



**ODISHA POLICE,
DISTRICT HEADQUARTERS : SUNDARGARH**

No. 1993 /E
To

.....
Dated. 22 / 7 / 2019.

**The District Information Officer,
N.I.C., Sundargarh.**

Sub : Invitation of sealed tenders from the eligible Service providers / firms for providing the service of cleaning and sweeping of various Police building of Office of the Supdt. of Police, Sundargarh during the financial year 2019-20.

* * *

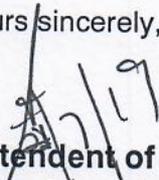
Sir,

Enclosed please find herewith the copy of quotation / tender call notice from the eligible Service providers / firms for providing the service of cleaning and sweeping of various Police building of Office of the Superintendent of Police, Sundargarh during the financial year 2019-20.

Hence you are requested to upload the same in the Sundargarh district website for wide circulation of general public.

Yours sincerely,

Encl :- Copy of Tender Call Notice.


**Superintendent of Police,
Sundargarh**

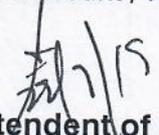
Memo No. 1994 /E.

Date. 22-7-2019

Copy alongwith the copy of tender call notice forwarded to the Collector & District Magistrate, Sundargarh / All SDPOs / Is.I.C. / Os.I.C. of P.Ss. of Sundargarh Police district / R.I. / O.S., DPO. Sundargarh for information and necessary action. They are requested to place the quotation call notice in their respective office notice boards for wide publication / circulation.

Copy alongwith the copy of tender call notice send to Dy.S.P. (Accts.), Sundargarh for information and necessary action. He will personally monitor for smooth conduct of the tender process and keep all tender documents in his personally custody till tender process is over.

Copy alongwith the copy of tender call notice send to Head Clerk, DPO. Sundargarh for information and necessary action. He will sell tender documents to the service providers after collection of requisite money and make proper account / record of the monetary transaction in order to avoid future complicity.

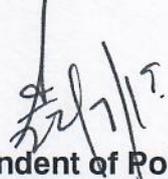

**Superintendent of Police,
Sundargarh**



**ODISHA POLICE,
DISTRICT HEADQUARTERS : SUNDARGARH**

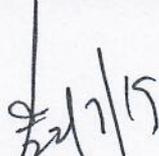
SHORT TENDER CALL NOTICE

1. Sealed tenders are invited from the eligible Service Provider/firms for providing the service of cleaning and sweeping of various Buildings of the Office of the Superintendent of Police, Sundargarh during the current financial year, 2019-20.
2. Date of Issue of Tender documents from dtd.25.07.2019 at 10.00 AM to dtd.12.08.2019 upto 5.00 PM.
3. Last date for receipt of sealed Tender on dtd.12.08.2019 up to 5.00 PM.
4. Date for opening of sealed Tenders / Technical Bids on dtd.13.08.2019 at 11.30 AM at the Office of the Superintendent of Police, Sundargarh.


Superintendent of Police,
Sundargarh.
(Tender Calling Authority)

SHORT TENDER CALL NOTICE
Office of the Superintendent of Police, Sundargarh
Tender Call Notice No.
Tender Document No.1

