



**SUNDARBAN CO-OPERATIVE MILK & LIVESTOCK  
PRODUCERS' UNION LTD., SOUTH 24 PARGANAS**

New Administrative Building, 8<sup>th</sup> Floor, Alipore, Kolkata-700027

Contact: 8100929194 / 7908396997

Email: [purchase.sundarini@gmail.com](mailto:purchase.sundarini@gmail.com)

**NOTICE INVITING e-TENDER FOR**

**Supplying Round the Clock Security Personnel through  
Service Provider**

**NIT No.:** SMLU/HO/SP/e-NIT/22-23/273

**Date:** 22.08.2022

Sundarban Cooperative Milk & Livestock Producers' Union Ltd., South 24 Parganas is inviting Online Tender (e-Tender) in two bid system for Supplying Round the Clock Security Personnel through Service Provider as per specification terms and conditions mentioned hereunder:

**IMPORTANT DATE AND TIME SCHEDULE**

Sl. No.	Particulars	Date & Time
1	Date of uploading (Publishing) of N.I.T. Documents (Online)	22.08.2022 at 1530 hrs
2	Documents download start date (Online)	22.08.2022 at 1535 hrs
3	Technical Bid proposal submission start date (Online)	22.08.2022 from 1535 hrs
4	Bid Submission end date (Online)	29.08.2022 at 1500 hrs
5	Technical bid opening date	31.08.2022 at 1600 hrs
6	Financial Bid Opening date	To be notified later

**Details of the work:**

<b>Nature of Work</b>	Supplying Round the Clock Security Personnel through Service Provider at Sundarini Sweet Manufacturing Unit & Central Store
<b>Scope of Work</b>	As per Detailed Specifications of Requirement
<b>Bid Inviting Authority</b>	Managing Director, Sundarban Cooperative Milk & Livestock Producers' Union Ltd.

<b>Statutory &amp; Non Statutory Documents</b>	<ol style="list-style-type: none"> <li>1. COMPANY PROFILE which consists of MOA &amp; AOA etc. Declaration that the Company is operational for at least 3 years.</li> <li>2. GSTIN (GST Registration Certificate)</li> <li>3. PAN CARD</li> <li>4. INCOME TAX RETURN of last 3 years.</li> <li>5. COPY OF AFFIDAVIT as per <b>Annexure-II</b> DULY SIGNED &amp; SEALED AND NOTARIZED BY THE BIDDER.</li> <li>6. MINIMUM 03 YEARS OF WORK EXPERIENCE in supplying Security Personnel at any Manufacturing Industry. Two years' experience of the tenderer should be in the same name and style as the bidding entity. Experience certificate supporting the claim must be submitted in the Technical Bid Folder.</li> </ol> <p><b>All these documents are mandatory. Failure to upload the documents will result in disqualification in technical bid evaluation.</b></p>
<b>Earnest Money Deposit</b>	Not Applicable. The Bidder has to give Bid Security Declaration as per format specified at <b>Annexure-III</b>
<b>Technical Bid Evaluation</b>	The Technical Bid will be evaluated by the Tender Committee. Bidders shall upload all the necessary documents in the Technical Folder which will be verified and evaluated by the Tender Committee.
<b>Financial Bid</b>	<p>Rate shall be quoted in the Financial bid.</p> <p>The bidder shall quote the rate online through Computer only in the space marked for quoting rate in the <b>Bill of Quantities (BOQ)</b>. Only downloaded copies of the above documents, digitally signed by the bidder are to be uploaded (Excel file).</p> <p>The rate quoted per unit item by the tenderer shall be inclusive of all elements of taxes and duties, demands, tolls etc. The tenderer shall include income tax, GST etc. as applicable, octroi if any and all other charges if applicable while quoting the rate, FOR (freight on road) delivery of the material in the place of delivery installation and commissioning.</p>
<b>Validity of Bid</b>	180 days
<b>e-Tender registration and bidding</b>	<p>ONLINE BID SUBMISSION:</p> <p>The bidders are required to submit the Technical and Financial bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>
<b>Award of Contract</b>	The bidder selected after evaluation of financial bid by the tender committee will be given Award of Contract, subject to fulfillment of Terms and Conditions provided in the tender.
<b>Publication of Tender</b>	<ol style="list-style-type: none"> <li>1. E-Procurement Portal Govt. of West Bengal (<a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>)</li> <li>2. South 24 Parganas District Website (<a href="https://s24pgs.gov.in">https://s24pgs.gov.in</a>)</li> <li>3. Website of the Milk Union (<a href="https://www.sundarini.organic">https://www.sundarini.organic</a>)</li> <li>4. Office Notice Board</li> </ol>

