

West Bengal Tenders		eProcurement System of Government of West Bengal		
Tender Details				
Date : 10-Dec-2024 04:25 PM				
 Print				
Basic Details				
Organisation Chain	DEPARTMENT OF HIGHER EDUCATION NETAJI SUBHAS OPEN UNIVERSITY			
Tender Reference Number	AC/252/24-25			
Tender ID	2024_DHE_782279_1	Withdrawal Allowed	Yes	
Tender Type	Open Tender	Form of contract	Percentage	
Tender Category	Services	No. of Covers	2	
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	Yes	
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No	
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No	
Payment Instruments		Cover Details, No. Of Covers - 2		
Offline	S.No	Instrument Type		
	1	RTGS/NEFT		
Cover No	Cover	Document Type	Description	
1	Fee/PreQual /Technical	.pdf	NIT AND ANNEXURE I TO IV AND OTHER RELATED DOCUMENTS	
2	Finance	.xls	BOQ	
		.pdf	BOQ AS PER FORMAT GIVEN IN PAGE NO 15 OF NIT	
Other Important Documents				
S.No	Category	Sub Category	Sub Category Description	Format/File
1	CERTIFICATES	CERTIFICATES	VAT/SALES TAX REGISTRATION CERTIFICATE ALONG WITH ACKNOWLEDGEMENT , PAN, LATEST IT ACKNOWLEDGEMENT, PTAX, LABOUR LICENCE	
2	CERTIFICATES	Provident Fund Certificate	Provident Fund Certificate	
3	CERTIFICATES	Employees State Insurance Certificate	Employees State Insurance Certificate	
4	CERTIFICATES	GST Registration Certificate	GST Registration Certificate	
5	CERTIFICATES	Bank Solvency Certificate	Bank Solvency Certificate	
6	CERTIFICATES	Permanent Account Number	Permanent Account Number	
7	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE	
8	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2	
9	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
10	CREDENTIAL	CREDENTIAL 2	COMPLETION CERTIFICATES	
11	DECLARATION	DECLARATION FILE 1	DECLARATION FILE 1	
12	FINANCIAL INFO	WORK IN HAND	WORK IN HAND	
13	FINANCIAL INFO	TECHNICAL PERSONNEL ON CONTRACT	TECHNICAL PERSONNEL ON CONTRACT	
14	FINANCIAL INFO	SERVICE TAX	SERVICE TAX	

15	FINANCIAL INFO	P/L AND BALANCE SHEET 2021-22	P/L AND BALANCE SHEET 2021-22	
16	FINANCIAL INFO	P/L AND BALANCE SHEET FOR LAST FINANCIAL YEAR	P/L AND BALANCE SHEET FOR LAST FINANCIAL YEAR	
17	FINANCIAL INFO	P/L AND BALANCE SHEET 2022-23	P/L AND BALANCE SHEET 2022-23	
18	MANPOWER	TECHNICAL PERSONNEL	TECHNICAL PERSONNEL ON PAYROLL	
19	MANPOWER	TECHNICAL PERSONNEL ON CONTRACT	TECHNICAL PERSONNEL ON CONTRACT	

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	20,000	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	NETAJI SUBHAS OPEN UNIVERSITY	EMD Payable At	SALT LAKE, KOLKATA

[Click to view modification history](#)

Work / Item(s)

Title	AC/252/24-25				
Work Description	Supply of Manpower for Housekeeping, Security Personnel, Porter and other Services at Netaji Subhas Open University				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Security	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	365	Period Of Work(Days)	30
Location	SALT LAKE, KOLKATA	Pincode	700064	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	KOLKATA
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	11-Dec-2024 05:00 PM	Bid Opening Date	06-Jan-2025 12:00 PM
Document Download / Sale Start Date	11-Dec-2024 05:00 PM	Document Download / Sale End Date	03-Jan-2025 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	11-Dec-2024 05:00 PM	Bid Submission End Date	03-Jan-2025 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
		1	Tendernotice_1.pdf	NIT	714.27
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	BOQ	BOQ_1733347.xls	BOQ