1. Sealed tenders are invited from the eligible Service Provider/firms for providing the service of cleaning and sweeping of various Buildings of the Office of the Superintendent of Police, Sundargarh during the current financial year, 2019-20 are enclosed in a list separately as Annexure-A2.
2. This tender is available on the Sundargarh district Web site i.e. <https://sundergarh.nic.in>.
3. The Tender Document may be obtained.
 - (a) On payment of Rs.500/- (Rupees Five hundred) only between 10 AM to 5 PM on each working day from the office of the undersigned at the address given below.
 - (b) By sending a self-stamped (Rs.80/-) envelope of size not less than 35 cm x 25 cm along with a Demand Draft non A/c payee of Rs. 500/- (Rupees Five hundred) only payable at S.B.I. Main Branch, Sundargarh drawn in favour of Superintendent of Police, Sundargarh.
4. The Tender documents shall be submitted in the office of the undersigned duly signed by the authorized signatory in each page and duly authenticated with seal in token of having read, understood and accepted the terms and condition of the contract. However in case of downloaded tender documents, a non A/C payee Demand Draft of Rs.500/-(Rupees Five hundred) only payable at SBI, Sundargarh drawn in favour of Superintendent of Police, Sundargarh towards cost of Tender Document shall be enclosed. Bids submitted otherwise than in the manner prescribed in the Tender Document shall be rejected.
5. Tender calling authority has the right to accept or reject the Tender(s) without assigning any reason thereof.
6. This tender shall remain valid for 1 year from the date of execution of agreement with successful bidder for any of the listed items by the purchase committee or till the next tender floated by the indenter for same item whichever is earlier.
7. Date of Issue of Tender documents on dtd. 25.07.2019 at 10.00 AM.
8. Last date of Issue of Tender document on dtd. 12.08.2019 up to 5.00 PM.
9. Last date for receipt of sealed Tender on dtd. 12.08.2019 up to 5.00 PM.
10. Date for opening of sealed Tenders / Technical Bids on dtd.13.08.2019 at 11.30 AM at the Office of the Superintendent of Police, Sundargarh.
11. The concerned bidders are required to depute their representatives to remain present during opening of the received Tenders / Technical Bids on dtd. 13.08.2019 at 11.30 AM at the Office of the Superintendent of Police, Sundargarh.
12. The Tenders received after the stipulated date will not be taken into consideration and liable for rejection.
13. All disputes which may arise relating to tender are subject to judicial jurisdiction of the competent Court at Sundargarh only.
14. The authority reserves the right to reject all or any quotation without assigning any reason thereof.


Superintendent of Police,
Sundargarh
(Tender Calling Authority)

SCOPE OF WORK

The District Police Office, Sundargarh desires to outsource cleaning and sweeping services for Police Building located at district headquarters, Sundargarh. The details regarding Floor areas of the buildings and outside areas is also indicated in the Annexure A2. The bidders may bid keeping into consideration the eligibility criteria and their capability to undertake the work.

The contract will be valid for 01(One) year from the date of execution of agreement.

The successful bidder will have to undertake general sweeping, cleaning, mopping, dusting and maintenance of all floors, corridors and staircases. Similarly toilets and bath rooms shall be cleaned. Floor, doors, windows, wash basins, mirrors and other items in the toilets should be cleaned and maintained.

Frequency of cleaning, minimum manpower to be engaged and materials to be utilized is indicated in Annexure-A3. Requirement of cleaning material and equipment is indicated in Annexure-A4

Intensive cleaning of the floor, toilet and bath rooms shall be undertaken every Sunday.

Vertical surfaces and ceilings of all the rooms, staircases, corridors, bathrooms, toilets, cleaning of fans, lights etc. shall be cleaned properly once in a fortnight.

The bidder will undertake special cleaning during festive occasions such as Republic Day, Independence Day, Odisha Police Formation Day etc. However such occasions may not exceed 5 in a year.

The bidder will undertake sweeping, cleaning, brooming and garbage collection of outside area (other than building) on daily basis to keep the area hygienic and tidy.

The toilets should be maintained clean, dry and there should be no foul smell. Moreover room freshener, Naphthalene Cakes / Balls should be used in toilets on daily basis.

Cleaning of overhead tanks, sumps, gully trap and drains leading to and connected with the main sewage line, The frequency of cleaning shall be at least once in a month or more frequently if the situation demands.

Performing other related tasks as & when required.

