

**Vivekananda Road, Pipulpati, Post. & Dist. : Hooghly, West Bengal, Pin : 712 103**Phone : (033) 2681 0505/ 2680 4121 / 5702 / 1392 • Tele Fax : (033) 2680 3026 • Website : [www.hetc.ac.in](http://www.hetc.ac.in) • E-mail : [hetc@hetc.ac.in](mailto:hetc@hetc.ac.in)Ref No: **HETCS/2022/83**Date : **28/9/22****NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES ON MONTHLY CONTRACT BASIS AT HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE CAMPUS.**

Establishment Department, Hooghly Engineering & Technology College Society, invites Sealed Tenders on 'Two Bid System' as mentioned hereunder in the attached prescribed format from reputed Manpower Providing Agency/Firm having adequate experience in the field of providing Housekeeping Services on monthly contract basis.

Interested parties may submit bids in two separate envelopes duly super-scribed as "Technical Bid" and "Financial Bid". Both these bids should be put in one big envelope super-scribed "TENDER FOR PROVIDING SECURITY SERVICES ON MONTHLY CONTRACT BASIS". The Bidder/Tenderer is requested to sign all the papers comprising Technical Bid, Financial Bid and all the Annexures attached.

The Bidder/Tenderer is requested to quote rates in the 'Financial Bid' keeping in view the terms and conditions of this Tender Document and the tender is liable to be rejected if any change in the terms and conditions is proposed.

Reputed Manpower Providing Agency/Firms/Security Agencies dealing in providing Security Services can obtain the detailed Tender Document, containing detailed Terms and Conditions, Eligibility Criteria, Technical Bid, Financial Bid and Annexures to be attached. The time schedule of tendering is specified below:-

1	Issue of Tender Document	From 28/09/2022 to 18/10/2022 between 10.00 AM to 3.30 PM on all working days ((Tuesday to Saturday)
3	Last Date and Time for submission of Tender.	18/10/2022 upto 4.00 P.M.

The Tender Document can also be downloaded from the website [www.hetc.ac.in](http://www.hetc.ac.in).

All amendments/information with respect to this Tender will be uploaded on the College Website [www.hetc.ac.in](http://www.hetc.ac.in) and notice thereof will not be published in any newspaper. All Tenderers are, therefore, advised to visit the website regularly for updates. Hooghly Engineering & Technology College Society, reserves the right to reject all or any tender without assigning any reason, whatsoever.

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**Finance Officer, HETCS**



**HOOGLY ENGINEERING & TECHNOLOGY COLLEGE SOCIETY**  
**VIVEKANANDA ROAD, PIPULPATI, P.O. & DIST. HOOGLY, PINCODE 712103**

**ELIGIBILITY CRITERIA**

1. The Bidder/Tenderer should be based at West Bengal / Kolkata and operating their business in West Bengal / Kolkata. The Office Premises of the Bidder/Tenderer should be located in West Bengal / Kolkata. **Attach self-attested photo-copy of proof.**
2. The Bidder/Tenderer should have an established Office Premises in West Bengal / Kolkata having necessary infra-structure and sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient security services. Tenders received from Firms/Establishments operating from residential premises and not having an established Office Premises with necessary infra-structure and man-power on its rolls will not be accepted and will be treated as rejected.
3. The Bidder/Tenderer are hereby informed that the College will arrange inspection of their Office Premises and infra-structure facilities of Tenderer/Bidder through a Committee of Officials of the College and/or through an Investigator appointed for the purpose, to verify the existence and to assess the competence of Bidders/Tenderers in providing satisfactory and efficient services required in the Tender Document if needed. The report shall be taken into account for the purpose of qualification of Technical Bid of Bidders/Tenderers. **The decision of Hooghly Engineering & Technology College Society in this regard shall be final and binding on the Bidders/Tenderers.**
4. The Bidder/Tenderer should have a minimum experience of **three years as on 27/9/2022** in the field of providing Security Services on Monthly Contract Basis. **Attach self-attested photo-copy of proof.**
5. The Bidder/Tenderer should be **registered** with Government Labour Department and possess/hold a valid License issued by Central/State Government/concerned Department of Government of NCT for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act. In case any other permission or Certificate is required for providing Contract Labour to the College, the Bidder/Tenderer will be required to submit the same within one month of award of the work mandatorily. The successful Bidder/Tenderer would be required to deploy Manpower / Contract Labour as per norms prescribed under the said Act. **Attach self-attested photo-copy of Registration with Government Labour Department and License.**
6. The Bidder/Tenderer should be registered with EPF Authorities and should have a valid Provident Fund Registration Number under EPF Act issued by EPF Authorities. **Attach self-attested photo-copy of Registration.**
7. The Bidder/Tenderer should be registered with ESI Authorities and should have a valid ESI Registration Number issued by ESI Authorities under ESI Act 1948. **Attach self-attested photo-copy of Registration.**









