

TENDER DOCUMENT THE JIND CENTRAL CO-OP BANK LTD; JIND



**E-Tender Document for Appointment of
Security Service Agency For
“THE JIND CENTRAL CO-OP BANK LTD; JIND”**

Date of Downloading Tender Form : 06.02.2018 from 1000 Hrs to 06.03.2018 up to 1600 Hrs

Last Date for Online Submission of Tender : Up to 1600 Hrs on 06.03.2018

Pre-bid Meeting : 22.02.2018 at 1130 Hrs

**Date of Opening of Technical Bid : 07.03.2018
At 1130 Hrs**

**Venue for Opening of Bid : Bays No.1-4, Distt. Shopping Centre,
Urban Estate, Jind-126102,
Haryana**

THE JIND CENTRAL CO-OPERATIVE BANK LTD; JIND
Bays No.1-4, Distt. Shopping Centre, Urban Estate
Jind-126102, Haryana

E-mail: cbsjind.haryana@gmail.com

Website: www.jindccb.com

E-Tender Notice For Inviting Security Service Agency

The Jind Central Co-operative Bank Ltd; Jind invites online e-tendering under two bids system from professionally competent and financially sound interested parties for appointment of Security Agency for providing Security Guards/Personnel :

Sr.No.	Particulars	Date & Time
1.	Downloading of Tender Document and on line Bid preparation/ submission(date & time)	06.02.2018 (10:00 Hrs) to 06.03.2018 (16:00 Hrs)
2.	Submission online payment(EMD and Tender document Fee + E-services Fee)	06.02.2018 (10:00 Hrs) to 05.03.2018 (16:00 Hrs)
3.	Date & Time of Pre-Bid Meeting	22.02.2018 at 11:30 Hrs
4.	Opening of Technical Bid (date & time)	07.03.2018 at 11:30 Hrs
5.	Opening of Financial / Price bid (date & time)	07.03.2018 at 15:30 Hrs

The Tender forms (non-transferable) containing terms & conditions and specifications/Job description of the above mentioned work may be downloaded from Website: <https://haryanaeprocurement.gov.in> and www.jindccb.com .

All bidders are required to get register on e-tendering portal & obtain Digital Signature from M/s Nextenders (India) Pvt. Ltd, Panchkula.

Technical & Financial bid will be opened at Head Office, Bays No.1-4, Distt. Shopping Centre, Urban Estate, Jind, Haryana. Bank reserves the right to reject any/all the tenders without assigning any reason whatsoever.

GENERAL MANAGER

OTHER DETAILS:

E-Tender is invited for below mentioned work in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):

Sr.No.	Name of Work	EMD to be deposited	Tender Estimated Value	Tender Document Fee and E-Services Fees	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1	Appointment of Outsourcing Agency for Providing Security Guards/Personal	Rs.50,000/- (Rs. Fifty Thousand Only)	Rs.55,00,000/- (Rs. Fifty Five Lakh Only)	Rs.5000+Rs.1000 = Rs.6000/- (Rs. Six Thousand Only)	06.02.2018 At 1000 Hrs	06.03.2018 At 1600 Hrs

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to „Online Payment Guideline“ available at the Single e-Procurement portal of GOH (Govt. of Haryana) and also mentioned under the Tender Document
2. **SUBMISSION OF TENDER:-** Tenderer shall submit their offer in electronic format on the above mentioned website on or before the scheduled date and time as mentioned above. No offer in physical form will be accepted and any such offer, if received by The Jind Central Co-operative Bank Ltd; Jind will be out rightly rejected.
3. Intending tenderers are advised to visit the place of operations for acquainting themselves with the nature of work, infrastructure facilities and functioning of all operations at the site in their own interest before submitting the tender.

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4. No definite volume of work to be performed during the currency of the contract can be guaranteed by The Jind Central Co-operative Bank Ltd; Jind No claim shall lie against Bank on this count.
5. The Jind Central Co-operative Bank Ltd; Jind reserves the right to accept / reject the tenders without assigning any reason; the decision of the Bank shall be final and binding on tenderer.
6. NIT is the part of Tender Document and therefore bidders are requested to read the complete tender document and complete all the conditions mentioned therein.
7. If the day fixed for opening of tender is subsequently declared a holiday, the tenders will be opened on the next working day following the Holiday but there will be no change in the time for opening indicated above.
8. Tenders to remain open for acceptance for 90 days inclusive of date of tender opening (technical bid).
9. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. The outsourcing agency will be required to make online payment of **Rs.50,000/- towards EMD fee in due course of time from 06.02.2018 to 1000 Hrs on 05.03.2018.** The intended bidder who fails to pay EMD fee under the stipulated time frame shall not be allowed to submit its bids for the respective event / Tenders.
10. The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic payments gateway is an online interface between bidders and online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The interested bidders must remit the funds at least T+1 working day (Transaction + One working Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Details	Bidder's Stage	Start date and time	Expiry date and time
1.	Release of Tender	-	06.02.2018 (1000 Hrs)	06.03.2018 (1600 Hrs)
2.	-	Downloading of Tender Document/Online Bid Preparation/Submission	06.02.2018 (1000 Hrs)	06.03.2018 (1600 Hrs)
3.	Opening of Technical Bid Envelop	-	07.03.2018 (1130 Hrs)	---
4.	Opening Financial Bid		07.03.2018 (1530 Hrs)	

Important Note:

- 1) The Applicants/bidders have to complete "Application / Bid Preparation & Submission" stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as „Applications / bids not submitted“.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of „Application/Bid Preparation & submission stage“ (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

GENERAL MANAER

The Jind Central Cooperative Bank Ltd; Jind

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. **Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. **Obtaining a Digital Certificate:**

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

**M/s Nextenders (India) Pvt.
Ltd. O/o DS&D Haryana,
SCO– 09, IInd Floor, Sector – 16,
Panchkula – 134108 (Haryana)
E - mail: Chandigarh@nextenders.com**

Help Desk Nos.:- 0172–2582008-09, 2618292 and 1800-180-2097 (Toll Free Number)

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Opening of an Electronic Payment Account:

For purchasing the tender documents online, bidders are required to pay the tender documents fee online using the electronic payments gateway service. For online payments guidelines, please refer to the home page of the e-tendering portal website - <https://haryanaeprocurement.gov.in>.

4. Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

5. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

6. Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <https://haryanaeprocurement.gov.in>

7. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8. Online Payment of Tender Document Fee + eService fee & EMD Fees & Bid Preparation & Submission (PQQ/Technical & Commercial/Price Bid) :

8.1 Online Payment of Tender Document Fee + e-Service fee:

The online payment for Tender document fee, eService Fee & EMD-cum-Security Amount Deposit can be made using the secure electronic payment gateway. The Payment for Tender Document Fee + eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for Security Amount Deposit shall be made online directly through RTGS / NEFT & OTC.

The secure electronic payments gateway is an online interface between contractors and Debit Card/online payment authorization networks.

8.2 PREPARATION & SUBMISSION OF ONLINE APPLICATIONS/BIDS:

- (i) Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender (bid) mandatorily be submitted online following the instruction appearing on the screen.
 - (ii) Scanned copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/Technical Envelope: The require documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.
- A. **Only Electronic Form (Refer Tender document).
FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually).**

9. ASSISTANCE TO THE BIDDERS:

For any query or training bidders can contact the help desk of Single e-Procurement portal (<https://haryanaeprocurement.gov.in>) as below address mentioned below:-

**M/s Nextenders (India) Pvt. Ltd.
O/o DS&D Haryana,
SCO– 09, IInd Floor, Sector – 16,Panchkula – 134108
(Haryana) E - mail: Chandigarh@nextenders.com**

Help Desk Nos.:- 0172–2582008-09, 2618292 and 1800-180-2097 (Toll Free Number)

Timing:-

Technical Support Assistance will be available over telephone (*Helpdesk support team shall not be contacted for online bidding on behalf of the Contractors*).

Monday to Friday (10:00 am. to 6:00 pm) & Saturday (11:00 am to 2:00 pm) for

Training workshop – On working days only.

Note: Contact e-Procurement helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-tendering event. Also, for queries related to e-Payment of EMD kindly contact the help desk at least 2 days prior to closing date & time of the respective event. Intended bidders are mandatorily require to register their queries if there is any pertaining to the online bidding at the Single e-Procurement Portal at email address: - chandigarh@nextenders.com

NOTE:-

(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

(B) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

INDEX OF TENDER DOCUMENT

Sr.No.	Description of Documents	
1.	Invitation to tenderers & Instructions to the tenderers	
2.	Forwarding letter to the tenderer including General Information [A] Place of Operation	
3.	Scope of Work	
4.	Eligibility Criteria	
5.	Disqualification conditions, Submission of Tender, Selection of lowest bidder, Documents to be attached with tender, Corrupt Practices, Interviews and Acceptance of tender, Execution of Agreement and Period of Validity	
6.	Terms & Conditions governing the Contract	
7.	ANNEXURES	
8.	Annexure-I : Service Agreement	
9.	Annexure-III : Technical Bid Template.	
10.	Annexure-IV : Price Bid Template: Similar Works Experience	
11.	Annexure-V : Similar Works Experience Certificate	
12.	Annexure-VI Proforma for Experience of Providing Security Services at Multi-location	
13.	Annexure-VII : Certificate of good record (Not black listed)	
14.	Annexure-VIII : Format for Solvency Certificate	
15.	Annexure-IX : Format for Net Worth & Turnover	
16.	Annexure-X : Format for Power of Attorney for guidance purpose.	
17.	Annexure-XI : Undertaking for Sole Proprietary Firm	

**INVITATION TO TENDERERS AND INSTRUCTIONS TO TENDERERS FOR
APPOINTMENT OF OUTSOURCING AGENCY FOR PROVIDING
SECURITY GUARDS**

The Jind Central Co-op Bank Ltd; Jind invites online tenders, for appointment of Security agency for providing Security Guards/Personnel at its office buildings/premises.

1. Introduction:

The Jind Central Cooperative Bank Ltd; Jind came into existence after the reorganization of Haryana State on 1st November, 1996. Previously it was the branch of the Sangrur District Central Cooperative Bank Ltd, Sangrur in the Joint Punjab. The area of operations of this Bank is whole district of Jind. It undertakes/provides all banking activities/ facilities with some exceptions. The bank is governed by its members (Board of Directors) through the Bye-Laws according to the Haryana cooperative societies Act, 1984 and the Haryana cooperative societies Rules 1989. It has its independent Board of Directors.

2. Scope of work

The scope of security services shall include the security and safety of 33 Branch office and one Head Office of The Jind Central co-operative Bank Ltd; Jind located in Jind District. Guards/Gunmen subject to increase or decrease as per requirement, where watch & ward duties are proposed to be outsourced. The contractor shall ensure that:

- a) The security services are provided for all the 33 branches and Head Office of The Jind Central Co-operative Bank Ltd; Jind.
- b) The safety and security services timings will remain from 9:45 a.m. to 5:15 p.m. and can be extended occasionally.
- c) The safety and security services in two offices (H.O branch and Head Office) are provided round the clock on 24X7 basis.
- d) In the event of any theft or burglary of stocks, the person on Duty will inform to the office charge immediately.
- e) In case of any connivance of personnel deployed by the Contractor or any misappropriation, the contractor shall be fully liable to make good the entire loss caused to the Bank on account of such connivance/misappropriation.
- f) The contractor shall also be liable to make good the loss due to negligency of the security personnel on any account.
- g) Tenderers are required to quote in the price bid as per **Annexure-IV**. In case the rates are quoted in a manner other than mentioned above, the tenders are liable to be ignored. The tenderers should not incorporate any condition in the tenders as conditional tenders are likely to be ignored/ rejected.
- h) **VOLUME OF WORK:-** No definite volume of work to be performed.

3. Eligibility Criteria

The agency should have been providing similar services with good track record for at least last three years and must have a turnover of at least Rs 3.00 crores in the last three years (aggregate). The agency must be in business of providing security services for at least last three consecutive years.

The tenderer must have a positive net worth based on the latest financial year for which accounts i.e profit and loss account and balance sheet is submitted in the tender. Audited balance sheet of last three years, along with copy of the satisfactory performance certificate provided by the clients, shall be submitted by the bidder, in support.

