

BID NOTIFICATION
FOR
SELECTION OF SERVICE PROVIDER FOR
SECURITY SERVICES

JULY 2025

FOR

CENTRE FOR GOOD GOVERNANCE
SURVEY NO.91, ORR X ROAD, GACHIBOWLI
HYDERABAD 500 032 TELANGANA
INDIA

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES FOR CENTRE FOR GOOD GOVERNANCE OF TELANGANA

Introduction:

The Centre for Good Governance (CGG) is a Government of Telangana Organization registered as a society with the mandate to provide governance, administrative reforms and eGovernance support to the departments.

Objective of the Bid

CGG of Telangana through this Bid invites proposals from qualified and reputed Service Providers for providing Security Services to its sprawling campus located at Road No. 25 Jubilee Hills, Hyderabad and Survey no.91, ORR X Road, Gachibowli, Hyderabad **for a period of 1 year.**

Time Schedule of various Bid related events

Bid calling date	22.07.2025
Bid closing Date & Time	05.08.2025 5.00 p.m.
Technical Bid Opening Date & Time	06.08.2025 at 3.00 p.m.
Financial Bid opening Date & Time	13.08.2025 at 3.00 p.m.
Bid Document Fee	Rs. 5,000/-

Submission of Bid:

Bids shall be submitted in sealed box in CGG Gachibowli Campus.

- The bidders who are desirous of participating in this Bid shall submit their technical bids, financial bids as per the standard formats available in Bid.
- The bidder shall sign on all the statements, documents, certificates uploaded by them, owning responsibility for their correctness/authenticity.
- The financial Bid must be submitted a physical copy with separate sealed cover must be dropped in the drop box.

Other Conditions:

- After filling in the documents, the copies of the statements, certificates, documents and original Demand Drafts in respect of EMD and Bid fee are to be submitted to the office of CGG.

- b. Failure to furnish any of the required documents or certificates shall result in rejection of the bid. The CGG shall not hold any risk because of postal delay. Similarly, if any of the certificates, documents, etc., furnished by bidder are found to be false/fabricated/bogus, the bidder will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security/EMD will be forfeited.
- c. CGG will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.

Terms & Conditions:

- ❖ All the required documents should be submitted in sealed cover. If any document is found missing, such bids will be rejected and considered as non-qualified for financial bid.
- ❖ Rs.5000/- DD is mandatory (Hardcopy) towards bid cost drawn on any nationalised/scheduled commercial banks payable at Hyderabad.
- ❖ This awarded contract should not be transferred to any subcontract under any circumstances.
- ❖ Bidder registered/corporate office should be at the consignee location/ Hyderabad.
- ❖ Scope of work should be executed as mentioned in the tender document.
- ❖ Self-certification on company letter head of vender that they are following all the terms & conditions of this tender document.

Notice Inviting Tender and schedule of Events

Centre for Good Governance of Telangana, Hyderabad invites tenders under two bid systems (Technical Bid and Financial Bid) for the following work:

Name of the Work	Providing Security Service for CGG, Hyderabad
Tender No.	Tender No.: CGG/Admin/003/2025 Tender-for Security Services Dt: 22-07-2025
Bid Document Fee (Non-refundable)	Rs.5,000/- (Rupees Five Thousand Only) by Demand Draft in favour of M/s Centre for Good Governance of Telangana. This amount is non-refundable.
EMD	Rs.3,00,000.00 (Rupees Three Lakhs Only) by demand draft in favour of Centre for Good Governance
Estimated volume of business	Rs.4,98,798/- per month/ & Rs.59,85,582/- per annum as detailed in the Tender document (Excluding GST & Service charges)
Contract Period	The period of contract will be one year with a built-in scheme for review of the performance at the end of each year. The contract may be extended by another one year on the basis of performance.
Issue of Tender	The Tender document can be downloaded from the CGG website (www.cgg.gov.in) for reference. Interested bidders shall pay an amount of Rs. 5,000/- (Rupees Five Thousand only) towards the bid document fee in the form of a Demand Draft (DD) and enclose the same along with the Technical Bid. The DD shall be drawn in favour of "Centre for Good Governance" payable at Hyderabad.
Submission of Tender	Submission of Tender document should be in sealed tender box and Hard copies should be submitted as per the schedule
Opening of Tender	Part - A-Technical Bid [along with Rs. 5000/- DD] The technical Tender documents shall be opened on 06.08.2025 at 3:00 p.m.
	Part –B - Financial Bid Financial Bid of the technically qualified bidders as recommended by the Tender Committee shall be opened on 13.08.2025 at 3:00 p.m.
Contact Person (for any clarification)	Centre for Good Governance, Survey No.91, ORR X Road, Gachibowli, Hyderabad, Telangana – 500032, Phone:040-23130300
Bank Guarantee towards Security deposit	10% of contract value

