

ANNEXURE-1**TECHNICAL BID****PROFORMA FOR EVALUATION OF TECHNICAL PROFORMANCE OF THE TENDERING FIRM/PERSON.****Tender for providing 24 No. Security Staff (without fire arms) to Central Research Institute, Kasauli (HP)-173204**

Ref.: Advertisement for Tenders in the _____ Newspaper Dated _____ in connection with providing **Security Staff (without fire arms)** in the Central Research Institute, Kasauli (HP) on Contract basis.

1.	Name of the Organization/firm, location of office with complete address including phone number, fax number, if any.	
2	Nature of Organization (whether Private/Sole Proprietor/Partnership/Cooperative Society etc.) Documentary proof to be attached. (In case of the firms other than the sole proprietor, an abstract copy of such resolution passed by the Executive body authorizing the specific officer/partner for signing the documents for this tender be attached.	Attachment No.....
3.	Satisfactory certificate(s) certifying that the applicant firm has supplied minimum of 25 persons as Security Staff per contract per year for the last three years are to be attached. Attach certificate certifying that the applicant firm has executed the contract satisfactorily.	Yes/ No Attachment No.....
4.	Financial resources, assets in terms of firm's property (fixed and moveable) held.	Attachment No.....
5.	A copy of latest audited Balance Sheet to be attached.	Yes/ No Attachment No.....
6.	Solvency Certificate of an amount not less than Rs.10 lacs issued by a Scheduled Bank within the last six months, is attached	Yes/No Attachment No.....
7.	The applicant or the firms should be registered in Himachal Pradesh under Private Security Agency Regulation Act (PSARA). A valid registration certificate is to be attached.	Attachment No.....
8.	A copy of PAN CARD to be attached.	Yes/No. Attachment No.....
9.	Attested copies of certificate with the Labour Deptt. and its validity. N.B. The approved vender will have to get necessary registration in Himachal Pradesh with in Two weeks of receipt of supply order.	Yes/No. Attachment No.....
10.	Has the firm been allotted EPF, ESI . If yes, mention the Code Nos. and attach proof in support thereof.	Yes/No. Attachment No.....
11.	Please attach copies of VAT No, Trade Licence No and Service Tax Registration.	Attachment No.....
12	Undertaking that no case is pending with the police against the Proprietor/firm/partner or the company (agency). Indicate any conviction in the past against the company/firm/partner.	Attachment No.....

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read fully and understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Place: _____
Dated : _____

Signatures of Tenderer
Address: _____

ANNEXURE-II**SCOPE OF WORK**

1	Category of Contractual Staff to be provided	Security Staff (without fire arms)
2	No. of Security Staff required	24 Nos.
3	Age limit/Educational qualification	<p>a) Security Staff (without fire arms) Ex-Servicemen:</p> <p>i) Age : Not more than 55 years</p> <p>ii) Educational Qualification : Army first class or matriculate. Should be able to read and write Hindi & English.</p> <p>b) Security Staff (without fire arms) Civilians:</p> <p>i) Age : Not less than 18 years and not more than 45 years</p> <p>ii) Educational Qualification : Minimum matriculate. Should be able to read and write Hindi & English.</p>
4	Job Requirement	<ul style="list-style-type: none"> - Security personnel are required to work 8 hours per day round the clock in three shifts at the designated places of duty. - Security personnel ought to be polite, courteous but firm, disciplined, physically fit, alert and smartly dressed in uniform. - To check, control and restrict entries to staff/workers/authorized personnel of organization and other by valid passes or searching, if required and movement of vehicles and incoming/outgoing materials (with gate passes/challans) and time keeping. - To protect against theft, burglary, trespassing, prevention of any untoward incidents in and around the CRI Campuses and any other areas in the interest of instt. - To check all visitors, materials etc. into the premises & from the premises and maintain records thereof. - To provide assistance in case of strike, riots and labour unrest, emergencies to give protection to employees of Institute and its property at the time of theft, damages and sabotages. - To collect information intelligently and take appropriate steps to prevent untoward incidents. - To provide assistance to put off fire in the office and any other areas within the institute premises including office. In case of fire broke, he has to raise a alarm and inform fire officer. - Preventing stray animals from entering in various campuses of CRI.