The Bidders should have the following Eligibility for participating in the Tender. The Bidders should upload documentary evidence as mentioned below for fulfilling the eligibility criteria of the Tender:

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HARYANA

Sl. No.	Eligibility Criteria	Documentary proof to be uploaded
1.	Details of Bidder	Duly filled, compulsory ink signed and scanned copy of Annexure-III
2.	a) Tenderers should not have been blacklisted from any department of Haryana State or State Government or any other Public Sector Undertaking as on the last date of submission of bid.	Undertaking in this regard compulsory ink signed by the authorized signatory as per Annexure-VII
3.	<p>Experience in Business:. Proof of experience of minimum 3 consecutive years in business of providing security services.</p> <p>Similar Work Experience in Security Service / Manpower : Bidder shall submit as proof against above a copy of Work order or Contract Agreement of not less than Rs. Fifty lakhs under single agreement on a Notarized Stamp, completion certificate of the client on their letter head or TDS Certificate clearly showing the amount of work completed/ Executed till the closing date of the bid.</p>	As per enclosed proforma at Annexure-V.

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HARYANA

Sl. No.	Eligibility Criteria	Documentary proof to be uploaded
4.	Solvency Certificate from any Scheduled Bank for Rs.50.00 lakhs . The certificate should not be issued six months prior to the date of submission of tender or should have validity as on last date of submission of tender	The solvency certificate should be submitted in any of the formats as given in Annexure-VIII duly signed and stamped . The format is for the purpose of guidance. Minor deviation in wording of the solvency certificate can be accepted in case it is valid as on date of submission of the tender or is issued not more than six months prior to the last date of submission of tender.
5.	The tenderer must have a positive net worth based on the latest financial year for which accounts i.e. profit and loss account and balance sheet is submitted in the tender.	The bidder is required to upload Annexure-IX duly certified by a practising chartered Accountant based on latest financial year for which accounts i.e. profit and loss account and balance sheet is submitted in the tender.
6.	Power of Attorney Note: The bid should be uploaded by the authorised signatory under his own digital signature.	Power of Attorney in favour of signatory(ies) duly attested by Notary as per Annexure-X which is for the purpose of guidance only and deviation in the wording can be accepted.
7.	Bidder should be a (1)Registered Company/LLP in India under Companies Act, 2013 OR (2)Registered Partnership Firm OR (3) Proprietorship OR (4)Public Sector Undertaking/statutory body OR (5) Cooperative society OR (6) Others.	1)For Registered Company/ PSU/statutory body i)Copy of Certificate of Incorporation ii)Copy of Memorandum of Association iii)Copy of Articles of Association iv) Current list of Directors 2)For Partnership Firm i)Copy of the partnership deed ii)List of partners iii)Copy of registration of Partnership deed. 3)For Proprietorship i)Declaration of Proprietorship/Sole Proprietorship compulsory ink signed as per Annexure-XI

Sl. No.	Eligibility Criteria	Documentary proof to be uploaded
	(If the tenderer is a Partnership firm/LLP, there shall not be any Reconstitution of the Partnership without the prior written Consent of the Bank)	<p>4) For LLP i) Copy of Limited Liability Partnership Agreement ii) Copy of certificate of registration iii) Current list of Partners</p> <p>5) For Cooperative society i) Bye-Laws (of co. operative Society) ii) Registered Co-op. Societies should furnish the proof of Registration with Registrar of Co-op. Societies or Taluk Co-op. Officer along with a resolution passed by the Society to participate in the tender enquiry.</p> <p>6) For others i) Notarised copy of certificate of Incorporation.</p>
8.	The tenderer should have Achieved The average turnover Of minimum Rs. Three Crores during the three preceding financial years.	The bidder is required to upload Annexure-IX duly certified by a practising Chartered Accountant based on latest financial year for which accounts i.e profit and loss account and balance sheet is submitted in the tender.
9.	Income tax returns	Certified Copies of the ITR for preceding three financial years. In case ITR for immediate preceding financial year is yet not filed, ITR for the financial year previous to the preceding three financial years along with audited balance sheet and profit and loss a/c of the relevant year can be uploaded.
10.	PAN Number	Copy of PAN Card
11.	GST number	Copy of valid GST registration certificate.
12.	Cost of the Tender	Scanned Copy of Document showing Unique Transaction Reference (UTR) of RTGS/NEFT OR Proof for payment through e-payment/Net banking OR scanned copy of Demand Draft
13.	EMD	To be submitted as per tendering process.
14.	Financial Bid	Bidders who wish to participate in e-tender need to fill data in pre-defined forms of Price Bid at Annexure-IV

4. DISQUALIFICATION CONDITIONS

- a) Tenderers who have been blacklisted or otherwise debarred by Bank or any department of Central or State Government or any other Public Sector Undertaking as on last date of submission of tender will be ineligible.

(**Annexure-VII**)

- b) Tenderers EMD should not have been forfeited by Bank during the last 3 years as on the last date of submission of the bid.(**Annexure-VII**)

- c) While considering ineligibility arising out of any of the above clauses, incurring of any such disqualification in any capacity whatsoever (even as a proprietor, partner in another firm, or as Director of a Company etc.) will render the tenderer disqualified. (**Annexure-VII**)

5. The contract, if any, which may eventuate from this tender shall be governed by the terms and conditions of the contract as contained in the invitation /instructions to the tenderer, as given in the Annexures to the form of this tender.

6. Pre-bid clarification query meeting date will be on 22.02.2018 at 11:30 Hrs at Bays No.1-4, Distt. Shopping Centre, Urban Estate, Jind, Haryana.

7. Submission of Tenders:

- a) The technical and financial bid should be submitted in separate online. The Technical bids must be submitted as per format given at **Annexure-III** and Price bid must be submitted as per format given at **Annexure-IV**. Incomplete bids will be rejected. Conditional Bids or bids received after due date and time shall not be entertained. The bidders must submit their bids online as per dates mentioned in the schedule.