PART - A

IMPORTANT INSTRUCTIONS

The service providers who wish to participate in the bidding are hereby informed that the Manpower is included in the estimated cost given in this tender document.

1. Read the tender documents carefully before filling.
2. Sign each page with seal.
3. PART "A" should contain–
 - a) Technical Bid with all relevant signed documents as mentioned in Terms and Conditions (hard copies).
 - b) EMD in the form of DD payable at Hyderabad.
 - c) Proof of Bid document fee of Rs.5,000/-
 - d) Sealed envelope containing hard copies of tender documents with super scribe "TENDER FOR SECURITY SERVICES FOR CGG" - PART "A"
4. Put a, b, c above in separate sealed covers and put all the sealed covers in one cover addressed to "The Associate Director (HR & Legal), Centre for Good Governance, Survey No.91, ORR X Road, Gachibowli, Hyderabad, Telangana – 500032, Phone: 040-23130300 with super scribe on the cover as "TENDER FOR Security SERVICES FOR CGG and send to the under mentioned address on or before 4.00pm., on 05.08.2025. **"The Associate Director (HR & Legal), Centre for Good Governance, Survey No.91, ORR X Road, Gachibowli, Hyderabad, Telangana-500032.**
5. The Tender document fee is non-refundable.
6. Bid Application without the prescribed fee and EMD will not be considered
7. CGG accepts no responsibility for any loss/delay/non-receipt of Hard copies not submitted. Hard copies received late/incomplete will be summarily rejected.
8. The technical bid will be opened at 3.00 pm on 06.08.2025
9. The financial bids of only those Tenders whose technical qualified Tenders by Tender Committee will be opened.
10. During the opening of the two-bid tender the name of Tenderers who have submitted their bids along with Earnest Money Deposit will only be read out and no other information/details whatsoever, will be shared at this stage
11. The offer of the tender shall be valid for 6(Six) months from the last date of submission of Tender.
12. In deciding upon the selection of agency for the work, great emphasis will be put on the ability and competence of agency to provide high quality services according to the time schedule.
13. The Tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason including postal delays shall not be considered at all. Offer sent through fax/e-mail will not be accepted.
14. Hypothetical, conditional, incomplete bid will not be accepted & will be summarily rejected.
15. The period of contract would be for Two years from the date of award of the

contract, and it may be further extended for another one year on satisfactory performance of service provider. The performance of the service provider will be evaluated on yearly basis

16. Please keep visiting our website for any corrigendum /amendments and submit the bid documents accordingly. Separate advertisement will NOT be published in newspaper for any corrigendum/extension/clarification, etc.
17. The CGG reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same.
18. CGG reserves the right to accept/reject any tender in part or full, without assigning any reason whatsoever.
19. If the last date of receiving/opening of the tenders coincides with a holiday, then the next working day shall be the receiving/opening date.