# **HOOGLY ENGINEERING & TECHNOLOGY COLLEGE SOCIETY**

**VIVEKANANDA ROAD, PIPULPATI, P.O. & DIST. HOOGLY, PINCODE 712103**

## **GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS FOR BIDDERS/TENDERERS**

1. The Tenders/Bids should be valid for a period of at least two months from the date of opening of Technical Bid of tender.
2. The duration of the Contract will be for a **initial period of three years from the date of commencement of work after award of contract on the rate of "Service Charges" quoted by Tenderer/Bidder in their Financial Bid with a provision to extend the contract for a further period of three years on the same terms and conditions on providing satisfactory and efficient security services.** The rate of "Service Charges" quoted by the Bidder/Tenderer in their Financial Bid shall remain fixed during the currency of the Contract for an initial period of three years and no revision in rates will be permitted during the currency of contract for an initial period of three years.
3. The Tenders are invited on **Two Bid System i.e. Technical Bid and Financial Bid.** The Bidder/Tenderer is required to put Technical Bid in sealed Envelope No. 1 along with documents and Financial Bid in sealed Envelope No. 2. The Bidder/Tenderer is required to clearly indicate on these sealed envelopes their name, address and contact details.
4. Both the sealed envelopes superscribed as **Envelope No. 1 "Technical Bid"** and **Envelope No. 2 "Financial Bid"** should be kept in a big **Envelope No. 3.** This sealed **Envelope No. 3** superscribed as **"TENDER FOR PROVIDING SECURITY SERVICES ON MONTHLY CONTRACT BASIS"** and addressed to **Secretary, Hooghly Engineering & Technology College Society, Vivekananda Road, Pipulpati, P.O. & Dist. Hooghly, and Pincode – 712103** shall be deposited in the College on **or before 18/10/2022 by 4.00:00 PM.**
5. All the copies of the documents mentioned in the Eligibility Criteria, Technical Bid, Annexures and other necessary documents are required to be attached with the Bid to be eligible.
6. Unsealed tenders will not be accepted. The tender received in any manner other than prescribed in the Tender Document shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The College/society will not accept any responsibility for the tender lost in transit or delivered elsewhere.
7. Each Bidder/Tenderer shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder/tenderer or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

If at any stage, it is found that the documents, certificates, bills and documents pertaining to mandatory proof of payment of minimum wages, statutory payments and other payments submitted by the Bidder/Tenderer are forged or have been manipulated, the work order issued to the Bidder/Tenderer shall be cancelled





8. All amendments/information with respect to this Tender will be uploaded on the College Website [www.hetc.ac.in](http://www.hetc.ac.in) and notice thereof will not be published in any newspaper. All Bidders/Tenderers are, therefore, advised to visit the website regularly for updates.
9. All over-writings/corrections should be duly signed by the Tenderer/Bidder.
10. Each Tenderer/Bidder will submit only one tender either by himself or as a partner in joint venture/firm/company.

## **II. ARBITRATION**

- (A) In the event of any question, dispute or difference arising under this agreement or in connection there-with whether before or after the determination, abandonment or breach of the Contract except as to matter the decision of which is specifically provided under this Contract, which cannot be settled amicably by negotiation, the same shall be referred to **Sole Arbitration of the Secretary, Hooghly Engineering & Technology College Society, Vivekananda Road, Pipulpat, P.O. & Dist. Hooghly, Pin - 712103 by either party within 15 days of the failure of negotiation.**
12. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws such action will result in the rejection of bid, in addition to other punitive measures.
13. Tenders/Bids must be received by/submitted to **Secretary, Hooghly Engineering & Technology College Society, Vivekananda Road, Pipulpat, P.O. & Dist. Hooghly, Pin - 712103, by the date and time stipulated in the Notice Inviting Tender.** The College/Society may, at its discretion, extend the deadline for submission of Tenders/Bids in which case all rights and obligations of the College/Society and the Tenderer/Bidder will be the same. The information thereof will be available on the College Website and Notice thereof will not be published in any newspaper. All Tenderers/Bidders are, therefore, advised to visit the website regularly for updates.
14. The Bidder/Tenderer, on award of contract, has to sign an Agreement with the College/Society on a non-judicial Stamp Paper of Rs. 100/- containing all the terms and conditions mentioned in the Tender Document and additional terms if any.
15. The Contract with the Bidder/Tenderer can be cancelled by the College/Society by giving one month's notice in writing without assigning any reason, whatsoever.
16. In case the Bidder/Tenderer desires to cancel the contract, he/she is required to give **three months'** notice in writing to the College/Society.
17. **Hooghly Engineering & Technology College Society**, reserves the right to reject/cancel any or all the tenders without assigning any reason, whatsoever.

