

Bid Corrigendum

GEM/2023/B/3579959-C2

Following terms and conditions supersede all existing "Buyer added Bid Specific Terms and conditions" given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

Buyer Added Bid Specific Additional Terms and Conditions

1. OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration
2. Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer

is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

*This document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

[This Bid is also governed by the General Terms and Conditions](#)

National Forensic Sciences University Bhopal

Corrigendum

Corrigendum to Reference Gem Bid No. GEM/2023/B/3579959 dated 20.06.2023

Amendment 1: The terms & conditions to the above-mentioned GeM bid number are modified/amended (wherever applicable) as under:

Clause No.	Existing Description	Modification
Clause No. 5 (g) of Buyer Added Bid Specific ATC	<p>The firm must submit latest solvency certificate for at least Rs. 40.00 lakh or above from their bankers. The Bank solvency certificate should not be more than three months old.</p> <p>Offline Submission of Solvency Certificate Solvency certificate from scheduled or nationalized bank for up to Rupees 40 Lakh only should be submitted to the following address before 30-06-2023 at 1500 hrs: National Forensic Sciences University Bhopal C/O Central Forensic Science Laboratory Bhopal Barkheda Bonder Bhopal- 462030, M.P</p>	<p>The firm must submit latest solvency certificate for at least Rs. 40.00 lakh or above from their bankers. The Bank solvency certificate should not be more than three months old.</p> <p>Offline Submission of Solvency Certificate Solvency certificate from scheduled or nationalized bank for up to Rupees 40 Lakh only should be submitted to the following address before 20-07-2023 at 1700 hrs: National Forensic Sciences University Bhopal C/O Central Forensic Science Laboratory Bhopal Barkheda Bonder Bhopal- 462030, M.P.</p> <p>Note:</p> <ol style="list-style-type: none"><i>1. In case of non-submission of original solvency certificate the bid will summarily rejected and no communication in this regard will be entertained.</i><i>2. Submission of original Solvency Certificate after due date and time will not be accepted in any case.</i>
Clause No. 5 (h) of Buyer Added Bid Specific ATC	<p>Minimum annual turnover of the firm should not be less than Rs. 30.00 Lakh in each year during last 3 years. Audited Balance sheet along with Profit & Loss Statement of the firm/agency for last 3 years (2020- 21, 2021-22 & 2022-23) duly audited and certified by a registered Chartered Accountant is to be submitted.</p>	<p>Minimum annual turnover of the firm should not be less than Rs. 30.00 Lakh in each year during last 3 years. Audited Balance sheet along with Profit & Loss Statement of the firm/agency for last 3 years (2020- 21, 2021-22 & 2022-23) duly audited and certified by a registered Chartered Accountant with UDIN is to be submitted.</p>

Amendment 2:The terms & conditions to the above-mentioned GeM bid number are updated with following additional criteria:

Selection method or Tie breaker if the quoted service charges are equal resulting into a tie between two or more bidders:

Following evaluation criteria (in marks) will be followed for selection of the Agency, if the service charges (in percentage) are equal thereby resulting into a tie:

- 1. Number of years in Operations with Institutions of Higher Education/Central Universities/Institutions of National Importance of Government of India. (Experience certificate from the authorized signatories of the Institutions/Universities will have to be produced in original):**
(Max. 10 Marks)

S. No.	Years of Experience	Marks
a.	3 years	00
b.	More than 3 Years	01 mark for each year up to a maximum of 10 marks

- 2. Average Turnover (Last 03 Financial Years)**
(Max. 10 Marks)

S. No.	Average Turnover	Marks
a.	Rs 30.00 Lakh	00
b.	More than Rs 30.00 lakh	01 mark for every 10 lakh increase over and above 30 Lakhs up to a maximum of 10 marks.

- 3. Number of Manpower on roll/deployed in a single contract in the preceding Financial year (2022-23)**
(Max. 10 Marks)

S. No.	Number of Manpower on roll/deployed	Marks
a.	Up to 30	00
b.	More than 30	01 mark for every additional increase of a batch of 10 men/women up to a maximum of 10 marks.

- 4. Geographical Diversity - No. of Operational Offices (Head/Branch) available in multiple States**
(Max. 10 Marks)

S. No.	Operational Offices (Head/Branch) available in Multi State	Marks
a.	Office in 03 States	00
b.	More than 03 States	01 mark for every additional state up to a maximum of 10 marks

Note: Supporting documents duly signed by an authorized competent authority for all above (i) to (iv) should be enclosed with the Technical Bid.

[Note: All Prospective Bidders/the bidders who submitted their bids are requested to kindly take cognizance of the changes made and accordingly formulate their bids and submit/resubmit them before the scheduled date & time.](#)

****All other terms & conditions remain same.**

**The Amended/modified/updated Buyer Added Bid Specific ATC
are placed below:**

Terms & conditions:

1. Existing Requirement of Manpower:

S. No.	Post/Designation	No. of personnel required	Wage Category
1.	Jr. Office Assistant	04	Skilled
2.	Sr. Office Assistant	01	Highly Skilled
3.	Accountant	01	Highly Skilled
4.	Library Professional Assistant	01	Highly Skilled
5.	Jr. engineer (Civil)	01	Highly Skilled
6.	Facility Manager	01	Highly Skilled
7.	HVAC/Lifts/DG Sets Technician cum Operator	02	Skilled
8.	Electrician	01	Skilled
9.	Jr. Technical Assistant	01	Skilled
10.	Sr. Peon or Sr. Office Attendants or Sr. MTS	02	Semi-Skilled
11.	Data Entry Operator	01	Skilled
12.	Gardener/Mali	03	Unskilled
13.	Housekeeping	07 (including 01 Female)	Unskilled

