

**MISSION DIRECTOR,
NATIONAL HEALTH MISSION,
SHANTI NIWAS, PHASE-III,
SECTOR-VI, NEW SHIMLA,
SHIMLA-171009.**

Phone No. 0177-2673505

Fax No. 2673505

Website: <https://www.nrhmhp.gov.in>

Email id: md-nrhm-hp@nic.in, ddnrhmhp@gmail.com

SHORT TERM NOTICE INVITING TENDER

Sealed Tenders are invited from the Service Providers /Contractors who have experience in providing Security services in Govt. Departments/Board/Corporations or business establishments. The detailed tender document can be had from the office of Tender Inviting Authority or downloaded from website: <https://www.nrhmhp.gov.in> from 07.07.2018 to 23.07.2018 up to 11.00 AM. The Last date for submission of filled in tender documents is 23.07.2018 up to 1.00 PM. The Tender will be opened on 23.07.2018 at 2:30 PM. In case date of opening of tender is declared a holiday , the tender will be opened on the next working day on the same time and venue as fixed for the original date for this purpose. The undersigned reserves the right to reject any or all the tender offers without assigning any reason.

**Mission Director,
National Health Mission,
Himachal Pradesh,
Shimla-171009**

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TENDER FOR PROVIDING SECURITY SERVICES IN

OFFICE COMPLEX.

Schedule of Tender

Date of Publication of Tender	7.07.2018
Sale/downloading of tender Document From	7.07.2018 to 23.07.2018 up to 11.00 AM.
Last date and Time for submission of tenders	23.07.2018 up to 1.00 PM
Date & Time for opening of Technical Bid of Tenders	23.07.2018 at 2.30 PM
Cost of the tender document	Rs.500/-(Non Refundable)Bank Draft in favour of Mission Director, National Health Mission, H.P, Shimla payable at Shimla, H.P
Earnest Money Deposit	Rs.10000/- (Fixed Deposit Receipt) in favour of Mission Director, National Health Mission, H.P, Shimla

Mission Director, National Health Mission, Shanti Niwas, Phase– III, Sector-VI, Shimla-171009 invites sealed tenders from Service Providers/Contractors for providing security services in the office complex for a period of one year .The running rate contract will be governed by the conditions laid down in the tender document. The tender document and other instructions can be downloaded or viewed from the Website: <https://www.nrhmhp.gov.in> or can be

had from the office of tender Inviting Authority . The Cost of tender document is Rs. 500/- per tender form (Non Refundable) in the shape of bank draft in favour of Mission Director, National Health Mission, H.P, Shimla payable at Shimla and Earnest Money Deposit in the shape of Fixed Deposit Receipt in favour of Mission Director, National Health Mission, H.P. Shimla should be submitted in the envelope containing Technical Bid. The FDR should be valid for a minimum period of 1 and ½ years from the date of opening of tender.

The sealed tenders received in time shall be opened on the date and time mentioned in the tender notice in the presence of the bidders who opt to be present. If the date fixed for opening of the tender is declared a holiday, the tenders shall be opened on the next working day at the same time and venue as fixed for the original date for this purpose.

Please submit tender in an envelope duly sealed and super scribed as “Tender for Providing Security Services to be opened on 23.07.2018 at 2.30 PM”. This superscription should be in bold capital letters. Complete name of the bidder with full postal address, mobile No. shall be mentioned on the left-hand side corner of the envelope containing tender documents. The bidders are required to submit the tender documents in two envelopes contained in one big envelope as under:-

- a) One envelope to be marked as COVER -1 shall contain Form – “A “and Form “B” along-with cost of tender document, Earnest Money Deposit and all requisite documents ,certificates as**

specified in Form “A” and Form “B” duly filled in signed and stamped. Bidders are advised to submit requisite documents as detailed in Annexure-“D”.

- b) The other envelope to be marked as COVER –II shall contain only financial bid duly signed and stamped i.e Annexure –“B” only.**

Both the above envelopes i.e. COVER-I and COVER-II duly sealed be contained in big envelope in the manner as laid down above. The respective envelopes i.e COVER-I and COVER-II should be marked boldly for distinction and name of the tenderer should also be mentioned on left hand side corner of the envelopes.

