

DETAIL NOTICE INVITING TENDER

e-Tender is invited for purchase of below mentioned items 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	Description of work / Items	EMD to be deposited by Bidder	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	To engage gunman on contract basis through agency.	₹ 2.00 lacs	₹5000 & ₹ 1000	24.01.2017 at 16:30 hrs	14.02.2017 upto 17.00 hrs.	16.02.2017 upto 15.00 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 shall be made by eligible bidders online directly through Internet Banking Accounts and e-Service Fee through Debit Cards & Internet Banking Accounts. 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. 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. He/ She will be required to make online payment of (₹ 2.00 lacs) towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.
3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. on or before (14.02.2017 at 17:00 hrs); and make payment via RTGS /NEFT or OTC 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 interested bidders shall have to pay mandatorily e-Service fee (Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

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

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	(24.01.2017 at 16:30 hrs)	(16.02.2017 after 15:00 hrs)
2	Technical Bid Opening		16.02.2017 after 15:00 hrs	
3	Financial Bid Opening		To be intimated later on	

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.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

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.

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 **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.

4 **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 eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

5 **Download of Tender Documents:**

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

6 **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.

7 **Online Payment of Tender Document Fee, eService fee, EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

i) **Online Payment of Tender Document Fee + e-Service fee:**

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee shall be made by bidders/ Vendors online directly through Internet Banking Accounts and eService Fee through Debit Cards & Internet Banking Accounts. The Payment for EMD 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.

ii) **PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope: The required 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.

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

8. ASSISTANCE TO THE BIDDERS:-

In case of any query regarding process of etenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:

Office Timings of Help-desk support for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official email-chandigarh@nextenders.com for on-time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

Important Note:-

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

Schedule for Training:

<i>Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11: 30 am upto 3:00 pm) of each month at following addresses:</i>		
Nextenders (India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K.Chowk, Opp. B.K.Hospital, NIT, Faridabad	Nextenders (India) Pvt.Ltd. Public Health Division No. 2 Hisar, Model Town Opp. N.D Gupta Hospital, Hisar Contact: 9034357793	Nextenders (India) Pvt. Ltd., Nirman Sadan (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, Chandigarh -160020 For Support- 1800-180-2097, 0172-2582008-2009

For Support Call – 1800-180-2097

Haryana eProcurement Help Desk Office will remain closed on Saturday (except 4th Saturday), Sunday and National Holidays.

NOTE:- 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>.

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.

Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.

- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as “successful” in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.

iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

D) Over-the-Counter (OTC)

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash(if amount is <=₹ 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

(i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.

(ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.

(iii) Bidder clicks on "Continue" button.

(iv) The e-Procurement portal displays the details of payment. Bidders clicks on "print _challan" and prints the OTC challan.

(v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)

(vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e-Procurement portal prior to accepting the payment.

(vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.

(viii) ICICI Bank will commit the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.

(ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.

(x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.

(xi) The status of payment will be displayed as "verification successful" in e-Procurement portal, when the bidder clicks on verification option in the portal.

(xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender

Sr no.	Scenario	Do's / Don't's
1	In the event of making Payment through NEFT/RTGS	<p>Do's</p> <ul style="list-style-type: none"> • It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are: <ol style="list-style-type: none"> 1) Beneficiary account no: <client code> + <random number> 2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders) 3) Amount: As mentioned on the challan. It is specific for every tender/transaction 4) Beneficiary bank branch: ICICI Bank Ltd, CMS 5) Beneficiary name: As per the challan • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD • It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parites are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender • Bidder has to make only single payment against a challan as per the amount mentioned on the challan. • Bidder must do the payment before tender validity gets expired

Don't's

- Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:
 - 1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account
 - 2) Incorrect Beneficiary account number mentioned(<client code> + <random number>):-
 - a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.
 - 3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account. In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.
- Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.
- Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.
- Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder

2	In the event of making Payment through OTC	<p>Do's</p> <ul style="list-style-type: none"> • It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: <client code> + <random number> Amount: As mentioned on the challan It is specific for every tender/transaction Beneficiary name: As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan • Bidder must do the payment before tender validity gets expired • Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender
		<p>Don't's</p> <ul style="list-style-type: none"> • If the bidding amount is greater than Rs49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque • It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD

**SCOPE OF WORK, ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS
FOR PROVIDING SECURITY SERVICES:-**

SCOPE OF WORK

- 1) Providing security services for the office of Director General, State Transport, Haryana, Chandigarh and General Manager, Haryana Roadways in various depots all over Haryana and Delhi.
- 2) The Security Agency/ Service Provider shall also be responsible to accompany the cash branch officials of Haryana Roadways for the safety of the cash transferred to banks on day to day basis. He will be responsible to safe guard the cash in transit for banking transactions.
- 3) The Security Guards provided by Security Agency will be deployed for the security of bus-stands/workshops/ office buildings, other movable and immovable assets, equipment's, machinery, buses and other valuable items of the department. The Agency shall also be responsible to protect all movable and immovable assets from theft/pilferage or damage. The Agency will ensure the safety of employees, visitors, guests and any other persons working in the premises of State Transport, Haryana office in Chandigarh/various depots/offices of Haryana Roadways.
- 4) The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.
- 5) The Service provider shall provide adequately trained and well-disciplined security guards having valid Non-prohibited Bore Weapon Licence who shall safeguard the Cash Branch of State Transport Head Quarter at Chandigarh and the Cash Branch of various depots of Haryana Roadways in Haryana and Delhi. The Service provider shall be responsible to safeguard the cash branch round the clock (24 hours).
- 6) The security personnel shall be duly trained in Fire Safety Operations and should have the knowledge of operation of various fire fighting equipments installed by Haryana Roadways at various locations in the premises. A mock drill may be organized every fort night in the premises to ensure alertness and safety.
- 7) The Agency shall keep the department informed of all the matters of security and co-operate in the investigation of any incident relating to security.

ELIGIBILITY CRITERIA:

1. The Service Provider /tenderer may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, registered incorporated under appropriate Act or under Private Security Agencies(Regulation) Act 2005 etc. as per law. The firm must

be registered and must have valid registration certificate for the last two years prior to the date of submission of tender documents.

2. The Service Provider shall have at least one years' experience in the field of providing Security services in Government Offices/Public Sector Undertakings/State Government. List of such Organisations to whom the security Services was provided in the last one year be attached with the bid documents as proof.
3. The annual turnover of the bidder during the last two consecutive financial years (2014-15, 2015-16) shall not be less than Rs. one crore each year. Proof of annual turnover per year duly attested by CA shall be attached with the technical bid.
4. The Service Provider should be in possession of necessary license/registration from Government Authorities for running the business of security services and should have necessary permission from Government Authorities for possession of arms and ammunition in respect of armed guards.
5. It is the responsibility of Security Agency to get the verification done in respect of Security Guards from local Police station and a copy of such verification must be submitted in the office of Director, State Transport, Haryana/GM, Haryana Roadways, as the case may be, before the commencement of contract.

❖ **BLACK-LISTING OF THE FIRM/AGENCY:-**

Director, State Transport, Haryana shall have the authority to black-list the firm for a period upto 3 years in the cases of failure or default in the performance or responsibilities or breach of terms and conditions of the DNIT or any agreement or job/service as the case may be. The Director, State Transport, Haryana may resort to black-listing for a period exceeding three years or in perpetuity, if the gravity, magnitude or culpability of conduct requires stern action. An illustrative (not exhaustive) list of such acts is given below:-

- (i) Dishonest/fraudulent/sharp practices indulged in by the party concerned.
- (ii) Advancing a claim on the basis of forged document.
- (iii) Material concealment/suppression of facts or gross misrepresentation of facts.
- (iv) Conviction for an offence involving corruption or any other serious act or conduct etc.
- (v) Any other case or situation involving National Security.