**Finance Officer, HETCS**

*R.S. 28/9/22*



# **HOOGLY ENGINEERING & TECHNOLOGY COLLEGE SOCIETY**

**VIVEKANANDA ROAD, PIPULPATI, P.O. & DIST. HOOGLY, PINCODE 712103**

## **SCOPE OF SERVICES, TERMS AND CONDITIONS & PROCEDURE FOR SUBMISSION OF MONTHLY BILL FOR REIMBURSEMENT OF PAYMENT TO BIDDER/TENDERER**

1. The Bidder/Tenderer shall be required to provide Security Guard/Arms Guard Services on 'Monthly Contract Basis' for an initial period of three years from the date of commencement of work on the rates quoted in the Financial Bid with a provision to extend the contract for a further period of three years on the same terms and conditions on providing satisfactory and efficient security services. The rate of "Service Charges" quoted by the Bidder/Tenderer in their Financial Bid shall remain fixed during the currency of the Contract for an initial period of three years and no revision in rates will be permitted during the currency of contract for an initial period of three years.

2. The Bidder/Tenderer shall be required to provide Security Guard Services at the below-mentioned office premises of Hooghly Engineering & Technology College Society :-

Sl. No	LOCATION OF OFFICE	AREA	WORKMAN
1	Hooghly Engineering & Technology College Campus  Hooghly Engineering & Technology College Girls(In Campus) & Boys Hostel(Bandel) if needed or as per decision	Vivekananda Road , Pipulpati , Pin – 712103	Normal Security Guards & Arms Guard around 11 nos (Approx.).

The number of Security Guards/Supervisor/Arms Guard required (shown above) is indicative and the actual requirement may vary.





**3. DUTY AND RESPONSIBILITY OF SECURITY GUARDS / SUPERVISOR:-**

(A) Generalized functions of Security Guard /Arms Guard as present in every organization and others will be notified during necessary meeting before providing/acceptance of the contract.

4 The Bidder/Tenderer will issue Name Badges/Identity Cards with their photographs to all the Security Guards deputed for the Company and the Bidder/Tenderer has to ensure that all Security Guards wear such Name Badges/Identity Cards during duty hours.

5 The Bidder/Tenderer shall make all payments including minimum wages to the workman/manpower deputed on or before 5<sup>th</sup> of every month along with Pay Slips/certificate to Individual Workman/Manpower through E-transaction and submit copy of Pay Slips/Certificate along with the monthly bills to the Company for record and claiming reimbursement of expenses. **Issuance of monthly Pay Slips/Certificate to each and every security guard/workman/manpower is a mandatory requirement** and the Bidder/Tenderer has to issue it.

The security guard/workman/manpower deployed, engaged by the Bidder/Tenderer are employees of the Bidder/Tenderer and deputed to the College only for the purpose of providing **security services**. The security guard/workman/manpower deployed shall be in sole employment of the Bidder/Tenderer and Bidder/Tenderer shall be solely and fully responsible for their acts, salaries, wages, remunerations and/or any other statutory or other payments. **Under no circumstances the College/Society shall be liable for any payment or claim or compensation**. In order to give effect to this, the Bidder/Tenderer shall incorporate suitable clause in the appointment letters to be issued to its employees/workman that they are employees of Bidder/Tenderer, a copy of which should be given to the College /Society for perusal and record.



