

TENDER NOTICE

No. _____ **Date:** _____

1. Sealed bids on behalf of the President of India, are invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower resources Companies /Firms /Agencies for providing services of **6 un-skilled** and **15 semi-skilled** manpower in the office's of PAO, CBEC, Mumbai under Dy. Controller of Accounts, CBEC,WZ, for a period of one year from the date of contract.
2. Desirous companies/firms/agency may obtain tender documents on request in writing from Sr. AO, O/o Dy CA, 9th Floor, New Customs House on all working days between **10:00 Hrs to 15:00 Hrs from 24/11/2014 to 08/12/2014.**
3. **Schedule:-**

| | | | |
|-----|---|---|--|
| I | Start Date & time of issue of Bid Document | : | 24/11/2014 |
| II | Last Date & time of issue of Bid Document | : | 08/12/2014 till 03:00 PM |
| III | Last date & time for receipt of filled tenders | : | 15/12/2014 till 03:00 PM |
| IV | Date & Time for opening of Qualification Bid | : | 17/12/2014 at 11:30 AM |
| V | Date & Time for opening of Financial Bids (For qualified bidders) | : | 17/12/2014 at 11:30 AM |
| VI | Place of submission & opening the Tenders | : | O/o Dy.C.A. , 9 th floor, New Customs House, Fort, Mumbai 400001 |
| VII | Validity of Bid | : | 90 days from the date of opening of tender. |

The bid shall not be accepted after prescribed deadline under any circumstances whatsoever.

4. The interested Companies/ Firms/ Agencies may drop their bid document, complete in all respects, along with requisite documents from **10:00 Hrs from 24/11/2014 to 08/12/2014 till 15:00 hours** in the Tender Box kept in Office of **O/o Dy.C.A.** at above mentioned address.
5. The office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of this office in this regard shall be final and binding on all.
6. The successful bidder will have to submit an Security Deposit in the form of a bank guarantee amounting to 10% of the contract value .

O/o Dy. CA, CBEC, WZ

Sr. Accounts Officer,

SECTION I

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. **The Office of Dy.C.A., CBEC, Mumbai** invites well established and financially sound Companies / Firms / Agency providing manpower to provide services of un-skilled and semi- skilled manpower to the office.
2. The contract is initially for one year. The period of the contract may be further extended for one year after the completion of contract provided the requirement of the office for unskilled and semi-skilled manpower exists at that time. The office reserves the right to terminate, without assigning any reason, the contract during its currency at any time after giving one month notice to the successful bidder.
3. **The office has initial requirement for Six un-skilled and fifteen semi-skilled manpower.** The unskilled manpower should be able to read and write Hindi and also be able to read addresses and names in English. The semi-skilled manpower should be at least H.Sc. pass from a recognized board and have knowledge of computer operations.
4. The nature of service for the unskilled and semi-skilled manpower shall include but not be limited to the following activities.

For Unskilled Manpower

- a. Opening and closing of office and office up-keeping.
- b. Regular cleaning, dusting of furniture, instruments & tools etc so as to maintain general cleanliness and hygiene in the office and all other work entrusted to them from time to time.
- c. Making arrangements for tea, coffee, water etc during the meetings and other official visitors/representatives.
- d. Movements of letters/files within offices.

For Semiskilled Manpower

- a. Photocopying, faxing, making sets of reports etc and other general office documentation.
 - b. Maintaining various registers/office records/documents under instructions of officials.
 - c. Scrutinizing various documents, sorting out records, up-keeping of files etc.
 - d. Data entry on computer and retrieval of data.
5. The requirement of the office may increase or decrease during the period of the contract.
 6. The interested Companies/Firms/Agencies may put the tender document complete in all respect along with all enclosures.
 7. The bids have 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 Bids for Providing services of 15 un-skilled and 6 semi-skilled manpower**" and "**Financial Bids for Providing services of 15 un-skilled and 6 semi-skilled manpower**" to the office. Both sealed envelopes should be kept in a **Third** envelope duly sealed super scribing "**Bid for Providing services of 15 un-skilled and 6 semi-skilled manpower for the office of Dy.C.A., CBEC, Mumbai.**"
 8. The bidder is required to enclose self attested photocopies of the following documents along **with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:**
 - (a) Registration certificate with Labour Department;
 - (b) Copy of PAN/ GIR card;
 - (c) Copy of the IT return filed for the last one financial year;
 - (d) Copies of EPF and ESI certificates;
 - (e) Copy of the Service Tax registration certificate;
 - (f) Work experience of similar work during past one year;
 - (g) Latest Bank Certificate regarding bank account and credentials.

