

ANNEXURE - I
UNDERTAKING

To
The Registrar
University of Calcutta
87/1, College Street, Kolkata-700073

Date: 28.09.2021

Ref : - Tender No. R/139/21

Sir,

I/we hereby submit our tender for engagement of Security Guard(unsilled), Supervisor(Skilled, Preferably Ex-service man of Defence, GOI or Police directorate under govt. of West Bengal), Armed Guard / Gunman(Skilled), cleaner/sweeper, Plumber cum electrical pump operator, office-attendant (Skilled) for maintaining safety, security, housekeeping, scavenging, cleaning, plumbing at all the Campuses, Halls and Hostels, Guest Houses, Ashutosh Museum of the University of Calcutta along with other required documents.

1. I/we submit **EMD** through NEFT or RTGS or Bank Transfer.

Particular	Amount	Transaction No. & Date	Bank Name
EMD	Rs.30,00,000/-		

2. This is to certify that I/we before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/we shall provide the security and other personnel as per tender document. Full manpower will be engaged on daily basis for the Services sought under this contract as per given schedule or as per instructions issued by the University.
4. I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.
5. I/we agree that the payment will not be made for the work not carried out in any of the above areas.
6. I/we agree to pay minimum wages, other statutory payment, EPF, ESI, and other statutory payments on or before 7th day of every month to the employees engaged for the above mentioned work.
7. Substitute Security Guard(unsilled) and Cleaning Personnel(unsilled) will be made available as and when required. Extra manpower if any called during conference/ meetings etc. will be provided on 24 hours' notice.
8. Two sets of uniforms, identity card and one pair of shoes will be issued to all the Security Guard(unsilled) and Cleaning Personnel(unsilled) and other personnel within 15 days of award of work and it will be replaced as and when required and all the expenditure will be borne by me/us.
9. I/we abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Other statutory payment, PF, ESI, uniform and other allowance thereof and any other charges applicable from time to time. I/we will time and shall be fully responsible for any violation.

Thanking you

Yours faithfully,

(Authorized Signatory with Seal)

Name:

Designation:

Contact No.:

ANNEXURE - II

(To be provided on letter head of the Bidder)

Ref : - Tender No. R/139/21

(Notice Inviting Tender for engagement of Security Guard(unskilled), Supervisor(Skilled, Preferably Ex-service man of Defence, GOI or Police directorate under govt. of West Bengal), Armed Guard / Gunman(Skilled), cleaner/sweeper, Plumber cum electrical pump operator, office-attendant (Skilled) for maintaining safety, security, housekeeping, scavenging, cleaning, plumbing at all the Campuses, Halls and Hostels, Guest Houses, Ashutosh Museum of the University of Calcutta)

I hereby certify that our firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:



Authorized
Signatory

Name:

Designation:

Contact No.:

Email:

ANNEXURE - III

ANNUAL TURNOVER DETAILS

Ref : - Tender No. R/139/21

(Notice Inviting Tender for engagement of Security Guard(unskilled), Supervisor(Skilled, Preferably Ex-service man of Defence, GOI or Police directorate under govt. of West Bengal), Armed Guard / Gunman(Skilled), cleaner/sweeper, Plumber cum electrical pump operator, office-attendant (Skilled) for maintaining safety, security, housekeeping, scavenging, cleaning, plumbing at all the Campuses, Halls and Hostels, Guest Houses, Ashutosh Museum of the University of Calcutta)

Bidder's Annual Turnover for last three Financial Years		
Sl. No.	Financial Year	Turnover in Rs.
1	2020-21	
2	2019-20	
3	2018-19	

Note: Supporting documents (copies of duly signed profit & loss accounts and audited balance sheet) are to be attached along with the Annexure-IV.

Date:



Authorized
Signatory

Name:

Designation:

Contact No.:

Place:

Email:

ANNEXURE - IV

EXPERIENCE DETAILS

Ref : - Tender No. R/139/21

(Notice Inviting Tender for engagement of Security Guard(unskilled), Supervisor (Skilled, Preferably Ex-service man of Defence, GOI or Police directorate under govt. of West Bengal), Armed Guard / Gunman(Skilled), cleaner/sweeper, Plumber cum electrical pump operator, office-attendant (Skilled) for maintaining safety, security, housekeeping, scavenging, cleaning, plumbing at all the Campuses, Halls and Hostels, Guest Houses, Ashutosh Museum of the University of Calcutta)