Note: The above requirement is only tentative and may decrease or increase as per the functional requirement and the volume of work etc. Any additional requirement / variation of manpower including qualifications shall be communicated to the Agency at the sole discretion of NFSU Bhopal Campus as and when the need arises during the period of contract

2. Category of Manpower, Designation and Eligibility Criteria

The illustrative list of manpower to be hired by NFSU Bhopal Campus during the period of contract shall be as under:-

S. No	Wage Category	Post Designation	Eligibility Criteria
1.	Un Skilled	Peon or Office attendants or MTS	<ul style="list-style-type: none"> • Preferable 8th Standard Pass • One year relevant experience. • Ability to read and write Hindi/English
		Helper	
		Housekeeping	
		Chowkidar	
		Mali (Mazdoor)	
		Cleaner or Sweeper or Laborer or any other unskilled worker as decided by administration department	
2.	Semi Skilled	Sr. Office Attendants / Peon / Any other manpower in semi skilled category as decided by Administration department.	<ul style="list-style-type: none"> • Minimum 12th Standard Pass. • Having worked as an unskilled person for 3 years in any Government or recognized Private Organization <li style="text-align: center;">Or • Person should be at least 10th Passed • 5 Years' experience in Government or recognised private organization. • Ability to read and write Hindi/English
		Senior Mali (Mazdoor),	
		1. Electric Meter Reader, 2. Asst. Lift/DG/AC Technician cum Operator, 3. Asst. Electrician, 4. Asst. Carpenter, 5. Asst. Plumber, 6. Asst. Cook 7. Any other technical manpower as decided by Administration department.	<ul style="list-style-type: none"> • Minimum 12th Standard Pass. • Certificate of Vocational training/license (for technical job) wherever applicable. • Having worked as an unskilled person for 3 years in any Government recognized Private Organization <li style="text-align: center;">Or • Person should be at least 10th Passed. • Certificate of Vocational training/license (for technical job) wherever applicable. • 5 Years' experience in Government recognized private organization. • Ability to read and write Hindi/English.

S. No	Wage Category	Post Designation	Eligibility Criteria
3.	Skilled	Technical Assistant (IT or Networking)	<ul style="list-style-type: none"> • ITI / BCA / B.Sc.(CS/IT) • 2 years' experience in similar filed.
		1. Electrician, 2. Plumber, 3. Carpenter, 4. Fitter, 5. Mechanic, 6. Lift/ HVAC/DG Technician cum Operator, 7. Jr. Technical Asst. or any other technical manpower as decided by Administration department.	<ul style="list-style-type: none"> • ITI in related filed • 2 years' experience in relevant filed in public / private / central / state government offices/institute.
		Driver	<ul style="list-style-type: none"> • Minimum 12th Standard pass from any recognized Board • Five years' experience in driving in government offices/institute. • Having valid driving license LMv, HMC, Bus etc.
		Cook	<ul style="list-style-type: none"> • Minimum 12th Standard • 5 years' experience in related filed
		Jr. Office Assistant	<ul style="list-style-type: none"> • Minimum Graduate from any recognized university • Knowledge of computer application • 3 years' experience in related filled in public / private / central / state government offices/institute.
		Hostel Caretaker, Facility Manager etc.	<ul style="list-style-type: none"> • Minimum Graduate • 3 years' experience in similar filed in reputed institute.
		Clerk, Supervisor, Receptionist, Data Entry Operator, Asst. Accountant, Store Keeper or any other manpower as decided by Administration department	<ul style="list-style-type: none"> • Minimum Graduate (in relevant field) from any recognized university. • Proficiency in typing, Experience in Data Entry in MS Office. • Proficient in Drafting, Accounting, Preparation of Bill, Store Records, Office records etc. • 2 years' experience in related filled in public/ private/ central/ state government offices/institute.

S. No	Wage Category	Post Designation	Eligibility Criteria
4.	Highly Skilled	Jr. Engineer – Computer / Electrical / Civil / Electronics & communications	<ul style="list-style-type: none"> • Diploma/Degree in Computer / Electrical / Civil • 3 years' experience in related filed in public / private / central / state government offices / Institute
		Sr. Technical Assistant	<ul style="list-style-type: none"> • ITI in relevant field • 8 years' experience in related filed in public / private / central / state government offices / Institute.
		Sr. Office Assistant	<ul style="list-style-type: none"> • Minimum Graduate from any recognized university • Knowledge of computer application • 8 years' experience in related filled in public / private / central / state government offices / Institute.
		Staff Nurse	<ul style="list-style-type: none"> • B. Sc. (Nursing) / Completed 3 years course in General Nursing and Midwifery (GNM) held by Nursing Council • 2 years experience in reputed hospital recognized by the central or state nursing council
		Library Professional Assistant	<ul style="list-style-type: none"> • Diploma/Degree in Library Science from recognized university • 03 years' experience in a Library / Computerization of a Library.
		Project Associates	<ul style="list-style-type: none"> • Min. Graduation in relevant filed • at least 3 years of relevant experience in public / private / central / state government offices/institute.
		Accountant	<ul style="list-style-type: none"> • Graduation with MBA (Finance) or M. Com. • At least 3 years of relevant experience in public / private / central / state government offices/institute
		Facility Manager	<ul style="list-style-type: none"> • Minimum Graduate from any recognized university • in relevant filed • 5 years of relevant experience in public / private / central / state government offices/institute

Note:

- a) **The above requirement is only tentative and may decrease or increases upon the volume of work, functional requirements etc. Any additional requirement / variation of manpower including qualifications shall be communicated to the Agency at the sole discretion of NFSU Bhopal Campus as and when the need arises during the period of contract.**
- b) In case any of changes in charges / Wages as per Govt. rules will be paid as per current notification of Govt. of India.