<p><b>Download of Tender</b></p>	<p>1. Download of Tender</p> <p>Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>. The tender will be submitted in two bid system i.e. Technical bid &amp; Financial bid only through online.</p> <p>2. Online Bid submission procedure</p> <p>i. Registration of Bidders: Agencies/Bidders who are interested in participating e-tenders will have to get enrolled &amp; registered with the Government e-Procurement system through logging on to <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a></p> <p>ii. Digital Signature certificate (DSC): Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.</p> <p>iii. Tender Download: The bidders can search &amp; download NIT &amp; Tender Documents electronically from computer once he logs in to the e-Tendering portal <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.</p> <p>iv. Submission of Tenders: General process of submission, Tenders are to be submitted through online to the stipulated website in two folders, (one is Technical Bid &amp; the other is Financial Bid) before the prescribed date &amp; time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly digitally signed. The documents will get encrypted (transformed into non readable formats).</p>
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## Detailed Specifications of Requirement:

### Category wise security personnel requirement and their place of deployment:

SL	Category	No. of Security Requirement	Particulars of Premise
1	Un-skilled Security Personnel	02 Nos. for Round the Clock Security Arrangement	Sundarini Sweet Manufacturing Unit, Sundarban Cooperative Milk & Livestock Producers' Union Ltd., C/O- Ratnodeep Garden, 482 Paschim Chowbagha, PS- Anandapur, Kolkata, West Bengal - 700105 (Landmark: Near China Mandir)

- 1) The Security Personnel will be responsible for overall security arrangement of all the notified premise mentioned above.
- 2) The Security Personnel will ensure that all the instructions of the Milk Union/Manufacturing Unit are strictly followed and there is no lapse of any kind.
- 3) The Security Personnel will ensure to prevent theft, pilferage, unauthorized collection of cash, gambling, riotous behavior and other unusual unlawful acts at the notified premises mentioned above.
- 4) The Security Personnel will ensure to check, Control and Restrict the entries of Staff/ Workers/ Authorized Personnel of Organization / Firm and others by valid passes or documents if required and to monitor the movements of vehicles of incoming / outgoing along with Materials (with gate passes, challan, invoice, product return challan) including recording of the timings of all above operations.
- 5) The Security Personnel must watch there are no unidentified/ unclaimed/ suspicious objects/ persons in the building/ premises, either wondering or getting entry within the premise, or there is no instance of incursion from any origin.
- 6) The Security Personnel will report any incident like theft, fire gambling, alcohol consumption any other unusual and unlawful acts.
- 7) The Security Personnel will check the goods/ materials, equipments, vehicles, visitors, outside personnel to and from the complex at the notified premises.
- 8) The Security Personnel will ensure the loading of Food Products/Items to the vehicles of particular route supply as per the challan/invoice with proper records.
- 9) The milk products & crates/ insulated boxes will be handed over to the authorized representative of the security agency. After dispatching the same to the route vehicles the balance item is to be handed over to Plant Section. Any shortage, if found will be recovered from the agency at MRP/ Market price. All transactions will be documented for audit purpose.
- 10) The Security agency will be custodian for all milk crates/ insulated boxes and proper record will be maintained regarding stock received from Store/ Dairy, dispatch to different transporters, receipt of crates/ insulated boxes from different transporters and its closing balance. On maintaining physical verification of crates/ insulated boxes, if shortage is detected, the cost will be recovered from the bill of agency.
- 11) The Security Personnel will ensure the route vehicles regarding Cans and Lids before and after reception of raw milk and ensure proper sealing of outgoing / incoming tankers / Milk Vans.

