



**National Bureau of Plant Genetic Resources**  
**Regional Station, Rajendranagar, Hyderabad 500 030, Ind**  
Tel: 040-24015478:Fax: 040-24014072 E-mail: [nbpgrhyd@yahoo.co.in](mailto:nbpgrhyd@yahoo.co.in)



Tender No.40-10/SEC/14

Date: 16.9.2014

Serial No. \_\_\_\_\_ Date \_\_\_\_\_

NOT TRANSFERABLE

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR THE SECURITY SERVICES AT NBPGR REGIONAL STATION CAMPUS, RAJENDRANAGAR.**

- A Cost of Tender Form Rs.400/- (Rupees Four hundred only)  
B Last date of sale of Tender Form is 20.10.2014 up to 2PM  
C Last date of receipt of Tenders in Office is 20.10.2014 up to 2PM  
D Tenders to be opened at 3.00PM on 20.10.2014

To

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Dear Sir(s),

Sealed Tenders are hereby invited on behalf of the Officer In Charge, NBPGR Regional, Rajendranagar, Hyderabad for contract of providing of **Security on Job/Service contract at NBPGR Campus Rajendranganar**. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the NBPGR, ICAR and the special terms and conditions detailed in the Tenders forms and its Schedules. Please submit your rates in the Tenders form if you're in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of Rs.21300/- (Rupees Twenty one thousand three hundred only) must be deposited in the form of demand draft/pay order payable to the ICAR Unit, NBPGR, RS, Hyderabad. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. **The Tenders will not be considered if earnest money is not enclosed with the Tenders.**

3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part after submitting his Tenders; he will not resile from his offer or modify the terms and conditions thereof. If Tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Council. In the event of the offer may by the Tenderer not being accepted the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Council.

4. The Schedules of the Tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenders may be rejected.

5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or iii) constituted attorney of the firm if it is a company.

6. If Tenderer does not accept the offer, after issue of letter of award by, NBPGR, Regional Station(ICAR) within 15 days, the offer made shall be withdrawn & earnest money forfeited.

7. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders from or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the NBPGR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. **The Tenderer should sign each page of the Tender documents, schedules and annexure, if any.**

8. The original copy of the Tenders is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be super scribed **“Providing of Security on Job/Service contract at NBPGR Campus at Rajendranagar,** With address of this Office and of the Tenderer. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the Tenders box, which will be kept in the Office of the NBPGR, Rajendranagar not later than 14.00 hrs on 20.10.2014.

The rates quoted by each firm for Job/service security contract in Tenders be given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any, may also be indicated.

10. NBPGR, does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole.

11. An amount of Rs.52,000/- (Rupees.Fifty two thousand only) as a security deposit in the form of DD/Bank Guarantee for the contract is to be deposited by the Selected Agency/Successful Tenderer only after receiving a communication from the NBPGR/ICAR. **In the event of non-deposition of the same, the earnest money will be forfeited.** The security deposit shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency and no interest will be paid on the Security money deposited with NBPGR.

12. No interest on Security deposit and earnest money deposit shall be paid by the NBPGR to the Tenderer.

13. The sales tax or any other tax which is as per the rule shall be the liability of the agency to deposit in concerned department & TDS shall be deducted at source from bill of the successful tenderer as per the rule.

14. The Officer In Charge NBPGR, reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the NBPGR, for any reasons, not mandatory to be communicated to the Tenderer.

15. Decision of the Officer In Charge, NBPGR, will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level and will not be referred to arbitration.

16. Acceptance by the NBPGR, will be communicated by FAX/ Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the Fax/Express letter etc. should be acted upon immediately.

17. The following documents/vouchers are required to be enclosed with Tenders form, which are the terms and conditions of the Tenders document: -

- a) Last three years continuous experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of GOI/Corporation of GOI/Reputed Public or Private organizations (Providing details)
- b) Employees EPF Registration Certificate issued for Central Govt. organization.
- c) Employees ESI Registration Certificate issued for Central Govt. organization.
- d) Agency must have Certificate of Service Tax Registration issued by the Government.
- e) The proprietor/Partner may be having the certificates of participating in Fire Fighting system etc.
- f) The Agency must be conversant with the statutory provisions and quote accordingly.

- g) The consolidated rates may be given for civilian covering all statutory provisions as per relevant Acts. (Copy of the relevant order should be enclosed).
- h) Successful Tenderer will have to enter into a detailed contract agreement with ICAR on Non-judicial stamp paper of Rs.100/- for each work.
- i) Minimum turnover of the firm not less than Rs.6.00 lakhs during the last financial year, Balance sheet of the firm with due signature of the Chartered Accountant should be enclosed.
- j) The Contractor/Agency must have a registration with Contract Labour (regulation and abolition) Act, 1970. The contractor shall obtain the Labour license under this Act.
- k) Whether the firm has any legal suit/criminal case pending against it for violation of PF/ESI, Minimum wages Act or other laws (give details). **The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them.**
- l) The firm should have at least 40 manpower on its rolls and it should be authenticated with Form 6A Returns.
- m) No. of staff/supervisors registered under ESI & EPF contributions. Documentary proof of vouchers to be required and may be attached.
- n) The Technical bids and financial bids may be submitted in separate envelopes to be sealed and put in a main cover.