- c) Any other benefit as applicable from time to time, will be provided as per Central / State Government rules.
- d) The rates, mentioned above are tentative and may vary from time to time as notified by the State or Central Government.
- e) The rates to be paid by the contractor should not be less than Minimum Wages Act. Other rules and regulations are applicable when notified from time to time in the official gazette of Govt. of India.
- f) In the case of highly deserving and experienced candidate (In the 'Highly Skilled' Category) may be paid higher wages above the minimum wage (As per Minimum Wages Act) with mutual consent (In written form) between NFSU Bhopal Campus and the selected contractor.
- g) HRA (If applicable) may be paid for Highly Skilled Category as notified by the GOI.
- h) The Contractor shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI / EPF, EDLI, if applicable at his own level and maintenance of such records as per the rules & regulations.

3. List of Existing Manpower to be retained in the service by Service Provider:

Number of existing working/deployed manpower, who will be continued by the successful service provider under the new contract will be communicate at the time of agreement, subject to their consent to the terms and conditions of new contract concluded on the basis of this bid.

4. STANDARD TERMS & CONDITIONS

- a) **TERMINATION:** Notwithstanding anything contained herein before to the contrary, the NFSU Bhopal Campus shall have full power and authority to terminate this Agreement without assigning any reason by giving 30 (thirty) days clear notice in writing. Similarly, if the Agency/Contractor wants to rescind the contract, he/she are required to give at least 90 days' notice for withdrawal of services.
- b) **PENALTY.** In the event of the Agency/Contractor's failure to execute the work entrusted to it under this agreement satisfactorily, NFSU Bhopal Campus shall make alternative arrangement to do it and the difference of cost incurred by NFSU Bhopal Campus thereby shall be recovered from the Agency/Contractor's unpaid bills and Contractor's Security deposit. Besides, penalty as decided by NFSU shall also be levied and recovered.
- c) **REVISION OF RATE.** Effect of revision of Minimum Wage as per Govt. notification will be considered with its pro-rata effect subject to submission of application along with notification by the Agency/Contractor.
- d) **TAXES, DUTIES and LEVIES.** All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of Bid shall be borne by the Agency/Contractor.

- e) **PERIOD OF CONTRACT:** The contract shall be initially for a period of one year commencing from the award of contract and may be extended further up to maximum two years (one year at a time) subject to satisfactory performance and compliance of all terms and conditions of agreement. On the expiry of the contract, the University reserves the right to renew the contract on monthly/quarterly/six monthly/yearly basis on the terms and conditions that may then be mutually agreed upon till the finalization of new contract.
- f) **AGENCY/CONTRACTOR SUBORDINATE STAFF AND THEIR CONDUCT:** If and whenever any of the Agency/Contractor's employee shall be found guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that, it is undesirable for administrative or any other reason for such person/persons to be employed in the University, the Agency/Contractor if so directed by the competent authority, shall remove such person/persons from employment. Any person/persons so removed from the University shall not again be employed without the written permission of the competent authority of NFSU Bhopal Campus.
- g) The selected Agency/Contractor (Contractor) will have to pay taxes/income tax on contract amount as applicable. If any additional rates/taxes/income tax has to be paid, that shall be borne by the Agency/Contractor, otherwise it shall be deductible from his unpaid bills.
- h) At least one Representative/Supervisor or above level personnel should be deployed nearby NFSU Bhopal Campus who can visit the campus once in a week on regular basis.
- i) With mutual consent between the NFSU Bhopal Campus and the Contractor, any other conditions can be included in the agreement at the time of its execution.
- j) The contractor will supply the list of Personnel to be deployed with full particulars such as Name, Age, Educational Qualification, Experience details, Residential and Permanent address, etc. before the commencement of the Agreement.
- k) The contractor may be required to increase/decrease manpower at agreed rate and terms and conditions as and when required by NFSU Bhopal Campus.
- l) There will be a provision of 3 national holidays.
- m) The contractor shall be responsible for fulfilling all his obligations towards the person(s) deployed under the labor laws namely Industrial Disputes Act, Minimum Wages Act, Workmen Compensation Act, the Contract Labor (Regulation and Abolition) Act, EPF Act, Payment of Wages Act, ESI Act, Bonus Act, Maternity Benefits Act, Earned Leave, Shops & Establishments Act, Factories Act, or other labor rule, regulation applicable and amended from time to time. The Contractor shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF, EDLI, if applicable at his own level and maintenance of such records as per rule.
- n) **The contractor should be responsible for linking of UAN's and PF transfer of deployed manpower if any.**
- o) The Agency/Contractor shall employ adult staff as per the criteria decided by NFSU Bhopal Campus.