9. **The conditional bids shall not be considered and likely to be rejected summarily.**
10. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.
11. The envelope containing Technical Bid shall be opened first on the scheduled date and time at **11:30 AM on 17/12/2014** at the **Office of the Dy.C.A. , 9th floor, New Customs House, Fort, Mumbai** in the presence of the representatives of the Companies, Firms / Agencies, if any, who wish to be present on the spot at that time. Technical Bids shall be evaluated by the competent authority. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date, time & place to be notified later in presence of short listed bidders or their authorized representatives. The **L1 bidder (based on the lowest amount quoted for providing semi-skilled/unskilled)** will be arrived at after consideration of total price/amount quoted for the all category.
12. **This office** reserves the right to annul any or all bids without assigning any reason.
13. The bidder must quote the technical & financial bids as per the format enclosed at **ANNEXURE I & II.**
14. **PRE-QUALIFICATION REQUIREMENTS OF THE BIDDER FIRM / AGENCY**
The bidder should fulfill the following technical qualifications:
- (a) The Registered Office or one of the Branch Office's of the bidder should be located either in Mumbai/Navi Mumbai ;
 - (b) The bidder Company / Firm / Agency should be registered with the appropriate registration authority.
 - (c) The bidder Company / Firm / Agency should have at least one year experience in providing manpower resources to Public Sector Companies / Banks / Government Departments or any registered company;
 - (d) The bidder Company / Firm / Agency should be registered with Income Tax and Service Tax departments;
 - (e) The bidder Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - (f) The bidder Company/Firm/Agency should have a minimum financial turnover of Rs.10 lakhs in providing man power service in the last year i.e. 2013-2014.
 - (g) The employable persons' antecedents should have been got verified by the agency from the local police authorities.

SECTION II

TERMS & CONDITIONS

GENERAL

1. The contract shall initially be for one year from the date of award of clear contract unless it is curtailed or terminated by the office or the firm by giving one month's notice.
2. The contract shall expire after one year from commencement of the contract unless extended further by the mutual consent of contracting agency and the office.
3. The contract may be extended, on the same terms and conditions for a further period not exceeding one year. The modification of the rates shall be subject to the variation of statutory levies and contributions and revision of daily minimum wages prevailing at the time of the extension.
4. The office reserves right to terminate the contract during entire period after giving one month's notice to the contracting agency. The contract will remain valid for one year or the period specified in the letter communicating the acceptance, whichever is earlier, unless terminated earlier by this office.
5. The Successful bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under the contract to any other agency without the prior written consent of the office.
6. The Successful bidder will be required to pay minimum wages to the manpower supplied as prescribed under the Minimum Wages Act notified by State Govt. of Maharashtra from time to time. The Successful bidder will maintain proper record as required under the Law / Acts.
7. The office, at present, has requirement of workload equivalent to **15 un-skilled and 6 semi-skilled manpower**. The requirement of the office may further increase or decrease during the period of contract and the Successful bidder would have to provide additional manpower, if required on the same terms and conditions.
8. The Successful bidder will be bound by the details furnished by him / her to the Department, while submitting the bid or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
9. The Successful bidder shall ensure that the manpower deployed in The **Offices of PAO, CBEC in Mumbai** conforms to the technical specifications, age and language skills prescribed at clause 18 of section II of the Tender Document.
10. The manpower employed by the agency shall be required to work normally as per the office's working days, i.e. **from Monday to Friday from 09:00 hrs. to 18:00 hrs. with a lunch break of ½ hour from 1300 hrs. to 1330 hrs.** The manpower may also be called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required. No extra wages will be paid for attending the office on such holidays. The manpower, if deputed for any official work outside the office within Mumbai UA area, shall not be entitled for any other emoluments except only the actual bus fare for the purpose.
11. The Successful bidder shall furnish the following documents in respect of the individual Manpower who will be deployed by it in the Department before the commencement of work:
 - a. List of Manpower short listed by agency for deployment at the **Offices of PAO, CBEC in Mumbai** containing full details i.e. date of birth, father name, marital status, address, photograph, identification

proof etc;