Minimum 8 hours of duty is required with three gazetted holidays in a year as prescribed.

*** Security Staff (without fire arms) supplied by the contractor shall be assessed by the Institute before taking them on roll. The decision of the Institute will be the final and Institute shall not be liable to assign any reason to contractor for rejecting a candidate.**

Annexure-III

FINANCIAL BID
(In sealed Envelope-3 Super scribed “Financial Bid”)

Description of Work: Tender for providing 24 Nos. of Security Staff (without fire arms) to C.R.I. Kasauli

Quotation/Rates (Minimum Wages/DGR/Govt. Guidelines to be kept in mind) monthly basis (30 days) (in Rupees)

The consolidated and all inclusive quoted rates should not contain the component less than the minimum wages of Govt. of India and the break-up as invited in Financial Bid of the tender should contain the break up in the following manner:

S. No.	Component of Rate	(Kasauli in C-Area) Rates & Wages including V.D.A. For Security Staff (without fire arms) (as per GOI rule)
1.	Basic Minimum Wages per person per month, as per Govt. of India norms. (Central Sphere rates Ministry of Labour)	Rs.293/- Per day Rs.8790/
2	ESI per person on monthly basis.	Rs. 418/-
3	EPF - on monthly wages per person (@ 13.36%)	Rs. 1174/-
4	Contractor Administrative/service charges per person per month.	Rs.Per person.....
5.	Total 1 to 4	Rs.
6	Service Tax Liability _____% as applicable.	Rs.
7.	Total Sr. No. 5 to 6	Rs.

N.B: The bids of those quoting “Contractor’s Service Charges” of less than 2% of the gross value (i.e. Row 7 of Price bid format) which is the TDS to be administered in accordance with the Income Tax Rules, will be rendered disqualified.

Any other information:

Name & Designation of authorized signatory:

Tel. No. of the Office/Mobile No./Fax No./E-mail.:

Declaration by the Tenderer:

Certified that I/we have read the instructions given in the tender document. I/we undertake to supply the required number of Security staff (without fire arms) in the rates of basic/minimum wages and shall be solely responsible to discharge the liabilities as mentioned in para above within the specified period as per requirements of the CRI, Kasauli. The rates quoted by me/us above are inclusive of all statutory/taxation liabilities. I/we have understood the context of the terms and condition and undertake to abide by the same as laid down in these documents.

Place:

Dated :

SIGNATURE

Seal of the firm with full address.

TENDER DOCUMENT

RECEIPT No. _____ Dated _____

FOR PROVIDING OF SECURITY STAFF (WITHOUT FIRE ARMS) AT CENTRAL RESEARCH INSTITUTE, KASauli (HP).**INSTRUCTIONS/GUIDELINES FOR TENDERER(S)**

