



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
12, SUDDER STREET, KOLKATA – 700 016**

WEBSITE : www.icmai.in
TELEPHONE : 2252-1031/34/35
2252-1602/1492
2252-1619/7373
FAX : 91-33-22522872/22521026

TENDER NOTICE

Ref. No.: TC/ 04/2017

Date: April 12, 2017

**SUB: CONTRACTUAL DEPLOYMENT OF SECURITY GUARD AT HYDERABAD CENTER OF EXCELLENCE,
HYDERABAD.**

Reputed and reliable Security Service Agencies are invited to Offer their Rates for providing Security Service, as per details mentioned in **Annexure - I (TERMS & CONDITIONS)**, **Annexure - A (SCOPE OF WORK OF THE SECURITY AGENCY)**, and **Annexure – II (TECHNICAL BID)** [available in the **website of the Institute - www.icmai.in**].

Intending Tenderers are requested to contact Shri MPS Arun Kumar, Dy. Director, Advance Studies, Hyderabad Center of Excellence, Plot No. 35, Financial District, Nanakramguda Village, Serilingampally Mandal, Gachibowli, Ranga Reddy District, Hyderabad – 500 032 (Mob. 09700516350) for any further clarification/site visit, **strictly** during any Working Day (Mon-Saturday) during Office Hours before offering their Tenders.

Tenders are to be submitted in two parts in separate sealed Envelopes, mentioning at the top of the Envelopes as follows –

- **Annexure – II (TECHNICAL BID)** and
- **Annexure – III (FINANCIAL BID)**

Both above two separate Envelopes, superscribed as ‘TECHNICAL BID’ and ‘FINANCIAL BID’ respectively, are to be put into another Envelope, which is to be sealed properly. This Envelope is to be superscribed with – “Tender for Security Guard at Hyderabad Center of Excellence of ICAI”.

At the bottom of all above three Envelopes, Name of the Tenderers, Postal Address, Telephone/Mobile No., E-mail Id etc. are to be mentioned compulsorily.

Tenders can be submitted in the Tender Box at 12, Sudder Street, Kolkata – 700 016 OR By Post.

In any case i.e. either submitted in the Tender Box or through Post, all Tenders must be received by the Institute at Kolkata on or before 4 P.M. of May 3, 2017 .

Rate must be quoted as per ANNEXURE-III (FINANCIAL BID) only. Rate quoted otherwise will stand cancelled.

**CONVENER
TENDER COMMITTEE
(UPTO RS. 5 LAKHS)**

TERMS AND CONDITIONS :

1. The Institute of Cost Accountants of India does not bind itself to accept the lowest tender and reserves the right - (i) to reject or partially accept any or all of the tenders received, without assigning any reason, (ii) to conduct tendering as per its own Tender Guidelines and after completion of the tendering process contact only Selected Tenderer.
2. Tenders, who do not fulfil all/any of these Conditions or incomplete in any respect, are liable to be rejected.
3. Tenders incorporating additional conditions are liable to be rejected.
4. Canvassing in any form in connection with this Tender is strictly prohibited and as such Tender submitted by a Bidder, who found to be resorted to such canvassing, is liable for rejection on this ground alone.
5. Before quoting the Service Charges Tenderers are requested to assess the quantum of the work, to be done on contractual basis and physically inspect the site of the work on any Working Day (Mon – Friday) during Office Hours by contacting **Shri MPS Arun Kumar, Dy. Director, Advance Studies.**
6. While submitting tender the Bidder must note that there will be no revision in the Amount, quoted in the Financial Bid, comprising their own administrative expenses and profit on any ground whatsoever during the entire tenure of the contract as mentioned in Clause – 21.
7. In case of revision of statutory charges made by the Government, the Service Charges shall be revised to the extent of the liabilities arising on that account only.
8. The Tenderer shall not sub-contract the mentioned work to any person/organization/firm or its franchise without the prior approval of the Institute.

CREDENTIALS :

9. Tenderer must have an office at Hyderabad/Kolkata, fully equipped with necessary infrastructure along with a regular telephone and other means of communication like fax/e-mail etc, both in the office as well as in the residence(s), of Partners/ Directors/ Proprietor.
10. Tenderer should have a minimum experience of five years in this field or rendered similar type of services and have executed at least two similar Work during the last three years.
11. Tenderer shall furnish Income Tax Return for last three years along with their Tender.