ANNEXURE-A2**CLEANING AND SWEEPING SERVICE IS REQUIRED
FOR VARIOUS POLICE BUILDING.**

Approximate Plinth Area in Sqm.				
District Police Office Building				
	Ground Floor	First Floor	Periphery	Total
Rooms	389.02	-	849.09	
Veranda	165.87			
Staircase	11.06			
Toilets	26.76			
Garage / Store	129.27			
Portico	57.97			
Black top road	612.26			
TOTAL	1392.21	-	849.09	2241.3 Sqm.
Administrative Building of 1st S.S.Bn. Sundargarh				
	Ground Floor	First Floor	Periphery	Total
Rooms	197.22	124.52	44.59	
Staircase	13.94	6.16		
Toilets	26.3	12.76		
Portico	28.98	-		
Black top road	195.09	-		
Others	-	74.75		
TOTAL	461.53	218.47	44.59	724.59 Sqm.
Residential Office of S.P. Sundargarh				
	Ground Floor	First Floor	Periphery	Total
Rooms	149.28		885.42	
Varandah	33.02			
Toilets	13.94			
Garage / Portico	50.17			
Black top road	528.31			
Lawn	923.52			
TOTAL	1698.24		885.42	2583.66 Sqm.
Reserve Office, Sankara, Sundargarh.				
	Ground Floor	First Floor	Periphery	Total
R.I. Office				
Rooms	14.71			
Varandah	39.45			
Toilets	4.98			
RSI Office				
Room	42.15			
Varandah	15.75			
Clothing Store				
Room	55.00			
Varandah	24.63			

Periphery				
Courtyard			3230.04	
Lawn				
RI office Front	2076.41			
TOTAL	9716.39	1096.58	4963.82	15776.79 Sqm.
Grand Total				21326.06 Sqm.

The prospective bidders are advised to visit the above mentioned police buildings before submitting bid to get the clear understanding of the work to be undertaken.

FREQUENCY OF CLEANING AND REQUIREMENT OF MANPOWER

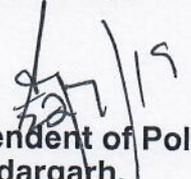
Package No	Frequency of Cleaning	Minimum Manpower to be engaged for each cleaning and sweeping session	
		Supervisor	Cleaning personnel
1	1 st cleaning before 8 am during day office and 7 a.m. during morning office. 2 nd cleaning Between 3 pm-4 pm	As per requirement	As per requirement

Tender Call Notice No.
Tender Document No. II

GENERAL CONDITIONS OF THE CONTRACT

1. **Eligibility Criteria for the bidder :**
 - (i) **Legally Valid Entity:** The Bidder shall necessarily be a legally valid entity either in the form of a sole proprietorship, partnership or a Public/ Private Limited Company/firm registered under the Companies Act, 1956. A proof for supporting documents regarding legal validity of the bidder shall be submitted.
 - (ii) The bidder should have successfully carried out similar work i.e. House Keeping work in any Government Offices, PSUs, Corporate Institutions, reputed organizations worth at least Rs 6 Lakhs during last 5 years ending last day of month previous to the one in which tenders are invited. Completion Certificates from the clients should be submitted. The bidder without working experience as above will not be considered.
 - (iii) **Financial Capacity :** The bidders should have minimum average turnover of Rupees 5 lakhs during the last three financial year ending 31st March, 2019.
 - (iv) **Registration :** The Bidder should be registered with Income Tax, GST and also registered under the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation (as applicable). Relevant proof in support shall be submitted.
 - (v) The bidder should not have been blacklisted by any Government Organisation or PSU.
 - (vi) The bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government Organization or PSU.
2. The tenders (also called bids), not submitted in prescribed format or in the prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
3. All the information as called for in the tender document should be submitted truly clearly, legibly, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English.
4. All the crucial figures, like rates and amount should be written in figures followed by words in a bracket.
5. There shall be no over-writing in the tender document and other papers submitted. All the additions, alterations, deletions and cuttings should be initialed with rubber stamp (or seal) by the same person, who signs the tender document failing so, the tender may be rejected.
6. All the rates and amounts shall be quoted in Indian Rupees(INR) and shall be presumed to be in Indian Rupees unless specifically permitted to be quoted otherwise in this tender document. However the firm located outside the country may quote its price in the Currency of the country to which he belongs but the same shall be converted to INR at the exchange rate prevailing on the date of opening of Tender and the same will be binding on both parties.
7. The rates quoted shall be valid for a period of 1 (one) year from the date of signing of the agreement.
8. Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
9. For the Companies and Corporations making the bids, the tender document shall be signed by the Managing Director. If it is otherwise, the authority to sign the tender paper on behalf of the Company/ Corporation shall be enclosed. In case of partnership Firm, it shall be signed by the active Partner. In case of a proprietary Firm, the tender document shall be signed by the Proprietor.
10. "Legal Status" of a bidder shall mean either proprietorship or partnership or private/ public limited company or otherwise (to be specified), as the case may be.
11. All the documents and papers submitted with the bid should be in English and shall be authenticated under the seal and signature of the bidder unless specified otherwise in the tender document.
12. Submission of more than one competitive bid by the same firm in response to the tender call notice is prohibited. All such bids except one received first will be cancelled at the discretion of the authority calling the bids.