- 1 Attach an Affidavit as per proforma given at Annexure-IV with Technical Bid duly attested by an Executive Magistrate or a Notary Public.
- 2 Attach a signed copy of tender documents (alongwith its Annexure-I and II) with the Technical Bid.
3. Outer Tender envelope duly signed and sealed should be clearly superscribed as '**TENDER FOR Security Staff (without fire arms) due on 25.04.2017 at 2:30 PM**'. This Tender envelope should contain four separate envelopes as under:
 - i) Bid Guarantee containing Earnest Money Deposit instrument (in Envelop No1)
 - ii) Technical Bid along with Tender Documents complete with its Annexure I and II (in Envelope No.2)
 - iii) Price Bid i.e Annexure-III (in Envelop No.3).
 - iv) Rs. 400/- D.D. in favour of The Director, Central Research Institute, Kasauli, if the tender document is downloaded from the website. (in Envelop No.4)
4. Venders or his representative may attend the pre bid conference on 06.04.2017 at 2.00P.M. in conference hall of the Institute.
5. **Unsealed tender(s) will be rejected.**
6. The tender must be accompanied with Earnest Money Deposit of Rs.50630 /= only (Rs. Fifty thousand six hundred thirty only) duly pledged in favour of the Director, Central Research Institute, Kasauli(HP) in the shape of Deposit-at-call/Receipt Term Deposit/FDR valid for six months drawn on any Scheduled Bank.
7. **Tender(s) received without Earnest Money shall be rejected straightway.**
8. Earnest Money deposited with the Central Research Institute, Kasauli in connection with any other tender will not be considered against this tender.
9. Offer in the Price Bid should be preferably typed or written in neat/legible handwriting
10. Tender will be regarded as constituting an offer open to acceptance at the discretion of the Director, CRI for a period of six months from the date fixed for the receipt of the tender.
11. The Director (CRI) reserves all rights to accept or reject any tender without assigning any reason.
12. The tenderer(s) will be responsible to ensure that the tender is received on or before the due date and time in the office of the Director, Central Research Institute, Kasauli (HP).
13. **Each page of the complete tender document (along-with its Annexures) should be signed by the tenderers) with stamp of the firm duly affixed on each page.**
14. This tender form is not transferable.
15. The last date and time for sale of tenders is 4:00 PM on 24.04.2017. No sale of tender will be considered after this.
16. The tender i.e. Bid Guarantee and Technical Bid shall be opened **at 3:00 PM on 25.04.2017**. Price bids of the qualified firms will be opened later and informed to the bidder accordingly.
17. In the event of date of receipt or opening of tender being declared a holiday in the Central Research Institute, Kasauli next due date for receipt/opening of the tender will be the following working day at the same time.
18. The tender(s) shall be opened in the presence of intending tenderer (s) or their authorized representatives(s) if they wish to be present at that time.
19. Conditional price bid offer shall be rejected.
20. The applicant/firm should have supplied minimum of 25 persons as **Security Staff** per contract per year for the last three years in a institution of Govt. concern like ours/public undertaking/organizations/state governments etc. under prescribed norms of Govt.
21. **The tenderer (s) shall be required to provide Security Staff (without fire arms) as mentioned in Annexure II of the tender documents.**
22. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials/authority to whom he will submit the tender or the tender accepting official/authority before the finalization of tenders will render the tenderer liable for exclusion from consideration.

TERMS AND CONDITIONS

1. Name of Contract : Contract for providing of 24 Nos. Security Staff (without fire arms) in the Central Research Institute, Kasauli.

2. SCOPE OF WORK AS PER JOB REQUIREMENT MENTIONED IN ANNEXURE NO. II

To provide Security staff for watch and ward round the clock at the various premises/campuses of the institute viz. Main campus (Manufacturing Wing), R&T Wing, Drumbar Estate etc.

- Security personnel ought to be polite, courteous but firm, disciplined, physically fit, alert and smartly dressed in uniform.
- To check, control and restrict entries to staff/workers/authorized personnel of organization and other by valid passes or searching, if required and movement of vehicles and incoming/outgoing materials (with gate passes/challans) and time keeping.
- To protect against theft, burglary, trespassing, prevention of any untoward incidents and in around the CRI Campuses and any other areas in the interest of instt.
- To check all visitors, materials etc. into the premises & from the premises and maintain records thereof.
- To provide assistance in case of strike, riots and labour unrest, emergencies to give protection to employees of Institute and its property at the time of theft, damages and sabotages.
- To collect information intelligently and take appropriate steps to prevent untoward incidents.
- To provide assistance to put off fire in the office and any other areas within the institute premises including office and informing fire brigade.
- Preventing stray animals from entering in various campuses of CRI

3. **Period of Contract:** The contract shall be for a period of one year, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement, which is further subject to the approval of Competent Authority of Government of India. The tender will be allotted to lowest eligible quotee who fulfills all terms and conditions.