12. Tenderer must have following valid statutory Registrations wherever applicable:
- Trade Licence
 - Registration with EPF
 - Registration with ESI
 - Registration under Contract Labour (Regulation & Abolition) Act 1970 and Rules
 - Registration of Service Tax
 - PAN Number
13. All credentials of the Tenderer, including financial standing, registration with Govt., support or connection with Govt. Depts./Organizations, Semi-Govt., Autonomous Body, Public Body, Local Govt. Civil Body and Public Institutions / Organizations, Private organisations, etc. together with records of past performance with such institutions, departments, organizations etc., are to be submitted along with the Techno-commercial Bid. Tenderers, not possessing adequate credentials/experience to take up contracts of such magnitude, shall not be considered.

RESPONSIBILITY OF THE AGENCY

14. Selected Tenderer will have to deposit Rs. 5,000/- (Rupees Five thousand only) by way of a Demand Draft, drawn in favour of 'The Institute of Cost Accountants of India, payable at Kolkata at the time of acceptance of the Contract, which will be retained by the Institute as "**Security Deposit**" and returned without Interest after satisfactory completion of the Contract. This "**Security Deposit**" will stand forfeited in case of any breach of Contract.
15. Tenderer shall make proper verification of the particulars of the persons, deployed by them for the work at any time for the purpose of this Contract and issue authenticated Identity Cards to those persons to facilitate verification of their identity by The Institute of Cost Accountants of India. They shall always carry the Identity Card while inside the premises of Hyderabad Center of Excellence of the Institute of Cost Accountants of India. The personnel to be deployed will be governed by codes and ethics of the Institute.
16. Tenderer shall be responsible for observance and compliance of different Industrial Laws as in force and they shall ensure that no demonstration/agitation of any kind by the person(s), engaged by the Tenderer, take place inside or near Office premises of HCE of the Institute by persons.
17. The area and scope of work will be as per the requirement of HYDERABAD CENTER OF EXCELLENCE from time to time. Any extra work arising out of special programmes or exigencies and beyond the scope of this agreement shall be negotiated separately.
18. The Institute of Cost Accountants of India shall pay to the Tenderer nothing more than the amount as may be due under the contract terms.

PAYMENT :

19. No and any Advance Payment will be given.
20. All Payments will be given through Electronic Mode to the Bank Account of the selected Agency. Hence, Bank Details , i.e. - (1) Name of the A/c., (2) A/c. No., (3) Type of A/c., (4) Name of the Bank, (4) Branch Name with Address, (5) IFS Code and (6) MICR Code, are to be provided along with the Tender.
21. Tax will be deducted at the prescribed rate from the Annual bill of the Agency and the same would be deposited with the Tax Authority by The Institute of Cost Accountants of India.

PENALTY :

22. In the event of any deficiency in the service rendered by the Tenderer at any point of time during the currency of the Contract, The Institute of Cost Accountants of India shall impose a suitable penalty which may be recovered from the annual bill of the agency and/or Security Deposit. The decision of The Institute of Cost Accountants of India shall be binding on the agency.

TENURE AND VALIDITY :

23. The Contract would initially be for one year only, and thereafter, if the services are found to be satisfactory during the initial period, the Contract may be renewed at the discretion of The Institute of Cost Accountants of India on year to year basis for a maximum period of two years, including the initial period as per same terms & conditions read with Point No. 7.
24. The Contract can be terminated by The Institute of Cost Accountants of India at any time without notice in the event of gross security risk or gross damage to The Institute of Cost Accountants of India's property due to the failure or persistent failures of the Tenderer in providing satisfactory service to The Institute of Cost Accountants of India and the decision of The Institute of Cost Accountants of India in this regard shall be final and binding in this regard.
25. For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing three months' notice in writing.

ARBITRATION AND JURISDICTION :

26. In the event of any dispute arising out of the performance or the interpretation of this Agreement, the Parties hereby agree to make every effort to reach an amicable settlement.
27. Any dispute, controversy or claim arising out of or relating to this Agreement, or the breach, termination or invalidity thereof shall be settled by reference of dispute to Sole Arbitrator to be appointed by the Secretary of the Institute. The Arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996. The place of arbitration shall be Kolkata only. The language to be used in arbitral proceedings shall be English only.