- p) The Agency/Contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work output.
- q) The Agency/Contractor shall adhere to the Minimum Wage Act and Rules set by the Ministry of Labour, Government of India., and in the tender application the categories of the labour to be engaged should be specified. The Agency/Contractor will make payment to his staff engaged as per the minimum wages rates for these categories, from time to time and follow the Contract Labour Act 1970 and Rules 1971 in this respect.
- r) The Agency/Contractor staff shall not be treated as the staff of NFSU Bhopal Campus for any purpose whatsoever. The Agency/Contractor shall be responsible for strict compliance of all statutory provisions of relevant labor laws applicable from time to time in carrying out the above job.
- s) The Agency/Contractor shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract Labor Act and all other labor and industrial enactment at his own risk and cost in respect of all staff employed by him and keep NFSU Bhopal Campus indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the acts etc. The Agency/Contractor will abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the Registers and display notices as required under the above-mentioned rules and regulations and NFSU Bhopal Campus or its authorized representatives shall be entitled to inspect all such records at any time.
- t) The Agency/Contractor shall disburse the wages to the workers through cheque/bank transfer between 1st to 3rd days of every month. Non-payment of wages within defined period of time by the Agency and any malpractice if noticed, will invite a penalty which may lead to termination of contract and blacklisting of the firm or any other decision deemed fit by the Competent Authority. The Agency/Contractor will also be liable to pay the disputed outstanding amount. The University (NFSU Bhopal Campus) shall not be directly responsible for the payment of wages to the employees. It will be the responsibility of the Agency/Contractor to make regular payment to the workers engaged by him as per the minimum wages applicable to the Central Govt.
- u) None of the employees of the Agency/Contractor shall enter into any kind of private work at different locations during working hours of the University.
- v) Based on the requirement of each job, the candidates recommended by the Agency for engagement/deployment will be decided by NFSU Bhopal Campus and its decision will be final in this regard. In case the University in its discretion finds any deployed person is not desirable and not suitable for whatever reasons will be at the sole discretion of the NFSU Bhopal Campus and upon so being notified by it, the agency shall be liable to withdraw such person(s) forthwith and substitute by a person(s) acceptable to the University
- w) Office timings will be as per University norms.
- x) The agency must provide I-cards, appointment/experience letters to each employee, clearly mentioned the terms and conditions of employment.
- y) Contractor should issue salary slips every month to each worker deployed by

them.

- z) Two sets of Uniforms in a year to be provided by the contractor to the all worker as decided by the University. The color and texture of the uniform will be decided mutually.
- aa) The personnel deployed under this contract shall maintain proper office decorum. They shall not disclose any secret official information to any unauthorized person.
- bb) The persons employed by the Contractor will not indulge in any unlawful or illegal activities which are against the interests of NFSU Bhopal Campus.
- cc) The workers employed by the Contractor shall be his sole employees and NFSU Bhopal Campus shall not have any relation whatsoever with employees of the Contractor. He will be fully responsible for their acts, conduct and any other liability.
- dd) The Agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed to work for NFSU Bhopal Campus. The contractor should pay the exact amount faithfully to the outsourced personnel without any additional deduction other than stipulated. Violation of this shall attract a warning at first instance and may lead to termination or recurring instances.
- ee) NFSU Bhopal Campus shall have no liability whatsoever towards any deployed personnel at the University or equipment of the Agency. All statutory requirements for the workmen are to be borne by the Agency and shall be the sole responsibility of the Agency.
- ff) The Agency shall not sub-contract the contract in whole or part.
- gg) NFSU Bhopal Campus reserves the rights to award the contract/work in full or in parts to any Agency and also terminate the contract/work at any stage if the performance of the Agency is found to be not satisfactory.
- hh) NFSU Bhopal Campus is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids. The lowest quoted bids may not fetch award of contract if the Committee is not convinced with the details and proofs submitted by the vendors.
- ii) In case of any loss, theft, sabotage etc. caused by or attributable to any of the personnel deployed by the Agency, the NFSU Bhopal Campus shall have the right to claim the damages from the Agency.
- jj) The Contract shall keep the University indemnified through a fidelity bond of Rs.5,00,000/- (Rupees Five lakh only) issued by a reputed insurance company against loss caused to the University, by the employees deployed by the Contractor at various points. The contractor will be liable for paying for any loss caused to the University. In case any employee of the contractor so deployed enters into dispute of any nature whatsoever it will be the sole responsibility of the contractor concerned to contest the same. In case University is also made party and is required to counsel fee and other expenses shall be paid to the University by the contractor. Further, the contractor shall ensure that no financial or other legal liability of any nature comes on the University in this respect.

kk) The University shall have the right to adjust, readjust or deduct any of the amounts as aforesaid from the payment to be made to the contractor under this contract or out of the security deposits of the contractor.

ll) In case of any deficiency in services by staff so deployed on contract basis, provide lesser number of manpower than the minimum required or in the case of disobedience by the staff so deployed on duty, the Director, NFSU Bhopal Campus or any other officer authorized by him shall be at liberty to impose penalty as may be deemed fit up to Rs. 5000/- (Rupees five thousand only) for each such occasion after giving him an opportunity of being heard in person. The decision of the Director, NFSU Bhopal Campus shall be final and binding on the contractor.

mm) **Termination of The Contract:-**

The contract may be terminated in any of the following contingencies:

- i. On the expiry of the contract period, without any notice;
OR
- ii. On failure of meeting the laid down compliances of Central or State Govt. w.r.t. Minimum Wages Act. In such case the contract will be terminated on a notice of 15 days from University.
- iii. On giving one month's notice by University at any time during the currency of services, in case the services rendered by the contractor are not found satisfactory and in conformity with the general norms and the standard prescribed for the services;
OR
- iv. On assigning of the contract or any part thereof or any benefit or interest therein or there under by the contractor to any third person for sub-letting the whole or a part of the contract to any third person, without any notice.
OR
- v. On contractor being declared insolvent by the competent Court of Law, the contract will be terminated without any notice;
OR
- vi. In case the contractor is not interested to continue the contract subject to the condition that the Contractor shall give minimum three months notice. If the contractor does not give the requisite notice as mentioned before, then his security deposit shall be forfeited and Bank Guarantee shall be invoked.

"Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period".

nn) In the event or exigencies arising due to the death, infirmity, insolvency of the Contractor or for any other reason or circumstances, liabilities there of the contract shall be borne by the following on such terms and conditions, as the Director, NFSU Bhopal Campus may further deem fit in public interest or revoke the contract, namely:

- a. Legal heirs, in case of sole proprietor
- b. Next partners, in the case of company or firm
- c. Otherwise the Director or his nominee, NFSU Bhopal Campus shall reserve

the right to settle the matter accordingly to the circumstances of the case, as he/she may think proper.

- oo) No party shall be allowed to be represented by the lawyer during any investigation enquiry, dispute or appeal.
- pp) Any legal dispute arising out of this contract shall be within the Jurisdiction of Bhopal Court(s).
- qq) In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever (except as to matter the decision of which is specifically provided under this contract) the same shall be referred to the sole arbitration of the Director, NFSU Bhopal Campus or his nominee on mutual agreement between both the parties.
- rr) The Contractor shall provide the copies of the relevant records during the period of contractor otherwise even after the contract is over whenever required by NFSU Bhopal Campus.
- ss) The contractor will be responsible for opening individual PF account of the employee if he does not have one and provide him with PF passbook and ESI Card. He needs to deposit the proof of depositing employee's contribution towards EPF/ESI etc. of each employee every month along with bills.
- tt) The contractor will be responsible for providing necessary documents and will bear the expenditure incurred on the same e.g. purchase of Non-judicial stamp paper etc. for furtherance of agreement with NFSU Bhopal Campus.
- uu) Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of NFSU Bhopal Campus shall block his/ her tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.
- vv) **Arbitration.** All disputes disagreements, questions or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract, which cannot be settled amicably, may be resolved through arbitration and the matter to be referred to the sole arbitrator to be appointed by "The Vice Chancellor" NFSU, under the provisions of The Arbitration and Conciliation Act 1996. The decision of the arbitrator(s) shall be final and binding both the parties. The standard clause of arbitration will be as following:-
 - i. All disputes or differences arising out of or in connection with the present contract including the one connected with the validity of the present contract or any part thereof should be settled by bilateral discussions.
 - ii. Any dispute, disagreement or question arising out of or relating to this contract or relating to construction or performance (except as to any matter the decision or determination whereof is provided for by these conditions), which cannot be settled amicably, shall within sixty (60) days or such longer period as may be mutually agreed upon, from the date on which either party informs the other in writing by a notice that such dispute, disagreement or question exists, will be referred to a sole

Arbitrator shall be appointed in writing by "The Vice Chancellor" NFSU.

- iii. The arbitration proceedings shall be conducted under the Arbitration and Conciliation Act, 1996 and the award of such Arbitration Tribunal shall be final and binding both the parties.
 - iv. The parties shall continue to perform their respective obligations under the contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of the said arbitration proceedings.
- ww) The award of such Arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his/her office or resigning or refusing to work or neglecting his/her work or being unable to act for any reason whatsoever the Director, NFSU Bhopal Campus shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the above said terms of the agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his/her predecessor. The Arbitration and Conciliation Act, 1996, which came into force on 25.01.1996, shall deem to apply to arbitration proceedings. The venue of the arbitration shall be Bhopal.
- xx) The contractor alone shall exercise the control over the personnel deputed and beyond the terms and conditions stipulated herein; the personnel shall be governed by the rules and regulations of the contractor.
- yy) That, the contractor will submit the EPF/ESI account of each individual employee appointed on outsource basis showing therein the total deposit of EPF/ESI account in a particular financial year of the University for information.
- zz) That, it is further understood and agreed between the parties that any changes in the payments structure viz. ESI, PF, Bonus, gratuity and service tax etc. as per the change in the law are recoverable from the client within the said statutory provisions of law. The service provider will be raising bill to NFSU Bhopal Campus accordingly. University will have all rights to recover the amount paid in excess due to change in statutory provisions if any.
- aaa) The Contractor shall abide by and follow all the Local and Central Laws strictly.
- bbb) That, all the payments to be made for the services provided by the contractor shall be made directly to the contractor who will raise the bills accordingly on monthly basis. No payments shall be made directly to the personnel so deputed by the contractor.
- ccc) That, the rates to be paid to the contractor should not be less than Minimum Wages Act. Other rules and regulations are applicable when notified from time to time in the official gazette/ Govt. of India.
- ddd) In the case of highly deserving and experienced candidate (In the 'Highly Skilled' Category) may be paid higher wages above the minimum wage (As per Minimum Wages Act.) with mutual consent (In written form) between NFSU Bhopal Campus & the successful contractor.