In the absence of this superscription tender documents are likely to be inadvertently opened in the receipt branch of the Mission Director, National Health Mission, Shanti Niwas, Phase –III, Sector-VI, New Shimla, Shimla-171009 for which no liability shall rest on the said office and such tenders shall be rejected.

**Mission Director,
National Health Mission,
H.P**

FORM -A
MISSION DIRECTOR
NATIONAL HEALTH MISSION, SHANTI NIWAS, PHASE-III, SECTOR-VI, NEW SHIMLA,
SHIMLA-171009.

Phone No. 0177-2673505, Fax No. 2673505

Website: <https://www.nrhmhp.gov.in>

Email id: md-nrhm-hp@nic.in, ddnrhmhp@gmail.com

**FORMAT FOR FURNISHING INFORMATION BY THE BIDDER FOR PROVIDING
SECURITY SERVICES IN THE OFFICE COMPLEX**

Sr. No.	Description	Relevant details /documents to be submitted by the Bidder
1.	Name of the Bidder with complete Postal Address & Pin Code	
2.	Name of contact Person	
3.	Phone No. with STD Code	
4.	Mobile No.	
5.	Email ID	
6.	Aadhar No.	
7.	PAN No.	
8.	GST Registration No.	
9.	Cost of Tender Document	Rs.500/- Bank Draft No. Date Amount Name of issuing bank branch
10.	Earnest Money Deposit.	Rs. 10000/- FDR No..... Date Name of issuing bank branch..... The FDR should be valid for a minimum period of 1 and ½ years from the date of opening of tender.

The information and documents provided by me/us along with Tender document and enclosures are true and correct to the best of my knowledge and belief..

(Signature of Bidder)

Name of the Person signing Tender Documents

Capacity in which signing Tender Document

FORM- B

**MISSION DIRECTOR
NATIONAL HEALTH MISSION, SHANTI NIWAS, PHASE-III, SECTOR-
VI,SHIMLA-171009.**

Phone No. 0177-2673505, Fax No. 2673505

Website: <http://www.nrhmhp.gov.in>

Email id: md-nrhm-hp@nic.in, ddnrhmhp@gmail.com

Terms and conditions for providing Security Services

Sealed tenders are invited from Service Providers/Contractors for providing Security Services in the office complex of the Mission Director, National Health Mission ,Phase-III, Sector-VI ,New Simla, Shimla-171009 for a period of one year. However, tender period can be further extended for any period depending upon satisfactory performance of the Service provider/Contractor.

ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

The Bidder shall submit Cost of tender document amounting to Rs. 500/- (Rs. Five Hundred only) (Non Refundable) in the shape of Bank Draft in favour of Mission Director, National Health Mission, H.P. payable at Shimla

- 1. The Bidder shall submit FDR of Rs 10000/- (Rupees Ten Thousand only) towards Earnest Money Deposit in favour of Mission Director, National Health Mission, H.P. The FDR should be valid for a minimum period of 1 and ½ years from the date of opening of tender.**
- 2. The bidder must be registered with DGR/PSARA/other authority as Private Security Agencies Regulation Act, 2005 and should submit copy of registration in the technical bid (Cover-I).**

- 3. The bidder shall submit Copy of Experience Certificate of minimum Three year for providing Security Services to Central Govt. /State Govt. / PSUs of the State/ urban Local Bodies and Societies/Educational Institutions etc.**
- 4. The bidder shall submit copy of PAN card.**
- 5. The bidder shall submit copy of GST registration certificate.**
- 6. Copy of Income tax return for the Financial year 2014-15, 2015-16 and 2016-17.**
- 7. Copy of registration with Employees Provident Fund Organization (EPFO) and Employees State Insurance(ESI).**
- 8. The Service Provider/Contractor shall furnish an undertaking that they have not been blacklisted by the Central Govt./any State Govt. or any autonomous body of the Central Govt./ State Govt.(s).**
- 9. Attested copy of the address proof (Electricity /Telephone/Water Bill copy) establishing address of the bidder situated in H.P.**