- b) **Opening of Technical & Price Bids:** The Technical and Financial bids must be submitted online. The Technical and financial bid will be opened as per schedule given in the tender document. The bidder must ensure that all enclosures mentioned with the Technical Bid Template like copy of PAN, GST, Registration Certificate/ESI, experience certificate etc are attached with Technical Bid. **The financial bids of only those bidders shall be considered / opened who qualify in the Technical Bid.** The Price bids will be opened as per schedule or on date intimated by the Bank at the time of opening Technical Bid.

- c) The quote in financial bid shall be the monthly charges payable by the bidder to security guard inclusive of GST, as applicable from time to time, and all other applicable tax, cess, fee or levy, service charges etc. **Tender quoting service charges of 2 % or less than 2 % will not be accepted. The tenderer must quote service charges % age up to two decimal places only.**

- d) The earnest money deposit (EMD) of Rs. Fifty Thousands Only which will be paid as per e-tendering process. Tender without the Earnest Money & tender cost will not be considered. The Earnest money of successful bidder shall be converted into Security deposit, which is refundable after the successful completion of work. No interest shall be payable on security/EMD.
- e) The Bids should contain the company profile of the bidder in the prescribed format (Annexure-III). All relevant attachments /schedule duly completed and signed by the bidder should be enclosed.
- f) The Earnest money /security deposit of bidder who withdraws at any time before successful completion of his service contract shall be terminated and the Earnest money/Security deposit shall be forfeited.

7. Vendor Assessment methodology:

(1) Technical Assessment (70% weightage)

- i. Full marks i.e. 100 (absolute value) will be awarded to the bidder scoring the highest marks as per Ranking methodology for Technical evaluation.
- ii. Proportionate marks will be awarded to the other bidders as a percentage of the highest marks received in above.
- iii. Full 70 marks will be awarded to the bidder getting the highest marks.
- iv. Similarly proportionate marks will be awarded to the other bidders. (as per calculation (i) shown under item A – Example)

(2) Commercial Assessment (30% weightage)

- i. Full marks i.e. 100 (absolute value) will be awarded to the bidder quoting the lowest price i.e. Total Contract Value as per Commercial bid.
- ii. Proportionate marks will be awarded to the other bidders as a percentage (as per calculation (ii) shown under item B – Example) of the lowest quote.
- iii. Full 30 marks (30% of 100=30) will be awarded to the bidder quoting the lowest price. Similarly proportionate marks will be awarded to absolute value quoted by other bidders (as per calculation (iii) shown under item B– Example)

B. Overall Assessment for calculation of L1:

- a) The maximum score in the technical evaluation is 100.
- b) Bidders scoring 70 or more marks will be short listed for opening of commercial Bid (Phase II).
- c) In case, less than three bidders get more than 70 marks in the technical evaluation criteria, the top three bidders getting the maximum marks will be short listed, subject to their getting at least 60 marks.

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- d) Marks scored in Technical Assessment and Commercial Assessment will be added.
- e) The bidder scoring the highest marks will be L1.

Example:

Bidder	X	Y	Z
(A) Technical evaluation Marks	85	100	95
Base is 100% of the highest scoring Bidder	85	100	95
Calculation(i)	$(85/100) \times 70$ =59.50	$(100/100) \times 70$ =70	$(95/100) \times 70$ =66.50
Marks (A) Out of 70	59.50	70	66.50
(B) Commercial evaluation Price in `.	1000	1100	1200
Calculation (ii)	$(1000/1000) \times 100$ =100	$(1000/1100) \times 100$ = 90.90	$(1000/1200) \times 100$ = 83.33
Base is 100% of the lowest bidder	100	90.90	83.33
Calculation (iii)	$(100/100) \times 30$ =30	$(90.90/100) \times 30$ =27.27	$(83.33/100) \times 30$ =24.99
Marks (B) Out of 30	30	27.27	24.99
Total Marks (A+B) Out of 100	89.50	97.27	91.49
Ranking of Bidder	L3	L1	L2

Y is the L1 bidder with highest cumulative marks.

TENDER DOCUMENT THE JIND CENTRAL CO-OPERATIVE BANK LTD, JIND,
HARYANA

Evaluation process as decided by the Bank will be binding to the bidders.

The Jind Central Co-operative Bank Ltd; Jind in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the proposal submitted by the respondents. The Bank may reject any / all proposal(s) at any stage without assigning any reason thereof.

- (a) The bids of such tenderers who do not pay the cost of tenders and / or do not pay the Earnest Money Deposit shall not taken cognizance of.
- (b) The technical bid shall be opened on the due date and time as specified in tender. The price bid of only such tenderers, whose technical bid is found to be qualified, shall be opened. The time and date of opening of price bid shall be fixed and intimated to the qualified parties only.
- (c) The tenderer shall quote service charges in percentage IN THE PRICE BID as per **Annexure-IV**. The tenderer quoting the lowest overall rate over & above 2% will be declared L-1.

Evaluation of Price Bids:

- a) The rates must be quoted as per the Price Bid template as given at **Annexure-IV**. The evaluation of bids shall be on the basis of service charges rates quoted.
- b) Basic wages of the personnel must be the minimum wages rate issued by the Deputy Commissioner, Jind District.
- c) The Personnel must be provided with EPF and ESI services as per the Government Norms & Rules.
- d) **In case where there is more than one tenderer quoting the same rates due consideration shall be given to the financial turnover eligibility criteria for the purpose of selection of L1. In such cases, tender shall be awarded to the tenderer having higher average financial turnover of preceding three years for which turnover has been given in the tender.**
- e) The Bank may at its discretion award work to two or more bidders in case the same rates are quoted by them.

8. Documents to be attached with tenders: The tenderer must be registered with Departments of Income Tax, Provident Fund, Labour, ESI and GST Authorities and must submit the tender documents, including "Invitation to Tenderer intact, without detaching any page, duly filled in and ink **signed on each page of tender form. However, the tender form must be accompanied by the following documents, failing which the tender may be ignored**

- i) Copy of valid Registration of the Agency/firm/Company/Partnership Firm.
- ii) Authorization letter duly signed by the Competent Authority of Firm/Agency/Company/Coop-Society on their letter head supported with the copy of partnership deed/bye laws/Resolution passed by BOD as the case may be.
- iii) In case of sole proprietor, the documents must be submitted by tenderer himself under his signatures.