- b. Bio-data of the persons.
 - c. Certificate of verification of antecedents of persons by local police authority.
12. In case, the person employed by the successful bidder commits any act of omission / commission that amounts to misconduct /Indiscipline/ incompetence / security risks, the successful bidder will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the office within 2 days of being brought to her notice, failing which the provisions of clause 18 of the section will apply.
 13. The bidding company shall provide identity cards to the personnel deployed in the office carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.
 14. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in the office.
 15. The service provider shall ensure proper conduct of her personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan (including Paan masala), tobacco chewing, smoking, loitering etc without work.
 16. a. The person deployed shall be required to report for work at **0900 Hrs to 18:00Hrs in the Offices of PAO, CBEC in Mumbai**. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted. In case of repetition of such instances, clause 18 of terms and condition will be applicable.
b. The contractor shall endeavor to provide the service of the same manpower as deployed at the beginning of the contract, throughout the period of contract, except in extra ordinary circumstances like person leaving the job or person being asked to be replaced by the office. Not more than one change per person deployed limited to three of all the person deployed shall be permitted unless such changes are justified in view of this office. If the change exceeds the limit mentioned above and in view of this office are not justified then a penalty of Rs. 200 per additional change will be imposed.
 17. The agency shall designate a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with the office, so that optimal services of the persons deployed by the agency could be availed without any disruption.
 18. The selected agency shall provide a substitute in the event of any person remaining absent to more than two days for any reason. **Delay by the Agency in providing a substitute after expiry of two days absence shall attract damages @ Rs. 200 per day per person (per such case) starting from the day from which the person has been absent on the service providing agency, besides deduction in payment on pro-rata basis.**
 19. For all intents and purposes, the Successful bidder shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so provided and deployed in the office for contractual services. Bidders shall indemnify the O/o Dy.CA, CBEC, WZ from all liabilities whatsoever arising out of such deployment at any stage of contract or thereafter.
 20. The Successful bidder shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. The office shall, in no way, be responsible for settlement of such issues whatsoever. The office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
 21. It will be the responsibility of the contractor to meet the transportation, food, medical and any other requirement of contractor's manpower for carrying out the contract works. This office will have no liability in the regard at any stage.

22. The man power deployed by the contractor shall not have any claims of Master and Servant relationship nor have any principal and agent relationship vis a vis this office. For all practical purpose the bidder shall be employer of such manpower provided to PAOs in Mumbai to perform quantified task.
23. The man power deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular / confirmed employees of the office, during the currency or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not be entitled to have any claim for absorption or relaxation for absorption in the regular / otherwise capacity in the PAOs in Mumbai. This should be communicated to all the manpower deployed in the office by the contractor.
24. Payment shall be made only to the contractor and on monthly basis as per actual services.
The contractor has to raise invoices in the first week of the next month for the services rendered in the month.
25. No sub-contracting is permissible. The near relatives of all PAOs in Mumbai employees {Non- executive employees working in O/o Dy.CA, CBEC, WZ & executive employees (also called Group-A & Group-B officers working in Area of O/o Dy.CA, CBEC, WZ } either directly recruited or on deputation are prohibited from participation in the tender. The near relatives for the purpose are defined as :
(a) Members of a Hindu Undivided family, (b) They are husband and wife,
(c) The one is related to the other in the manner as father, mother, son (s) & son's wife (daughter-in-law), Daughter(s), & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).
26. The bidders should give a certificate (as per proforma attached in ANNEXURE-IV) to the effect that none of his/her such relative is working in the units of PAO, CBEC, Mumbai as defined above. In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of Limited company by all Directors of the Company. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is noticed. The purchaser will not pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.