TENDER DOCUMENTS CONSIST OF THE FOLLOWING

- I. Eligibility criteria
- II. General Instructions to Tenders
- III. Details of Nature & Scope of Work
- IV. General Conditions of Contract
- V. Technical Bid
- VI. Checklist of the documents
- VII. Financial Bid (In separate Sealed cover only Super scribing Financial Bid for Security Services)

1- ELIGIBILITY CRITERIA

1. Tenders should have at least Five (5) years of continuing experience up to date of Bid Publication in providing Security services satisfactorily to reputed organizations including Hotels (3-star and above whether Government or private) / Corporate Hospitals, Corporate Offices, Multinational Companies. This should be supported by documentary evidence (such as, work order/work completion certificate). Certificates of satisfactory performance from at least three clients are also to be submitted along with the tender. Preference will be given to ISO certified agencies
2. The tender should be a registered company/proprietorship/ partnership firm.
3. Should have an annual turnover of at least 2crores from Security services in the past 5 years (2020-21 to 2024-25).
4. Should have at least
 - a) One similar ongoing work contract of 80 lacs or more per annum.
 - OR
 - b) Two similar ongoing work contracts of 40 lacs or more per annum.

Proof of the same (work order) to be furnished along with contact details of the concerned firms.

5. Should be registered with the following statutory authorities in Telangana

and must furnish attested copies of supporting documents:

- Commissioner of GST (GST-Category Security Services)
 - Employees State Insurance Corporation
 - Employees Provident Fund Commissioner
 - Income Tax Department (PAN Card to be attached)
 - Labour department (Registration certificate from labour Department) of Govt. Of Telangana
 - Any other registrations in respect of Security Services.
6. The following documents must be submitted along with tender. -
 - a. Audited balance sheets and profit and loss account & audit report of five years (2020-2021 to 2024-2025)
 - b. Income tax returns of five years (2020-2021 to 2024-2025)
 7. The Tenderer should have sufficient number of employees on its rolls specifically trained for Security work. Full list of the employees, viz., name, age, employee code, designation, experience in the field of Security, PF, ESI details etc. should be attached with the technical bid. Document in support of GST, ESI, EPF deductions and details of the health and safety measures the tender takes for his workers should also be attached with the technical bid.
 8. The Tenderer should enclose with the Technical Bid an Earnest Money Deposit (EMD) of **Rs.3,00,000/- (Rupees Three Lakhs Only)** in the form of Demand Draft, drawn in favour of "Centre for Good Governance", Tender forms not accompanied by the EMD shall be summarily rejected. This amount will be returned interest- free to the unsuccessful tenderers after three months from the closing date of the Tender or after one month of the award of the contract, whichever is earlier.

No interest will be paid on the EMD under any circumstances.

II. GENERAL INSTRUCTIONS TO TENDERERS

1. Eligible and willing agencies are advised to visit the Organisation to get an on-site assessment of the work on any working day between 10.00 AM to 04.00PM after taking permission from the Associate Director (HR & Legal), CGG.
2. The Tenders are to be submitted as per two bid system i.e., technical bid and financial bid
 - (a) The technical bid should contain the papers to fulfil all the eligibility criteria, certificates of experience, satisfactory performance certificates, undertaking as per instructions, work plan and list of the equipment, tools and tackles required for the job.
 - (b) Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.

Technical bids should be submitted in sealed envelope super-scribed as

"Technical Bid for Security Services"

3. The Earnest Money Deposit will be refunded to the unsuccessful tenderer only after finalization of the contract. No interest will be paid on the EMD. In case the successful tenderer declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
4. The bid shall be valid for 180 days from the date of opening of tender. No tenderer will be allowed to withdraw his tender after submission during the bid validity period (180 days). In case the tenderer does not honour his bid, the EMD submitted by the tendering firm would stand forfeited.
5. **The tender form should be complete in all respects giving** correct and relevant data. All entries in the tender form should be legible and filled clearly. Any over writing or correction which is unavoidable has to be signed by the authorized signatory.
6. Incomplete tenders/tenderers not complying with the terms and conditions of the tender document, tenders received after the closing date, suppression/falsification of information/ influencing or intimidating other tenderers shall entail **disqualification of the tender. Similarly, conditional Tenders will also be rejected.**
7. The **tender document must be signed** by the authorised signatory or by a person holding a power of attorney authorising him/her to do so, **each page of the tender should bear the signature**, date, name and title of the person signing the tender and affixing a rubber stamp indicating the name of the firm and enclosed with Technical Bid.
8. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as agency.
9. **A performance security deposit equal to 10 % of the total contract value** in the form of Bank guarantee of any scheduled bank, drawn in favour of "Centre for Good Governance" is to be submitted by the successful bidder and commence the work within 7days of acceptance of the tender. Otherwise, the contract maybe cancelled and EMD forfeited. The EMD amount paid by the successful bidder could be adjusted against the required performance security deposit of 10% by depositing the differential amount between EMD and the 10% performance security deposit amount.