6. The Bidder/Tenderer/Security Agency shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Authority of the concerned office or any other Statutory Authority under the Law.
7. The College/Society shall have the right to deduct from the money/amount due to the Bidder/Tenderer, any sum required or estimated to be required, for making good the loss suffered by a workman / manpower deputed, by reason of non-fulfilment of the conditions of the contract of the benefit of the workman/manpower, non-payment of wages or of deduction made from their wages which are not justified by their terms of the contract or non-observance of the Regulations.
8. It is informed/clarified to the Bidder/Tenderer that the "Service Charges" quoted by the Bidder/Tenderer in their "Financial Bid" should include cost of all the administrative expenses involved (including cost for submission of papers/documents as proof of payment), profit margin, cost of all material, tools/aids like Lathies, Whistle, Torches, Stationery and other equipments etc. and financial arrangement/cost involved to pay the total monthly minimum wages including all other charges to security guards/workman/manpower timely and to pay the statutory payments timely to statutory authorities by the Bidder/Tenderer in advance from their own sources and then to claim reimbursement if applicable and decided by authorities of College/ Society of such expenses from the College/Society on monthly basis only by submitting proof of such payments along with monthly bill.
9. The Bidder/Tenderer is required to deposit statutory payments like EPF and ESI with the concerned authorities timely through separate Challan by giving names of security guards/workman/manpower deputed for our College treating it as a mandatory requirement. Please note the reimbursement of these expenses will be made only on submission of separate challan for the persons deputed in our College along with the submitted details of payment.
10. The Bidder/Tenderer, on award of the contract, is required to submit list of Security Guards/Supervisor deputed by them along with details like age, father's name, residential address etc. The **Police Verification Report in respect of each worker** is required to be arranged, obtained and submitted to by the Bidder/Tenderer at his/her own cost.









**HOOGLHY ENGINEERING & TECHNOLOGY COLLEGE SOCIETY**

**'TECHNICAL BID'**

The Bidder is requested to furnish the following information.

SL. NO	DESCRIPTION	PARTICULARS
1	Name of the Firm/Security Agency for providing Security Guards.	
2	Address of the Firm / Security Agency for providing Security Guards.	
3	Year of Establishment	
4	Whether the Firm / Security Agency is proprietorship / partnership / limited Company. <b>Attach proof with Registration Number and CIN Number of Company.</b>	
5	(A) Name of authorised contact person. (B) Mobile / Landline Number (C) Fax Number (D) E-mail ID	    
6	PAN Number of the Firm / Security Agency, <b>Attach photo-copy of the PAN Card.</b> <b>Self-attested</b>	
7	Labour License/Registration under the Contract Labour (Regulation & Control Act, 1970). <b>Attach self-attested photo-copy of Labour Licence Registration.</b>	









18	Whether the Bidder/Tenderer is categorized as Micro and Small Enterprises under Public Procurement Policy of Government of India and eligible for benefits. If Yes, attach self-attested copy of Valid Certificate of Registration as MSEs along with letter from Registering Authority certifying exemption from payment of EMD.	
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**DECLARATION:**

I/We hereby certify that the information furnished above are true, complete and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, my/our agency is liable to be blacklisted and will not have any right of dealing with Hooghly Engineering & Technology College Society. Moreover, the Company reserves the right to take any suitable action in accordance with the Tender and extant rules including forfeiture of Security Deposit/EMD, as the case may be.

SIGNATURE WITH STAMP : \_\_\_\_\_

NAME OF FIRM/SECURITY AGENCY: \_\_\_\_\_

NAME OF AUTHORISED PERSON : \_\_\_\_\_

CONTACT NUMBER : \_\_\_\_\_

E-mail ID : \_\_\_\_\_

DATE : \_\_\_\_\_





## ANNEXURE

### CHECK-LIST OF DOCUMENTS PLACED IN TECHNICAL BID

DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID		YES	NO
Sr. No.			
1	Proof of the Tenderer/Bidder being based in West Bengal / Kolkata and their operation in these areas. Attach self-attested copy of proof.		
2	Tenderer/Bidder self-attested copy of the PAN Card issued by the Income Tax Department.		
3	Tenderer/Bidder self-attested copy of the Goods and Service Tax Registration Number.		
4	The Tender should have rendered similar satisfactory security guard services on monthly contract basis to <b>at least three</b> Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment of repute		
5	List of existing Clients along with proof. <b>Attach Certificate from clients / organizations.</b>		
6	Proof of registration with Employees Provident Fund Commissioner along with Registration Number. <b>Attach Self-attested copy of Certificate of Registration issued by EPF Commissioner.</b>		
7	Proof of registration with ESI Authorities along with Registration Number. <b>Attach Self-attested copy of Certificate of Registration issued by concerned ESI Authority.</b>		





