of Authorised Representative with seal)

Place:……

Date: ……

FORM-T2

UNDERTAKING

[On the Stamp Paper of Rs.20/- in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organization/Agencies has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during recent years.

Yours sincerely,

Authorized Signature

Name and Designation of the Signatory:

Name of the Bidder and Address:

FORM-T3

UNDERTAKING

[On the Bidder's Letter Head regarding not has any pending judicial / Proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/ Director/ Persons to be deployed by our company.

I further certify that Proprietor/ Director/ Persons to be deployed by my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature

Name and Designation of the Signatory:

Name of the Bidder and Address:

FINANCIAL BID

COVERING LETTER

[Location, Date]

To

The Managing Director, OTDC

Sub: Tender for providing CFMS services **of watch & ward by Security Guards & Maintenance of Lawns & Garden at Ramachandi Promenade, Konark to Work Under administrative control of Managing Director, OTDC**Sir,

I, the undersigned, offer to provide the services mentioned above in accordance with your Tender No. , Dated- . Our attached financial price is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

I have carefully read and understood the terms and conditions of the tender to provide the services accordingly. I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the tender document.

Yours faithfully,

Authorized Signatory with
Date and Seal

Name and Designation:

Address of the Bidder:

APPLICATION FOR FINANCIAL BID
FORM-F1

1. Name of tendering CFMS Service Provider:

2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cessetc:

Sl No	Type of Manpower	Monthly Rate per Person						
		Nos. of staffs as above in tender document	Wage per monthly	EPF 13%	ESI 3.25%	Service Charge	GST	Total per Person (Gross)
1	Facility Manager (HS)							
2	Security Supervisor (HS)							
3	Sanitation Supervisor(HS)							
4	Sanitation worker(US)							
5	Gardener (S)							
6.	Security Guard (S)							
	Grand Total							
Garbage lifting by Tractor dumping and NAC, MCC Plant with sanitation consumable per month								
7	Rate per singleTractor with Driver per month							
8	Rate for all consumable for this work for month							

* Calculation of wage as per labour law otherwise the bid will be rejected by authority. The service charge quoted by bidder as per latest order of finance department otherwise financial bid rejected by authority.

Date: Signature of authorized person with seal

Place:
Full Name of the Signatory:
Telephone No/Mobile No.:
e-mail ID:

Notes:

1. The total rates quoted by the Service Provider should be inclusive of all statutory / tax liabilities in force at the time of entering into contract. The service charge must quoted as per latest Finance department order.

2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.

3. The bids with NIL, or very low service charges (negligible) can be treated as "Non responsive Bid" and summarily be rejected.

TERMS AND CONDITIONS

GENERAL :

1. The Agreement shall likely to commence from dt……..2023 and shall continue till dt……2024 unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.

2. The Agreement shall automatically expire on dt…...2024i.e. three year from date of commencement of the agreement without any further extension.

3. The CFMS Service Provider Agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organizations without the prior written consent of the Authority.

4. The CFMS will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of Agreement making it liable for legal action besides termination of the Agreement and forfeiture of performance security deposit.

5. The Authority reserves the right to terminate the Agreement anytime during the period of contract with giving 15 days notice to the CFMS Service Provider.

6. The Outsourcing personnel deployed in the office will ordinarily remain in duty for eight hours of time specified for Government Offices excepting the services of Watchman/sweeper may be vary according to need. Further the Outsourcing personnel will be called on beyond office hour/holidays to attend the duty if required or in case of any urgency. They are entitled for special leave as per FDOM No. 30794 dated 06.11.2021 of Finance Department, Odisha Bhubaneswar.

7. The CFMS shall nominate a coordinator who shall be responsible for immediate interaction with the Managing Director, OTDC so that optimal services of the persons deployed could be availed without any disruption.

8. The entire financial liability in respect of manpower services deployed under administrative control of Managing Director, OTDC be that of the CFMS Service Provider and Managing Director, OTDC will no way be liable. It will be the responsibility of the CFMS to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by the Managing Director, OTDC.

9. For all intents and purposes, the CFMS shall be the “Employer” within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the CFMS shall not have any claim whatsoever like employer and employee relationship against Managing Director, OTDC as well as Government of Odisha.

10. The CFMS shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The office of the Managing Director, OTDC in no way be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider, the deployed person can place their grievance before a Joint Committee consisting of a representative of the Managing Director, OTDC and authorized representative of the CFMS.

11. The Managing Director, OTDC shall not be responsible for any financial loss or any injury to any person deployed by the CFMS in the course of their performing the functions/duties, or for payment towards any compensation.