10. The CGG Estimated Value is kept at **Rs.4,98,798.00 (Rupees Four Lakhs Ninety-Eight Thousand Seven Hundred and Ninety-Eight only)** per month, which is inclusive of manpower wages including ESI & EPF for 29 members, and maintenance of equipment, etc.
11. The Tenderers should submit their **quote per month** only, inclusive of wages as per Minimum Wages Act of Government of Telangana, with enhancement from time to time, ESI & EPF of employee share payable etc is working out to **Rs.4,29,074/-** cost of maintenance of machinery etc.
12. The Tenderer should not quote less than the quote per month amount of **Rs.4,29,074/-** **Tenders quoted below this amount will be rejected.**

Note : **Tie in Financial Bids:** In the event that two or more technically qualified bidders quote the same financial value (L1), and quoting below the fixed minimum price is not permitted, the L1 bidder shall be selected through a lottery system in accordance with Standard procedures. This draw will be conducted transparently in the presence of the Tender Evaluation Committee, and the outcome will be final and binding.

B. DELIVERABLES

CGG intends to engage a Service Provider to provide Security services at three locations:

The deliverables is as mentioned below:

Sl.No	Name of staff	Jublie hills	Gachibowli	Total
1	Assistant security Supervisor(skilled)	4	4	8
2	Security Guards (without arms)	9	11+1	21
	Total Persons	13	16	29

- C. The persons deployed by the agency should be adequate in numbers and properly trained, have requisite experience and skills for carrying out a wide security services work using appropriate tools/equipment. As per the requirement of the CGG work force have been categorized as following
 - i) Assistant Security Supervisor -08 (M/F)
 - iii) Security Guard -21 M/F
- * The wages of required work force will be applicable as per the minimum wages act of Government of Telangana
- * The successful tenderers should furnish the details of staff deployed to CGG
- * The personnel provided under Security Services shall work in upon requirement in the Office.
- D. **Discipline, good conduct, behaviour & personal hygiene:** All Security staff deployed should be of good conduct & behaviour, observe strict personal hygiene and be, free from any chronic/contagious diseases.
- E. **Uniforms & Identity cards to staff:** All workers shall be provided identity cards, two pairs of uniforms with, shoes and gloves at the cost of Agency

- F. Thefts:** The agency is responsible for the safe custody of Organisation property assigned. The agency is responsible to make good of the losses due to thefts/damages to the Organisation
- G.** Security staff is prohibited from demanding or accepting tips.
- H.** Once the Security staff is allotted an area of work he or she will be under supervision of the Manager (Facility)/ his authorised representatives and in addition to the instructions issued by the agency side they must follow all instructions and orders given by the Manager (Facility)/his authorised representatives. These instructions should be considered as within scope of work.
- I. Staff to be deployed in two locations as per below schedule:**

Sl. No.	Shifts	Main Building - JH		eDevelopment - JH		Gachibowli		Total
		ASO	Guard	ASO	Guard	ASO	Guard	
1	General shift	-	-	1	-	1	2	
2	1st Shift	1	2	-	1	1	3	
3	2nd Shift	1	2	-	1	1	3	
4	Night Shift	1	2	-	1	1	4	
Total		3	6	1	3	4	12	29

IV GENERAL CONDITIONS OF CONTRACT (GCC)