WORK REQUIREMENTS AND SCOPE OF WORK

- 1. The Service Provider/Contractor shall provide Security services by deploying adequately trained and well disciplined security personnel who shall safeguard the buildings, moveable and immovable assets, equipments and other items at the above premises from any thefts, pilferage or damage, maintain discipline, law & order within the complex, safety of vehicles in the parking complex, monitoring of trespassing and also ensure safety of the employees, visitors, guests or any other persons working in the complex/premises. The duties/responsibilities of the Security Guards are enclosed at Annexure “E”.**
- 2. The security personnel shall be deployed round the clock in 4 shifts (7AM TO 3PM, 3PM TO 11 PM, 11PM TO 7AM AND GENERAL SHIFT 9 AM TO 5 PM) as per the duty chart assigned by the Tender Inviting Authority. In case any employee of the contractor is on leave or absent from the duty for any reasons; the contractor would provide substitute/replacement without any delay failing which a penalty of Rs. 500/- per day will be levied.**

- 3. The Service Provider/Contractor shall be responsible for opening/closing of the office complex and rooms and other security related works as necessitated/directed by the Tender Inviting Authority on working days and Holidays .**
- 4. The Service Provider/Contractor shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on holidays.**
- 5. The Service Provider/Contractor shall maintain records of inward and outward movement of materials, assets, equipments etc. with proper check on the same as per instructions given from time to time by Tender Inviting Authority .**
- 6. The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.**
- 7. The Agency shall keep the Client informed of all the matters of security and co-operate in the investigation of any incident relating to security.**

General Instructions and Terms and conditions

- 1. The tender document (all pages duly signed & stamped) should clearly indicate the name and designation of the person signing the tender document. All the pages in the tender documents must be serially numbered and duly signed and stamped. Form “A” and Form “B” of the tender document should also be signed and stamped along with requisite documents, certificates and enclosed in the envelop marked as technical bid (Cover-I).**
- 2. Individual signing the tender document or other documents in connection with the tender must specify whether he signed the tender document as:**
 - a) A sole proprietor of the concern or constituted attorney of such sole proprietor.**
 - b) A partner of the firm if it is a partnership concern and should submit letter regarding authority to execute contracts on behalf of the firm.**

c) Director or Principal Officer duly authorized by the Board of Directors of the Company.

3. Tenders received after last date & Time for submission of tenders shall be out rightly rejected.

4. Tenders received without Cost of tender document, Earnest Money Deposit, requisite documents, certificates shall be summarily rejected. However, Tender Inviting Authority reserves the right to waive minor infirmity.

5. The rates must be quoted in both words and figures so that interpolation is not possible. The figures should be clearly written and if there is, variation in rates between figures and in words only the rates quoted in words shall be taken as final and the rates quoted in figures will not be considered. The rates quoted shall be considered inclusive of all taxes & Levis. No other taxes, levies shall be paid extra.

6. The bidder will be required to keep the offer open for acceptance for a period of 90 days from the date of opening of Technical bid.

7. Manpower engaged by the Service Provider for carrying out tasks under this contract, shall be the employees of the Service Provider. The Contractor will ensure payment of wages and allowances as per Minimum Wages Act of the H.P. Govt. and all statutory dues to the persons employed by him. The bidder shall be solely responsible for their wages, fringe benefits etc.

8. The contract shall remain valid for a period of One year from the date of its award / signing of Agreement and can be extended for further period on the satisfactory performance of the Service Provider (bidder) and after mutual consent on the same terms &

conditions. Tender Inviting Authority may terminate the contract in case the approved bidder commits breach of any of terms and conditions of the contract. The successful bidder shall be liable with regard to compliance of all the laws, regulation, rule and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of H.P.