List of Completed Housekeeping Service Contracts					
Sl. No.	Name of the Client with contact details	Order No. & Date	Duration		Contract Value
			From	To	
1					
2					
3					
4					
5					

Note: Supporting documents (work order and work completion certificate issued by the clients) are to be attached along with the Annexure-III.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

Email:

ANNEXURE - V
RUNNING CONTRACT DETAILS

Ref : - Tender No. R/139/21

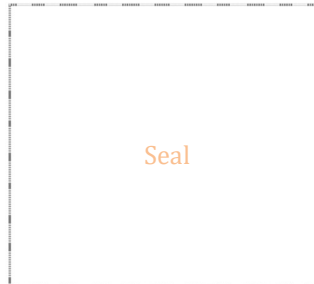
(Notice Inviting Tender for engagement of Security Guard(unsilled), Supervisor(Skilled, Preferably Ex-service man of Defence, GOI or Police directorate under govt. of West Bengal), Armed Guard / Gunman(Skilled), cleaner/sweeper, Plumber cum electrical pump operator, office-attendant (Skilled) for maintaining safety, security, housekeeping, scavenging, cleaning, plumbing at all the Campuses, Halls and Hostels, Guest Houses, Ashutosh Museum of the University of Calcutta)

Sl. No.	Name of the Client with Contact Details	Order No. &	Contract Value
1			
2			
3			
4			

Note: Supporting documents (work order issued by the clients and performance certificate from clients) are to be attached along with the Annexure-V.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

Email:

ANNEXURE – VI
ELIGIBILITY AND TECHNICAL COMPLIANCE SHEET

Ref : - Tender No.R/139/21

(Notice Inviting Tender for engagement of Security Guard(unskilled), Supervisor(Skilled, Preferably Ex-service man of Defence, GOI or Police directorate under govt. of West Bengal), Armed Guard / Gunman(Skilled), cleaner/sweeper, Plumber cum electrical pump operator, office-attendant (Skilled) for maintaining safety, security, housekeeping, scavenging, cleaning, plumbing at all the Campuses, Halls and Hostels, Guest Houses, Ashutosh Museum of the University of Calcutta)

Sl. No	Particulars	Compliance by the Bidder (Yes / No)
1	Scope of Work as per tender document	
2	Tender Fee and EMD as per tender document	
3	Incorporation/Establishment Certificate as per tender document	
4	PAN Card as per tender document	
5	GST Registration Certificate as per tender document with self-declaration as per statutory documents.	
6	EPF Registration as per tender document	
7	ESI Registration as per tender document	
8	Labour License as per tender document	
9	Address Proof of Kolkata Office as per tender document	
10	Bank Solvency Certificate as per tender document	
11	Undertaking as per tender document [Annexure-I]	
12	Certificate as per tender document [Annexure-II]	
13	Annual Turnover details as per tender document [Annexure-III]	
14	Signed Profit & Loss Accounts and Audited Balance Sheets of previous three years as supporting documents of Annexure-III	
15	Experience details as per tender document [Annexure-IV]	
16	Work Orders and Work Completion Certificates as supporting documents of Annexure-IV	
17	Running Contract as per tender document [Annexure-V]	
18	Work Orders and Performance Certificates as supporting documents of Annexure-V	

Place:

Date:

Seal

Authorized Signatory
Name: Designation:

Contact No:

ANNEXURE – VII

COMPANY PROFILE

Ref : - Tender No. R/139/21

(Notice Inviting Tender for for engagement of Security Guard(unskilled), Supervisor(Skilled, Preferably Ex-service man of Defence, GOI or Police directorate under govt. of West Bengal), Armed Guard / Gunman(Skilled), cleaner/sweeper, Plumber cum electrical pump operator, office-attendant (Skilled) for maintaining safety, security, housekeeping, scavenging, cleaning, plumbing at all the Campuses, Halls and Hostels, Guest Houses, Ashutosh Museum of the University of Calcutta)

Name of the Party		
Date of Incorporation/ Establishment		
PAN Number		
GST Identification Number		
EPF Registration		
ESI Registration		
Labour License		
Office Postal Address		
Local (Kolkata) Office Address		
Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	
Contact Details of the In-charge of Kolkata Office	Name	
	Designation	
	Email	
	Phone	

Date:



Authorized
Signatory

Name:

Designation:

Contact No.:

Email:

Place: