

ANNEXURE – I

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

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|----|--|--|
| 1 | Name of the Bidder | |
| 2 | Address for Communication | |
| 3 | Contact Number(s) | |
| 4 | E-mail ID | |
| 5 | Trade Licence No. (Please enclose copy of Trade Licence) | |
| 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 | 2017-18 : Rs..... 2018-19 : Rs..... 2019-20 : Rs..... Average Annual Turnover: Rs..... |
| 10 | Status of the bidder (Please enclose copy authenticating your status) | Type of Agency (Please Specify in Detail) |

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 – II

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 Principal
Taki Government College
Govt. of West Bengal
Taki, Hasnabad, North 24 Parganas
PIN-743429

Sub: NIT for the Providing Security Service by Deployment of 4 (four) Security Guards at the Taki Government College Campuses and Premises

Ref: - _____ N.I.T. Nodated

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of
..... in the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document vide **Clause 9** and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for the following service with capacity of Making Provision for assured Deployment of required Security Guards at the Taki Government College. The cited rates are **Per Head Per Day** basis.

| Sl. No. | Description of Charges | Percentage (%) Claimed | Principal Amount (Rs.) | Actual Amount (Rs.) |
|---------|------------------------|------------------------|------------------------|---------------------|
| | | | | |
| | | | | |
| | | | | |

5. In the event of being selected, I will provide the service within the stipulated period excepting the condition which is beyond our control.

Date :

Signature of applicant (with official seal)
including title and capacity in which application is made.

Contact no:

E-mail address:

Postal Address::

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 Mr.....(Name),
employee of this Organization as (Official Designation)
is hereby authorized to submit tender online , Vide NIT No.....Dated
on behalf of the Organization.

Signature of the competent authority with Seal

.....
(Signature of the Authorised 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 provide service/services 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 provide Security and/or other or allied services 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 organisation 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 of applicant including title
and capacity in which application is made and
the name of the Firm with Seal.

ANNEXURE – V

QUOTATION FOR PRIVATE SECURITY GUARDS

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|-----------|---|---|--|
| A. | Description of Work | : | Providing 4 Security Guards for guarding inclusively all the Govt. and allied properties at the Taki Government College, Taki-743429, 24 Parganas(North), W.B. |
| B. | Security Charge (Per Head Per Day) [Termed as UNIT PRICE] | : | Wage: 338.00 (in Rs.) [Minimum Wage] |
| C. | Contribution towards ESI, EPF, Bonus @ 24.58% of the Minimum Wage (in Rs.) | : | |
| D. | Service Charge (Per Head Per Day) [Baseline: Min. 5% of the UNIT PRICE] | : | |
| E. | G. S. T. (Per Head Per Day) [At the stipulated Rate] | : | |
| F. | Total Charges (Per Head Per Day) [F = B + C + D + E] | : | |
| G. | Agency Quoted Rate [Excess/Less (±)] on F | | |
| H. | Net Total Charges (Per Head Per Day) [H = F ± G] | | |