LEGAL

27. The Successful bidder will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in the office.
28. Successful bidder shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to this office to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
29. The Successful bidder shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of the office or any other authority under Law.
30. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to the effect shall be provided to the agency by the office.
31. In case, the Successful bidder fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the office is put to any loss / obligation, monetary or otherwise, then the office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

FINANCIAL

32. Bids, offering rates which are lower than the minimum wages (as applicable for O/o Dy.CA, CBEC, WZ) for the pertinent category, would be rejected.
33. **In case the bidder is not quoting any administrative charges, reasons thereof, shall be specifically written, failing which, it will be construed that the bidder will not be paying the minimum wages to the labour engaged. Hence such bids are liable for outright rejection.**
34. The agency shall raise the bill, in triplicate, along with attendance sheet duly verified by **PAO, CBEC, Mumbai** under Dy.CA, CBEC, WZ in respect of the persons deployed and submit the same to **PAO, CBEC, Mumbai** in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
35. The claims in bill will be considered only if the documentary proof of remittance towards EPF, ESIC, Service Tax etc. in respect of previous month (to the authorities concerned) is attached with the bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished. The decision of this office is final in this regard.
36. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and jurisdiction will be Mumbai.

37. ARBITRATION

- 37.1 In the event of any question, dispute or difference arising under the agreement or in connection there with except as to matter the decision of which is specifically provided under the agreement, the same shall be referred to sole arbitration of the **Dy.CA, CBEC, WZ**. or in case her designation is changed or her office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the functions of the PAOs in Mumbai or by whatever designation such officers may be called (herein after referred to as the said officer) and if the **Dy.CA, CBEC, WZ** or the said officer is unable or unwilling to act as such to the sole arbitrator or some other person appointment by the **Dy.CA, CBEC, WZ**, or the said officer, the agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is **Dy.CA, CBEC, WZ** or that he has to deal with matter to which the agreement relates or that in the course of her duties as **Dy.CA, CBEC, WZ** he has expressed views on all of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred to, being transferred of vacating her office or being unable to act for any reason whatsoever such Secretary or the said officer shall appoint another person to act as arbitrator with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by her predecessors.
- 37.2 The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award, subject to aforesaid Indian Arbitration and Conciliation act 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under the clause.
- 37.3 The venue of the arbitration proceeding shall be the Office of the **Dy.CA, CBEC, WZ** or such other Places as the arbitrator may decide. The following procedure shall be followed.
- 37.3.1 In case parties are unable to reach a settlement by themselves, the dispute should be submitted to arbitration in accordance with contract agreement.
- 37.3.2 There should not be a joint submission with the contractor to the sole Arbitrator.
- 37.3.3 Each party should submit its own claim separately and may oppose the claim put forward by the other party.
- 37.3.4 The onus of establishing her claims will be left to the contractor.
- 37.3.5 Once a claim has been included in the submission by the contractor, a reiteration or modification thereof will be opposed.

37.3.6 The "points of defense" will be based on actual conditions of the contract.

37.3.7 The Arbitrator shall not entertain claims in the nature of ex-gratia payments, as these are not contractual.

37.3.8 The question whether these conditions are equitable shall not receive any consideration in the preparation of "points of defense".

37.3.9 If the contractor includes such claims in her submission, the fact that they are not contractual will be prominently placed before the Arbitrator.

37.4 The award of the sole Arbitrator shall be final and binding on all the parties to the dispute.

38. This office reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

Sr. AO, CBEC, WZ

SECTION III

DECLARATION

1. I, _____ Son / Daughter / Wife of Shri _____
Proprietor/ Director/ Authorized Signatory of the agency/ Firm, mentioned above, is competent to sign the declaration and execute the 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 / we am / 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.