- 12) The Security Personnel will monitor to secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points permitting entry.
- 13) The Security Personnel will ensure that no outsiders are allowed to enter in the building without permission.
- 14) The Security Personnel will ensure that no items are allowed to be taken out without proper Gate Passes issued by the Competent Authority/Authorized Officers for in and out movement of store and moveable items.
- 15) Deployment of Security Personnel will be as per the instructions of the authorized officer of the Milk Union.
- 16) The Security Personnel will also take round of all the important and sensitive points of the premises.
- 17) The Security Personnel shall also ensure door keeping duties, if required.
- 18) The Security Personnel on duty will also take care of vehicles parked in front of office premises and keep watch on it for safe keeping.
- 19) The Security Personnel on patrol duty should take care of all the water taps, valves, water hydrants etc. installed in the office premises and ensure the switch off of lights/ fans etc.
- 20) The Security Personnel 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.
- 21) In emergent situations, Security Guards/Personnel deployed shall also participate as per their role defined in the disaster plan, if any, of the Milk Union. Security Guards/Personnel should be sensitized for their role in such situations.
- 22) The Security Personnel are required to display mature behaviour, towards staff and visitors.
- 23) The Security Guards on duty shall not leave the premises until his reliever reports for duty.
- 24) The Security Personnel will physically check the packets, bundles, brief cases, hand bags or any other things carried by the various persons while entering and leaving/going out of the building/premises to prevent theft, pilferage and mischief.
- 25) The Security Personnel will not allow hawkers/sellers to enter or to occupy space in front of office premises.
- 26) The Security Personnel must be rotated from their point of deployment at an interval of 3 months.
- 27) The Security Personnel will ensure to prevent of Electricity and water from getting misused.
- 28) The Security Personnel shall ensure that all the electrical equipment/ instruments / lights and fans in the office or any part of same should be switched off at the time of closure of the office hour.
- 29) The Security Personnel should ensure that all the officers/ rooms are locked at the closure of office hours and opened at the beginning of office hours including keeping keys of all rooms under in custody with safety.
- 30) The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.

- 31) Personnel to be deployed are required to possess minimum qualification and experience as given below to ensure efficient discharge of the duties.

<b>Position</b>	<b>Minimum Educational Qualification</b>	<b>Minimum Working Experience</b>
Security Guards	8 <sup>th</sup> /10 <sup>th</sup> Standard	One year as Security Guard

## **GENERAL TERMS AND CONDITIONS**

1. Sundarban Cooperative Milk & Livestock Producers' Union Ltd. will not accept any variations in conditions stipulated in the tender.
2. Any suggestion in the tender, for any modification of the tender conditions will not be entertained and the conditional offer will render the tender invalid.
3. Any failure on the part of the bidder in performing the contract for the full contract period will render the tenderer liable for penal consequences and liquidated damages as specified in the tender agreement which also forms part of tender document.
4. The rate quoted will remain firm throughout the period of contract. Once the contract is awarded to the bidder, the charges payable to the bidder for the work will be only at the rate accepted and finalized by the Union
5. The Union reserves the right to cancel the contract or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work contract. In such an eventuality the Union further reserves to get the work done from other agencies at the risk and cost of the service provider. The Agency may also be black listed by the Union for a period up to 5 years from participating in such type of tenders and the earnest money/performance security deposit may also be forfeited.
6. It shall be presumed that the all terms & conditions mentioned in the tender document have been read, understood and duly accepted entirely. The Bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in the tender document.
7. Furnishing of incorrect information and false documents will render the Bidder ineligible for bidding and liable to be debarred/ blacklisted from participation by Union.
8. The past performance of the Bidder and other criteria as given in the eligibility & technical bid will be taken into consideration for award of Contract.
9. The Bidder will have to furnish documents in support of the information given in the tender. Original documents will be checked for verification as and when required.
10. The decision of the Milk Union regarding approval of bids shall be final and binding on all Bidders.
11. No further correspondence shall be entertained after opening of the Tenders.
12. The personnel, whose services are provided by the successful Bidder, hereafter referred to as the Agency, shall at all times and for all purposes be the employees of the Agency and on no account, Personnel so appointed and recruited by the Agency will have any claim for appointment, continuous recruitment or regularization etc. against the Union.
13. The Agency shall solely be responsible for payment of compensation under Workman Compensation Act either in the course of employment or out of employment. SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. no way shall be liable in this regard.
14. The Agency shall verify the antecedents of all manpower deployed at Union premises working in SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD., by police verification and shall keep antecedents and other relevant records at its cost and will produce these on demand by the Union authority. The list containing the names/addresses of the personnel appointed by the Agency shall be made available to the Union authorities with their bio-data within 15 days from the date of deployment. The same shall also be provided in the form of CD/Pen Drive/e-Mail giving out photographs and detail of the staff within one month of commencement of work.