TENDER DOCUMENT THE JIND CENTRAL CO-OPERATIVE BANK LTD, JIND,
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- iv) Copy of PAN Card issued by the Income Tax Department.
- v) Copy of GST registration number.
- vi) Copy of valid registration certificate.
- vii) Copy of valid Provident Fund registration number.
- viii) Copy of valid ESI registration number.
- ix) Copy of valid and single Labour licence for employing manpower.
- x) Copies of Income Tax Returns of the tenderer of last three years.
- xi) Copies of the Audited Balance-sheet of the tenderers for the last three years certified by the Chartered Accountants.
- xii) Compliance Certificate of three years regarding EPF, ESI, Labour Welfare Fund and Service Tax/GST duly certified by a Chartered Accountant.

9. **Similar Work Experience:** The Out Sourcing Agency/ Security Agency should have at least One Security contract for providing round the clock Security Services to any Central Government Institution/ Central Government Department/State Government Institution/ State Government Department/ Public sector/ Private Company/ Multinational Company having contract value/ Executed value of not less than **Rs. Fifty Lakhs only** under Single Work Order/Contract Agreement on Notarized Stamp. The Security Agency shall submit as proof against above, a copy of Work order or Contract Agreement on a Notarised Stamp or completion certificate or TDS Certificate, clearly showing the amount of work completed/Executed during last Financial Year as per **Annexure-V**. Also the proforma for experience of providing Security Services at Multi-location must be provided as per **Annexure-VI**.

10. **Opening of tenders** : The tenders will be opened in the The Jind Central Co-operative Bank Ltd., Bays No.1-4, Distt. Shopping Centre, Huda Ground, Urban Estate, Jind, Haryana on the scheduled time and date. If the date for opening of tenders happens to be a holiday, the tenders will be opened on the next working day following the holiday.

The tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of the tenders.

11. **Corrupt Practices** : Any bribe, commission and advantage offered or promised by the tenderer or on his behalf to any officer or servant of the Bank shall (in addition to any criminal liability which the tenderer may incur) debar his tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.

12. **Interviews and Acceptance of tender**:- The tenderer should be prepared to proceed to The Jind Central Co-operative Bank Ltd; Head Office, Jind or at designated place at their own expenses and without any obligation, if called upon to do so for interview by the General Manager or an officer authorized to act on his behalf as the case may be. General Manager, The Jind Central Co-operative Bank Ltd., Jind or an officer acting on his behalf reserves the right to reject any or all the tenders without assigning any reason and does not bind himself to accept the lowest or any tender. The successful tenderer will be informed about the acceptance of his tender through a letter/Mail. The agency shall submit the joining report within ten days of the acceptance of tender and simultaneously submit the agreement, as per **Annexure-I**.

13. **Execution of Agreement** :The successful tenderer shall enter into an agreement with the Bank in the format appended as **Annexure-I**. The Agreement shall be typed on a Non-Judicial Stamp Paper of appropriate value.

(i) *The agreement shall be executed within Ten days of the acceptance of the tender, failing which the Contract is liable to be terminated. In such case the Earnest Money Deposit of the tenderer shall stand forfeited.*

(ii) The General Manager may at his discretion, however, on a specific request by the successful tenderer, give additional time to the tenderer to execute the Agreement, which in any case shall not exceed more than 15 days in all, including the original Ten days period.

14. **Period of Validity**:

The bid shall be valid from the scheduled date of opening of the bids. If any bidder withdraws his tender before the scheduled time or makes any modifications in the terms & conditions of the tenders which are not acceptable to Bank, without prejudice to any other right or remedies, Bank shall be at liberty to forfeit the entire said Earnest Money Deposit.

Terms & Conditions governing the contract for appointment of Security Agency

1. The Agency should be registered with Distt. Registrar of Firms and Societies for the purpose.(Attach Proof)
2. The agency should be registered with Labour Department Haryana (Attach Proof).
3. The agency must be registered under Regional provident Fund Commissioner (Attach proof of P.F. No. Allotted).
4. The agency must be registered with Employees' State Insurance Corporation in Haryana (Attach proof of ESIC).
5. The agency must have license to engage in the business of Private Security Agency.(Attach Proof)
6. The agency must have GST Number and PAN (Attach Proof of GST And PAN).
7. The agency must have five years' experience (Attach Proof of the Same).
8. A service provider, who offers services at less than 2.00% will not be given contract. The Board of Directors/Administrative Committee of the Bank reserves the right to accept or reject any one or all the tenders without assigning any reason.
9. The Successful bidder will have to deposit interest free security amount of Rs. 2.00 Lac(Rs. Two Lac Only) at the time of execution of agreement. This security amount will be refunded after the satisfactory completion of contract.
10. The Guards should have at least five years experience in army/para military forces. The age limit is fixed below 55 years and should be physically and mentally in sound position and must have valid gun license along-with his own gun .
11. Basic wages of the personnel must be the minimum wages rate issued by the Deputy Commissioner, Jind District.
12. The Personnel must be provided with EPF & ESI services as per the Government Norms & Rules.
13. The resources will be on the pay roll of the agency. Total payment will be paid to the agency through NEFT/RTGS and further agency will ensure to pay through NEFT/RTGS to the resources payable at our bank.
14. The agency will be responsible to provide alternate resource if a resource goes on leave, resign from his service or removed by the bank.
15. The agency will be responsible for the misdeeds/lapse committed by their official engaged in the bank and an indemnity bond will be provided by agency in this regard.
16. The agency will provide proof of deposit of statutory subscription, contribution and salary of the employee deployed within seven days after receiving the payment from bank otherwise bill for next month will not be entertained.
17. The bank will deduct income tax or other taxes as per govt. Instructions from time to time.

