

**THE FOLLOWING ATTESTED DOCUMENTS ARE TO BE ATTACHED**

**EVALUATION OF BID**

The **Technical Bid** will be treated as non-responsive if the following **attested documents are not attached**:

- a. Brief Profile of the company (To be furnished in the letter head of the firm/agency)
- b. Copy of proof of Registration Certificate of Establishment issued by Labour Department
- c. Copy of proof of Registration Certificate issued by Police Department
- d. Copy of proof of EPF Registration
- e. Copy of proof of ESI Registration
- f. Copy of proof of GST Registration
- g. Copy of contracts of similar nature and magnitude that the bidder has successfully executed in the last 03 (three) years with the details of clients, total no. of workers employed and the Annual Turn Over for the last 03 (three) years (i.e., @ 25 lacs x 3 years = 75 lacs).
- h. Copy of proof of experience certificates with minimum of 03 (three) years in Housekeeping and Security Services.
- i. Copy of Audited Balance Sheet and Profit & Loss Account (certified by CA) for the last 03 (three) years.
- j. PAN Number and IT Clearance certificates for the last 03 (three) years.
- k. Certificate from the Firm/Agency in their letter head regarding the firm is neither blacklisted by any Government Department/Autonomous Body/PSU or any criminal case is registered against the firm, **to be certified by Notary.**
- l. The list of Employees showing Name, EPF Number, ESI Number etc, with TRRN Details.

m. **The Bidder shall deposit Rs. 20,000/- (Rupees Twenty Thousand only) in the form of DEMAND DRAFT drawn in favor of KV, Mandya VVN Account, payable at Mandya as Earnest Money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract without any interest.**

n. The bidders who are registered with SSI/MSME/NSIC, for the specific services as per tender enquiry specifications, at the time of submission of the Tender, are exempted from EMD. These bidders must submit the attested copy of their valid registration certificate issued by Govt. of India.

## **I** MPORTANT TO NOTE

**It is to reiterate that the firm/agency, before submitting their Tender, should ensure that they have attached all the required attested documents as specified above, failing which their Technical Bid will be outrightly rejected and their Financial Bid will not be considered for evaluation. It is important to note that they should sign all the documents and serially number them in RED INK i.e., from the first page (covering letter) to the last page and mention total no. of pages in figures without fail. Further, they should not attach any additional document other than the documents asked as above.**

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**CHECKLIST FOR TECHNICAL BID <>HOUSE KEEPING&SECURITY SERVICES**

1.	<b>Name of the Agency/Firm</b>	
2.	<b>Nature of the Agency/Firm:</b> (Sole Proprietorship or Partnership Firm or a Company)	
3.	<b>Full Address of Registered Office</b>	
	Landline Telephone No.	
	Mobile No.	
	Email ID	
4.	<b>Full address of Operating/Branch Office (in Bengaluru)</b>	
	Landline Telephone No.	
	Mobile No.	
	Email ID	
5.	Bank details: Name of the Bank	
	Name of the Branch	
	IFSC Code Number	
	Account Number	
6.	Proof of Establishment of the company (attach a copy)	<b>Mention Sl.Nos. of the attached documents -</b> <b>From _____ To _____</b>

**Contd...**

7.	Brief Profile of the Company (in the letter head only)	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____
8.	Registration with Police Department (attach a copy)	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____
9.	Copy of contracts of similar nature and magnitude that the bidder has successfully executed in the last 03 (three) years showing list of clients, total no. of workers employed with the Annual Turn Over for the last 03 (three) years (i.e., @ 25 lacs x 3 years = 75 lacs)(attach a copy as per format- Annexure I)	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____
10.	Copy of experience certificates for minimum of 03 (three) years in Housekeeping & Security Services	<b>Mention Sl. Nos. of the attached documents -</b> From _____ To _____
11.	Copy of Audited Balance Sheet & Profit & Loss Account (certified by CA) for the last three 03 (three) years	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____
12.	PAN Number & IT clearance certificates for the last 03 (three) years	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____
13.	GST Tax Registration (attach a copy)	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____
14.	Proof of Registration with the Labour Department (attach a copy)	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____
15.	EPF Registration along with attested copies of challans for EPF Payment for the year 2020-2021 if submitted already, otherwise, attach for the year 2019-2020	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____
16.	ESI Registration (attach a copy)	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____
17.	Certificate from the Agency/Firm in their letter head regarding the firm is neither blacklisted by any Govt. Department/ Autonomous body /PSU or any Criminal Case is registered against the firm, <b>to be certified by a NOTARY</b> (attach a copy as per format- Annexure II)	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____

Contd...