- eee) HRA (If applicable) may be paid for Highly Skilled Category as per notified by the GOI.
- fff) That the rates entered into between the contractor and NFSU Bhopal Campus for the purpose of supplying the aforesaid services on outsource basis can be revised by mutual agreement during the currency of this contract of revisions of rates as applicable in case of Govt. of India.
- ggg) The personnel shall observe such timings as are prescribed by NFSU Bhopal Campus from time to time. In the absence of any specific times having been provided for by NFSU Bhopal Campus normal office timings shall be followed. In case on certain occasion the office needs to be operated over time, no over time shall be payable.
- hhh) That, the contractor shall be liable for meeting all the statutory requirements as provided by the Acts governing labour laws i.e. Payment of Wages Act 1936, Contract labour (Regulation & Abolition) Act 1970, Minimum wages Act, Employees Provident funds (EPF) Act 1952, Employee State Insurance Act including EDLI, Payments of Bonus Act 1965, Payment of Gratuity Act 1972, private Security Agencies (Regulations) Act 2005, National, Casual, Annual Festival, Maternity, Leave Acts as applicable and as amended from time to time or any other rule framed there under from time to time by the Central or State Government and or any authority constituted by or under any Law, for the category of persons deployed by contractor. The rates so allowed to and paid to contractor shall include all such statutory liabilities and no excess amount shall be paid by NFSU Bhopal Campus.
- iii) That, the Contractor would be responsible for maintenance of the leave record of the personal engaged by the agency. The leave applications of the outsourcing manpower would be forwarded to the outsourcing agency and the agency would be responsible to keep record of their leave and follow the relevant rules raise the bill accordingly.
- jjj) That it will be the full responsibility of the contractor to deposit the statutory liabilities as applicable as per rule to the concerned department of the Central / State Government or the controlling agency, duly furnishing a copy to NFSU Bhopal Campus.
- kkk) That, NFSU Bhopal Campus shall not be liable for any default on the part of the contractor on his failure to fulfill the statutory requirements and the liability shall be the contractor's alone.
- lll) That no accommodation, any other allowance over and above the amount given to the personnel so employed shall be provided for by NFSU Bhopal Campus under this agreement.
- mmm) That the contractor shall be responsible for any loss or damage caused or suffered by NFSU Bhopal Campus on any account of negligence of the personnel supplied by the contractor. This shall include any physical, financial and vicarious losses. Loss or damage caused to any property of NFSU Bhopal Campus by any act or omission on the part of contractor's employees/ personnel shall be borne by the contractor. In the eventuality or such occurrence of loss or damage, an inquiry shall be made by the by the contractor in consultation with NFSU Bhopal Campus. The decision of the Registrar/OSD, NFSU Bhopal Campus shall be treated as final in this regard after the said inquiry.

nnn) That the bio-data of each personnel so provided for the outsourcing shall be supplied to NFSU Bhopal Campus along with a copy of police verification upon the identity and the testimonials of qualifications etc. Before changing any personnel so provided, prior information shall be given to NFSU Bhopal Campus.

ooo) **The agency should install a biometric attendance system at their own expenses at the NFSU Bhopal Campus for maintaining daily attendance of the employed manpower staff and submit the daily attendance report through email or print out of the same to the University. An consolidate monthly attendance report also be submitted along with the invoice.**

ppp) All the personnel deputed shall mark attendance daily in the biometric attendance system at beginning and at the end of completion of the duties in the NFSU Bhopal Campus office and the payment, shall be made to the contractor on the basis of attendance.

qqq) That in case of any disciplinary inquiry to be conducted against any delinquent personnel provided for by the Contractor to NFSU Bhopal Campus, the same shall be held by the Officer of the Contractor, in consultation with the Registrar of the NFSU Bhopal Campus.

rrr) All disputes shall be subject to Bhopal Jurisdiction only.

5. ELIGIBILITY CRITERIA FOR TECHNICAL EVALUATION:

- a) OID viz. Firm Incorporation Certificate, PAN details, GSTIN, EPF registration, ESI registration, Labour License etc. details are to be provided.
- b) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- c) The firm should be neither blacklisted by any Government Dept., nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- d) The firm should have minimum 3 years (2020-21, 2021-22 & 2022-23) continuous experience of performing job/outsourcing manpower service contract of similar nature in reputed Govt./Semi Govt./Govt. Undertaking/University/establishment/Institute of National Importance or reputed public or private organization and should have at least one annual contract of minimum value of Rs. 70.00 lakh at one location during last 3 years. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria. Purchase order / Work order copy along with Satisfactory Execution/Completion certificate by client with order value. Any other documents in support of order execution like Third Party Inspection release note, etc.
- e) The bidder should have experience of successfully completed all similar works during the 3 years from the date of publication of tender, in any of the above referred organizations as follows:-
 - i) two similar contracts of Rs. 50 Lakh per annum; or

- ii) One similar contract of Rs. 80 Lakh per annum.

The details of the same along with supporting document w.r.t. satisfactory execution of work from clients are to be submitted as per the Annexure-III.

"Similar Works" means execution of cleaning, housekeeping, sanitary, Administration manpower works. The service provider must produce work completion certificate from the clients. The work completion certificate should mention the details of work executed, the value of work done, the date of commencement and date of completion of the work or date of validity of the contract (in case of existing contracts).

- f) The bidder should have at least 1 running contract of similar work till the finalization of the contract of minimum value of Rs. 50.00 lakh. The details of the same along with supporting document w.r.t. performance certificate of work from existing clients are to be submitted as per the Annexure-IV.
- g) The firm must submit latest solvency certificate for at least Rs. 40.00 lakh or above from their bankers. The Bank solvency certificate should not be more than three months old.

Offline Submission of Solvency Certificate

Solvency certificate from scheduled or nationalized bank for up to Rupees 40 Lakh only should be submitted to the following address before 20-07-2023 at 1700 hrs:

**National Forensic Sciences University Bhopal
C/O Central Forensic Science Laboratory Bhopal
Barkheda Bonder
Bhopal- 462030, M.P.**

Note:

- 1. Submission of original Solvency Certificate after due date and tie will not be accepted in any case.***
- 2. In case of non-submission of original solvency certificate the bid will summarily rejected and no communication in this regard will be entertained.***

- h) Minimum annual turnover of the firm should not less than Rs. 30.00 Lakh in each year during last 3 years. Audited Balance sheet along with Profit & Loss Statement of the firm/agency for last 3 years (2020- 21, 2021-22 & 2022-23) duly certified by the Chartered Accountant with UDIN is to be submitted.
- i) Should possess active ISO 9001-2015 in providing similar type of services. Copy of the same is to be submitted.