12. The persons deployed by the CFMS shall not claim nor shall be entitled to pay and other facilities admissible to regular /confirmed employees during the contract period or after expiry of the Agreement.

13. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office in future. Undertaking from the person deployed to this effect shall be required to be submitted by the CFMS at the time of commencement of such deployment.

15. The CFMS must be registered with the concerned Govt. Authorities i.e.Labour Commissioner, Provident Fund Authorities, ESI Corporation etc. and a copy of the registration should be submitted. The CFMS shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.

16. The CFMS must be provide substitute well in advance, if there occurs any probability of the person leaving the job due to his inability or any personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the CFMS. They shall be responsible for contributions towards Provident Fund and Employees State Insurance, as applicable.

17. The persons deployed by the CFMS should have good police records and no criminal case should be pending against them.

18. The persons deployed should be fit, polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the office. The CFMS shall be responsible for any act of indiscipline on the part of the persons deployed.

19. The administrative control of Managing Director, OTDC means the offices under Managing Director, OTDC, Bhubaneswar. The person deployed through CFMS will be agreed to work under any of the offices during the contract period. The Managing Director, OTDC or authorized person have rights to decide the place of posting of any person during this period. There is no extra cost will be provided for transport/ accommodation of the person by any offices under administrative control of Managing Director, OTDC in case of deployment to other offices.

LEGAL:

20. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. They shall not commit any mischief in any form with the confidential records, documents, registers and files of the office. In view of this, they shall be required to maintain confidentiality and breach of this condition shall make the CFMSas well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

21. The CFMS shall be responsible for compliance of all statutory provisions to minimum wages payable to worker in respect of the persons deployed by it.

22. The CFMS shall also be liable for depositing all taxes, levies, Cess etc., on account of service rendered by it to the concerned tax collection authorities, from time to time, as per the Rules and Regulations in the matter. Attested Xerox copies of such documents shall be furnished to Managing Director, OTDC as and when required. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/Rules, GST Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by the Managing Director, OTDC.

23. In case the CFMS fails to comply with any liability under appropriate law and as a result thereof, this office is put to any loss/obligation, monetary or otherwise, the Managing Director, OTDC will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.

25. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Managing Director, OTDC will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to offices under Managing Director, OTDC by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL:

26. The Technical Bid should be accompanied with **Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees one lakh)**only (refundable without interest), failing which the tender shall be rejected out-rightly.

27. The successful bidder will have to deposit a Performance Security Deposit @**5% of the total work value** covering the period of agreement before commencement of the contract. The amount of performance security deposit is to be determined by the Authority taking into account the contractual obligation of the CFMS.

28. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the CFMS shall be liable to be forfeited besides annulment of the Agreement.

29. The CFMS shall raise the bill, in triplicate as per absentee received from offices under the Managing Director, OTDC in respect of the persons deployed to different office and submit the same to the prescribed authority within the 3rd day of the succeeding month. As far as possible the payment will be released within the 1st week of succeeding month.

30. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc., should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up if any discrepancy found.

31. The amount of penalty calculated in accordance with per day remuneration on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from the monthly bills in the succeeding month.The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.

32. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation.

33. The successful bidder will enter into an agreement with the Managing Director, OTDC for supply of suitable and qualified manpower as per requirement on the above terms and conditions.

Managing Director, OTDC

(20)

TENDER SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee Or MSME, NSIC Certificate Exemption		
3	Bid Security/ Earnest Money Deposit (EMD) MSME, NSIC		
4	Copy of Incorporation / Registration Certificate of the /Udyog Adhar MSME		
5	Copy of PAN&TANNo.		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years Last Year Provisional accept.		
8	Copy of Valid EPF & ESI Certificate with ECR		
9	Copy of valid PSARA License /Labour license.		
10	TECHNICAL BID duly filled in **(Covering Letter and FORM- TI)**		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 3 years		
12	Power of Attorney/ Authorization in favour of the person signing the bid on behalf of the bidder.		
13	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respectiveAssignmentsfrom the authorities.		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past. **(FORM- T2)**		
15	Undertaking for not having any police case pending against the bidder **(FORM- T3)**		
16	All other documents as mentioned in tender.		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter		
2	Duly Filled of Financial Bid **(FORM- F1)**		

It is to be ensured that:

- *All information has been submitted as per the prescribed format only.*
- *Each part has been separately bound with no loose sheets and each page numbered along with Index Page.*
- *All pages of the proposal needs to be sealed and signed by the authorized representative.*

Authorized Signatory_____

Name and Designation with Date and Seal:_____