18.	The list of employees in showing Name, EPF No., ESI No. etc, with TRRN details	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____
19.	Earnest Money of Rs. 20,000/- drawn in favor of <b>KV, Mandya VVN Account, payable at Mandya</b> is to be enclosed.	DD No. _____ Dated _____ Name of Bank _____ Branch _____
20.	The bidders who are registered with SSI/MSME/NSIC, for the specific services as per tender enquiry specifications, must submit the copy of their valid registration certificate, issued by Govt. of India	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____
21.	Acceptance of Terms & Conditions of tender documents (Attach as per format - Annexure III)	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____
22.	Declaration by the Tenderer (Attach as per format - Annexure IV)	<b>Mention Sl.Nos. of the attached documents -</b> From _____ To _____

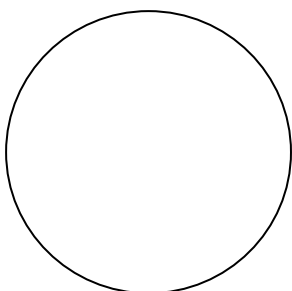
Signature of Proprietor/or Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Seal:



<b>DETAILS OF CONTRACTS DURING THE LAST THREE YEARS</b>
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DETAILS OF MAJOR CONTRACTS WITH CENTRAL  
GOVERNMENT/ AUTONOMOUS BODY/ PSU/  
STATE GOVERNMENT/REPUTED PRIVATE FIRMS HANDLED BY THE  
TENDERING AGENCY FOR PROVIDING  
**CONSERVANCY& SECURITYSERVICES**  
DURING THE LAST THREE YEARS IN THE FOLLOWING FORMAT  
(Attested copies of the last three years work award are to be enclosed)

S. No.	Details of Client along with address, telephone no. and email address etc.	Total No. of Workers	Amount of Contract (Rs. in lacs per year)	Duration of Contract	
				From (date)	To (date)
1					
2					
3					
4					
5					
6					

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

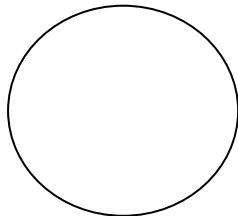
**Signature of Proprietor/or Authorized Signatory:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Seal:**



<>TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER<>

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s. \_\_\_\_\_  
(Name & Address of Agency/Firm) is neither blacklisted by any Government  
Department/ Autonomous Body/ PSU nor any criminal case is registered against the  
firm.

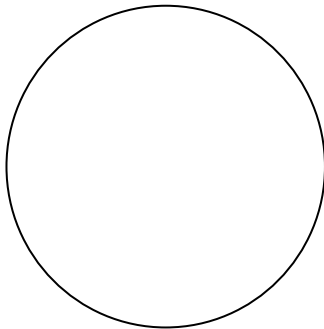
**Signature of Proprietor/or Authorized Signatory:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Seal:**



**Note: To be certified by NOTARY**

<>TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER<>

**ACCEPTANCE OF THE FIRM/AGENCY**

The Terms & Conditions enumerated in the Tender document have been read and understood by me/us and are acceptable to me/us.

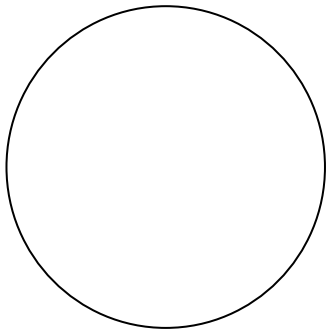
**Signature of Proprietor/or Authorized Signatory:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Seal:**



<>TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER<>



DECLARATION

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/Director/Authorized Signatory of the Agency/Firm mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the Tender and undertake to abide by them.

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

4. I undertake to state that if I fail to submit/enclose any of the attested documents as asked by the Institution under the Evaluation of Bid, I am bound to be disqualified and my tender can be rejected outrightly.

5. I also, undertake to state that if I fail to submit/enclose the Financial Bid in the required format as asked by the Institution, I am bound to be disqualified from the Evaluation of Financial Bid.

5. I hereby undertake to work at **L1 Rates** as per the terms and conditions given in the tender documents if I am awarded with Service Contract.

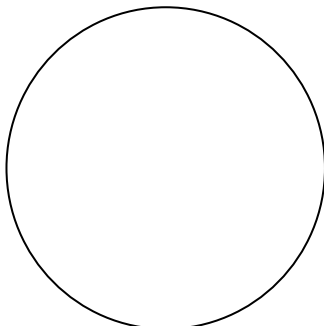
**Signature of Proprietor/or Authorized Signatory:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Seal:**



<>TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER<>