6. ADDITIONAL TERMS AND CONDITIONS (ATC):

- a) Contractor shall be responsible for timely payment of wages of all employees engaged in NFSU Bhopal Campus not less than the prescribed minimum wages in each case and without any deductions of any kind except specified by Government of permissible under the Payment of Wages Act.
- b) **No, any kind of other charges can be collected from the employees in the name of registration fee, documentation charges etc. if successful bidder demands any charges from the employees the contract shall be terminated immediately**

and suitable action under law may be taken. Seeking any deposits or security amounts from the deployed resource or any other form of monetary acceptance by the service provider is strictly prohibited. If any such complaint is received, incident will be raised on GeM portal for suitable action as per incident Management policy of GeM. In addition, buyer department may separately initiate suitable penal action as per their laid down norms.

- c) **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid (i.e. not more than one month old from the date of publication of tender).
- d) The number of personnel required to be supplied by the contractor shall be subject to validity of labour licence issued from Concerned/Authorized Labour Department.
- e) All the uploaded documents should be readable and self attested by the contractor.
- f) Office of the Firm must be a commercial office, as per Administration guidelines.
- g) The TDS as applicable shall be deducted by the department from the bill raised by the contractor and deposited by the department accordingly.
- h) Bidder must have Dedicated/Toll free Telephone No. for Service Support.
- i) The Technical committee will examine the bid and find the firms which are eligible for qualifying technically in view of T&C of bid document.
- j) The Service provider/bidder (individual/firms/company) should not be blacklisted/prosecuted by any Center/State Government Union Territories/Department/Offices/Statutory Bodies/Autonomous Organizations/Research Institution/any court of law.
- k) Payment of salaries and wages: Service Provider is required to pay salaries/wages in bank account of concerned contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer along with all statutory documents like, PF, ESI etc. as well as the bank statement of payment done to staff.
- l) Certificate Bidders offer is liable to be rejected if they don't upload any of the certificates/documents sought in the Bid documents, ATC corrigendum if any and also upload an undertaking that " the bidder have carefully read the entire bid documents of bid and accept all terms and conditions of the bid.
- m) Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actual or as per applicable rates (whichever is lower), subject to the maximum of quoted GST%.

7. Buyer Added Bid Specific Terms and Conditions

- a) For timely payment to labour and EPF deposition regularly the engaged firm must submit bill monthly and at least in second week of running month. This is must to regular labour payment and EPF subscription (So that online EPF monitoring) can be done.

- b) The Firm is solely responsible for timely payment (1st week of month) ESIC and EPF deductions etc. and bill submission regularly (2nd week of month) to the office. The firm has no right to stop any manpower even when there is delay in bill payment due to their fault with the office.
- c) Payment for service job contract will be made monthly upon submission of pre-receipted bill along with all supporting document as per Bid document by the Contractor.
- d) The Firm must ensure submission of individual bio data which would be deployed. The firm cannot change the man power once it is selected and deployed to the particular post without permission of competent authority.
- e) The Firm has to ensure complete details with the start of work and in 30 days for EPF, ESI and other requirements of the office. This is a must for regularity in manpower supply and timely payment.
- f) The labour to be deployed should maintain secrecy and discipline in the premises of University.
- g) The Labour to be deployed for performing the job should be capable of efficiently attending the work and also having appropriate essential academic qualification.
- h) The contractor or his deployed workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- i) The selected agency shall deploy the required personnel's for execution of job at University, as per labour acts. The agency shall employ good and reliable persons. Employment of child labour would lead to the termination of the Contract beside legal action as per Law. In case any of the provided manpower is not found suitable by the University, the University shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
- j) The persons so deployed by the agency for performing the assigned job under this contract will be employee of the Agency/Contractor and will not be the employee of University and there will be no employer-employee relationship between the University and the person so engaged by the contractor in the aforesaid services/job.
- k) The service charges to be quoted should include cost of each and every item including material cost if any, transportation cost, manpower cost and taxes etc.
- l) The Contractor shall discharge all his legal & statutory obligations in respect of the each workers/supervisors to be employed/deployed by him for the execution of the work in respect of their minimum wages, EPF and ESI and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the University from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, NFSU Bhopal shall be final and binding on the contractor. Any statutory increase in Minimum Wages, EPF/ESI and taxes etc. during the term of the Contract and its consequential effect of EPF and ESI contributions and service tax/GST shall be reimbursed to the contractor by University. However, no request any alternation or increase in the Service Charge, to be quoted and payable to the Contractor/Agency as per Rule considered and accepted by the University on any condition/ground whatsoever during the entire term of the contract.

- m) The contract is subject to the condition that the contractor shall comply with all the Laws, Acts and Rules of Central Govt., State Govt. and Local Govt. relating to this contract made applicable from time to time.
- n) **Risk Clause:** NFSU Bhopal reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a period of Seven days and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from S.D. or pending bills of the Agency or by rising a separate claim.

8. LIQUIDATED DAMAGES CLAUSE:

- a) An amount of Rs. 200/- per day per job will be levied as Liquidated Damage whenever and wherever it is found that the work is not up to the mark OR not executed in any Unit/Section of the University. It will be brought to the notice of the supervisory staff of the Firm/Agency/Contractor, by University and if no action is taken within one hour, liquidated damages clause will be invoked and shall be deducted/recovered from monthly bill(s)/Security Deposit of the Firm/Agency/Contractor.
- b) Any misconduct/misbehavior and un-lawful activity on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
- c) If the required number of Workers are less than the minimum required then as a Penalty of Rs. 200/- per worker per day will be deducted from the bill.
- d) In case of any Loss or Damage etc. occurred to the movable or immovable property of the University due to any act or negligence of the worker(s) deployed by the Firm/Agency/Contractor for execution of job/services as per Annexure-1, the said Loss/Damage etc. shall be recovered from the Firm/Agency/Contractor either from monthly bills or Security Deposit.
- e) The Director, NFSU Bhopal reserves the right to reject any or all Tenders in whole or in part without assigning any reason therefore. The Decision of Director, NFSU Bhopal shall be final and binding on the contractor/agency in respect of any clause under the Contract.