28. The Tenders/bids received in the prescribed time shall be opened by the tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.
29. The "Technical" bids shall be opened and scrutinized by the Technical Committee, only in respect of the bidders who have been found to fulfill all the prescribed criteria and conditions of this tender document.
30. The bidder shall have to fill up each column of the Technical Bid Format [Tender Document No.V] given in the tender document.
31. "Financial bids" shall be opened only of those bidders/service providers, where the service provider/bidder have fulfilled the prescribed technical specifications. All financial documents like Registration Certificate issued under GST, and IT Acts, VAT clearance Certificate, IT and GST returns, Audited Balance sheet, Trading a/c and P/L a/c shall be verified before the opening of financial bids.
32. All the prices quoted shall be F.O.R. destination Bhubaneswar/Cuttack as applicable which means that prices shall include the cost of delivery at destination if nothing otherwise is mentioned in the Special condition of contract.
33. The Purchase Committee shall discuss and deliberate on the past performance, experience, capability, financial strength etc. of the bidders/service providers as recommended by the Technical Committee, besides the rates quoted by them and select the L-1 bid in most transparent manner, taking into consideration the relevant provisions of OGFR and Circulars and notifications issued by the Government of Odisha from time to time, so as to ensure that the Services are delivered in most prudent and economical manner, without compromising the prescribed quality, from the eligible bidders. (L1 shall be taken into consideration at the time of selection of successful bidder). In the event of L1 value is tied between two or more bidders, negotiation will be made between the bidders and the bidder with lowest negotiated price shall be selected as successful bidder.
34. Financial negotiations with firms other than the lowest bidder shall not be held without obtaining the prior approval of Government.
35. The authorities are not bound to accept the lowest financial bid and may cancel the tender at any time without assigning any reason thereof.
36. All the transit risk shall be the responsibility of the bidder/service provider.
37. The supplier shall give a "Performance Warrantee" for a minimum period as mentioned at SI.4 in the Special Conditions of Contract. The "Performance Security" may be forfeited partly or fully for failure to fulfill the terms and conditions of the agreement to provide service etc. /obligations. (Performance Security has been defined on condition No. 4 of Special Conditions of the Contract.)
38. All the clarifications sought from the bidders/ service provider on technical bid or otherwise shall be promptly submitted in a transparent and unambiguous manner.
39. Terms & Conditions of the tender documents can't be negotiated for variation without obtaining prior approval of Govt.
40. Entire tender document, duly filled in, shall be treated as part of the contract agreement for providing services etc. in case of the successful bidders and shall be submitted in original.
41. All the disputes shall be subjected to the jurisdiction of Civil Courts situated at Sundargarh.


**Superintendent of Police,
Sundargarh.
(Tender Calling Authority)**

Seal and Signature of the Bidder

SPECIAL CONDITIONS OF THE CONTRACT

Tender Call Notice No.