TENDER DOCUMENT THE JIND CENTRAL CO-OPERATIVE BANK LTD, JIND, HARYANA

18. The resources would be deputed/transferred by the agency on the behest of the bank.
19. Agency shall comply with different Laws and Regulations including Contract Labour Regulation & Abolition Act,1970, Minimum wages Act, Equal Remuneration Act, Income Tax Act, GST Act and any other Laws and Regulations framed by State/Central Government in future.
20. The contract is valid for one year at a time and can be extended further for a maximum period of Two years. If the service of the agency is found unsatisfactory the contract could be terminated by the bank only by giving one month's notice.
21. The agency shall get renewed its license from time to time under various labour/other Laws and shall be liable to pay all fees in relation thereto.
22. The bank reserves the right to improve any other term and condition at any time.
23. In case any other alternative arrangements are made by the bank the above Contract will stand automatically terminated.
24. The agency will have to execute registered agreement with the bank on Non Judicial Stamp paper as applicable.
25. The agency will have to submit audited balance sheet and Profit & Loss A/C for the last three financial years for Turn over proof.
26. All documents of Tender/Bid must be duly attested by the authorised signatories of that agency and must be numbered with proper binding and all supporting documents should be properly flagged.
27. The agency/Firm should never be declared blacklisted. A declaration in the shape of notarized affidavit to be submitted by agency.
28. An affidavit by the bidder duly notarized that the information, certified copies of the documents supplied with the bid and undertakings given /certificates attached are true and correct to the best of his knowledge and belief.

**GENERAL MANAGER
THE JIND CENTRAL COOPERATIVE BANK LTD; JIND**

SERVICE AGREEMENT

This agreement made on _____ between M/s _____

through its Proprietor/Partner _____ (hereinafter called the First Party) and The Jind Central Coop. Bank Ltd; Jind (hereinafter called the Second Party) through its General Manager. This agreement shall be governed with the following terms and conditions:-

1. That this agreement will be effective for one year from _____ to _____ and can be extended for further Two years on satisfactory services with the consent of both parties.
2. The photo copy of all the required documents of deployed personnel such as Educational Qualification, proof of permanent address along with verification of two well known persons of his area/village will be provided by the first party.
3. All the deployed personnel will be on the pay roll of the first party on the basis of D.C. rates issued by the Deputy Commissioner, Jind District per month per person subject to change from time to time as per Govt. instructions.
4. The duty period of all deployed personnel will be from 9.45 AM to 5.15 PM on each working day, subject to duty in Head Office & H.O. Branch will have to be provided round the clock on 24x7 basis.
5. The first party will deposit Rs. 2.00 Lac (Rupees Two Lac only) as interest free security with the Bank.
6. The first party will submit the copies of the registration certificate of P.F., GST and ESIC etc. to the bank.
7. The service provider will submit his monthly claim of wages giving full detail of PF deducted as employee's share and employer's share along with proof of attendance from the Branch Manager each month.
8. The payment in respect of EPF, ESI & GST will be made by means of bank draft/cheque in favour of the concerned department and the proof of deposit shall be enclosed with the next month's bill.
9. The service provider will submit an undertaking that Identity and ESI Cards in respect of personnel deployed will be issued within 90 days of the execution of agreement and it will be his own responsibility to issue and bear the cost. In case service provider fails to do so the contract may be cancelled.
10. The service provider will be responsible for all legal obligations in respect of employees' wages and other service conditions etc.

TENDER DOCUMENT THE JIND CENTRAL CO-OPERATIVE BANK LTD, JIND, HARYANA

11. If any personnel have any type of grievance with the bank staff, he shall not directly report to any authority, he will report to the service provider and the service provider will take up the matter with the bank authorities which shall be mutually settled.
12. In case any other alternative arrangement is made/regular staff is posted by the Bank or satisfactory services are not being provided by the agency, the above contract will be terminated without any notice.
13. Any dispute in this matter will have the jurisdiction of Distt. Jind.
14. The Guards should have at least five years experience in army/para military forces. The age limit is fixed below 55 years and should be physically and mentally in sound position and must have valid gun license along with his own gun.
15. The resources will be on the pay roll of the agency. Total payment will be paid to the agency through NEFT/RTGS and further agency will ensure to pay through NEFT/RTGS to the resources deployed with second party.
16. The agency will be responsible to provide alternate resource if a resource goes on leave, resign from his service or removed by the bank.
17. The agency will be responsible for the misdeeds/lapse committed by their officials engaged in the bank and an indemnity bond will be provided by agency in this regard to the second party.
18. The agency will provide proof of deposit of statutory subscription, contribution and salary of the employee deployed within seven days after receiving the payment from bank otherwise bill for next month will not be entertained.
19. The bank will deduct income tax or other taxes as per Govt. instructions from time to time.
20. The resources would be deputed/transferred by the agency on the behest of the bank.
21. Agency shall comply with different Laws and Regulations including Contract Labour Regulation & Abolition Act, 1970, Minimum wages Act, Equal Remuneration Act, Income Tax Act, GST and any other Laws and Regulations framed by State/ Central Government in future.
22. The agency shall get renewed its license from time to time under various Labour/other Laws and shall be liable to pay all fees in relation thereto.
23. The bank reserves the right to improve any other term and condition at any time.
24. In case any other alternative arrangements are made by the bank the above terms and conditions will stand automatically cancelled.

Signature of the contactor/service provider
With complete Address & Moblie no.
(First Party)

General Manager
The Jind Central Coop. Bank Ltd; Jind
(Second Party)

Annexure-III

Technical Bid Template

Sr.No.	BIDDER INFORMATION	SCORE CRITERIA	MAXIMUM SCORE	DETAILS	REMARK (YES/NO)
1	Name of the Organization/PSA				
2	Year of Establishment				
3	Address				
4	Contact Number & Email of Head office				
5	Status of Firm (whether Pvt. Ltd. Company/Public Ltd Company/Partnership firm(Attach Proof)				
6	Name of Directors/Partners				
7	<i>Details of EMD</i>				
8	<i>Details of cost of Tender document</i>				
9	Whether registered with registrar of Companies/ firms- mention number and Date with Proof(Attach)				
10	Whether registered under Private Security Regulation Act-2005 for state, for one/ few districts with validity period, attach proof (copy of license)				
11	Whether assessee of Income Tax. Mention PAN Number, furnish copy of income tax return for last three years.(Attach)	2 marks			
12	Whether having Certificate from ESI Corporation, attach proof	2 marks		Number: Date: Registering Authority: Valid Till:	
13	Whether having Certificate from EPF Organisation, (Attach proof)	2 marks		Number: Date: Registering Authority: Valid Till:	
14	<i>PSARA Certificate</i>	2 marks		Number: Date: Registering Authority: Valid Till:	