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	pr2015124@gmail.com	PALASH GARANI	PALASH GARANI
2.	dyregadm@wbnsou.ac.in	Ananya Mitra	ANANYA MITRA
3.	gopaldas1984@gmail.com	Gopal Das	GOPAL DAS
4.	debanjanhr@gmail.com	DEBANJAN GHOSHAL	DEBANJAN GHOSHAL

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

Tender Inviting Authority

Name	FINANCE OFFICER
Address	NSOU,DD-26,SALT LAKE, KOLKATA-700064

Tender Creator Details

Created By	PALASH GARANI
Designation	FINANCE OFFICER
Created Date	10-Dec-2024 04:16 PM



Memo No. AC/252/24-25

Date: 10-12-2024

Notice Inviting e-Tender

The e-tender in two bid system through website <https://wbtenders.gov.in> are invited by Netaji Subhas Open University (NSOU) for engagement of a reputed, bonafide, experienced & eligible Firms/Companies/Individual Housekeeping & Security Personnel Agencies for supply of Manpower for Housekeeping, Security Personnel, Porter and other Services at Netaji Subhas Open University, Head Quarters(HQ), DD- 26, Sector-I, Salt Lake, Kolkata-700064 along with three regional centres situated at Kalyani, Durgapur and Jalpaiguri & other offices/premises subject to the following terms and conditions.

DATE AND TIME SCHEDULE

Date of Publication of Tender Online through website https://wbtenders.gov.in/	11/12/2024 after 17:00 hrs
Date of Document Download Start	11/12/2024 after 17:00 hrs
Date of Bid Submission Start	11/12/2024 after 17:00 hrs
Date of Bid Submission Closing	03/01/2025 after 17:00 hrs
Date of Opening of Technical Bid	06/01/2025 after 12:00 hrs
Date of Opening of Financial Bid	To be notified later

Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064
Email: finance@wbnso.ac.in



ELIGIBILITY OF AGENCY:

1. The Bidders should have Experience in providing Manpower for Housekeeping, Security Personnel, Porter, Gardener, Office Staff and other related services for at least for 5 years.
2. The Bidder must have the credential of similar type of jobs/works to the Educational Institute/Government Office.
3. The agency shall be registered with Employees Provident Fund Organization and Employees State Insurance Corporation. Attested copies of relevant documents in this regard should be attached in the tender documents.
4. Income Tax return of past three years should be attached.
5. EPFO (monthly return) of at least last three months should be attached.
6. Current license of Home & Hill Affairs Department, Govt. of West Bengal, Labour license, GoWB should be attached.
7. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN , (3) Trade License and other related Certificate.
8. Bidder must deposit Earnest Money of **Rs. 20000/-** (Rupees twenty thousand Only) through the online payment gateway (NEFT/RTGS) from any National/Scheduled Bank in favour of “Netaji Subhas Open University” within date of bid submission and must submit the copy payment of EMD with the Bid submission. Bank details for EMD submission:

Name : Netaji Subhas Open University
Bank Name : ICICI Bank
Account number : 627501209542
IFSC : ICIC0000042



SCOPE OF WORK:

Round the clock(24x7) security arrangements, including Saturdays & Sundays and holidays, to be provided at Netaji Subhas Open University and its regional centres & other offices as per following duty point and requirement on shift basis.

Estimated Personnel Required:

Sl. No.	Location	Nos of personnel required (estimated)
1	HQ, DD-26, Sector-I, Salt Lake, Kolkata-70064	Unskilled:14
2	Examination Department, NSOU, Meghnad Saha Sarani, Kolkata	Unskilled:7 Semi Skilled:8
		Unskilled:7
3	School of Education, CF-164, Sector-I, Salt Lake, Kolkata	Unskilled:6
4	Sector-V	Unskilled:3
5	Kalyani Regional Centre, NSOU, Kalyani, Nadia	Unskilled:23 Armed Guard(skilled):1
6	Durgapur Regional Centre, Durgapur	Unskilled:14
7	Jalpaiguri Regional Centre, Jalpaiguri	Unskilled:12
8	New Town Campus	Unskilled:6

Notes:- Housekeeping includes providing sweeping, cleaning and scavenging services, etc., within the office.



Scope of Services:

The services being rendered by the Service Provider has been broadly classified into five types of services, viz.

- A. Security Services
- B. Housekeeping
- C. Porter
- D. Gardener
- E. Office Staff (Office Assistant/Data Entry Operator/Computer Operator/Receptionist)
- A. The services which will be required to be rendered within the ambit of Security Services, are as follows:**

- 1. Opening and closing of the office/Building
- 2. Maintaining of Visitor's Register.
- 3. Safeguarding of all kinds of properties.
- 4. Barring unauthorized entry & exit of Goods & Materials.
- 5. Guard against trespassing.
- 6. To handle fire-fighting equipment's and emergency exit management.
- 7. To ensure that all the rooms are locked at the close of office and opened at the beginning of office hours.
- 8. The security guard shall ensure that all the electrical equipment/instruments/lights etc. should be switched off at the time of closure of office who are part of the office.
- 9. Storage of fresh drinking water and serving to Teachers/Officers/Staff and visitors.
- 10. Photocopying & sending letters by post.
- 11. Preparing and serving tea/coffee and snacks etc.
- 12. To assist Teachers, Officers & Staff in discharging their duties.
- 13. The NSOU Authority shall have the right to allot such other duties as may be necessary from time to time.
- 14. Also maintain the safety of elevators with the help of the service provider.

- B. The services which will be required to be rendered within the ambit of Housekeeping Services, are as follows:**

- i. Toilet cleaning
- ii. Room & Floor cleaning
- iii. Corridor Cleaning
- iv. Seminar, Board Room and Halls cleaning
- v. Elevator Cleaning
- vi. Staircases cleaning
- vii. Windows & Doors cleaning
- viii. Ceiling fans, Lights etc. cleaning
- ix. Cleaning of Furniture (Chair, Table, Almirah etc.)
- x. Any other areas/places as directed by the authority
- xi. Supply of disinfectants and toiletries



N.B: There shall be zero tolerance for dust and dirt in the facilities. The agency is required to maintain very high standards of sanitation.

C. The services which will be required to be rendered within the ambit of Porters are as follows:

- i. Receiving & despatch of Study Materials & other items
- ii. Sorting, packing and distribution of study materials & other items
- iii. Loading and unloading of various items
- iv. Other Store & Examination Department related work.
- v. The NSOU Authority shall have the right to allot such other duties as may be necessary from time to time.

D. The services which will be required to be rendered within the ambit of Gardener Services, are as follows:

- i. Gardeners should take care of plant, by pouring water and cutting flowers, shrubs, trees, and other plants.
- ii. Gardeners tilling the soil and manuring the plant
- iii. Gardeners maintain the design of the garden, including mowing lawns, trimming shrubs, and weeding
- iv. Gardeners manage pests by applying pesticides and other products.
- v. Gardeners design outdoor spaces to be aesthetically pleasing.
- vi. Gardeners perform general maintenance tasks, such as cleaning walkways

E. The services which will be required to be rendered within the ambit of Office Staff (Office Assistant/Data Entry Operator/Computer Operator/Receptionist) are as follows:

- i. Receiving and despatch
- ii. Data entry
- iii. Computer Typing
- iv. Attending Phone calls and give the proper information to the Student/other visitors regarding information related to course, admission, procurement etc.
- v. The NSOU Authority shall have the right to allot such other duties as may be necessary from time to time.



Information regarding financial Bid: Wages as per Order of Labour Commissionerate, Statistics Section, GoWB(will be revised time to time after issuing of the latest order of the Labour Commissionerate, Statistics Section, GoWB):

Description	Unskilled	Semi Skilled	Skilled	Highly Skilled
Basic wages (Monthly)	9956	10952	12048	13252
Bonus @ 8.33%	829	912	1004	1104
EPFO @ 13%	108	119	131	144
ESI @ 3.25%	4	4	4	5
Total	10897	11987	13187	14505
Service charges on Basic wages in %	to be quoted			

- To arrive at daily rate, monthly rate shall have to be divided by 26 (to be rounded off to the nearest rupee) and to arrive at weekly rate, daily rate shall have to be multiplied by 6;
- A normal working day shall consist of eight hours of actual work and not less than half hour of recess, subject to 48 hours of actual work in a week;
- One day in any period of seven days as may suit the local convenience shall be the day of weekly rest. The minimum rates of wages include the wages for weekly day of rest. Payment for the work done on the day of weekly rest and for work done beyond the normal working hours shall be double the ordinary rates of wages;

(Ref: No: 22/Stat/14/RW/24/2023/LCS/JLC, dt-16.07.2024 of Labour Commissionerate, Statistics Section, GoWB)

NOTE-1: Service Tax/GST as applicable shall be reimbursed to the Agency from time to time on production of documentary evidence.

NOTE-2: Bid quoted in any other form/pattern etc. except as specified above will be rejected.

NOTE-3: The cost of materials and others related items to sweeping and cleaning will be reimbursed by the University on production of actual bill on monthly basis. Stock register should be maintained properly and duly signed by the competent authority of NSOU.

NOTE-4: The daily wages rate will be revised as per the revision of minimum wages fixed by the state Government (WB) from time to time.



GENERAL TERMS & CONDITIONS AND INSTRUCTIONS:

1. The quotation should include the cost of installation and configuration of all the components.

The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN & (3) Current Trade License (4) Professional Tax (5) Current license of Home & Hill affairs Department, Govt. of West Bengal (6) Income Tax return for the last three financial year (7) Certificate of Authorization if applicable., (8) Any other related licenses and registration certificates, if any, and also credentials.

2. The bidders are to participate in the bidding process for the Tender only online at <https://www.wbtenders.gov.in> as per prescribed format (BOQ).
3. The intending Bidders are required to quote the Service Charges in percentage online only. No offline tender will be entertained.
4. Incomplete and Conditional Bids will be summarily rejected without assigning any reasons thereof.
5. Tenders must be submitted in two Separate Bids- (1) Technical Bid and (2) Financial Bid. The Technical Bid, if found suitable to meet the specifications noted above, will be followed by Financial Bid.
6. All the personnel deployed for the Housekeeping & Security Personnel, Gardener, Porter and Office Staff services shall be governed by the Minimum Wages, Act, 1948, Payment of Bonus Act, 1965, provisions of EPFO and ESIC. The agency will take care of all statutory recovery & remittance with reporting requirements.
7. Agency shall have to comply with the provisions of (a) the Contract Labour (Regulation Abolition) Act, 1970 (b) Minimum Wages Act, 1948 and (c) Building and Other Construction Workers'(RE&CS) Act, 1996. The agency is required to obtain valid registration certificate and Labour license from Appropriate Authority to comply with the above act.
8. Security Deposit: The successful Bidder shall have to deposit security money in favour of the Netaji Subhas Open University.
9. Bill shall be claimed for each month. The agency shall be liable to pay, the monthly wages on or before 07th of succeeding month to his deployed personnel in accordance to applicable minimum wages Act(GoWB).
10. In case, any person engaged by the agency is found to be inefficient, quarrelsome, infirm, and invalid or found indulging in unlawful or union activities, the contractor will have to replace such person with a suitable substitute at the direction of the competent authority.
11. The agency shall strictly observe and adhere the following from their deployed Housekeeping & Security and other Personnel:
 - Remain always vigilant and caring for safeguarding the office premises and its cleanliness.
 - Are punctual and arrive at least 30 minutes before start of their duty time.
 - Perform their duties with honesty and sincerity.
 - Take charges of their duties properly and thoroughly.
 - Read and understand their post and site instructions and follow the same.
 - Extend respect and courtesy to all Teachers, Officers & Staff of the University.



- Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty and will immediately report to the Authorized Person of the Netaji Subhas open University
 - Always be courteous to visitors.
 - Shall not smoke/ sleep in the office premise
 - I card must carry on duty hours at workplace/Campus and to wear the designated uniform.
12. It is the sole responsibility of the deployed Housekeeping & Security personnel to execute the assigned work perfectly and neatly. If any damages are caused to assets of " Netaji Subhas open University while discharging the duty, suitable amount will be deducted from the contractor's monthly payment.
 13. The agency shall exercise adequate supervision to reasonably ensure proper performance of Housekeeping & Security Personnel work in accordance to the schedule of work.
 14. The concerned agency must verify the credentials of the deployed housekeeping, security and its other related staff at the time of engaging them.
 15. The agency shall issue identity card/identity documents of the employees who are deployed to execute the work.
 16. All necessary reports and other information shall be supplied immediately by the contractor as and when required by the authorized representative of the NSOU and at regular meeting at his office.
 17. If any staff is not attending the duty on any day, replacement needs to be provided by the Agency.
 18. The agency shall not subcontract the assigned work to any other agencies.
 19. NSOU shall notify the agency of any dishonest, wrongful or negligent acts or omissions of the contractor's employees or agents in connection with the assigned services as soon as possible after the office becomes aware of them. In such cases the agency must take appropriate measures immediately.
 20. If required amendment to the contract shall be affected from time to time in accordance to Government notifications or otherwise.
 21. All the payments to the agency by the Office shall be made through NEFT/RTGS/DD/a/c payee cheque only with applicable TDS & other tax like GST etc, in accordance with the Finance Department, Govt. of West Bengal guidelines from time to time. The agency has to submit proof of submission of the Bank Statement(ensure the payment of personnel),EPF, ESI deposit of deployed personnel, and other government compliances (GST, tax, etc.) of the agency at the time of submission of the monthly bill; otherwise, payment will not be processed.
 22. Initially, the contract will be for two years from the date of issuance of the order/MOU, or it may be increased, subject to satisfactory function of the agency. Service charges quoted in the tender/BOQ cannot be changed during the contract period.
 23. The numbers of personnel and locations required in different categories are tentative; they may vary at the time of order or in the future as per requirements and decisions of the competent authority of NSOU. The agency has to supply manpower on daily basis or purely temporary basis (if needed), to all the campuses or offices of Netaji Subhas Open University across West



- Bengal, viz., HQ at DD-26, Sector-I, Salt Lake; New Town Campus, Examination Department, Golpark, Kolkata; Education Department, CF-164, Sector-I, Salt Lake, Kolkata; School of Sciences & Publications Department at Sector-V, Salt Lake, Kolkata; Kalyani Regional Centre, Kalyani; Durgapur Regional Centre, Durgapur; and Jalpaiguri Regional Centre, Jalpaiguri, or any places to be decided by the university.
24. The quoted bids shall have the validity for a period of 365 days from the last date of bid submission.
 25. In case of any accident caused to the Housekeeping & Security Personnel during the work period, it is the sole responsibility of the agency to meet any expenditure in this regard.
 26. The contractor shall execute the assigned work as per the schedule and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If the situation continues still, penalty will be imposed.
 27. The contract may be terminated by NSOU by giving notice in writing to the agency. If in case there is any serious negligence or serious breach of any of the terms and conditions of the contract by the agency, NSOU will decide to terminate the contract and take necessary actions without any notice.
 28. No bidder could charge “Zero Price” as Service Charge, if so then the bidder concern will not be considered as a valid participant in the concerned Tender process.
 29. Final selection of agency will not be decided on the basis of lowest rate (L1). The selected bidder for the financial bid will give a demonstration about their job after opening the financial bid, and on the basis of demonstration and other parameters (information submitted in technical & financial bid), the Purchase and Tender Committee of NSOU will decide the L1 bidder. The date of the demonstration will be announced after the opening of the financial bid.
 30. If more than one bidder qualifies as L1 Bidder then the Authority has the right to choose the particular L1 Bidder on the basis of following method:
 - i. Highest average annual turnover of last 3 financial years (2021-22, 2022-23, 2023-24) as per the Audited Financial Statements. (All Financial Statements should bear Audited certification).
 - ii. Any other parameters to be decided by the competent authority, if needed
 31. The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject the entire bid received without assigning any reason thereof.
 32. The judicature of any legal disputes will be under the Hon’ble High Court, Calcutta.

Finance Officer

Netaji Subhas Open University

DD-26, Sector -1, Salt Lake, Kolkata-700064



ANNEXURE - I

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc.)

To
The Finance Officer
Netaji Subash Open University
DD 26, Sector - 1, Salt Lake
Kolkata - 700064

Ref: Memo No:

Sub: Submission of Bid - Technical & Financial with reference to the above.

Sir,

As per guidelines given in the Tender Notice, we are quoting the rate along with the Technical Credentials supported with relevant documents as applicable.

We have read all the terms and conditions given in the Tender Notice and do hereby undertake to obey the rules and regulations of e-Tender.

With regards

Signature with Seal & Date:

Name of Bidder:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:



ANNEXURE - II

FURNISHING BASIC INFORMATION
(To be furnished in the Company's official letter pad)

1	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	GST No.(Please enclose copy of GST)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Purchase order & user list, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	FY 2021-22: Rs..... FY 2022-23 : Rs..... FY 2023-24 : Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder (Please enclose copy authenticating your status)	Manufacturer/Dealer/Distributor/Selling Agent/Stockiest/Supplying Agent (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the College.

Signature of the Bidder
(With Seal)



ANNEXURE - III

(Authorization letter in favour of the applicant (other than Managing Director/
Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail
address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Sri/Smt..... (Name), employee
of this Organisation as (Official Designation) is hereby authorized to
submit tender online , Vide Notice No.....Dated on behalf of the
Organization.

Signature of the competent authority with Seal

.....
(Signature of the Authorized Person)

Signature of Mr.....
.....is hereby attested.

Signature of the competent authority with Seal



ANNEXURE – IV

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt.

The Managing Director/Proprietor (etc.) of the Firm.,

.....(Name of the firm)

At (address).....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of the above mentioned items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply the above mentioned items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organization is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Signature with Seal & Date:



Enclosures:

1. Copy of GST Registration Certificate
2. Copy of PAN & TAN
3. Copy of proof of Trade License
4. Copy of proof of Experience
5. Certificate of Authorization if applicable
6. Details of jobs.
7. Copy of Audited P/L ACCOUNTS & BALANCE SHEET (For FY 2021-22, 2022-23 & 2023-24)
8. Proof of EMD submitted
9. EPFO registration attached
10. Cancelled Cheque and Bank details
11. ESI related Document
12. License of Home & Hill Affairs Department, Govt. of West Bengal
13. Labour License, Govt. of West Bengal
14. Bank details along with copy of cancelled cheque (for EMD refund)

Check Lias:

Sl. No.	Particulars	Put Y if Yes/ Put N if No, respectively
1.	Copy of GST Registration Certificate & return attached	
2.	Copy of PAN & TAN attached	
3.	Copy of proof of current Trade License attached	
4.	Copy of proof of Experience	
5.	Copy of Certificate of Authorization, if applicable, attached	
6.	Details of jobs is attached	
7.	Copy of Audited P/L ACCOUNTS & BALANCE SHEET (For FY 2021-22, 2022-23 & 2023-24)	
8.	Proof of EMD submitted	
9.	EPFO registration attached	
10.	ESI related Document	
11.	License of Home & Hill Affairs Department, Govt. of West Bengal,	
12.	Labour License, Govt. of West Bengal	
13.	Bank details along with copy of cancelled cheque (for EMD refund)	



Rate chart to be submitted separately (in PDF) in Financial Bid along with BOQ (in excel) :

Name of the Bidder:

Address:

Mobile No.

Email ID:

Tender Ref No. :

Service Charges in percentage (%)

Description	Security Services	Housekeeping	Porter	Gardener	Officer Staff
Service Charges on Basic Wages in percentage (%) without GST					

Signature with Date & Seal

Signature Not Verified

Digitally signed by PALASH GARANI
Date: 2024.12.10 16:12:02 IST
Location: West Bengal WB