Date: _____ Signature of authorized person
Full Name: _____

Place: _____ Seal: _____

CERTIFICATE

Certificate of Non-Participation of near Relatives in the tender

I _____, S/O _____, R/O _____

_____ hereby certify that none of my relative(s) as defined in Section-III, item (25) of tender document is/are employed in O/o PAO, CBEC, Mumbai under Dy.CA, CBEC, WZ unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, this office shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Signed _____
For and on behalf of the Bidder Name (caps) _____ Designation _____
_____ Date _____

ANNEXURE-I

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For providing services of unskilled/ semiskilled

1. Name of bidder Company/ Firm / Agency :
(Attach certificate of registration with labour department)

2. Name of proprietor / Director : _____
of Company/Firm/agency

3. Full Address of Reg. Office : _____

4. Full address of Operating / Branch Office : _____

Telephone No. :

FAX No. :

E-Mail Address :

5. Banker of Company/ Firm/ agency with : _____
full address : _____

____ (Attach Latest Bank Certificate regarding : _____
bank account and credentials) : _____

Telephone Number : _____
Of Banker

6. PAN / GIR No. : _____ (Attach self attested copy)

7. Service Tax Registration No. : _____
(Attach self attested copy)

8. E.P.F. Registration No. : _____
(Attach self attested copy)

9. E.S.I. Registration No. : _____
(Attach self attested copy)

10. Financial turnover of the bidder **Company / Firm / Agency** for the last three Financial Year:

11. Give details of the major similar contracts handled by the bidder Company / Firm / Agency on behalf of PSUs and Government Departments during the last three years in the following format. Self attested copies of work orders may also be attached.

| Sl.No | Details of client along with address, telephone and FAX numbers | Amount of Contract (Rs.lacs) | Duration of Contract | |
|-------|---|------------------------------|----------------------|----|
| | | | From | To |
| | | | | |

(on a separate sheet)

12. Additional information, if any (Attach separate sheet, if required)

ORDER FOR ARRANGING VARIOUS DOCUMENTS IN TECHNICAL BID

(Unconditional acceptance of Terms and conditions of the tender)

1. Application Form -Technical Bid;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last one year;
4. Attested copy of PAN/ GIR Card;
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of Service Tax registration certificate;
7. Attested copy of the P.F. registration letter / certificate;
8. Attested copy of the E.S.I. registration letter / certificate;
9. Certified document in support of financial turnover of the agency.
10. Certified documents in support of entries in Technical Bid
11. Application regarding experience of the bidder for similar work;
12. Declaration regarding furnishing of correct information (Section III)
13. Declaration regarding non participation of near relative (Section III)
13. **Whole Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**

Date:

Place:

Signature of authorized person

Name

Seal

ANNEXURE-II

FINANCIAL BID – Proforma

**(TO BE ENCLOSED IN A SEPARATE SEALED ENVELOPE
FOR SEMI & UN SKILLED WORKERS)**

For providing un-skilled and semi skilled manpower to offices under DyCA (CBEC), Mumbai

1. Name of bidder Company / Firm / Agency:
2. The components of rates per employee are to be quoted in accordance with the Minimum Wages Act, 1948 and rates as applicable in the Mumbai area in currency for **Unskilled and Semi- Skilled Daily Wage Workers on per month basis** and other by-laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.).

| Sr. No. | Component of Rates* | Rate for one person | Man power to be supplied | Total Amount |
|---------|--|---------------------|--------------------------|--------------|
| 1 | Monthly Rate (Unskilled category) | | | |
| 2 | Employees Provident Fund | | | |
| 3 | Employees State Insurance | | | |
| 4 | Firm's Service/Administrative charges# | | | |
| 5 | Any other liability (Please indicate) | | | |
| 6 | Total Service Tax Liability | | | |
| 7 | Total (Column 1 to 6) | | | |

* It is presumed that each of the bidders shall be liable to make payments to the contract employee as per the above statutory liabilities and claim the same from the PAOs, in Mumbai. The incidence of the above statutory payments shall be worked out by the department. If the quoted values by different bidders are different, bidder shall abide by such values based on minimum wages published by State Govt. of Maharashtra.

Administrative charges: The bidder shall be required to quote administrative charges per contract employee which shall be deciding parameter for the award of the contract.

Date: _____ Signature of authorized person
Full Name: _____ Place: _____

Seal :

Notes:

1. The rates quoted by the bidder should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each manpower/security guards during the month.