12	<b>Letter of Acceptance</b> of terms and conditions and payment procedure for submission of monthly bills for release of payment to Bidder/Tenderer.		
13	Tenderer/Bidder self-attested copy of Registered Partnership Deed / Certificate of Incorporation and Registration Certificate of the Firm / Company.		
14	Undertaking regarding Non-blacklisting / prosecution of the firm .		
15	Labour License/Registration under the Contract Labour (Regulation & Control Act, 1970). <b>Attach self-attested photo-copy of Labour License Registration.</b>		
16	License under Private Security Agencies (Regulations) Act. <b>Attach self-attested photo-copy of License</b>		
17	Valid and effective Quality Assurance ISO Certificates held by the Firm / Security Agency. <b>Attach self-attested photo-copy of all such ISO Certificates.</b>		
18	If the Bidder/Tenderer is categorized as Micro and Small Enterprises under Public Procurement Policy of Government of India and eligible for benefits, please <b>attach self-attested copy of Valid Certificate of Registration as MSEs along letter from Registering Authority certifying exemption from payment of EMD and benefits.</b>		

  

SIGNATURE WITH STAMP	:	_____
NAME OF FIRM/SECURITY AGENCY :	:	_____
NAME OF AUTHORISED PERSON :	:	_____
CONTACT NUMBER	:	_____
E-mail ID	:	_____
DATE	:	_____





LIST OF PRESENT AND PAST CLIENTS  
DURING LAST THREE FINANCIAL YEARS.

(Please give complete details as per the following format along with the Experience Certificate issued by clients/organizations to whom services were provided during the last three financial years. This information provided will facilitate evaluation of Technical Bid).

Sl. No	Name of the Organization with complete postal address located in West Bengal / Kolkata mentioning Pvt.Sector/ Govt Body / PSU / Public Limited Company/Educational Institute.	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Period for which Contract was awarded.	Nature of Work	Number of Security Guards provided to them.

SIGNATURE WITH STAMP : \_\_\_\_\_

NAME OF FIRM/SECURITY AGENCY : \_\_\_\_\_

NAME OF AUTHORISED PERSON : \_\_\_\_\_

CONTACT NUMBER : \_\_\_\_\_

E-mail ID : \_\_\_\_\_

DATE : \_\_\_\_\_

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## ANNEXURE

**CERTIFICATE REGARDING CONFIRMATION OF NUMBER OF SECURITY GUARDS ON THE ROLL OF THE BIDDER / TENDERER AS ON 27/09/22**

I / We, M/s \_\_\_\_\_, the Bidder/Tenderer/Security Agency for providing Security Guard Services on Monthly Contract Basis to Hooghly Engineering & Technology College Society, Pipulpati, Hooghly -712103 hereby confirm that the total number of Security Guards on my / our roll as on 27/09/2022 is \_\_\_\_\_ (No. in figures : \_\_\_\_\_). The site / firm / contract-wise break up of Security Guards provided to Firms/Clients are as under:

SL. NO	NAME OF FIRM / COMPANY TO WHOM SECURITY SERVICES ARE PROVIDED	ADDRESS OF FIRM / COMPANY	NUMBER OF SECURITY GUARDS PROVIDED AS ON 31/06/2018
		<b>GRAND TOTAL :</b>	

SIGNATURE &amp; SEAL OF THE TENDERER



Certified that the figure regarding number of Security Guards as mentioned on the roll of Mr. / M/s. \_\_\_\_\_, the Bidder/Tenderer for providing Security Services on Monthly Contract Basis as mentioned above is true and found correct as per their Books of Accounts.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT**





ANNEXURE

ACCEPTANCE LETTER

(On the Letter Head of the Firm / Agency)

To,

The Secretary,  
Hooghly Engineering & Technology  
College Society, Vivekananda Road,  
Hooghly - 712103



Dear Sir,

Re: Acceptance of Terms and Conditions and Procedure for Submission of bills along with mandatory documents for release of payment in respect of Tender for Providing Security Guard Services on Monthly Contract Basis.

The Tender Document for providing Security Services on Monthly Contract Basis floated by Hooghly Engineering & Technology College Society have been purchased / downloaded through their Website by me / us. I / We have gone through and read the entire terms and conditions, scope of services, panelty clause, procedure for submission of monthly bills along with statutory and mandatory requirements/documents for the release of payments to Bidder/Tenderer of the Tender Document of Hooghly Engineering & Technology College Society, Vivekananda Road, Pipulpati, Hooghly -712136. I / We declare and agree that I / We will abide by the all the terms and conditions/clauses and hereby accept procedure for submission of monthly bills along with all the statutory/mandatory requirement and other documents for release of payment to me / us contained in the tender document and will not deviate from compliance of any of the requirements and submission of documents mentioned in the Tender Document. In case any provision of the tender is found violated, I / We agree that the tender shall be liable to be rejected and Hooghly Engineering & Technology College Society shall without prejudice to any other right or remedy will be at liberty to forfeit the Earnest Money absolutely deposited by me / us along with the tender document and Security Deposit absolutely deposited by me / us upon award of contract to me / us.