Yours faithfully,

**OFFICER IN CHARGE NBPGR**

**TENDERS FOR ANNUAL CONTRACT FOR PROVIDING OF SECURITY SERVICES AT NBPGR CAMPUS, RAJENDRANAGAR HYDERABAD.**

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Full Name & Address of the Tenderer in  
Addition to Post Box No., if any, should  
Be quoted in all communications to this  
Office.

Telephone No.

Telegraphic Address/FAX/Cell No.

E-Mail address

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From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Officer In Charge,  
NBPGR Regional Station,  
Rajendranagar, HYDERABAD-30.

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for providing of Security on Job/Service contract at NBPGR Campus at Rajendranagar agree to provide the services as detailed in the schedule herein or to such portion thereof as you any specify. In the acceptance of the Tender at the rates given in Schedule-1 to this Tender and I/we agree to hold this offer open till 30 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with the requirement.

3. The following pages have been added to and form a part of this Tender \_\_\_\_\_. The Schedules-I & II TO ACCOMPANY THIS tenders are at pages\_\_\_\_\_.

4. Every page so attached with this Tender bears my signature and the office seal.

5. Pay order/DD No.\_\_\_\_\_ of  
Rs.\_\_\_\_\_ drawn in favour of Officer In Charge NBPGR, Hyderabad and  
payable at Hyderabad is enclosed as earnest money required./

Yours faithfully,

Witness\_\_\_\_\_

Address-----

Occupation-----

Signature of witness to contractor's signature

Address:

Name & Signature of Witness:

Address:

Signature & Seal of the Tenderer.

Telephone No. Office

Resi.

Mobile:

**SCHEDULE-I****SCHEDULE TO TENDERS****PART-1**

1.	Name of the Firm/Agency	
2.	Full Address with Post Box No. And Telephone No. if any	
3.	Constitution of the firm/ Agency (Attached Copy)	
	a) Indian Companies Act, 1956	
	b) Indian Partnership Act, 1932 (Please give names of partners)	
	c) Any other Act. if not the owners	
4.	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
	i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.	
	ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement of the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner.	
5.	Name and Full Address of your Banker's	
6.	Your Permanent Income Tax No./Circle/Ward	
7.	Any other relevant information	
<b>PART-II</b>		
8.	Earnest Money Deposited	Yes/No
<b>PART-III</b>		
9	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
10.	Name of the Permanent Representative to be visiting NBPGR RS, regarding the contract.	

Date:

Place:

**AUTHORISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer.

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR PROVIDING OF SECURITY SERVICES AT NBPGR CAMPUS AT RAJENDRANAGAR, HYDERABAD.**

1. Scope of Work: The work of providing of security services at NBPGR Campus at Rajendranagar shall have to be undertaken without causing any damage at the NBPGR properties. In case, any damage is caused by the workers/guards deployed by the contractor to do the work of maintenance of security at NBPGR, Campus at Rajendranagar the contractor shall make the same good. The agency shall also have to ensure that there is no theft of the moveable/immovable property at NBPGR Campus at Rajendranagar. In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused to the NBPGR/ICAR on account of such theft. For this purpose, the agency shall keep strict vigil on all entry points with a view to preventing entry of unscrupulous elements into the Complex.

2. Payment for security service bill will be made monthly upon submission of pre-receipted bill.

3. An earnest money of Rs.21300/- (Rupees.Twenty one thousand three hundred only) in the form of DD/Pay order is required to be attached with the Tender. No Tender will be considered without the earnest money. **The earnest money will be forfeited if the bidder resiles from the officer.**

4. The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event, work of maintenance of Security at NBPGR Campus at Rajendranagar shall be got done from other source at the expenses of the defaulting firm.

5. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turnout. The agency shall, at its own cost, provide suitable uniform (Both Summer and Winter) to the personnel with identity cards.

6. All essential items for security services personnel like Torch, Lathi etc. will be provided by the Agency at its own cost.

7. The Security Services shall be provided for the entire locality of the NBPGR Campus at Rajendranagar Main Gate of the Campus, Administrative cum Laboratory Building. Patrolling should be done in Greenhouse and Field.

**The contractor is advised to have a complete survey of this Office and campus before offering rates.**

8. After physical inspection of the site, very detailed assessment/requirements of security personnel for providing security services at the NBPGR Campus at Rajendranagar shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract. No request for alteration in the rates once quoted will be permitted within one year.

9. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 45 years. In case any of the personnel so

provided is not found suitable, NBPGR shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a written communication will have to replace such persons immediately.

10. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc.

11. The contractor will discharge all his legal obligations in respect of the workers/guards to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified NBPGR from any claims loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Officer in charge, NBPGR shall be final and binding on the contractor.

12. The selected agency shall provide the necessary personnel for providing Security services at NBPGR Campus at Rajendranagar as per labour acts prevalent in Central Govt. organization.

13. Income Tax will be deducted from the payments due for the work done as per rule.

14. The guards/workers should be able to communicate in Hindi and also in English if possible. This Regional Station shall provide necessary accommodation within the premises of the building only for the personnel to be relieved or waiting for mid-night shifts for performance of their duties for security purposes. Shift of more than 8 hours /per day will not be allowed for any persons deployed for Security services. Double duties are not allowed. The guard should not develop social relationship with NBPGR Staff.

15. They should not leave their points unless and until the reliever comes for shift duties. Security guard will maintain all the registers, which are kept at main gate & other points.

16. They have to verify all the office buildings, rooms after 6.00 PM to ensure as to whether all buildings are locked properly.

17. From 10.00 PM to 6.00 AM one security guard must be on patrolling duty in the campus by rotation and while patrolling he should check all the building locks including green house.

18. They should not give lenient or casual impressions in the duties and they should be alert and attentive.

19. They should observe movement of all the staff, labourers and visitors etc. & registered.

20. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.

21. All the vehicles are to be parked in the parking place only. The vehicle should be checked by the Security Guard on duty while coming inside and while going out also.



Necessary movement register should be maintained and it will be shown to the Officer in charge as when required.

22. The personnel engaged by the agency for this job contract will not be employee of the NBPGR and there will be no employer-employee relationship between the NBPGR and the personnel so engaged by the contractor.

23. Proper entries are to be made while handing over key to any staff of NBPGR and while taking over too.

23. The security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any Security Guards going on leave under intimation to this office.

24. Changing of Security Guards should be intimated to the Caretaker.

25. Patrolling to the identified points as per Annexure to be carried out strictly.

26. The Security staff should follow the codal formalities of Security system while on duty.

27. The Security personnel should ensure the competent Offices for the items taken out of the campus have issued that proper gate pass. In case of any doubts, they should immediately contact office in charge Security.

28. It will be the duty of the Security Agency to keep entire NBPGR Campus at Rajendranagar free of stray dogs.

29. The agency shall furnish details of disbursement made to the staff indicating the bill amount received from NBPGR against each individual, amount deducted on account of statutory deductions such as ESI, EPF etc. as employee's share and net amount paid to each individual in the presence of officer nominated by this office duly supported by details of payments made to the contractual staff before presenting the claim for the next month. The proof of payment of statutory obligations such as ESI, EPF etc., and any other applicable taxes accompanied by form 32A must be furnished by the agency indicating the names of the employees and the amount deposited in respect of each, failing which subsequent payment to the agency shall be withheld. If the contractor does not produce satisfactory evidence regarding deposition of EPF and ESI dues, the client shall withhold payment of the component of EPF and ESI.

31. Contractor shall provide uniformed and trained personnel and use its best endeavour to provide Security services to the Department for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. No request for alteration in the rates once quoted will be permitted within the period the contract is in force.

32. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid. All the columns shall be clearly filled in ink legibly or

typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. The detailed of worksheet for rates offered should be enclosed along with the price bid. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

**33. Initially the terms of the contract will be for one year.** On the expiry of the contract or on its termination, the NBPGR reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon.

34. This contract can be terminated by giving two month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The NBPGR will have no responsibility for any loss/damage caused to them, this also cannot be challenged through any court of law.

35. The Contractor has to attach the supporting documents with proper referencing as per the Check list Schedule –II. No extra documents need to be attached with the tender form.

The Officer in charge, NBPGR RS, Hyderabad (ICAR) reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Officer In charge, NBPGR (ICAR) shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

## **CHARTER OF DUTIES FOR SECURITY SERVICES AT NBPGR**

1. Ensure proper locking/unlocking of all doors and windows and report the Security Officer and officer concerned immediately.
2. Ensure that no unauthorized persons or vehicle get entry into the guarded premises in an irregular manner.
3. Ensure safe custody of keys and conduct regular patrol along the specified beats.
4. No stray cattle/dogs get access to the guarded area and to check pilferage and implement anti theft measures.
5. Check and keep all the records of outgoing material through gate pass signed by the authorized officials of NBPGR.
6. Be conversant with the location of fire alarm switches and hydrant and fire extinguisher and operate them in case of need and assist the fire brigade in their operation.
7. Allow no unauthorized persons except the staff members with due permission of the competent authority in the guarded area.
8. To maintain complete record of visitors and maintain record of incoming and outgoing vehicles wherever applicable.
9. To report unusual events in suspicious circumstances occurring in the area of premises. To keep record of staff members who are required to sit beyond office hours or attend office on Saturdays/Sundays and closed Holidays in a register and obtain their signatures.
10. To hoist and lower the National flags at both the places of NBPGR Campus as per the flag code.
11. Any other works assigned with the approval of the competent authority.