1. The area under security coverage includes the entire premises located at Centre for Good Governance, Main Building and eDevelopment Cell at Road No. 25 Jubilee Hills, Hyderabad – 33 and Centre for Good Governance, Survey No. 91, ORR X Road, Gachibowli, Hyderabad – 500 032. including all movable and immovable/fixed assets in the premises.
2. The Service Provider shall provide Security Services by deploying adequately trained and well-disciplined security personnel to safeguard the Offices, moveable and immovable assets, equipment and other items at the above addresses from any thefts, pilferage or damage and ensure safety of the employees, visitors, guests or any other persons working in its premises.
3. The Security personnel shall be deployed round the clock in 3 shifts (of 8 hours) and General shift at the offices to safeguard the premises
4. The Service Provider shall be responsible for opening/closing of the building and rooms as necessitated/directed by the Organisation on working and closed days (holidays)
5. The service provider shall maintain data on the attendance of security only Bio metric/face recognition attendance sheet which will be the basis for payment monthly wages. On any given day, failure to deploy the number of security personnel as outlined in this RFP will result in corresponding reduction in the monthly payment paid by CGG.
6. The Service Provider shall be responsible for maintenance of required registers such as vehicle movement register, personal registers, visitor register, proper maintenance/message registers etc., as per the directions of the Organisation and submit them to the Manager (Facilities)/Incharge of Security Services /any other office authority periodically.
7. The registers maintained by the Service Provider as above shall be inspected from time to time by the Organisation or any other competent Government authorities. The Organisation shall in no way be responsible for the lapses/violations and non-compliance of any, by the Security.
8. The Service Provider shall be responsible for ensuring the good conduct/behavior and performance of their security personal deployed in the Organisation. Agency must produce PVC (Police Verification Certificate) of all the staff deputed by agency in the campus failing which the services shall be terminated and the Service provider shall provide substitute immediately.
9. The Qualification and other requirements of the Security Personnel are as follows:
 - a. **Essential Qualification:** SSC / Intermediate for ASO & Security Guards.
 - b. The age shall not be less than 25 years and not more than 45 years with minimum Height 5'4"
 - c. Knowledge of local language i.e. Telugu in reading, writing and speaking and spoken Hindi is essential.
 - d. The Service Provider shall be responsible for the suitability, medical fitness and police verification of the character and antecedents of the personnel engaged by it for deployment at the Organisation.

- e. Service provider providing the security services shall not employ or engage any person unless he or she is a citizen of India or a citizen of such other country as permitted to be employed in terms of Government rules and regulations in force.
- f. No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct, or moral turpitude while serving in any of the armed forces of the Union, State Police Organization, Central or State Governments or in any private security agency shall be employed or engaged by the service provider.
- g. Service provider, while employing a person shall give preference to a person who has served as a member in Army, Navy and Air force or other central paramilitary forces, Central Police forces, even for posts which are not specifically indicated as that of ex-service man in the roles and responsibilities.
- h. The service provider shall deploy his personnel only after obtaining the concerned departments approval from the Organisation and upon duly submitting curriculum vitae (cv) and police verification details of personnel. CGG shall be informed at least one week in advance and service provider shall be required to obtain concerned departments approval for all such changes along with their CVs.
- i. The Organisation shall have the right, within reason, to have any personnel removed who is considered to be undesirable with proper reasoning or otherwise and similarly the Service Provider reserves the right to remove any personnel with prior intimation to the Organisation, emergencies, exempted.
- j. Security personnel should be robust, energetic, agile and capable of withstanding minimum force when needed.
- 10. The Service Provider should provide reasonably good uniform with name badges, photo Identity cards and batons to its personnel deployed to the Organisation at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals such as belt, walky-talky, gum shoes, socks, caps, torch, umbrellas, vehicle mirror check, laches, and raincoats shall be borne/supplied by the Service Provider at its own cost.
- 11. The security personnel shall attend their duty with their photo identity card, in neatly dressed uniform and properly polished shoes. The service provider should provide hand gloves to the guard at the main entrance of the administrative block.
- 12. The photo identity card shall be issued in such form as may be prescribed by the Service Provider. However, the same shall be subject to approval or change by the Organisation.
- 13. The Service Provider shall not assign or transfer this contract or part thereof to any other person or persons or third parties.
- 14. The manpower deployed by the Service Provider shall be the employees of the Service Provider for all intents and purposes and in no case, there shall be a relationship of employer and employee between the Organisation and said Security Personnel implicitly or explicitly.