The competent authority may allot the contract in full or a part of such contract to the next firms out of the panel available with it at any time in the event of non-compliance or breach of any terms and conditions of this contract by the working contractor or otherwise if it is deemed fit to do so in the public interest in order to ensure effective supply/supervision of these services by more than one contractor even after the award of contract.

4 General Terms & Conditions:

The successful tenderer shall be required to execute an Agreement Deed on the format approved and supplied by this Institute on stamp papers of appropriate value. The Deed will be registered with the Tehsildar, Kasauli at the cost of the Contractor.

5. A bid Security i.e. approx. 10% of the Contract Value in the shape of Term/Fixed Deposit or a Bank Guarantee of Rs.10.00 lakhs covering the period of Contract duly pledged in favour of the Director, Central Research Institute, Kasauli (hereinafter referred as Director) shall be deposited before signing the agreement.
6. The applicant or the firms must be registered in Himachal Pradesh under Private Security Agency Regulation Act (PSARA).
7. The applicant/firm should be registered under the Contract Labour (Regulation and Abolition) Act, 1970 and Rules of 1971 made there under and have in their possession the 'EPF and ESI Code Numbers'. The firm will have to get necessary registration in Himachal Pradesh within Two weeks of awarding of work order.
8. If the contractor fails to deploy the required number of personnel within 14 days of signing of the agreement, there will be liquidate damage equivalent to 1% of the contract value for every week or part thereof until actual delivery of performance upto a maximum of 10% of the delayed contract. The Director may consider termination of contract seeing its urgency even without extending the date of delivery.
9. For the purpose of proper identification of the employees of the Contractor deployed by him at various places, the Contractor shall issue them Identity Cards, uniform (winter and summer), cap, baton, whistle, torch rules at his own cost and his employees are duty bound to display the Identity Cards, & wearing of uniforms, caps etc. during Duty Hours.
10. The wearing of uniforms and name plates by the employees of the Contractor during duty hours is compulsory.
11. The Director or any other authorized officer(s) shall be at liberty to carry out any surprise check on the working of the persons so deployed by the Contractor in order to ensure that the required number of persons are deployed and that they are doing their duties satisfactorily.
12. On taking over the responsibility of providing said services, the Contractor shall formulate the mechanism and monthly duty assignment chart for circulation in all the areas of the deployment in the Institute premises for the approval of the Director. He will keep on reviewing his arrangements from time to time and take additional measures, if any, for further streamlining the said arrangements. He will further ensure that no person is deployed on double duty except in emergent circumstances. The Contractor as well as the staff deployed on duty shall, however, be duty bound to carry out the directions/instructions given to him in this regard by the Director/Incharge of the respective Branch/Department or any such officer so authorized to do so by the Director in this regard from time to time. Any dereliction from such obligation shall be considered a breach of the terms of this contract.