15. The Agency shall obtain a license under Contract Labour (R&A) Act, 1970 and also submit a copy of such license to SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD., duly attested. The agency shall abide by all the relevant provisions of various Labour Laws/Acts namely EPF, ESI, Exgratia, Workmen's Compensation, and any other laws and rules applicable in this regard, and adhere to all statutory requirements/compliance.
16. The Agency shall be responsible for any type of statutory/ mandatory claims or penalties due to default with reference to the above provisions.
17. In case any person engaged by the Agency is found to be inefficient, quarrelsome, infirm and invalid or found indulging in unlawful activities, the Agency will have to replace such a person with a suitable substitute at the direction of SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. authority.
18. SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. will not provide any sort of accommodation to the staff or person deployed by the Agency and no cooking/lodging will be allowed in the premises of the Union at any time.
19. SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. have right to replace any deployed manpower with or without assigning any reason whatsoever and the substitute shall have to be provided by the Agency immediately.
20. No report for any loss/damage to property of the Union shall be lodged with Police by the Agency without the approval/consent of the milk Union.
21. SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD., through its designated/authorized officer shall be at liberty to check any time the deployment of the personnel by the Agency and in case of any absence/fault/ lapse, action will be taken against the agencies as per the penalty clauses.
22. Every personnel shall wear the prescribed, neat and clean uniform affixing thereon the badge mentioning his name and designation of the worker and these must be provided by the Agency at their own cost.
- 23. The Agency shall not engage the personnel below the age of 18 years as well not exceeding 50 years. The personnel deployed by the Agency shall be medically fit and mentally alert and their antecedent be verified prior to the deployment in SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD.**
24. If any complaint of misbehavior and misconduct comes to the knowledge of the Union authorities then all such responsibilities shall be of the Agency and any loss owing to negligence or mishandling by the manpower, the Agency shall himself or herself be responsible to make good for the losses so suffered by SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD.
25. The Agency shall not, at any stage, cause or permit any sort of nuisance in the premises of SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. or do anything which may cause unnecessary disturbance or inconvenience to others working there as well as to the general public in SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. premises and near to it.
26. The Agency shall not engage any sub-Agency or sublet/transfer the contract to any other agency/person in any manner.
27. The Agency shall, for providing proper manpower, ensure the following: -
  - a. That a daily report of its personnel on duty and about their performance is furnished & maintained.
  - b. That their personnel do not smoke/drink/abuse drugs or indulge in any improper behavior at the place of work and/or anytime inside the campus.
  - c. That any specific work assigned to it by SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. or any of its Officer authorized shall be done diligently and well in time.
28. Tax deduction at source (TDS) shall be governed by the prevailing rules.

29. In case the agency fails to execute the job after signing the agreement /deed or leave the job before completion of the period of contract at their own accord, SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. shall have the right to forfeit the last payment due to the agency for the execution of the contract in addition to performance of Security Deposit. For this purpose, the entire amount payable for one month could be forfeited irrespective of the duration of the contract.
30. SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. reserves the right to:
- Amend the scope and value of any contract under this service.
  - Reject or accept any application without assigning any reasons thereof and
  - Reject all applications and cancel the Tender.
  - SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. shall neither be liable for any such actions nor be under any obligation to inform the Applicants.
31. Payment will be made to the Contractor within 10th of the next month subject to submission of bills within 20th of the corresponding month after deducting the Income Tax. The payment on account of statutory obligations like EPF, ESI, GST etc. would be made separately and the documents of payment are to be submitted along with the Bills in support of the claim. In case of unsatisfactory services, suitable amount will be deducted from your bills which will be decided by the Milk Union.
32. Exgratia, Proper Uniform, (including Shoes.) will be provided by the Agency at their own cost from time to time to all the Security Personnel deployed which shall be intimated to the Milk Union.
33. The Agency is bound to make payment to its personnel on or before 7th day of each month irrespective of having received payment for the month from the Union. The contractor shall pay the wages directly in their Bank accounts and the payment sheet will be enclosed with the bills.
34. The Agency shall have to raise the bills of the previous month within 20th of the next month, enclosing statutory payment pertaining to EPF, ESI, GST, P.Tax etc.