15. The Service Provider shall provide security personnel with proper training/skills in handling fire-fighting equipment, bombs & explosive detection equipment or specialists in explosive detection and CCTV monitoring etc.,
16. The Service Provider upon award of the contract
 - a. shall submit a consent letter of undertaking the contract with respect to all the conditions stated in Bid document, after receipt of work order
 - b. Agency shall deposit an amount equal to 10% of the total contract value (or) (2) months' salary of total monthly bill, whichever is higher as security deposit in the form of Bank Guarantee; the security deposit in the form of Bank Guarantee will form an essential condition of the Tender conditions and no negotiation/deviation in this regard is permissible.
 - c. Agency shall sign an agreement bond with the Organisation on non-judicial stamp worth Rs.100/- (the amount shall be borne by the Service Provider)
 - d. Shall submit the list of Persons to be deployed at the Organisation with all documents supporting their qualifications and submit police verification of those personnel and also submit the original certificates for verification as per clause 9 A and D as per Bid documents part 1. The original certificates shall be returned after verification.
17. The Service Provider shall be responsible for obtaining necessary licenses from time to time to meet the requirements under relevant Acts & Rules of State /Central Governments for carrying out Services efficiently. The Organisation shall not be liable in any manner, in case of failure on the part of the Service Provider in this regard.
18. The Service Provider shall be responsible for recording and informing, without any delay, the Competent Officer/Designated Authorities about any incident, accident or other unusual matter regarding security at the Organisation and be in contact with the authorized officer of the Organisation on day to day basis regarding security arrangements.
19. The contract shall be for a period of **One (1)** year with a review of the performance of the Service Provider at the end of each year by in-house committee. Based on satisfactory performance by the Service Provider, the Organisation on its own and sole-discretion may extend the contract period for a further period of one (1) year for providing Security Services with a price escalation based on mutual negotiations between the parties. The discretion of the Organisation shall be final and binding on the Service Provider in this regard and the Service Provider waives his right to challenge the same. The organisation reserves the right for asking more or less personnel's than the present requirement as mentioned in the Bid document under various categories with the same rates. In such cases, the payment shall be made in proportion to the actual number of personnel deployed and paid at the same rate.
20. The Service Provider shall arrange to stop vehicles at the main entrance, note down the Vehicle number, purpose of visit, date & time of entry and exit and check up and inspect the vehicles and politely deal with the occupants in the vehicles.

21. The Service Provider shall indemnify the Organisation against any claim by any authority in lieu of dues by the Service Provider. In the event of Organisation to pay any individual, Statutory Body or any agency for reasons directly or indirectly attributable to this contract, the Service Provider should pay such damages/Claims and even if the Organisation is called upon to pay such damages, the Service Provider must reimburse the same immediately.
22. All staff/personnel shall be paid their respective wages by the Service Provider through respective bank accounts on or before 1st working day of every month. The Service Provider shall pay the statutory payment such as PF, ESI etc., in time for the staff/personnel employed to provide the service to the CGG and the CGG shall not be liable for any statutory payments to the staff/personnel employed by the Service Provider. The Service Provider shall furnish the proof/documents of the same while claiming subsequent months bills from the office. The Service Provider shall claim the wages from the Organisation as per contract only after paying the wages to his security staff on or before 1st working day of every month while submitting the proof of the payment.

Place: CGG, Hyderabad

Date:

V. TECHNICAL BID

PROFILE OF THE COMPANY/AGENCY

1	How is your company /Agency constituted? Indicate the Year of Establishment	
2	If registered as a Company enclose copy of certificate of incorporation giving following details	
	(a) Furnish the names of Chairman/ Managing Director	
	(b) Names of Directors their Occupation and address	
	(c) Is the company/agency ISO certified? If yes, enclose a copy of its Certificate.	
3	Is your Company /Agency carrying out any other trade/business? If yes, furnish particulars of the other trade/business.	
4	Location and address of the Registered / Main Office/ Local Office.	
5	What is the annual Turnover of the Agency from Security Services for the financial years 2020-21 to 2024-25 Attach I.T returns, audited balance sheets, profit & Loss Accounts, certified by a chartered accountant for the last five years	
6	Please provide the details of permanent Account Number of the company/Proprietor / Managing Director issued by Income Tax authorities.	
7	Name & address of your Company's Bank with the type of facility provided by the bank.	
8	No. of Years of experience in the field Enclose certified copies of experience from last five years	
9	Details of ongoing contracts (referred at point 2, under Eligibility criteria)	
STATUTORY REQUIREMENTS		
10	Have you registered under ESI Act? Enclose copy of Registration.	
11	Have you registered under Employees Provident Fund. Enclose copy Registration	
12	Registration with GST Department. Enclose copy	
13	Details of labour license obtained from competent authority (copy to be enclosed)	
14	Any other registration which is mandatory for such agencies stipulated by concerned authorities (copy to be enclosed).	

General Details		
15	Copies of certificates from clients regarding satisfactory performance and duration of the services rendered, during the last five years. Original certificates are required to be produced for verification as and when required.	
16	Any other information. Document which may help CGG in assessing your Company's capabilities, may be enclosed	
17	Details of bank draft for Rs.3,00,000/- (Rupees Three Lakhs Only) as EMD enclosed	
18	List out all tools & equipment available with the contract 1. 5. 9. 2. 6. 10. 3. 7. 4. 8.	
19	Testimonials from current and last two service providers Enclose the following for each of the current and last two service providers: <ul style="list-style-type: none"> • Testimonials regarding quality of services rendered • Turnover details (change of manpower over time) • ESI disbursement proof. 	

Note: The enclosures if any should be serially page numbered. Against each column wherever they are quoting "enclosed" should indicate page number at which that information is available

DECLARATION

I certify that all the information furnished above is true to the best of my knowledge. I have no objection to Centre for Good Governance to verify any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that I have understood all the terms and conditions indicated in the Tender document and in agreeing for the same, I am signing this document as an authorised signatory in the capacity of _____

Date: _____

Signature: _____

Place: _____

Name: _____

Designation: (With Seal)

VI. Checklist of the documents to be submitted with the tender

Confirm the enclosure of all the below listed documents without which tenderer may not be eligible to participate in the tender.

S.No.	Items	Unit
1	a) Bid Document fee b) Earnest money deposit	
2	Tender form with complete technical bid With all pages serially numbered, signed and stamped on each page	
3	Audited balance sheet of last Five years with details of annual turnover, profit & loss account etc.,	
4	Income tax returns of last Five years	
5	Attested photocopy of PAN card	
6	ESI registration certificate copy with last three years payment details	
7	EPF registration certificate copy with last three years payment details	
8	GST registration certificate with details of the last payment	
9	Registration certificate under labour department. Copy of valid labour licence	
10	Minimum wages payment / clearance certificate	
11	Documentation support of contracts fulfilled in last 5 years along with their values in support of experience and financial credibility	
12	Satisfactory completion of contract certificate from previous organizations (minimum three required)	
13	Break up of labour according to minimum wage act	
14	List of employees along with details & at point no.7 of eligibility criteria	
15	Documentation regarding on going contracts as required.	
16	Provide self-certification on company letter head that, they will not transfer this contract to any subcontract	
17	Work experience (Similar work) certificate (5 years) and work order for on-going contracts	

Signature of Authorized person

FullName:

Date:

Place: Company's seal

Form F-1

**VII. FINANCIAL BID
(In Sealed Tender Box)**

S. No	Item	Commission quoted in % (excluding applicable taxes)	Commission quoted in words (excluding applicable taxes)
1	Quote percentage Commission on the Basic Wage only for security services per month an amount of Rs.4,29,074/- for 29 persons (Excluding Employer EPF, ESI and GST only)		
	Total (in figure)		
	In words		

Note: In case of discrepancies between words and figures, the bid which is least of the two versions shall be taken into consideration for evaluation.

Place:

Date:

Signature of the bidder & Seal

*****End of the document*****