Tender Document No. III

1. The Special Conditions given here shall prevail over the General Conditions.
2. **Bid Security (E.M.D.):** The tender document shall accompany with an Earnest Money Deposit (EMD) of Rs.50,000/- without which the tender shall be rejected. The Earnest Money Deposit should be made available in the form of DD/FDR/Banker's Cheque / NSC / Postal Savings Pass Book in a separate envelop along with the sealed covers of "Technical" and "Financial" bid. The EMD may be forfeited (a) if a bidder withdraws its bid during the period of bid validity (b). In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender document.
3. The bidder shall submit a list of names, complete addresses. Telephone/FAX numbers of the customers to whom, the cleaning and sweeping services were provided during last 5 years in the Technical Bid.
4. **Performance Security:** The successful bidder shall have to enter into an agreement with the Tender Calling Authority for successful delivery of services. In this regard the bidder has to furnish the security deposit to be called "Performance Security" at the rate of 2 % of the total amount of the order excluding all taxes in the form of NSC / Post Office Savings Bank A/c / FDR/Bank guarantee from any nationalised bank duly pledged in favour of Tender Calling Authority valid for the agreement period.
5. The bidder after award of contract, shall mobilize its resources for execution of the work as per terms of contract.
6. The agency shall discharge its responsibility strictly adhering to the scope and shall ensure cleanliness as per frequency indicated in the contract.
7. The agency while discharging, its aforesaid responsibility of extending its service shall carry out the instructions of Superintendent of Police, Sundargarh or authorised officer from time to time.
8. The agency, its representative/employees shall report to the concerned authorities for carrying out of its services as per scope of contract.
9. The agency shall deploy required manpower and resource to execute the job. Such cleaning is to be immediately ensured by the agency in case of emergencies.
10. The list of minimum requirement of Tools, Equipment, Consumables and chemicals are provided in Annexure- A4.
11. Storage space will be provided for the agency at a suitable place inside the campus area. The agency shall ensure that all the cleaning tools/equipment along with required consumables etc. are kept at the appropriate place, specified for the purpose, as provided by department.
12. Offices equipped with valuable assets should be cleaned with utmost care.
13. (A) The agency will maintain a register in respect of cleaning and maintenance. The daily cleaning and maintenance work executed shall be recorded in the register. The entries in the register will be signed by the authorized supervisor of the service provider/contractor and authorized officer from District Police Office, Sundargarh. The agency shall maintain cleaning register indicating consumable materials brought in and consumables issued for each cleaning session. It will also include manpower deployed and cleaning work executed for each cleaning session. Each entry of the register will be signed both by the supervisor of the agency and authorized officer of District Police Office, Sundargarh. If any deficiency in services is observed by authorized officers of District Police Office, Sundargarh will impose appropriate penalty amount for the deficiency Sundargarh, he will indicate the same in the register and put up the same before the Superintendent of Police, Sundargarh. However, the penalty amount for a month shall not exceed 10% of the average monthly payment value.
(B) Apart from above, if manpower deployed on any day is less than the minimum prescribed, proportionate minimum wages shall be deducted from the monthly billing amount.