## **FINANCIAL BID:-**

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender: **20.10.2014 up to 14.00 hrs**

Date of opening of Financial Bid: **20.10.2014 at 15.00 hrs.**

To

The Officer in charge,  
NBPGR Regional Station  
Rajendranagar, Hyderabad-500 030

Sir,

I/we wish to submit schedule of rates for providing security services on job/ service contract basis on Monthly consolidated rate offered for providing the Security Services at **NBPGR** Campus at Rajendranagar in accordance with the highest standards of Security Services and as per the terms and conditions specified in the Tenders including all labour, material, transportation, specially covered all acts & taxes etc. as applicable from time to time

		For Civilian Security		Per month (Rs.)	Per annum (Rs.)
SL. No.	Particulars	Guard			
1.	Basic Wages (including VDA)	9438.00			
2.	ESI( 4.75%)	448.30			
3.	EPF( 13.61%)	1284.51			
4.	Other charges including (Weekly off etc.) *(4)	1452.00			
A	<b>Sub-Total</b>	12622.81			
B	Service charges per person				
C	Service Tax Per person @12.36%	1560.17			
D	<b>Grand Total (A+B+C)</b>	14182.98			
E.	Contribution by the employee for EPF to be deducted @12% per person				
F	Contribution by the employee for ESI to be deducted @1.75% per person				
G.	Other deduction if any				
H.	Actual amount to be paid to the employee (Security Guard and Security Supervisor) Per person				

\*If no details are specified the amount will be treated as Nil.

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

I/We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

**IMPORTANT NOTE: Tenderers should not quote below prescribed rates for relevant category fixed by Government. Rates fixed by State Government or by is liable of the Labour Commissioner (Central) whichever is higher along with the statutory payments will be taken into consideration.**

Signature:

Name & Address of the Firm with seal:

Mobile No.

Place:

Date:

## SCHEDULE-II

### CHECK LIST (TECHNICAL BID) SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl.No.	Description of requirement	Yes/No	Page No.
1.	The firm is registered with the Contract Labour (Regulation & abolition) Act 1970 & 1971 issued by Govt. of India, Ministry of Labour Employment, and Office of the Asstt. Labour Commissioner (Central) and its validity date and under registration with Andhra Pradesh/Telangana state Private Security Act 2008 ( if registered). License under contract Labour Act,1970 any license taken during last 2 years	Yes/No	
2.	Copies of Balance sheet and P&L A.c for the last 2 years duly certified by C.A. The firm must attach the documentary proof of annual Security contract of Rs.6.00 lakhs cost for Financial year 2013-14	Yes/No	
3.	Registration certificate of provident fund commissioner enclosed PF registration code allotted by the Regional Provident Fund Commissioner, Govt. of AP/Telangana State	Yes/No	
4.	Copy of Registration certificate/allotment of service tax number	Yes/No	
5.	Copy of Registration Certificate/allotment letter PAN from Income Tax Department and IT returns for last two years.	Yes/No	
6.	Registration certificate of ESI enclosed	Yes/No	
7.	Proforma containing details of other organization where such contracts were/are undertaken (attach supportive )	Yes/No	
8.	DD of EMD for Rs.17,020.00	Yes/No	
9.	Price bid proforma completed & sealed in separate envelope	Yes/No	
10.	List of Arbitration cases (if applicable) Do not leave it blank. If there are no such cases, write "Not Applicable".	Yes/No/ Not applicable	
11.	Undertaking of Agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at CL. Number of Manpower should be at least 40 ( to be authenticated with form 6A of EPF return for Financial year 2013-14 (Copy to be attached).	Yes/No	
12.	Acceptance of terms and conditions attached. Each page of Tender form and terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No	
13.	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts.	Yes/No	
14.	Office address in Hyderabad(AP)	Yes/No	
15.	At least two valid Manpower Contracts in Government organization as on 01.10.2014	Yes/No	
16.	Solvency Certificate for at least 5 lakhs from the Bankers	Yes/No	

Declaration by the Tenderer:

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

Signature of Tenderer with seal & Date

**Details of the Minimum 3 years experience/work done**

Sl.No	Name of the Deptt/organization & Name of the contract person with Phone No.	Period		No. of Staff deployed	Remarks
		From	To		

**SIGANTURE OF THE TENDERER**