13. The persons deployed by the Contractor for the execution of the contract shall be the employees of the Contractor for all intents and purposes and in no case, there shall be any relationship of employee and employer to the Institute, either implicitly or explicitly. The Contractor will ensure that his employees are medically fit and free from communicable disease. The antecedents of the person to be provided should be got verified from the appropriate authority by the Contractor at his own cost and level.
14. The persons so deployed shall be under the overall control and supervision of the Contractor and the Contractor shall be liable for payment of their wages etc. and all other dues within the stipulated time which the Contractor is liable to pay under the various Labour Regulations and other statutory provisions. The Institute shall be absolved from any such liability at its own level.
15. **WAGES** : The Contractor shall pay EPF & ESI to all his employees the minimum wages fixed by the Labour Department, Govt. of India, whichever is higher. In the event of minimum wages exceeding the basic wages, already being paid, as per Annexure-III of the tender document, then the contractor shall pay wages to his employees at the rate of minimum wages as fixed by the Labour Department, Govt. of India from time to time. The Contractor shall provide full information in respect of the wages etc. paid by him to his employees so deployed in conformity with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Rules, made thereunder.
16. The Contractor shall open a bank account in the Bank branch located at Kasauli and he shall make the payment of wages to the persons so deployed by him through the aforesaid Bank. The employees of the Contractor will also open their individual accounts in the same branch for the purpose of disbursement of salary through electronic transaction/transmission. The Contractor shall submit the copy of acquaintance roll of payment after disbursement of salary to the Director within 5 days alongwith a list of claim for the work amount so disbursed. This obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his commitments towards his employees so deployed under the various Labour Laws. The Contractor shall comply with or cause to be complied with the Contractor's Labour Regulations made by the Institute from time to time with regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions un-authorizedly made. He will maintain attendance registers, individual's ledger/wage book, wage slip, publications of scale of wages and terms of employment.
17. The employees so deployed on Contact basis shall be paid their wages @ basic wages or the minimum wages/rates whichever is higher not-with-standing any change in the rates of Statutory Contributions payable by the employer as per instructions of the Government issued from time to time.
18. If the minimum wage is revised by the Government of India during the contract period, the revised minimum wage would be payable to the contractual employees so deployed, only if the revised wage is higher than the wage already being received during the said contract period, upon submission of the formal claim to the effect by the contractor with supported documents. It is clarified that in the event of such a situation arising during the said contract period as mentioned above, no change would be permitted in the administrative charges quoted by the contractor at the time of submission of the price bid.
19. The Contractor shall be responsible for fulfilling all his obligations towards the persons deployed under the Minimum Wages Act, EPF Act, ESI Act, Bonus Act, Maternity Benefit Act, Shops and Establishment Act etc. as applicable and amended from time to time. The Contractor shall be responsible for the deposit of employee's and principle employer's share of statutory contributions with the ESI/EPF authorities at his own level and maintenance of such record as per rules. He will furnish original proof of deposit of such contributions to the appropriate authority within 5 days from the disbursement of salary bill from this institution. He will also arrange to open such EPF/ESI accounts of all the employees deployed by him in C.R.I. Kasauli. In case of failure on the part of Contractor to deposit EPF/ESI with the concerned authorities within the stipulated period, the contractor shall be liable to pay penalty so imposed by such authority
20. The Contractor will keep the following instructions in view while submitting the monthly wage bill(s) :
 - i) Separate details about the sanction of each post and deployment in the respective month.
 - ii) Attendance Register, a Muster Rolls duly signed by the Contractor and verified by the authorized Officer(s) of this Institution.
 - iii) Deduction Schedule showing the individual details of deductions of EPF/ESI to be tallied with the wage bill.
 - iv) Acquaintance Rolls along with proposed cheque to be issued to the individual staff member be submitted for verification by the Accounts Officer of this Institute for the release of payment which shall be returned to the Contractor for disbursement of wages along with the payment of total bill by this Institution.
 - v) The contractor will certify on the bill that the monthly wages bill of the security staff deployed by him in this Institution is complete and no person has been left and no supplementary bill be submitted thereafter.
 - vi) No person(s) has/have been engaged on contract basis in this institute without the prior approval of the competent authority.
 - vii) A original copy of bank scroll/bank Challans as a proof of deposit of EPF/ESI payment to the concerned Department will be submitted to this institution within 5 days from the disbursement of wages.