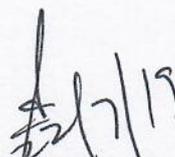
28. The Agency/Firm/Service Provider shall be directly responsible for payment of wages (Minimum wages as per Govt. rate including other benefits like E.P.F & E.S.I etc.) to all his employees engaged under this contract as per Govt. rule. The Agency/Firm shall abide by all acts and rules of the central or state govt. as per jurisdiction such as Contract labour regulation and abolition Act, Payment of minimum wages act, Payment of bonus act, EPF and MP Act etc. and any other act or law as applicable.
29. Month wise detailed statement of wages paid to the employees including E.P.F/E.S.I deduction should be enclosed along with the monthly bill by the Agency and submitted to the designated Officer of the District Police Office, Sundargarh.
30. The Agency should have E.P.F registration number and a valid labour license under section 7 of the contract Labour (R & A) Act, 1970 and contract labour (R & A Central Govt. Rules, 1971) as applicable.
31. The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government.
32. The Firm/Agency shall comply the regulatory clauses of labour Act and shall not engage any minor under this contract.
33. All safety measures must be taken care of, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Firm/Agency. The Superintendent of Police, Sundargarh shall in no way be liable for any such incident. The firm shall also ensure that all their personnel are aware of this and other conditions of the contract.
34. If there is any damage to the Govt. property or any other financial burden on this office because of willful or negligent action by the Firm or its personnel, the Superintendent of Police, Sundargarh shall be entitled to recover the same by means of compensation from the Service Provider/Agency.
35. The staff engaged by the Agency shall draw their remuneration from their Agency and will not claim any employment benefit from the District Police Office, Sundargarh at any time.
36. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify this office in the matter.
37. The Firm shall provide First Aid facilities at the work place.
38. The Superintendent of Police, Sundargarh will not be liable to pay any compensation in the event of death and injury whatsoever on account of any accident in the course of performing the maintenance service. This office will not be responsible and held liable for any such death, injury or accident to employees and any other personnel so deployed by the Service Provider. The Service Provider shall reimburse such damages or compensation on demand from District Police Office, Sundargarh. The Service Provider shall indemnify to the District Police Office, Sundargarh from all claims for injury, death caused to any person.
39. The firm, its supervisors, its employees and any other acting for the purpose of the agreement shall maintain strict confidentiality of the information belong to Police Offices, Sundargarh that may have came into its/their possession or knowledge in the course of the service rendered by them under this agreement. Such information shall not be diverted or disclosed to any other third party under any circumstances. The firm shall not hold it out as associated with Police Office, Sundargarh in a manner other than for the purpose of rendering the service under this agreement.
40. The Service Provider shall itself perform its obligations under this agreement and shall not assign or transfer or sub contract any of its rights and obligations to any third party without the prior written permission from competent authority of District Police Office, Sundargarh.
41. The District Police Office, Sundargarh shall not be responsible for any damage caused to the firm by natural calamities like flood, earth quake, cyclone or any other act of god, explosion, fire and riot etc.
42. In case of breach of agreement by the Service Provider, District Police Office, Sundargarh shall have a right of lien over all the properties of the firm lying in its premises in addition to other remedies like

GENERAL BID FORM

**Tender Call Notice No.
Tender Document No. IV**

1. Name
Full Address.
Fax No.
Telephone No.
E-mail of the firm.
2. Legal status of the firm.
3. Give the location and Address of your firm/company.
4. Have you enclosed the EMD .If yes mention the Amount
5. Have you enclosed all the documents and Papers called for in this tender document?
As per **Annexure-B** (please enclose the documents serially as per above Annexure).
6. If the answer to (5) above is No
Which of the documents / papers called for in the tender document have not been enclosed.
(Kindly enclose a list of such documents/papers)
(Use a separate sheet of paper if necessary)
7. Do you have your branch/office in Sundargarh If yes, give its Name Full Address, Fax and Tel. Nos.

Seal and Signature of the Bidder.


**Superintendent of Police
Sundargarh.
(Tender Calling Authority)**

TECHNICAL BID FORMAT
Tender Document No. V

1.	Name of the Service Provider		
2.	Full address of registered office Telephone Number Fax E-mail		
3.	(A) Details of earnest money deposited :- Instrument Name (DD/FD/NSC etc)___ :- Date :- :- Amount Rs. :- (B) Details of Tender cost deposited :- DD No./Receipt No. :- Date : :- Amount Rs.		
4.	Nature of documentary proof regarding legally valid entity	:-	
5	PAN Number	:-	
6	GST Registration Number	:-	
7	ESI Registration Number	:-	
8	EPF Registration Number	:-	
9	Labour contract License indicating date of validity	:-	
10	Financial Turnover for last 5 years		
	Financial year	Turnover in lakhs	R e
	2018-2019		
	2017-2018		
	2016-2017		
	2015-2016		
	2014-2015		
11	Details of similar works executed Successfully during last five years :- (Work completion certificate from the clients should be submitted in respect of each work experience claimed)		