- 9. The Service Provider/Contractor shall ensure that the security personnel deployed are trained in Fire Safety operations.**
- 10. The Service Provider shall be responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. Further, the Service Provider shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation by the Service Provider, the Service provider shall be responsible and liable for the same.**
- 11. The Goods and Service tax as applicable will be deposited by the Service Provider/Contractor.**
- 12. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.**
- 13. The Manpower deployed by the Service provider shall observe all the etiquette and protocol while performing his duty.**
- 14. The Service Provider shall ensure that the antecedents of the Manpower deployed are verified by the Police to the satisfaction of the Tender Inviting Authority and submit identity proof of the person(s) deployed.**

- 15. In case the services of the Service Provider/contractor are not found to be satisfactory or in case of any default by the Service Provider/contractor, the Tender Inviting Authority reserve the right to terminate the services of the Service provider/Contractor or impose any penalty as may be deemed fit.**
- 16. The Service Provider/Contractor must comply with all terms and conditions of the tender. At no point of time the approved rates for the above services can be hiked during the tenure of the contract and no request would be entertained for that purpose.**
- 17. In case the contract is terminated before completion of a month, the amount payable to services provider/Contractor will be calculated on pro rata basis.**
- 18. The Services Provider/Contractor will quote per month fixed rate for providing of security personnel.**
- 19. The bidder shall submit Copy of Experience Certificate of minimum Three years for providing Security Services to Central Govt. /State Govt. / PSUs of the State/ urban Local Bodies and Societies/Educational Institutions etc.**
- 20. The Services provider should have valid (as on date) Goods and Service tax Registration Certificate, EPF registration, ESI registration & PAN card. The self-attested copies of the aforesaid documents/certificates are required to be submitted in the Technical bid .**
- 21. The Earnest Money Deposit (EMD) of unsuccessful Service Providers/Contractors/Bidders will be returned to the unsuccessful bidders after finalization of the tender process.**

However, the EMD shall be forfeited in case the successful bidder withdraws his offer or the details/ documents furnished/submitted are found to be incorrect or false. No interest shall be paid on the EMD.

- 22. Services provider/Contractor shall be solely responsible for timely payment/deposit of GST, PF and ESI etc. with the concerned authorities. On demand, the Services Provider/Contractor will be required to produce the necessary evidences in respect of discharge of above statutory liabilities.**
- 23. The services provider shall ensure compliance with all labour laws/ other laws applicable. He shall pay at least the minimum wages to the contract worker(s) deployed for work in the office of Tender Inviting Authority in accordance with applicable rules and regulations issued by the H.P. Govt.**
- 24. Insurance cover protecting the Tender Inviting Authority against all claims applicable under workmen's compensation Act, 1948, shall be taken by the successful Service provider. The Service provider shall arrange necessary insurance coverage for any persons deployed by him even for a short duration. Tender Inviting Authority shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/ claim, the same shall be reimbursed/ indemnified by the Service provider.**
- 25. Services provider or authorized representative of the Service provider will make himself available as and when required by the Tender Inviting Authority.**

26. Services provider shall be directly responsible for any/all dispute arising between him and personnel employed by him and keep Tender Inviting Authority indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

27. The rates must be written both in figures and in words. In case of discrepancy between the rate quoted in words and figures, the rate quoted in figures shall prevail. All over writings/ cuttings, insertions shall be authenticated and attested by the bidder.

28. The service provider/Contractor shall in no case lease/ transfer / sublet the contract.

29. The Service Provider/Contractor shall provide Uniform and photo Identity card to the security personnel deployed by him and ensures that Security Personnel deployed by him bear uniform while on duty. The cost towards uniform and photo identity card shall be borne by the Service Provider/Contractor.

30. The Service Provider/Contractor shall provide male Security Personnel having passed 10th standard and should have minimum height of 5'-6", such personnel should have minimum experience of at least one year as security guard and should be in the age group of 21 years to 45 years.

31. PERFORMANCE SECURITY

The successful Service Provider/Contractor shall will deposit (within Seven days of award of contract) an amount of Rs, 10000/- towards Performance Security by way of Fixed Deposit Receipt (FDR) duly pledged in favour of "Mission Director, National Health Mission, Shanti Niwas, Phase-III Sector-VI, New Shimla , Shimla-

171009” drawn on any Nationalized Bank/Scheduled Bank and payable at Shimla failing which Earnest Money Deposit shall be forfeited unless time extension has been granted by Tender Inviting Authority. Earnest Money Deposit of Bidders will be returned after signing of Agreement with the successful bidder and deposit of Performance security.