#### **PENALTY CLAUSES**

- In case of short supply of security personnel as per our requirement, amount of penalty, decided by the Milk Union, will be imposed and will be deducted from your monthly bill.
- For any breach of contract, designated committee or designated officer in charge of SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. shall have right to impose a penalty up to Rs. 1000/- on the first occasion upon the agency in the event of:  
breach, violation or contravention of any of the terms and conditions contained herein. In the event of getting repeated again, the extent of penalty will be doubled on each such occasion. The decision of the said officer/committee in this regard shall be final and binding upon the agency. Some of the illustrative instances in which penalty would be imposed are enumerated below:
  - If the personnel working in Security are not found in proper uniform and displaying their photoidentity card.
  - If the personnel found indulging in smoking/drinking/sleeping or any other misconduct during duty hours.
  - If the behavior of personnel(s) found is discourteous or harmful to anyone in the Union.
  - If any personnel found performing duty by submitting a fake name and address, the services of such person shall be terminated and the agency will be held responsible for such lapse.
  - If any personnel found on duty other than those mentioned in the approved list is supplied by the agencies to the authorities of the Union.
- If any assets/ materials/ equipment within the notified areas, are found missing/ stolen, the price of the same will be reimbursed from the bills of Agency.



## **SPECIAL TERMS AND CONDITIONS**

### 1. Period of contract:

This contract is for a period of three years subject to every six-month review, the SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. will decide the commencement of the service, which will be duly informed at the time of the award of the contract.

### 2. Price:

Quoted rates shall be valid for the entire period of the contract.

### 3. Payment:

Payment shall be made as reimbursement on monthly basis within fifteen (15) days from the date of receipt of bill duly certified & recommended by designated officer in charge of the SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. Payment of bill for deployed manpower must be submitted with following documents for further processing of the bill:

- a. ECR payment challan along with the list of employees
- b. Monthly Statement of ESI payment
- c. Payment receipt of employees

### 4. Workmen Employed:

The Agency shall be responsible for compliance of all labor laws and statutory requirements, ESI/insurances pertaining to his employees. He indemnifies the SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. against any claim in this account. He must retain sufficient reserves of manpower to cater leave, weekly offs, medical problems, holidays or any other exigencies etc.

### 5. Delay in Payment:

In case of delay in monthly payment by the SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD., the agency should be financially sound to make payments to its employees and also the expenditure towards consumables without affecting the work.

### 6. Arbitration:

Except where otherwise provided for in the contract, all issues and disputes relating to the provisions of this contract shall be settled under the provisions of Indian Arbitration and Conciliation Act, 1996, within thirty (30) days (or such longer period as may be mutually agreed upon) from the date that either party notifies in writing that such dispute or issues exist.

### 8. Replacement of Employees:

Any employee of service provider may be demanded to be replaced immediately from the site without assigning any reason whatsoever. Non-compliance may lead to suitable deduction on per day basis as a penalty.

### 9. Restrictions:

Consumption of liquor, smoking, chewing pan/Gutkha etc. and items under NDPS act are strictly prohibited inside the SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD.'s premises. Non-Compliance may lead to suitable penalty /termination of contract.

### 10. Attendance register:

Daily attendance is to be verified by the designated officer of the SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD..

### 11. Certification of bills:

Every claim bill is to be certified by the designated officer of the SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD.

12. Performance of duties:

Employees of the service provider shall be adequately trained and perform the duties to the satisfaction of the Union.