- 21) In order to ensure timely payment of wages to the staff, monthly wage bills shall be raised by the contractor by the 2nd working day of the month of the basis of original attendance- cum-work performance report duly verified by the concerned officer(s) being authorized or the purpose by the Director CRI, Kasauli.
- 22) The tender amount will be enhanced/decreased to the extent of enhancement/decrease in the minimum wages alongwith proportionate enhancement/decrease of EPF/ESI.
- 23) The Contractor shall conform to the provisions of various Central/State Act(s) or the Regulations on the subject as well as terms and conditions of the Contract. He will be liable for the deduction of TDS on the total bill as Income Tax as per provision of the Income Tax Act, or as applicable from time to time. Apart from this, The Contractor shall also pay Service Tax on the gross bill, if applicable, at the rates as applicable from time to time. Further, the service tax as applicable on date shall also be included in the offer.
- 24) Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this Contract shall be carried out by the Contractor at his own expenses etc. and the Contractor shall report the compliance thereof to the Director. The Contractor shall be solely liable for violation of any provisions of the said Act or any other Act.
- 25) The Contractor shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed for the preservation of peace and protection of persons and property of the Institute.
- 26) In case any of the persons so deployed by the Contractor does not come upto the mark or does not perform his duties satisfactorily or indulges in any unlawful act or misconduct, the contractor shall take suitable action against such employee on the direction of the AO/Director or any other officer so authorized by him in this regard.
- 27) In case of any complaint/defect pointed out by the Institute authorities, the Contractor shall immediately replace the person so deployed.
- 28) **LEAVE** : The Contractor shall deploy his employees in such a way that they get weekly rest and other holidays, if admissible under various laws, which may be applicable in this regard.
- 29) The Contractor shall keep the Institute (CRI) indemnified through a fidelity bond of Rs.10.00Lacs issued by the reputed Insurance Company against any loss caused to the Institute property by way of theft, mishandling or otherwise and the claims whatsoever in respect of the employees deployed by the Contractor at various points. He shall be liable for paying for any loss caused to the Institute property. In case any employee of the Contractor so deployed enters into dispute of any nature whatsoever, it will be the sole responsibility of the Contractor concerned to contest the same. In case CRI is also made a party and is required to contest the case, the cost, if any of the actual expenses incurred towards counsel fee and other expenses shall be paid to the Institute by the Contractor. Further, the Contractor shall ensure that no financial or other legal liability of any nature comes on the Institute part in this respect.
- 30) CRI shall have further right to adjust or re-adjust or deduct any of the amount as aforesaid from the payment to be made to the Contractor under this Contract or out of the security deposits of the Contractor.
- 31) In case of any deficiency in services by staff so deployed on Contract Basis or in the case of disobedience by the staff so deployed on duty, the Director (CRI) or any other officer authorized by him shall be at liberty to impose penalty as may be deemed fit upto a maximum of Rs.500/- for each such occasion after giving him an opportunity of being heard in person. The decision of the Director shall be final and binding on the Contractor.
- 32) **The firm should give photograph of Security Staff (without fire arms) in uniform along with technical bid as a specimen.**
- 33) **Termination of the Contract:**
The Director, C.R.I. Kasauli shall have the right to terminate the contract at any stage, without assigning any reason whatsoever with 30 days' Notice and the contractor shall have the option to terminate the contract at any stage by giving clearly sixty days' Notice in advance.
In addition to above, the Contract may be terminated in any of the following contingencies:
1) On the expiry of the Contract period, without any Notice; OR
2) If the Contractor does not give the requisite notice as mentioned before, then his security deposit shall be forfeited and Bank Guarantee shall be encashed in proportion to the period falling short of the specified notice period;
"Provided that during the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.
- 34) **Eligibility:** Firms fulfilling the following criteria are eligible to submit the tenders:
(i) Firms should have latest ESI Registration along-with Registration for EPF (Attested copy of latest receipt of premium paid be attached failing which the certificates will be considered invalid). If the said documents are not available with firms reasons/justifications with reference to be enclosed along-with tender.
(ii) Having valid PAN (copy to be enclosed).
(iii) Firm must be having a valid Labour License from Labour Department which shall be valid on date of opening of tender otherwise tender will be considered as non-responsive
(iv) Firm must have PSARA registration in H.P.
- 35) Any dispute whatsoever shall be subject to Kasauli/Solan court jurisdiction.

Administrative Officer
for Director
Central Research Institute, Kasauli

DECLARATION : I/We hereby affirm that I/We accept all the terms and conditions of tenders and Contract stipulated above without any reservation.

Signatures and full address of the Contract

To

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.....
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ANNEXURE-IV

AFFIDAVIT

I/We _____ (Name)
Contractor/Partner/Sole Proprietor (strike out which is not applicable) of
_____ (firm) do hereby solemnly affirm and declare that the
individual/firm/companies are not black listed by any Government Department or any Autonomous
Body.

DEPONENT

Dated the:

Address: _____

VERIFICATION

Verified that the Content of above Affidavit is true and correct to the best of my/our knowledge and
belief. No part of it is false and nothing has been kept concealed therefrom.

Dated the : _____

DEPONENT

**Note : To be furnished on non-judicial stamp paper (Rs. 10 Denomination) duly attested by a
Magistrate/Notary Public**

(This letter along with Earnest Money Deposit to be submitted in the Envelop No.1)

Receipt No. _____

Date _____

From:

M/s _____

To

The Director,
Central Research Institute,
KASAULI(HP)-173204.

Subject: **EMD - Tender for the award of Contract for providing Security Staff (without fire arms) in Central Research Institute, Kasauli(HP).**

Ref.: No.1-1/2017-Admn. dated _____

Sir,

Please find enclosed herewith Earnest Money Deposit(EMD) of Rs.50630/= (Rupees Fifty Thousand Six Hundred and Thirty only) in shape of a Demand Draft/Deposit-at-call/FDR issued by _____(Name of Bank) on _____ drawn in favour of the Director, Central Research Institute, Kasauli valid for a period of _____ months/years.

Thanking you,

Yours faithfully,

Enclosed : EMD

SIGNATURE
Seal of the firm with full address.

(This letter alongwith **Technical Bid** and **Tender Documents** to be submitted in the Envelop No.2)

Receipt No. _____

Date _____

From:

M/s _____

To

The Director,
Central Research Institute,
KASAULI(HP)-173204.

Subject: **Technical Bid - Tender for the award of Contract for providing Security Staff (without fire arms) in Central Research Institute, Kasauli(HP).**

Ref.: .1-1/2017-Admn.. dated _____

With reference to your advertisement for award of Contract for providing Security Staff (without fire arms) in the Central Research Institute, Kasauli, I/we enclose herewith, Technical Bid duly filled, stamped and authenticated on each page along with tender documents on Annexure-I and II.

I/We undertake to abide by the terms and conditions of the tender set forth by you.

Thanking you,

Yours faithfully,

SIGNATURE

Seal of the firm with full address.

Enclosed:

1. Technical Bid- Annexure-I.
2. Affidavit- Annexure-IV
3. Certificate of Experience
4. Registration with the Labour Department.
5. Copy of letter of allotment of EPF No.
6. Copy of letter of allotment of ESI No.
7. Copy of latest Audited Balance Sheet.
8. Bank Solvency Certificate for 10 lacs by any Scheduled Bank.
9. Colour photograph of security guard in full uniform.
10. Any other documents.

(This letter alongwith Price Bid be submitted in the Envelop No. 3)

Receipt No _____
Date _____

From:-

M/s _____

To

The Director,
Central Research Institute,
Kasauli.

Subject:- Price Bid Tender for the award of Contract for providing Security Staff (without fire arms) in Central Research Institute, Kasauli(HP).

Ref.:- .1-1/2017-Admn.. dated _____

Sir,

Please find enclosed Price Bid duly filled and stamped from award of contract for providing Security Staff (without fire arms) in the Central Research Institute, Kasauli(HP).

Thanking you,

Yours faithfully,

Enclosed:- Price Bid.

Signature
Seal of the firm with full address.