I / We hereby unconditionally accept all the terms and conditions/clauses and accept procedure for submission of monthly bills along with all the statutory/mandatory requirements/documents for release of payment to me / us contained in the tender document and will not deviate from compliance of any of the requirements and submission of documents mentioned in the Tender Document for providing Drivers on Monthly Contract Basis in its entirety.

The required Earnest Money is enclosed herewith in the form of Demand Draft of Rs. \_\_\_\_\_ Drawn on \_\_\_\_\_ Payable at Kolkata.

Thanking you,

Yours faithfully,  
SIGNATURE OF BIDDER/TENDERER  
WITH DATE AND RUBBER STAMP

(On the Letter Head of the Company)

Date: \_\_\_\_\_

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that we have deposited ESI Contribution for the month of \_\_\_\_\_, 2022 vide Challan No. \_\_\_\_\_ Dated \_\_\_\_\_  
(copy enclosed) in respect of our Establishment (Party Code : \_\_\_\_\_) which includes ESI  
Contribution for the month of \_\_\_\_\_, 2022, in respect of the following Security Guards/Workman/Manpower deputed for Hooghly  
Engineering & Technology College Society as per details given below :-

S. No	Name of Workman	Employees' Contribution	Employer's Contribution	Interest	Damages	Others	Total
1	Shri						
2	Shri						
3	Shri						
4	Shri						
5	Shri						
	TOTAL						
	GRAND TOTAL (IN WORDS) : Rupees _____						

For \_\_\_\_\_

Authorized Signatory / Proprietor  
Stamp of the Company





**SPECIMEN OF UNDERTAKING REGARDING  
NON-BACKLISTING/PROSECUTION OF THE FIRM**

(To be submitted on the Letter Head of the Bidder/Tenderer)

Date: \_\_\_\_\_

**TO WHOMSOEVER IT MAY CONCERN**

I / We / Our organization, M/s \_\_\_\_\_ hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body(ies) / Public Sector Undertakings in any State or by any Court of Law.

SIGNATURE OF BIDDER/TENDERER  
WITH DATE AND RUBBER STAMP



**HOOGLY ENGINEERING & TECHNOLOGY COLLEGE SOCIETY**  
**VIVEKANANDA ROAD, PIPULPATI, P.O. & DIST. HOOGLY, PINCODE 712103**

**INSTRUCTIONS AND TERMS AND CONDITIONS**  
**FOR QUOTING RATES AND SUBMITTING FINANCIAL BID**

1. Tenderers/Bidders are advised to quote the rates strictly in the format given in the Financial Bid.
2. The rate should be quoted in Indian Rupees Only.
3. All the columns should be clearly filled in Ink legibly or typed. The amount should be filled in figures as well as in words.
4. No column should be left blank which would otherwise make the tender liable for rejection.
5. The Lowest Bid (L-1 Bid) will be finalized and declared.
6. The Tenderers/Bidders are advised to refer Scope of Services (including bearing penalty amount by the Bidder/Tenderer) and Terms and Conditions relating to submission of Monthly Bills, in duplicate, along with mandatory/statutory documents/requirements for release/reimbursement of payment to them given in the Tender Document so as to cover all administrative and financial arrangement / expenses to be borne by him/them before quoting "Overhead Charges" and "Service Charges".
7. All applicable Statutory Deductions such as will be deducted from the amount payable as per rules.





**SUMMARY OF FINANCIAL BID-**

Sl. No	Type of Workman	Amount Quoted per person	Number of Persons required	Total Amount payable in Indian Rupees
1		Rs. _____	0	Rs. _____
2		Rs. _____	0	Rs. _____
3		Rs. _____	0	Rs. _____
4			0	Rs. _____
		<b>TOTAL :</b>		Rs. _____

Total Amount in Words: Rupees \_\_\_\_\_ Only.

SIGNATURE WITH STAMP :

NAME OF FIRM/SECURITY AGENCY :

NAME OF AUTHORISED PERSON :

CONTACT NUMBER :

E-mail ID :

DATE :