TENDER DOCUMENT THE JIND CENTRAL CO-OPERATIVE BANK LTD, JIND, HARYANA

15	<i>GST Registration</i>	2 marks		Number: Date: Registering Authority:	
16	<i>Labour License for employing manpower</i>	2 marks		Number: Date: Registering Authority: Valid Till:	
17	<i>Affidavit of Non-blacklisting during last five financial years</i>	2 marks			
18	<i>Certificate of at least 3 years' Experience in Business</i>	1 mark for each completed year	20 marks		
19	<i>Audited Balance Sheet/ P&L Statement for last 3 years</i>	2 marks			
20	<i>Solvency Certificate of at least Rs.50 lakhs from any commercial Bank.</i>	2 marks			
21	<i>Certificate regarding submission of EPF, ESI, Labor welfare fund & Service Tax Return for last three years certified by a Chartered last three years certified by a Chartered account.</i>				
22	<i>Income Tax Return: Proof of payment of Income Tax for the last 3 years- Income Tax</i>	2 marks			
23	<i>Similar Work Experience in Security Service</i>				
24	<i>Annual Turnover</i>	1 mark each for each crore of turnover for the last three Financial Years	30 marks		
25	<i>Total no. of security personnel provided by tenderer</i>	1 mark for each of ten security personals provided by tenderer rounded off to next ten.	30 marks		

List of enclosures with Technical Bid:

- i) Copy of valid Registration of the Agency/firm/Company/Partnership Firm, Authorization letter duly signed by the Competent Authority of Firm/Agency/Company/Coop-Society along with the copy of partnership deed/bye laws/Resolution perused by BOD as the case may be.
- ii) In case of sole proprietor, the documents must be submitted by bidder himself under his signatures.
- iii) Copy of PAN Card issued by the Income Tax Department.
- iv) Copy of GST registration number
- v) Copy of valid registration certificate
- vi) Copy of valid Provident Fund registration number.
- vii) Copy of valid ESI registration number
- viii) Copy of valid and single Labour licence for employing manpower.
- ix) Copies of Income Tax Returns of the last three years.
- x) Copies of the Audited Balance-sheet of the tenderers for the last three years certified by the Chartered Accountants
- xi) Compliance Certificate of three years regarding EPF, ESI, Labour Welfare Fund and Service Tax/GST duly certified by a Chartered Accountant.
- xii) For point no.18, First Experience certificate issued by any govt./semi govt./reputed company is required i.e. the first order received by company/firm after registration will be treated as base year.
- xiii) For point no.24, Certificate from chartered accountant regarding Total turnover of last three years is required. For example if turnover of company in 2016-17 is 5 crore, in 2015-16 is 6 crore and in 2014-15 is 3 crore than total turnover is 14 crore & 14 marks will be awarded to the firm. The certificate of CA should be as per Annexure-IX.
- xiv) For point no.25, Certificate from various department indicating number of security personnel provided by firm is required along with affidavit from firm.

I/we hereby state that:-

1. I/we have read all the schedules, appendixes, annexures to the tender document, terms & conditions carefully.
2. This technical bid contains page No..... to.....I/we have signed each & every page.
3. I/we hereby verify that all the details and documents given above and attached with these technical bids are true to the best of my/our knowledge and belief. If any, discrepancy is found at a later stage or if any information/document submitted is found to be incorrect/false ,our Bid is bound to be rejected and we will be liable for any action as a result thereof.
4. I/we understand that the above technical qualifications are minimum and will have to be fulfilled by me/us to be eligible to participate in the price bid.
5. I/we hereby agree to abide by all the terms & conditions laid down in the detailed notice inviting e-tender.

**Signature of the contactor/service provider
With complete Address & Mobile no.**

THE JIND CENTRAL COOPERATIVE BANK LTD;JIND

PRICE BID TEMPLATE FOR SECURITY SERVICES

There should be no cutting/over writing in the financial bid.

Minimum Wages rates as issued by Deputy Commissioner, Jind District will be applicable for outsourcing of Persons.

Sr. No.	Descriptions	Rate
1	Basic Wages	As per DC Rates Of Jind District
2	Relieving wages	-do-
3	EPF	As per Govt. Norms
4	ESI	As per Govt. Norms
5	GST	As per Govt. Norms
A.	Service Charges (Pl. quote as percentage of only basic wages plus relieving wages) Tender quoting service charges of 2 % or less than 2 % will be rejected. The tenderer must quote service charges % age up to 2 decimal places only.	
	Charges (in Percentage)	_____ %

- I/We agree to provide uniformed and trained personnel and endeavour to provide security to the The Jind Central Cooperative Bank Ltd; Jind for providing safety, monitoring and surveillance. Rates quoted include our all statutory obligations under the minimum wages act, contract labour (R &A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the security agency etc. The rate quoted are per shift of eight hours per person per day.**
- The Tenderer should quote the rate of service charges in Percentage. Cuttings/alterations are not allowed.**
- I/We undertake to abide by the terms and conditions as laid down in the tender document and the service agreement in case the work order is allotted to me/us in near future.**

**Signature of the contactor/service provider
With complete Address & Mobile no.**

WORK EXPERIENCE CERTIFICATE

(on letter head)

It is certified that M/s. _____
had provided/has been providing watch & ward/security services to _____
and this premises located at _____ vide
contract/Agreement/MOU bearing No. _____ dated _____ for the period
from _____ (date) to _____ (date) and the performance of the firm
was/is satisfactory during the period of contract.

The Financial component of the watch and ward/security contract for the subject services
was Rs. _____ (in words) Rs. _____ during the contract/Year.

Signature of the organization or
its authorized signatory _____

Name: _____

Designation: _____

Date and seal: _____

Annexure-VI

EXPERIENCE OF PROVIDING SECURITY SERVICES AT MULTI LOCATION CERTIFICATE

(on letter head)

It is certified that M/s. _____ had provided/has been providing watch & ward/security services to _____ and this premises located at _____ different location in the _____ state or across the Pan India vide contract/Agreement/MOU bearing No. _____ dated _____ and had deployed _____ (in words) no. _____ of security personnel for watch and ward services and one time in this premises for the period from _____(date) to _____(date).

Signature of the organization or its authorized signatory

Name: _____

Designation: _____

Date and seal: _____

(Compulsory ink signed)
CERTIFICATE OF GOOD RECORD
THE JIND CENTRAL CO-OPERATIVE BANK LTD.

1. Whether your firm or any of its partner/company had been blacklisted by Bank, or any department of Central or State Government or any other Public Sector Undertaking as on last date of submission of bid ?	Yes/No
2. Whether your or any of the partner of the partnership firm's contract was terminated before expiry in last three years of Contract period or EMD forfeited by Bank, during the last three years as on the last date of submission of bid ?	Yes/No

Note- Strike off whichever is not applicable otherwise tenderer shall be ineligible.

Remarks _____

4. I/We hereby solemnly declare that the Proprietor/ Partner/ Director of this Firm/ Company mentioned at Sl. Nos. is/are common/ not common (Strike off whichever is not applicable) with any other Firm/Company who has applied for pre-qualification against same advertisement. In case of common Proprietor/Partner/ Director in other firm who has also applied for prequalification against same advertisement, please mention the name of the Firm/ Firms.

5. Declaration about relationship with Employee of Bank:

I/We hereby solemnly declare that the Proprietor/one or more Partners/Directors of this firm/ company has relationship/has no relationship (Strike off whichever is not applicable) with the employee of Bank (name and designation, place of posting of employee to be mentioned).

DISQUALIFICATION CONDITIONS

a) Tenderers who have been blacklisted or otherwise debarred by Bank or any department of Central or State Government or any other Public Sector Undertaking as on the last date of submission of bid will be ineligible. .

b) Any tenderer whose contract with the The Jind Central co-operative bank Ltd; Jind has been terminated before the expiry of contract period at any point of time during last three years from the last date of the submission of the bid will be ineligible.

c) While considering ineligibility arising out of any of the above clauses, incurring of any such disqualification in any capacity whatsoever (even as a proprietor, partner in another firm, or as Director of a Company etc.) will render the tenderer disqualified.

(Signature & Seal)
(Authorized Signatory)

(on letter head)
**Format of Solvency Certificate
(Format 1)**

No.....

To
The General Manager
The Jind Central Co-operative Bank Ltd.
Jind-126102, Haryana

This is to state that to the best of our knowledge and information, Mr. / Ms. / M/s
a customer of our Bank is respectable and can be treated as good up to a sum of
Rs..... (Rupees in words). It is clarified that this
information is furnished without any risk and responsibility on our part in any respect
whatsoever more particularly either as guarantor or otherwise. This certificate is issued at
the specific request of the customer.

Place:

Date:

For BANK MANAGER
(Signed and Stamped)

OR
Next also

TENDER DOCUMENT THE JIND CENTRAL CO-OPERATIVE BANK LTD, JIND, HARYANA

(on letter head)

Format 2

No.....

To
The General Manager
The Jind Central Co-operative Bank Ltd.
Jind-126102, Haryana

This is to certify that as per information available, Shri / Smt. / Ms.....,is
solvent up to Rs..... (Rupees

.....). This certificate is valid for the
period from to This certificate is issued without
any guarantee or responsibility on the part of the Bank or any of its employees.

Place:

Date:

For BANK MANAGER
(Signed and Stamped

Format of Net Worth & Turnover

The Net Worth of Mr./Ms./M/s _____ for last Financial Year _____ is Rs. _____ lakhs as per his/her/their books of Accounts.

(Note: Net Worth means sum total of paid up share capital plus free reserves. Further any debit balance of Profit and Loss Account and Misc. Expenses to the extent not adjusted / or written off, if any, shall be reduced from Reserves and Surpluses.

The Turnover of Mr./Ms./M/s _____ for last three financial years as per his/her/their books of Accounts was as under:

Sr.No.	Financial Year	Turnover (Lakh Rs.)
AVERAGE of above three years		

Signature of Chartered Accountant

Name:

Membership No.:

Seal:

**FORMAT FOR POWER OF ATTORNEY TO AUTHORIZED SIGNATORY
POWER OF ATTORNEY**

(To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant Stamp Act. The stamp paper to be in the name of the firm/ company who is issuing the Power of Attorney).

We, M/s. _____ (name of the firm/ company with address of the registered office) hereby constitute, appoint and authorize Mr./Ms. _____ (Name and residential address) who is presently with us and holding the position of _____ and whose signature is given below as our Attorney to do in our name and our behalf all or any of the acts, deeds or things necessary or incidental to our bid for the work _____ (name of work), including signing and submission of application/ tender / proposal, participating in the meetings, responding to queries, submission of information/ documents and generally to represent us in all the dealings with Bank or any other Government Agency or any person, in connection with the works until culmination of the process of bidding, till the Contract Agreement is entered into with The Jind Central Co-op Bank Ltd; Jind and thereafter till the expiry of the Contact Agreement.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid Attorney shall always be deemed to have been done by us.

(In the case of Consortium/ Joint Venture) Our firm is a Member/Lead Member of the Consortium of _____, _____ and _____.

Dated this the _____ day of _____ 20

(Signature and name of authorized signatory being given Power of Attorney)

(Signature and name in block letters of Proprietor / All the partners of the firm / Authorized Signatory for the Company)(Strike out whichever is not applicable)

TENDER DOCUMENT THE JIND CENTRAL CO-OPERATIVE BANK LTD, JIND, HARYANA

Seal of the Proprietorship firm / Partnership firm/ Company

Witness 1 :

Witness 2 :

Name:

Name:

Address:

Address:

Occupation:

Occupation:

Notes:

- i. In case the Firm/ Company is a Member of a Consortium/ JV, the authorized signatory has to be the one employed by the Lead Member.
- ii. The mode of execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Power of Attorney is to be attested by Notary.

**UNDERTAKING
(For Sole Proprietary Firm)**

(Compulsory ink signed)

I,.....R/o.....

.....

..... do

hereby solemnly affirm and declare as under :-

1. That I am Sole Proprietor of (Sole Proprietor Firm Name)

2. That the office of the firm is situated at

.....

.....

Place:

Date:

(Authorized Signatory)