CONDITIONS OF CONTRACT :

- 1) The security personnel provided shall be the employees of the Tenderer and all statutory liabilities such as ESI, PF, Workmen's Compensation Act, etc. will have to be borne by the Tenderer. The security persons deployed should be properly trained, have requisite experience and having the skills for carrying out a wide variety of Security and firefighting services using appropriate materials and tools/ equipment.
- 2) The Tenderer should ensure the Health and Safety measures of the employees, deputed for the job. Tenderer may also conduct health checkup of the staff deployed at regular intervals..
- 3) Tenderer shall not employ any person below the age of 18 yrs. and above the age of 50 years. Employment of Child Labour will lead to the termination of the Contract.
- 4) If the Tenderer is a Registered Company / partnership of two or more persons, all such persons shall be jointly and severally liable to the Institute for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. The Company / partnership shall not be altered without the approval of the Institute.
- 5) The Tenderer shall engage only such persons, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The Tenderer shall be fully responsible for the conduct of deployed persons. The Tenderer shall submit copies of the discharge books of ex-servicemen to Institute's administration, before their deployment.
- 6) The Tenderer at all times should indemnify contracting Authority against all claims, damages or compensation under the provisions of payment of wages Act, Minimum Wages Act, Employer's Liability Act the Workmen Compensation Act, Industrial Disputes Act, Maternity Benefit Act, of Govt. of A.P. and Telangana or any modification thereof or any other law relating thereof and rules made hereunder from time to time. Contracting authority will not own any responsibility in this regard. Payment of minimum wages, notified by the government, shall be ensured all the time.
- 7) The Security staff deployed through Tenderer at HYDERABAD CENTER OF EXCELLENCE shall not claim any benefit, compensation, absorption or regularization of their services either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. The Tenderer should have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the Tenderer (contractor) and shall submit the said undertaking to the Contracting Authority. In the event of any litigation on the status of the deployed persons,

the Contracting Authority/Society shall not be a necessary parties, however, in any event, either the deployed persons or to the order of the Court, the District Health Society is made necessary parties in dispute to adjudicate the matter, the Tenderer has to reimburse the expenditure that would have been borne by the Contracting Authority.

- 8) The Security staff deployed by the Tenderer shall not divulge or disclose any details of office, operational process, technical know-how, security arrangement, administrative/ organizational matters to any third person, as all of that are confidential and secret in nature. In the event of being found that the official secrecy has been disclosed and for the purpose of security arrangement and or for other purpose, it is desirable to remove the said person, the nodal officer of the The Institute has every right to remove the said person, immediately and responsibility if any to be borne by the Tenderer.
- 9) The Tenderer shall ensure that the person deployed are disciplined and shall not engage in any immoral act.
- 10) All liabilities arising out of accident or death while on duty shall be borne by the Tenderer.
- 11) Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment and instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/ unclaimed/suspicious objects/person in the buildings/premises.
- 12) The Tederer shall have his own Establishment/Set up/Mechanism to provide training of guards to ensure correct and satisfactory performance of his duties and responsibilities under the contract.
- 13) That in the event of any loss occasioned to the Institute, as a result of any lapse on the part of the Tenderer, as may be established after an enquiry conducted by the Institute, such loss will be made good from the amount payable to the Tenderer. The decision of the Institute in this regard will be final and binding on the agency.
- 14) The Tenderer shall do and perform all such security services, acts, matters and things connected with the administration, security and conduct of security personnel as per the directions enumerated herein and in accordance with such directions, which the nodal officer may issue from time to time and which have been mutually agreed upon between the two parties.
- 15) The Institute shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Tenderer reserves the right to change the staff with prior intimation to the Institute/Administration of The Institute.

- 16) The Tenderer shall be responsible to protect all properties and equipment of The Institute entrusted to it.
- 17) The personnel engaged by the Tenderer shall be smartly dressed in neat and clean uniform and are required to display photo identity cards.
- 18) Eight hours shift will normally commence from 6:00AM to 2:00 PM, 2:00PM to 10:00PM and 10:00PM to 6:00AM. But the timings of the shift are changeable and can be fixed by the Institute from time to time depending upon the requirements.
- 19) The security personnel deployed by the Tenderer shall work under overall supervision & direction of the Administration of The Institute entrusted to it or under the Institute as the case may be. The Institute/Administration shall specify the services of guards to be obtained in each shift.
- 20) The Tenderer will properly maintain muster roll of the person employed/engaged in connection with the work at the premises of the Institute.
- 21) Payment will be made within a period of 30 days after submission of the bill and all necessary documents in triplicate. Payment of the bill will be based on computerized printouts in standardized proforma approved by Institute along with attendance sheet in respect of the persons deployed duly verified by the concerned In-charge of The Institute for actual shifts manned/operated by the personnel supplied by the contractor.
- 22) No other claim on whatever account shall be entertained by the Institute. The Tenderer will ensure that workers engaged must receive their entitled wages on time. In view of this, the following procedure will be adopted:
 - a. Tenderer shall pay entitled wages by 7th of the following month. It shall not be linked to the payment of the bill from the Institute or need for the checking & verification, at their end.
 - b. Payment to such persons must be made by the service providers through e-transfer only. To ensure this, service providers will get a bank account opened for every engaged person.
 - c. In order to ensure that such person get their entitled wages by 7th of the following month, the following schedule will be adhered to:
 - i. Monthly bill cycle will be from 1st day of the previous month to last day of the month.
 - ii. Monthly bill as per above cycle, will be submitted by the service providers in first week of following month.