FINANCIAL BID FORMAT
Tender Call Notice No.
Tender Document No.-VI

PART-I

1. Name and address of the Bidder.
2. Whether a manufacturer / Authorized Agent.
3. States in which Business run.
4. State from which material would be delivered if found successful in the bid.
5. GST Registration Number.
6. P A N : -
7. Annual Turnover of Previous Financial year.
8. Whether the above Registration Certificates are valid / suspended / cancelled at the time of filing tender.
9. Whether up to date returns under all Acts filed ?

Price Details :

Sl.No.	Particulars	No.	Rate per month (Rs.)	Monthly cost (Rs.)	Annual Cost. (Rs.)
		(a)	(b)	(c = a x b)	(d = c x 12)
A1.	Manpower Cost				
1.	Supervisor				
2.	Helper / Sweeper				
	Sub-Total of A1 (1+2)				
A2	Tools & Consumable Cost				
1.	Tools & Equipment Cost (Pro rata)				
2.	Consumables (Pro rata)				
	Sub-Total of A2 (1 +2)				
A3.	Other Costs, if any (Pl. Specify)				
1.					
2.					
	Sub-Total of A3 (1+2)				
	Total of A (A1+A2+A3)				
B.	OVERHEAD / PROFIT MARGIT				
	Overhead as % of Cost on A or other, if any				
	Total B				
C.	PRICE EXCLUDING TAX(A+B)				
D.	TAX				
1.	G.S.T.				
2.	Other Taxes if any (Pl. Specify)				
E.	PRICE INCLUDING TAX (C+D)				

TOTAL PRICE : Rs. (in words.)

1. Terms & Conditions of Delivery
2. Terms and Conditions of Payment
3. Preference for mode of payment of "Performance Security" –

Seal & Signature of the Bidder

ANNEXURE – ‘B’
CHECK LIST OF DOCUMENTS TO BE ENCLOSED TO GENERAL BID FORM.
(REFERENCE SL. 23 OF GENERAL CONDITIONS OF CONTRACT).

Sl. No	NATURE AND TYPE OF DOCUMENTS REQUIRED.	WHETHER ENCLOSED		PAGE REFERENCE
		Yes	No	
01.	Copy of power of attorney in the name of the authorized signatory.			
02.	Proof of legal entity (Certificates of incorporation, Registration under Companies Act./ Proprietorship/Partnership/ Firm).			
03.	Valid registration certificates issued under GST/IT Act by competent authorities.			
04.	IT return, GST returns, Balance sheet, PL Account and trading Account for last five years i.e. 2014-15, 2015-16 ,2016-2017, 2017-18. and 2018-19 (Audited balance sheet shall be submitted.)			
05.	Labour contract License, EPF registration, ESI compliance certificate, PAN etc. (certificates are to be submitted).			
06.	a) EMD of Rs.50,000/- in shape of BD/BC/NSC/FDR/Postal saving pass book. b) Tender document fee (either in shape of D.D/B.D or receipt obtained from D.P.O., Sundargarh at the time of purchase of tender document).			
07.	Technical bid format (i.e. Tender document No. V) and financial bid (i.e. Tender document No.VI) should be separately sealed and clearly mentioned as Technical /Financial bid with name of the firm and signature of the bidder.			
08.	Whether the firm has its branch/office in Sundargarh. If yes, the address, telephone number etc.			
09.	Proof of past performance regarding delivery of similar kind of service in any Govt./PSU/Reputed Organization, copies of work Execution /completion/continuing order/ letter from the service receiving authority in Annexure “C” with reference to General conditions of contract Sl. No. 1 (ii).			

ANNEXURE-C

Sl.No.	Nature and Type of document	Completion Certificate from client	Whether enclosed	
1	2	3	4	
			Yes	No
1	List of names, complete address Telephone numbers of customers to whom the service has been provided during last 5 years			

Signature and Seal of Bidder.