**SECURITY DEPOSIT**

The successful Tenderer shall execute an agreement with the Union on a Rs.100/- valued Non-judicial Stamp Paper incorporating the terms and conditions of the contract within fifteen days from the date of issue of work order. The successful bidder shall have provide **Security Deposit** amounting to **Rs. 25,000/- (Rupees Twenty Five Thousand only)** through NEFT/RTGS directly to the bank account of SUNDARBAN COOPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. which shall be refunded to the bidder after successful execution of the contract.

**Financial BOQ filling guideline**

<b>SL</b>	<b>Particulars</b>	<b>Amount</b>
<b>1</b>	<b>Monthly Wage</b>	Minimum Wage to be followed & quoted for present time. The wage rate may change later on as per Govt. guidelines
<b>2</b>	<b>EPF (13%) [Employer's share incl. Admn. charge]</b>	13% of Basic Wage
<b>3</b>	<b>ESI (3.25%) [Employer's Share]</b>	3.25% of Basic Wage
<b>4</b>	<b>Service charge (including Exgratia, Uniform &amp; others)</b>	To be quoted
<b>5</b>	<b>GST (18%)</b>	As applicable
		<b>TOTAL AMOUNT (including all) to be quoted per Security Personnel for evaluation per Month</b>

**Sd/-**

Managing Director  
Sundarban Cooperative Milk &  
Livestock Producers' Union Ltd.

**Annexure-I**

**FORMAT FOR CHECK LIST**

**Information about Bidders**

(To be furnished with the Tender)

Serial Number	Description	Particulars		
		Please ✓ Mark		Page No.
	Item	Yes	No	
1.	Name of the Firm			
2.	Registered Address with PIN code, Phone No., FAX, e-mail, etc.			
3.	Name of the person authorized to enter into & execute Contract Agreement.			
4.	Application submitted in Annexure-I			
5.	Authorization Letter of Signatory from Company			
6.	Scanned document of Authorized dealer/distributor certificate and agreement between the manufacturer and the Distributor/Bidder (if applicable)			
7.	Scanned document of PAN Card of the Authorized Signatory.			
8.	Scanned document of GST Registration Certificate.			
9.	Scanned document of Tax Clearance Certificate /Paid Challan.			
10.	Scanned document of Trade License.			
11.	Scanned document of Terms & Conditions of the tender duly digitally signed of each page.			
12.	Scanned document of Printed Literature/ Brochure/ Booklet /Drawings, Manuals whether enclosed			
13.	Digitally signed Scanned N.I.T. (Notice inviting Tender) duly uploaded			

Signature with seal

**Annexure – II**

**AFFIDAVIT**

**(To be furnished in a Twenty Rupees Non-Judicial Stamp Paper duly Certified by Notary Public)**

- 1). I/We the undersigned solemnly declare that all the statements made in the documents, records etc., attached with this application are true and correct to the best of my/our knowledge.
- 2). I/We the undersigned do hereby certify that neither my/our firm/company nor any of its constituent partners have abandoned any work/works of similar nature and magnitude in India, in the past.
- 3). I/We the undersigned do hereby certify that any of the contracts awarded to me/us has not been terminated rescinded, due to breach of contract on my/our part in the past.
- 4). I/We the undersigned authorize (s) and request any bank / person / firm / corporation / Government Departments to furnish pertinent information deemed necessary and requested by the SMLU to verify the statement made by me/us or to assess my/our competence and general reputation.
- 5). I/We the undersigned, understand(s) that further qualifying information / clarifications on the statement made by me / us may be requested by the SMLU and agree(s) to furnish such information/clarification within SEVEN Days from the date of receipt of such request from the SMLU.

**Dated Signature of Applicant with Seal:**

(To be signed by the officer authorized by the Firm/Company to sign on behalf, the Firm/Company with company's seal)

**Note:** In case of sole proprietary concern, affidavit should be signed only by the sole proprietor.

(Title of the Officer)

(Title of the firm/Company)

(Date)

The above named deponent has understood the contents well and solemnly and sincerely declared and affirmed by the deponent in my presence at.....and signed before me on this day of..... (Seal).

**(Signature of the Notary Public)**

**Annexure – III**

**BID SECURITY DECLARATION FORM**

**Tender No.....**

**Date.....**

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

**Signature of Tenderer Name with Seal:**

**Designation:**

**Organization Name:**

**Contact No.:**