- 29) The Tenderer shall indemnify and hold the Institute/ designated Administration Officer harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
- 30) The Tenderer shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. Administration will be at liberty to get anybody re-examine in case of any doubt. Only physically fit personnel shall be deployed for duty.
- 31) Security staff engaged by the Tenderer shall not take part in any staff union and association activities.
- 32) The Institute shall not be responsible for providing residential accommodation to any of the employee of the Tenderer.
- 33) The Institute shall not be under any obligation for providing employment to any of the worker of the Tenderer after the expiry of the contract. The Institute does not recognize any employee employer relationship with any of the deployed person of the Tenderer.
- 34) If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have been done by the agency under the tender, it shall be recovered by the Institute from the agency.
- 35) If any underpayment is discovered, the amount shall be duly paid to the agency by the Institute.
- 36) The Tenderer shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the Institute.
- 37) The Tenderer will have to enclose the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills.
- 38) The Tenderer should have their own supervisory and quick response team in nearby place of contract to deal with any emergency situations.
- 39) In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Tenderer will be liable to be forfeited by contracting authority besides annulment of the contract.

SCOPE OF WORK AND SERVICES:

- 1) Details of the scope of work are given in Annexure –A

VARIATIONS :

The administration may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on the basis of quoted rates for manpower.

RISK CLAUSE:

- a. The Tenderer shall at all times have standby arrangements for carrying out the work under the contract in case of any failure of the existing arrangement.
- b. All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the Administration of The Institute. The Tenderer and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Institute, and shall not knowingly lend to any person or company any of the effects or assets of the Institute, under its control.
- c. The Tenderer will also maintain a complaint/suggestion book, where his/her staff is deployed, for comments on the performance of the Security services.
- d. The Tenderer shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the Institute premises and shall indemnify by any act of the contractor or its employees or staff etc.
- f. License, if any, required for Security Services at the site will be made available by the contractor (service provider).

FORCE MAJEURE :

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge its obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligation under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to (if any) or thirty days, whichever is more, either party may at its option terminate the contract.

SCOPE OF WORK OF THE SECURITY AGENCY

The Tenderer shall have to provide round-the-clock security services in the entrusted Institute complexes as mentioned in this tender document.

The Tenderer shall ensure protection of the personnel & property of the Institute, prevent trespass with/without arms, perform watch and Floor functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside The Institute premises. In case of any incident such as theft, robbery, fight, accident inside The Institute, it is the responsibility of Security agency to coordinate with Administration Officer in lodging of FIR, legal proceeding etc.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF :

1. The Security Agency will be responsible for overall security arrangements of the Institute premises entrusted/ covered in the contract.
2. Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
3. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the Administrative Officer for in-out movement of Institute.
4. Deployment of Guards/Security Supervisors will be as per the instructions of the authorities of the Administration from time to time and the security agency will be responsible for their optimum utilization.
5. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire- fighting material available on the spot. They will also help the fire-fighting staff in extinguishing the fire or in any other natural calamities.
6. In emergency situation, security staff/supervisor/Senior Security Supervisors deployed shall also participate as per their role defined in the disaster plan, if any, of the Institute. Security personnel should be sensitized for their role in such situations.
7. The Security Supervisor/Guards are required to display mature behavior, especially towards female staff, female visitors, patients and elderly persons. The Security Guards shall also assist the handicapped patients/visitors in reaching their desired locations, and also provide assistance to the serious patients, senior citizens & children, in reaching casualty or other desired department/location.
8. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
9. Any other duties/responsibilities assigned by the Administration may be incorporated in the agreement.