9. MODE OF PAYMENT:-

- a) The agency shall submit monthly bills for the preceding month on first working day of next month. The proof of contribution made for ESI/EPF/GST paid for the Manpower deployed by the Contractor at the University are also to be deposited by the Agency/Contractor within 08 days of receipt of payment of preceding month. [Copy of separate challan in favour of this University is required along with Bill. The University shall make payment through e-payment mode to the agency/contractor, in a reasonable period viz. 30 days after completion/fulfillment of all obligations by the Contractor/Agency.

- b) Income tax and GST/TDS as per rules will be deducted by the University from each monthly bill.
- c) The Contractor/Agency shall have to pay the monthly wages to his worker through cheque OR through electronic mode/e-payment of bank in the Account of workers and submit the photocopy of Bank Account Passbook of the each workers in the respective month of Bill on or before 07th of every month at his own resources and the Agency shall have to submit required monthly detail including Wages Register/EPF/ESI etc. to the Authorized Officer/Officers of University for verification if firm pay less than minimum wages to his workers, the whole payment will be seized.
- o) **LOSS AND/OR DAMAGES:** Any theft, damage or loss of property (movable or immovable) of University occurred by the contractor or its deployed manpower or due to negligence of Contractor or its deployed manpower would be recovered from the Contractor and decision of the Competent Authority of University shall be a binding on agency.
- p) **SECURITY DEPOSIT:-** An amount of 10% of total contract value shall be deposited as security money/performance guarantee within a 15 days from the award of contract to Agency/Contract. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused due to the negligence of the personnel deputed by the agency. No interest will be paid on the security money deposited with the University.
- q) The selected Agency/Contractor has to execute an Agreement on Non-judicial Stamp paper of appropriate value, containing all terms/conditions etc.
- r) The prospective bidders are advised to have a complete survey of whole campus of NFSU Bhopal, for on the spot complete assessment of all the sites / location and field conditions, before offering rates.
- s) All documents to be furnished/attached with their Bid form by the Bidder must have to be signed and stamped by the bidder. No extra documents need to be attached with the tender form.

ANNEXURE – I

Undertaking

To

Director

NFSU Bhopal Campus

C/o CFSL Bhopal

Barkheda Bunder,

Indore-Bhopal Highway, Bhopal

(Notice Inviting Bid for Manpower Outsourcing Service - Minimum Wages at NFSU Bhopal Campus)

Sir,

1. I /we hereby submit our bid for Manpower Outsourcing Service - Minimum Wages at NFSU Bhopal Campus along with other required documents.
2. I/ We are enclosed herewith the following in favour of NFSU Bhopal towards EMD & Tender Fee.

Particular	Amount	Transaction No. & Date	Bank Name
Tender Fee	Rs. 500/-		
EMD	Rs.		

3. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
4. I/We shall provide trained manpower. Full manpower will be engaged on daily basis for the Services sought under this contract as per given schedule or as per instructions issued by NFSU Bhopal Campus.
5. I/We agree to pay minimum wages, EPF, ESI / Workmen Compensation Insurance, bonus, and other statutory payments on or before 1st day of every month.
6. Substitute manpower will be made available as and when required. Extra manpower if any called during conference / meetings etc. will be provided on 24 hours' notice.
7. I/We will issue two sets of Uniforms (in summer and winter including Winter Jacket/Sweater) in a year and Identity Card to all the workers as decided by the University within 15 days of award of contract without any charges from them and it will be replaced as and when required and all the expenditure will be borne by me/us.
8. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI / Workmen Compensation Insurance, Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government of India from time to time and shall be fully responsible for any violation.

Thanking you

Yours faithfully,

(Authorized Signatory with Seal)

ANNEXURE – II

**CERTIFICATE
(to be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Signature:

Place:

Name:

Designation:

Seal:

Contact No

ANNEXURE – III

Experience Details:

S. No.	Evaluation Criteria	Name of the Client	Order No. & Date	Amount
	List of Purchase Order / Work Order where the similar type of Work executed by you during the 3 years from the date of publication of tender			
1.	Two similar works of Rs.50 Lakh or above OR	1.		
		2.		
2.	One similar work of Rs. 80 Lakh or above			

Note: Supporting documents (purchase order/work order issued by the clients along with satisfactory completion certificate) are to be attached along with the Annexure-III.

Date:

Authorized Signatory

Signature:

Place:

Name:

Designation:

Seal:

Contact No

ANNEXURE – IV

Running Contract Details:

S. No.	Name of the Client with contact details	Order No. & Date	Amount (Rs.)
1.			
2.			
3.			
4.			

Note: Supporting documents (purchase order/work order issued by the clients along with completion / satisfactory certificate) are to be attached along with the Annexure-V.

Date:

Authorized Signatory

Signature:

Place:

Name:

Designation:

Seal:

Contact No

ANNEXURE –V**COMPANY PROFILE**

Name of the Party	
Date of Incorporation / Establishment	
PAN Number	
GST Identification Number	
EPF Registration	
ESI Registration	
Labour License	
Office Address for Postal Communication	
Local (Bhopal) office address	
Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached	Name:
	Designation:
	Email:
	Mobile:
Details of Contact other than Authorized Signatory	Name:
	Designation:
	Email:
	Mobile:

Date:

Authorized Signatory

Signature:

Place:

Name:

Designation:

Seal:

Contact No.: