

Particulars of Bidder**Subject : Quotation for****Ref : Tender reference No dated**

Prayag Association of Apartment Owners,
 449 / A / 2 , G. T. ROAD, MAHESH , SERAMPORE
 District :- HOOGHLY , Pin. - 712202

1	Name of Organization / Firm		
2	Name(s) of Proprietors / Partners / Directors		
3	Registered Address		
4	Telephone No.		
	Mobile No.		
	Email id:		
5.	Whether the firm complies with the Contract Labour (Regulation and Abolition), Act, 1970, if yes, please entry the details.	Yes/No	
6	Whether the firm is registered and holds licences under Private Security Agencies (Regulation) Act, 2005 and WB Private Security Agencies (Regulation) Rules 2007, if yes, provide registration no and date of issue – copy to be attached. (Applicable for Security Management Service only)	Yes/No	
6.	Registration No/Trade licence of the Firm (copy to be enclosed)		
7.	Permanent Account No. of the firm (PAN) (valid copy to be enclosed)		
8.	Provident Fund number and ESI Registration No. allotted by Regional Provident Fund Office, if any (Valid copy to be enclosed)		
9	GST Registration No (Copy of Registration to be enclosed)		
10.	Name(s) of organization to which similar services have been provided by the firm during the last three years.		
11	Rate quoted whether complies with the Minimum Wages Act of the Government with all statutory provisions	Yes/No	

This is to certify that the above-mentioned information is true and correct

Copy of the above-mentioned documents is furnished herewith in order to consider the eligibility for technical bid.

Date

Signature

Place

Name, Designation with seal

(TO BE TYPED ON BIDDER'S LETTER HEAD)

Annexure-II

Tender reference No

dated

Declaration

To
The President,
Prayag Association of Apartment Owners
449 / A / 2 , G. T. ROAD, MAHESH , SERAMPORE
District :- HOOGHLY , Pin. - 712202

Ref:- Quotation for.....

.....

.....

.....in response to Tender No:

.....

Dear Sir,

Having examined the detailed quotation notice no. _____dt._____, I /we hereby submit all the necessary information and relevant documents for evaluation.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the bidding agency for Application and for completion of the contract documents is attached herewith.

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

We understand that:

- 1 The President, Prayag Association of Apartment Owner can amend the scope & value of the contract bid of this work.
2. The President, Prayag Association of Apartment Owner reserves the right to reject any application without assigning any reason.

Signature of applicant including title and capacity in which
Application is made

EXPERIENCE CERTIFICATION

Ref: Quotation for

(Name of work) in response to NIT

Tender reference No

dated

Last 10 (ten) years of experience of providing security management services to any Organization / Housing Society of West Bengal / other state:

Detail of experience in similar type of contract							
Sl. No.	Year of work	Description of work undertaken (Completed)	Name and address of the Agency that awarded the contract	No of Personnel deployed under each category per day	Value of the job	Date of work order	Date of completion

This is to certify that the above mentioned information is true and correct

Copy of the work order along with the satisfactory completion (if any) from the Agency awarding the work order is furnished in order to consider the eligibility.

Sign. & Seal of the Applicant:

Note :-- additional paper may be annexed

LETTER OF ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER ENQUIRY

To
The President,
Prayag Association of Apartment Owners
449 / A / 2 , G. T. ROAD, MAHESH , SERAMPORE
District :- HOOGHLY , Pin. - 712202

Tender reference No

dated

Sir,

Having read and understood the conditions of contract and services to be provided we, undersigned, offer to provide facility management service in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

I/We abide by the provisions of Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition Act), 1970 and other statutory provisions like Provident Fund Act, ESI, Bonus and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act, as amended by the Government from time to time and shall be fully responsible for any violation.

I / We shall provide the service as per your requirement.

We agree to abide by this Bid for a period of one year (i.e. 12 Months) from the date of issuing work order and it shall remain binding upon us and may be accepted on any time before the expiration of that period.

Until an agreement is signed and executed, this Bid together with your written acceptance of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any other bid, among the participant's bidders.

Date:

Place:
Seal)

(Signature of bidder with address &

Affidavit

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

Tender reference No

dated

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.
2. The undersigned also hereby certifies that neither our firm M/S _____
nor any of constituent partner had been debarred to participate in quotation by Govt. of WB / PSU / Statutory / local Bodies during the last 5 (five) years prior to the date of this NIT.
3. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by the President, Prayag Association of Apartment Owners, to verify this statement.
4. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the President, Prayag Association of Apartment Owners.

Signed by Authorised Signatory

TO BE TYPED ON THE BIDDER'S LETTER HEAD

Annexure-VI

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID

(Kindly ensure the enclosure of all the documents listed below without which technical bid will not be eligible to be considered for the financial bid.)

Tender reference No

dated

Sl. No.	Particulars	Confirm (Yes/No)
1.	Participation Fee Through Bank Draft of Rs. 1000/-	
2	Self-attested copy of PAN	
3	Self-attested copy of license under the Contract Labour (Regulation and Abolition), Act, 1970 issued by Govt. of WB/GOI for any similar work executed earlier.	
4	Self-attested copy of Valid EPF Registration Certificate	
5	Self-attested copy of Valid ESI Registration Certificate	
6	Self-attested copy of Valid GST Registration Certificate	
7	Certificate from the Banker mentioning average balance maintained during last three years , solvency certificate / cash credit limit certificate (if any)	
8	Copy of MSME Certificate (if any)	
9.	Declaration on the Letter Head regarding not ever been Blacklisted.	
10	Copy of relevant credential along with work order in support of the detail experience as furnished in Annexure-III.	
11	Self-attested copy of Income Tax and GST Return of the last 3 (three) financial years in the case of IT and copy of last return in case of GST	
12	Declaration as per Affidavit in Annexure-V	

Date:

Place:
Seal)

(Signature of bidder with address &

Commercial aspect
(submitted in separate sealed envelope)

The President,
Prayag Association of Apartment Owners
449 / A / 2 , G. T. ROAD, MAHESH , SERAMPORE
District :- HOOGHLY , Pin. - 712202

Tender Reference No	
Date	
Name of the Bidder	
Address with Phone and E-mail ID	
Name and Designation of person authorized for signing Documents	
Rate considered	As per Minimum Wages Act, 1948 and amended thereon
Evaluation of Rate	Based on 30 days in a month basis and weekly off

We m/s hereby offer our minimum rate in line with the rate as per minimum wages Act, 1948 as amended time to time for supply of the following manpower / Facility services. The rates should be considered 7 days / week, taking care of weekly off as per statutory rules and regulations

Category of work	Particulars of Manpower	No	Rate per person (including Employer contribution of PF / ESI / etc	Service / Admin Charges	Total
	Total				
	Add GST				
	G Total				

Disclaimer :

It is certified that the wages to be paid shall not be less than the prescribed **minimum rate of wages** under the Minimum Wages Act, 1948, as notified by the Govt. of India as amended time to time through notification by the Central as well State Government.

Date :

Place :

Signature Full Name: Seal

Note :- to be submitted in separate sealed envelope