MAN- POWER REQUIREMENT :

Sl.no.	Place of Posting	Manpower description	Qualifications & experience	Nos. of Guards require per day
1.	Hyderabad Center of Excellence of Institute of Cost Accountants of India Plot No. 35, Financial District, Nanakramguda Village, Serilingampally Mandal, Gachibowli, Ranga Reddy District HYDERABAD – 500 032	Security Personnel	Matriculate (10 th) having minimum experience of 5 years as Security Guards age should not be above 50 years.	3 nos

It is the responsibility of Tenderer to provide minimum manpower as per the schedule.

Penalties: The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:

S.N.	Description of Irregularities	Penalty
1	If the required Guards are less than the minimum required.	@ Rs. 200/- per worker per day

ANNEXURE – II

TECHNICAL BID

(To be submitted in a separate sealed envelope)

INFORMATION SHEET			
Sl.	Particulars	Information to be furnished by the Agency	For use by ICAI
1	Name of the Tenderer		
2	(a) Address of Head / Regd. Office (b) Office with Telephone No., Fax No. and E-Mail Id. (c) Contact Persons with Name, Designation & Mob. No.	Address : (i)Tel No. with STD Code (ii) Fax No. with STD Code (iii) E-mail Id (i) (ii)	
3	(a) Address of other offices/branches (b) Telephone No., Fax No. & E – Mail Id	Address : (i) Tel No. with STD code: (ii) Fax no. with STD Code: (iii)E-mail Id: Contact Persons with designation: (i) (ii)	
4	Ownership pattern(i.e. proprietary concern / Partnership firm / Pvt. Ltd. Co. (B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, AB, AC, AD, AE, AF, AG, AH, AI, AJ, AK, AL, AM, AN, AO, AP, AQ, AR, AS, AT, AU, AV, AW, AX, AY, AZ, BA, BB, BC, BD, BE, BF, BG, BH, BI, BJ, BK, BL, BM, BN, BO, BP, BQ, BR, BS, BT, BU, BV, BW, BX, BY, BZ, CA, CB, CC, CD, CE, CF, CG, CH, CI, CJ, CK, CL, CM, CN, CO, CP, CQ, CR, CS, CT, CU, CV, CW, CX, CY, CZ, DA, DB, DC, DD, DE, DF, DG, DH, DI, DJ, DK, DL, DM, DN, DO, DP, DQ, DR, DS, DT, DU, DV, DW, DX, DY, DZ, EA, EB, EC, ED, EE, EF, EG, EH, EI, EJ, EK, EL, EM, EN, EO, EP, EQ, ER, ES, ET, EU, EV, EW, EX, EY, EZ, FA, FB, FC, FD, FE, FF, FG, FH, FI, FJ, FK, FL, FM, FN, FO, FP, FQ, FR, FS, FT, FU, FV, FW, FX, FY, FZ, GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK, GL, GM, GN, GO, GP, GQ, GR, GS, GT, GU, GV, GW, GX, GY, GZ, HA, HB, HC, HD, HE, HF, HG, HH, HI, HJ, HK, HL, HM, HN, HO, HP, HQ, HR, HS, HT, HU, HV, HW, HX, HY, HZ, IA, IB, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IO, IP, IQ, IR, IS, IT, IU, IV, IW, IX, IY, IZ, JA, JB, JC, JD, JE, JF, JG, JH, JI, JJ, JK, JL, JM, JN, JO, JP, JQ, JR, JS, JT, JU, JV, JW, JX, JY, JZ, KA, KB, KC, KD, KE, KF, KG, KH, KI, KJ, KK, KL, KM, KN, KO, KP, KQ, KR, KS, KT, KU, KV, KW, KX, KY, KZ, LA, LB, LC, LD, LE, LF, LG, LH, LI, LJ, LK, LL, LM, LN, LO, LP, LQ, LR, LS, LT, LU, LV, LW, LX, LY, LZ, MA, MB, MC, MD, ME, MF, MG, MH, MI, MJ, MK, ML, MM, MN, MO, MP, MQ, MR, MS, MT, MU, MV, MW, MX, MY, MZ, NA, NB, NC, ND, NE, NF, NG, NH, NI, NJ, NK, NL, NM, NN, NO, NP, NQ, NR, NS, NT, NU, NV, NW, NX, NY, NZ, OA, OB, OC, OD, OE, OF, OG, OH, OI, OJ, OK, OL, OM, ON, OO, OP, OQ, OR, OS, OT, OU, OV, OW, OX, OY, OZ, PA, PB, PC, PD, PE, PF, PG, PH, PI, PJ, PK, PL, PM, PN, PO, PP, PQ, PR, PS, PT, PU, PV, PW, PX, PY, PZ, QA, QB, QC, QD, QE, QF, QG, QH, QI, QJ, QK, QL, QM, QN, QO, QP, QQ, QR, QS, QT, QU, QV, QW, QX, QY, QZ, RA, RB, RC, RD, RE, RF, RG, RH, RI, RJ, RK, RL, RM, RN, RO, RP, RQ, RR, RS, RT, RU, RV, RW, RX, RY, RZ, SA, SB, SC, SD, SE, SF, SG, SH, SI, SJ, SK, SL, SM, SN, SO, SP, SQ, SR, SS, ST, SU, SV, SW, SX, SY, SZ, TA, TB, TC, TD, TE, TF, TG, TH, TI, TJ, TK, TL, TM, TN, TO, TP, TQ, TR, TS, TT, TU, TV, TW, TX, TY, TZ, UA, UB, UC, UD, UE, UF, UG, UH, UI, UJ, UK, UL, UM, UN, UO, UP, UQ, UR, US, UT, UY, UV, UW, UX, UY, UZ, VA, VB, VC, VD, VE, VF, VG, VH, VI, VJ, VK, VL, VM, VN, VO, VP, VQ, VR, VS, VT, VU, VV, VW, VX, VY, VZ, WA, WB, WC, WD, WE, WF, WG, WH, WI, WJ, WK, WL, WM, WN, WO, WP, WQ, WR, WS, WT, WU, WV, WW, WX, WY, WZ, XA, XB, XC, XD, XE, XF, XG, XH, XI, XJ, XK, XL, XM, XN, XO, XP, XQ, XR, XS, XT, XU, XV, XW, XX, XY, XZ, YA, YB, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YO, YP, YQ, YR, YS, YT, YU, YV, YW, YX, YY, YZ, ZA, ZB, ZC, ZD, ZE, ZF, ZG, ZH, ZI, ZJ, ZK, ZL, ZM, ZN, ZO, ZP, ZQ, ZR, ZS, ZT, ZU, ZV, ZW, ZX, ZY, ZZ		
5	Certified copies of all applicable licenses of issuing authority.		
6	Professional Tax R C No		
7	Shops & Establishment Registration No.		
8	PAN No.		
9	Service tax registration number		
10.	Attested copies of ESI, Registration with Code No, EPF Registration or PF PF exemption, declaration affidavit, PAN / TAN Card Service Tax Code No. / VAT Account No. etc. are to be enclosed.		