32. TERMS OF PAYMENT

- I. The Service Provider/Contractor will submit the monthly bill for payment in duplicate along with attendance record of the security personnel deployed by him and the same shall be paid thereof after making recovery, if any.**
- II. The Service Provider/Contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per labour laws to its deputed personnel and furnish necessary proof whenever required.**
- III. Payment to Service Provider /Contractor shall be made by way of account payee cheques/ bank transfer on presentation of the bill. Income Tax at source as applicable shall be deducted as per the rates notified by income tax department .**
- IV. Monthly bill shall be paid after every month of services rendered if found in order. In case of any complaint , non fulfilment of any obligations under the contract or unsatisfactory work, the Tender Inviting Authority reserve the right to deduct any penalties/ deductions from the monthly bill of the contractor/ service provider.**

33. PENALTIES

- I. The Service Provider / Contractor will attract penalty of Rs. 500/- per day in case of non carrying of duties and the same will be deducted from the monthly bill.**
- II. In the event of failure to maintain security services on any day up to the desired standard, in part or full the Service Provider/ Contractor will be liable to be penalized @ Rs. 150 /- (Rupees One Hundred Fifty) only per day & the same shall be recovered from the due payments of the Service**

Provider. For the purpose of imposing penalty , the decision of the Tender Inviting Authority will be final and binding on the Service provider/ Contractor and shall not be subject to any dispute or arbitration.

III. The Service Provider / Contractor would ensure that peace and order is maintained in the premises.

34. AGREEMENT

The successful Tenderer shall execute an agreement on a non-judicial stamp paper of value of Rs.100/-(stamp duty to be paid by the Bidder) with in seven days from the date of intimation from Mission Director, National Health Mission, H.P. informing that his tender has been accepted. The Specimen form of agreement is enclosed as Annexure “ C”.

35. ARBITRATION

In case of any dispute, the same will be referred to an Arbitrator to be appointed by the Principal Secretary (Health) to the Govt. of Himachal Pradesh, Shimla whose decision shall be final and binding on both the parties. Subject as aforesaid, the provision of the Arbitration & Conciliation Act, 1996 shall apply to all proceedings of this Act.

36. AREA OF JURISDICTION

All disputes concerning this tender shall be subject to the civil jurisdiction of Municipal Limits of Shimla Town, Shimla (HP) only.

The Mission Director, National Health Mission, H.P, Shimla-171009 reserve the right to reject any or all the offers without assigning any reason.

**Signature of the authorized Person
with**

Seal /Stamp

Date

Place

Annexure-“A”

UNDERTAKING

I/We have gone through the aforementioned Terms and conditions of the tender for providingto Mission Director, National Health Mission, H.P. Shimla-171009 (Tender Inviting Authority). I/We agree to abide by all the Terms and conditions of the tender mentioned above. I/We have acquainted myself/ourself with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of above mentioned Terms and conditions.

(Signature of the Tenderer)

Capacity in which signing the tender document i.e Sole Proprietor/Partner/Director etc. (Please specify).

Name of the

Tenderer.....

Date :.....

Place:.....

Annexure- “B”

FINANCIAL BID

**FINANCIAL BID FOR PROVIDING SECURITY SERVICES IN
THE OFFICE OF MISSION DIRECTOR, NATIONAL HEALTH
MISSION, SHANTI NIWAS, PHASE-III, SECTOR-VI, NEW
SHIMLA, SHIMLA-171009. H.P**

NAME & ADDRESS OF THE BIDDER-----

Sr. No.	Particulars	Single composite rate inclusive of all taxes , duties and statutory levies to be quoted
1.	Monthly Fixed charges for providing Security services in the Office Complex per security personnel per month	Rs.....(Please mention rate in figures and words.

NOTE:

- 1. The quoted rate should be inclusive of all taxes, duties,
statutory levies (including GST), No other charges shall be
paid extra.**

(Signature of Tenderer with seal/stamp)

Date :

Place :

Name

Designation

Annexure-“C”

AGREEMENT

**THIS AGREEMENT made the.....Day
of.....,20.....Between The Mission Director, National
Health Mission, Shanti Niwas, Phase -III, Sector-VI, New Shimla, Shimla-
171009 ,Himachal Pradesh (Name of Purchaser) of (Here in after called
“the Purchaser” on the one part and**

.....(Name of Supplier) of

**(Here in after called "the Purchaser") on the one part
and.....(Name of Supplier) of.....(City and Country
of supplier) (Herein after called the Supplier on the other part:**

**WHEREAS the Purchaser is desirous that certain Goods and ancillary
services viz. Providing of Security Services in the office premises in the
tender reference no.has accepted a bid by the supplier
for providing Security services for the sum of Rs.**

**.....per security personnel (Rupees.....)
on per month basis.**

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

**1. In this Agreement words and expressions shall have the same
meaning as are respectively assigned to them in the Conditions
of Contract referred to ,and they shall be deemed to form and be
read and construed as part of this agreement.**

**2. The following documents shall be deemed to form and be read
and construed as part of this Agreement , Viz:**

**(a) The letter of Acceptance issued by the Mission Director,
National Health Mission, H.P. Shimla-171009.**

(b)The Notice Inviting Tender

(c)The Supplier (Service Provider/Contractor) bid including enclosures, annexure, etc.

(d) The Terms and Conditions of the Contract

(e)Any other document listed in the supplier's bid and replies to queries, clarifications issued by the purchaser, such confirmations given by the bidder which are acceptable to the purchaser and the entire Addendum issued as forming part of the contract.

3. In consideration of the payments to be made by the Purchaser (Tender Inviting Authority) to the Supplier as hereinafter mentioned, the supplier hereby enters into this contract with the Purchaser (Tender Inviting Authority) to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions terms and conditions in the notice inviting bids.

4. The purchaser (Tender Inviting Authority) hereby agrees to pay the supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied/ provided by the Service provider/ Contractor are as under:-

Sr. No.	Brief Description	Item	Per person Per Month Charges (all Inclusive)
1	2		3
1.	Providing of Security services of Security personnel.	of	

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the said Mission Director, National Health Mission, Shanti Niwas , Phase –III, Sector-VI, New Shimla, Shimla-171009 in the presence of

Signature

Name

Address

Signed, Sealed and Delivered by the said
..... (For the Supplier)
in the presence of

Signature

Name

Address

Annexure-“D”
MISSION DIRECTOR, NATIONAL HEALTH MISSION,
Shanti NIWAS, Phase-III, Sector-VI, New Shimla,
SHIMLA-171009
Checklist of Documents .

Tender opened on at

Name of the Bidder:

Sr. No.	Particulars	Yes	NO	Page No.	Remarks
1.	Whether Cost of Tender document for Rs. 500/- deposited in the shape of Bank Draft in favour of Mission Director, National Health Mission, Shimla submitted ?				Draft no. Dated Amount Rs./- Name of Issuing Bank & Branch:
2.	Whether Earnest Money Deposit for Rs.10000/- deposited in the shape of FDR pledged in favour of Mission Director, National Health Mission, Shimla submitted ?				FDR No.: Date: Amount: Rs...../- Name of issuing Bank: Branch:
3.	Whether Copy of Experience Certificate of minimum one year for providing Security Services to Central Govt. /State Govt. / PSUs of the State/ urban Local Bodies and Societies/Educational				

	Institutions etc. submitted ?				
4	Whether copy of PAN submitted?				
5	Whether GST registration certificate submitted ?				
6	Whether Income Tax Return for the Financial year 2014-15, 2015-16 and 2016-17 submitted ?				
7	Whether Copy of registration with Employees Provident Fund Organization (EPFO) and Employees State Insurance(ESI) submitted ?				
8	Whether Attested copy of the address proof (Electricity /Telephone/Water Bill copy) establishing address of the bidder situated in H.P submitted ?				
9	Whether accepted and signed FORM "A" and Form "B" of the tender submitted?				
10	Whether an Undertaking as per Annexure "A" submitted ?				

11	Whether authorization letter nominating a responsible person of the tenderer to sign the tender documents and transact business with tender inviting Authority submitted?				
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