11	Whether Tenderer submitted the Notarized Affidavit of Undertaking that the workers going to be deployed in performance of the contract would be paid Minimum Wages as per orders of Govt. and fulfil all statutory requirements with respect of ESI, EPF, etc. with reference to those workers		
12	Whether the firm is blacklisted / debarred by any Government / Ministry/Department / PSU or any criminal case is registered against the firm or its owner/partner anywhere in India.		
13	Whether police verification of workers has been undertaken and details of all employees available or not?		

QUALIFYING CRITERIA

Sl.	Qualifying Criteria	Response of the Agency	For use by ICAI
15	Turnover in last three financial year i.e. 2014-2015, 2013-2014 & 2012-2013 as per audited Profit & Loss Account	FY 2014-15 : FY 2013-14 : FY 2012-13 :	
16	Full fledged office and infrastructure at Kolkata equipped with all modern facilities viz. telephone, fax, computer, e-mail address, internet etc.		
17	Whether allow at least 30 days credit payment		
18	Separate declaration as to the authenticity of the information/documents		

MANDATORY DOCUMENTS TO BE SUBMITTED ALONG WITH ANNEXURE – II

- a) Last three years Audited Profit & Loss A/c and Balance Sheet
- b) Last three years Income tax return
- c) Last three years Service tax return
- d) Documentary evidence (certificates / bills / work orders) supporting the experience of the organisation.

Place:

Signature of the Tenderer/Authorized Signatory
with seal of the Firm

Date:

Phone No/Fax No./Email

ANNEXURE – III

FINANCIAL BID

(To be submitted in a separate sealed envelope)

Name and Address of the Bidder: _____

Consolidated Annual Rate (excluding Service Tax)	
In figures (Rs.)	In words (Rs.)

Place: _____
Signature of the Tenderer/Authorized signatory of the
with seal of the Firm

Date: _____
Phone No. /Fax No. /Email

Note: The Institute of Cost Accountants of India is exempted from Service tax.