OTHER TERMS & CONDITIONS FOR THE SUBMISSION OF BIDS

1. The Contractor shall provide dedicated security guards and any change in the personnel supplied should be made only in very exceptional circumstances. Replacement of security guards should be provided only in the event of sickness or in any other unavoidable circumstances or when the guard is absent. The guards must report to duty strictly for eight hours (in each shift), seven days a week as per the roster or duty schedule to be prepared in

this regard. Necessary copies of license in possession and operation of arms and ammunition should be furnished in the office in respect of replacement of any armed guard. **The guards provided to the Departments shall be paid minimum wages as per provision of Minimum wages Act, 1948 or any amendments thereafter in the Act.**

2. Payment of minimum hire charges, as agreed upon subject to TDS, shall be made on monthly **basis within three weeks** of submission of bill after completion of the month.
3. The expenses on uniforms, other accessories, rainy-wear etc. shall be borne by the successful contractor/Bidder.
4. The liability on account of Service Tax, P.F, ESI, Welfare and Health facility, payment of bonus, Insurance, and other dues payable to the Govt. or the personnel deployed as security guard shall be solely and wholly, the responsibility of the contractor and the department will not bear any liability.
5. ***The contract for hiring of security guards can be cancelled with a notice period of two months, without assigning any reason.***
6. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied on the basis of certificate signed by the DGST/General Manager concerned. The penalty for some of the defaults is as under:-

S.No.	Nature of default	Penalty Rs.
1.	Late Reporting	₹ 100/- per day.
2.	Non Reporting	₹ 500/- per day.
3.	Refusal of duties	₹ 500/- per instance.
4.	Non-observation of dress-code	₹ 100/- per instance.
5.	Change of security guards without prior permission	₹ 1000/- per instances.

7. A log sheet, specifying daily reporting and relieving time of security guards shall be maintained for each guard. The Contractor/Service Provider should submit the duly filled log sheet, signed by the Authorised Controlling Officer, along with the bill, on monthly basis.

8. The security guards to be provided by the Service provider/tenderer should satisfy the following conditions:-
 - a) Armed Guards with proper and valid arms and ammunition license issued by the Govt. Competent Authority only will be allowed to perform duty.
 - b) Guards should wear the uniform, while on duty, as mutually decided by the contractor and Authority in Haryana Roadways.
 - c) Guards should have undergone proper training on all security related issues and, should be decent and well behaved.
 - d) Once the Guard has been allotted a location for security, he/she shall remain in the same location till he/she is shifted by the authorised officer and proper record of such shifting shall be maintained.
9. The initial period of contract shall be for one year extendable up to 2 years, one year at a time depending on performance of the Agency and at the discretion of DIRECTOR/DIRECTOR GENERAL, STATE TRANSPORT, HARYANA, CHANDIGARH.
10. The tender document containing eligibility criteria, scope of work, terms & conditions and draft agreement can be downloaded from Website (<https://haryanaeprocurement.gov.in>) Bidders are required to submit tender documents fee in favour of "Director, State Transport Haryana, Chandigarh" payable at Chandigarh of ₹5,000/-. (Haryana based MSEs are exempted from payment of tender fees)to be deposited online only.
11. The interested Agencies/Bidders are required to upload the technical and financial bid on official website <https://haryanaeprocurement.gov.in> on or before 16.02.2017 at 15.00 Hrs. The technical bids shall be downloaded on the same day at 15:00Hours in the presence of the bidders or their authorized representatives who wish to remain present.
12. The bidder shall deposit Earnest Money Deposit (EMD) of ₹2,00,000/- (₹Two Lacs only) (Haryana based MSEs are exempted from payment of EMD)along with technical bid to be deposited online only.
13. Bids received without Earnest Money deposit (EMD) shall stand rejected and shall not be considered for evaluation at any stage.
14. Earnest Money Deposit (EMD) of unsuccessful bidders shall be returned after finalization of contract with successful bidder, without payment of any interest.
15. **Performance Security/ Bank Guarantee:** -Successful bidder has to deposit within two weeks a Bank Guarantee issued by any Nationalized Bank/Scheduled Bank, equivalent to 5% of the total

order value(i.e.₹8.00 lacs) valid for 30 months from the date of Agreement/ letter of Award. This is liable to be revoked/ forfeited in case of failure to meet the contractual obligations, including terms and conditions contained in the agreement/ NIT. The selected agency has to extend the validity of the Bank Guarantee deposited, if required by the department without assigning any reason. (2% of the order value in case of Haryana based Firms and 0.2% of the total order value in case of Haryana Based Micro and Small Enterprises)

16. The Bank Guarantee/Performance Security is liable to be encashed/ forfeited in case of failure to meet the contractual obligations by the contractor.
17. The EMD of the successful bidder will be returned only after submission of required Performance Security in the office.
18. Technical bid documents will be downloaded by the Committee constituted by DIRECTOR, STATE TRANSPORT, Haryana, Chandigarh on 16.02.2017 after 15.00 hrs. in O/o Joint/ Additional Transport Commissioner, 30, Bays Building, 2ndFloor, Sector-17, Chandigarh in the presence of bidders and/or their authorised representatives, who wish to attend. The authorised representatives attending the Technical Bid downloading of the tender should carry authority letter from the bidder/tenderer.
19. All pages of the tender should be duly signed by the owner of the firm or his/her Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the Power of Attorney/Authorization is required to be enclosed along with tender documents.
20. Any request for any deviation /changes in the tender terms & conditions or in the quoted rate on any ground by the bidders will not be entertained.
21. The bidders can be called to assist in the analysis, evaluation and computation of the bids, for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
22. After evaluation, the work shall be awarded to the Agency fulfilling all the terms & conditions and who has quoted the lowest rate complying with the provisions of Minimum Wages Act. In case two or more Agencies are found to have quoted the same rates, the Competent Officer authorized by DIRECTOR/DIRECTOR GENERAL, STATE TRANSPORT, Haryana, Chandigarh shall decide about the Agency to which the offer shall be granted based on the report on the basis of past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.
23. The full particulars of the personnel to be deployed by the Agency including their names and

addresses along with verification, shall be furnished in the office of DGST Haryana/General Manager, Haryana Roadways/FSO ISBT, Delhi before they are actually deployed for the job.

24. The Agency shall not deploy or shall discontinue deploying the person(s), if so desired by the General Manager, Haryana Roadways concerned at any time without assigning any reason whatsoever.
25. A local representative of Service Provider shall be Incharge of the security system and shall be responsible for the efficient rendering of the service under the contract. The security personnel shall be equipped with latest communication systems/mobile. Night Guards shall be equipped with proper protection and lighting devices. While working at the premises of Haryana Roadways, Depots/Transport Department Haryana office, the security officers shall be under direct supervision and direction of concerned General Managers, Haryana Roadways/DST, Haryana as the case may be. This will however not absolve the Agency's responsibility to perform as per agreement.
26. A senior level representative of the Agency shall visit depots/sub-depots of Haryana Roadways premises at least once-a-week and review the service performance of its personnel. During visit, Agency's representative will also meet the officer dealing with service under the contract for all feedback regarding the work performed by his personnel and remove deficiencies, if any, observed in their working and will also informs to concerned General Managers/DST, Haryana about the corrective steps taken.
27. The Agency shall ensure that any replacement of the personnel, as required by General Manager, Haryana Roadways/DST Haryana for any reason specified or otherwise, shall be effected promptly without any additional cost to the Haryana Roadways. If the Agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the DST Haryana/General Manger, Haryana Roadways concerned at Agency's own cost.
28. The Agency shall provide good uniform as mutually decided with name badges to its personnel deployed at Haryana Roadways site at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as arms and ammunition belt, shoes, socks, caps, torch with cell, cane stick, etc. shall be borne/supplied by the agency at its cost.
29. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the Haryana Roadways of India/any State or any Union Territory.

30. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the authorised Haryana Roadways officials authorised for the purpose. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the Security Provider with approval of DIRECTOR, STATE TRANSPORT, HARYANA, CHANDIGARH/GMs HR.
31. The Security Provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, relating to payment of wages, allowances, compensations, EPF, Bonus, Gratuity, ESI, Service Tax, TDS etc. and other dues payable to the Govt. with respect to personnel deployed by it at Haryana Roadways site the contractor for any accident caused to the personnel deployed by him and the department shall not be liable to bear any expense in this regard. The Service Provider shall make payment of the contractor shall be solely responsible wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the DIRECTOR, STATE TRANSPORT, HARYANA CHANDIGARH for whatever reason.
32. The Service Provider shall also pay wages to the Guards through their bank account only and invariably furnish the records of payments etc. in a systematic way on monthly basis. The Agency shall also be responsible for the insurance of its personnel. The security agency shall specifically ensure compliance of various Laws/Acts, including but not limited to the following along with their enactments/ amendments/modifications: -
- (a) The Payment of Wages Act 1936 or amended time to time.
 - (b) Minimum Wages Act, 1948 or amended time to time.
 - (c) The Factory Act, 1948 or amended time to time.
 - (d) The Employees Provident Fund and Miscellaneous Provision Act, 1952 or amended time to time.
 - (e) The Contract Labour (Regulation and Abolition) Act, 1970 or amended time to time.
 - (f) The Payment of Bonus Act, 1965 or amended time to time.
 - (g) The Payment of Gratuity Act, 1972 or amended time to time.
 - (h) The Employees State Insurance Act, 1948 or amended time to time.
 - (i) The Employment of Children Act, 1938 or amended time to time.
 - (j) The Motor Vehicle Act, 1988 or amended time to time.

It shall also ensure that at the time of application it possesses valid registration/certificate licence under the provisions of the relevant Acts.

33. In case of any theft or pilferages, loss or other offences, a team consisting of one official of deptt. And one senior official of Agency will investigate and submit a report to GM Haryana Roadways DIRECTOR, STATE TRANSPORT, HARYANA, CHANDIGARH and maintain liaison with the police. FIR will be lodged by State Transport, whenever necessary.
34. The Agency shall ensure that security staff appointed by them is fully loyal to and assist the GM Haryana Roadways State Transport, Haryana/DST, Haryana during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the General Manager, Haryana Roadways concerned.
35. In case of any loss that might be caused to the State Transport, Haryana due to lapse on the part of the security personnel discharging security duty, responsibilities will lie upon the Security Provider and Haryana Roadways shall have the right to deduct appropriate amount.
36. As and when Haryana Roadways requires additional security strength on temporary or emergent basis, the Agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the Haryana Roadways. Similarly, if the security personnel deployed by the Agency any time are found absent from duty or sleeping or found engaged in irregular activities, the Haryana Roadways shall deduct the requisite amount at the pro-rata rates from the bill of the Agency besides imposition of penalty for non-observance of the terms of contract.
37. The Agency shall arrange to maintain at the security desk/booth, the daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time. The Agency shall submit to, Haryana Roadways an attested photocopy of the attendance record and enclose the same with the monthly bill.
38. The General Manager, Haryana Roadways concerned shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
39. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government which will not be more than DC rates.
40. In case of non-compliance/non-performance of the services according the terms of the contract, General Manager, Haryana Roadways/DST Haryana shall be at liberty to make

suitable deductions from the bill without prejudice to its right under other provisions of the contract.

41. The Agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify Haryana Roadways against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in Haryana Roadways concerned premises/facility.
42. The agency and security personnel appointed shall not disclose any confidential information related to Haryana Roadways /DST Haryana office to anyone or any third party. Any breach of confidentiality shall be a violation of the terms & conditions of this agreement.
43. **Arbitration Clause:-**The decision of Additional Chief Secretary to Govt. of Haryana, Transport Department in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency. All disputes & difference rising out of or concerning whatsoever, shall be referred to the sole arbitrator, i.e. Additional Chief Secretary to Govt., Haryana, Transport Department acting as such at the time of the time of the reference. There will be no objection to such appointment that the Arbitrator so appointed is a Govt. servant, that he has to deal with such matter in the course of duties as Govt. servant and might have expressed views on all or any of the matters in disputes all differences. The award of such Arbitrator shall be final and binding on the parties involves. The arbitrator has the powers to extend the time for making the award on request from either of the parties.
44. Any dispute or differences or claim etc. shall be subject to the exclusive jurisdiction of courts situated at Chandigarh only. No other court shall have the jurisdiction to entertain or try any matter concerning this tender.
45. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
46. An agreement shall be signed between the successful bidder and concerned GMHR /DST Haryana as per specimen enclosed.
47. Bid once submitted shall not be allowed to be withdrawn and any default, after acceptance of bid, shall be deemed to be non-compliance of terms of contract and would liable to forfeiture of bid EMD/performance Security or levy of penalty, as the case may be.

As per new guidelines / terms and conditions received from Labour & Employment Govt. of

India the following clauses are also to be considered by the security agency while submitting the tender documents:-

- a) Employer of the establishment covered under the Act is directed to get the declaration in Form no. 11 (New) from all the employees joining the establishment in a month and eligible to become member of the Fund and upload the same in Universal Account Number (UAN) Portal within 25 days of close of each month.
- b) Employer of the establishment covered under the Act is directed to disseminate the UAN generated by EPFO to all his existing employees who are members of the Fund within 15 days from the receipt of UAN and get acknowledgement from them.
- c) Employer of the establishment covered under the Act is directed to get the UAN activated by his employees who are members of the Fund within 15 days of such dissemination.
- d) Employer of the establishment covered under the Act is directed to duly seed the KYC details of such members (such as bank account details, PAN, AADHAR within one month of the receipt of UAN so as to enable them to avail the services from EPFO.
- e) Employer of the establishment covered under the Act is directed to seed AADHAAR number in respect of the members who have got AADHAAR within one month of receipt of UAN. Wherever the members do not have AADHAAR, the employer is directed to obtain a certificate from such members of the Fund to the effect that they have no AADHAAR within one month of receipt of UAN. AS soon as the AADHAR is submitted by any member, the employer is directed to upload the same on the UAN Portal within 15 days of receipt.
- f) Employer of the establishment covered under the Act is directed to ensure incorporation of UAN and to seed all relevant information in the claim form before forwarding the same to EPFO.

**Director State Transport,
Haryana, Chandigarh.**

(Signature of Applicant)

TENDER DOCUMENT**(TECHNICAL BID)****TECHNICAL BID FOR PROVIDING SECURITY SERVICES TO STATE TRANSPORT HARYANA****PROFORMA FOR TECHNICAL BID**

1.	Name & Address of the Tenderer Organization/Agency with phone number, email and name and telephone/mobile of contact person.	
2.	Experience in the work of providing Security Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 3 years along with a certificate from the agency where the job was carried out. The Agency must attach copies of certificate(s) about "Satisfactory Performance" from previous employer(s).	
3.	Set-up of your Organization, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this services: (Write Yes or No, attach details)	
(a).	Is the establishment registered with the Government under Private Security Agency (Regulation) Act, 2005 or amended. Please give details of the registration number along with document/evidence.	
(b).	Undertaking of the Agency confirming the available of the adequate manpower of requisite qualification and experience for deployment in Haryana Roadways offices.(Attach the copy of undertaking)	

4.	<p>Are you covered by the labour Legislations, such as, Contract Labour Act (ESI), EPF, Gratuity Act, Service Tax etc. (Write Yes or No)</p> <p>(Attach valid certified copy)</p>	
5.	<p>Please give:</p> <p>EPF No. :</p> <p>ESI Code :</p> <p>Gratuity Act Regn No. :</p> <p>Registration/Licence of Private Security Agencies (regulation) Act 2005 or amended.</p> <p>(Attach copies of above said documents)</p>	
6.	<p>Are you governed by minimum wages rules of the Govt. of India? If yes, please give details.</p>	
7.	<p>Please attach copy of last two years return of Income Tax.</p> <p>(Financial Year 2014-15, 2015-16)</p>	

8.	<p>Please attach balance sheet of the company, duly certified by Chartered Accountant for last two (2) years.</p>	
9.	<p>PAN No. (Please attach copy)</p>	
10.	<p>VAT No. (Please attach copy)</p>	

11.	Trade License No. (Please attach copy)	
12.	Service Tax Registration No. (Please attach copy)	
13.	Details of Labour Licence:	
14.	Power of Attorney/authorization for signing the bid documents	
15.	Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). In addition to the undertaking, the firm shall produce certificate/verification from local police station. Indicate any convictions in the past against the Company/firm/partner.	
16.	Or department with regard to the functioning of the Please submit an undertaking that the company/firm/proprietor is not blacklisted by any Govt. undertaking company/firm/proprietor.(Please attach the copy of undertaking)	

Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.

(Signature of Applicant)

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. Terms & Conditions (each page must be signed and sealed)
2. Financial Bid.(To be submitted online only)

(Signature of Tenderer with seal)

Name:.....

Seal:

Address:.....

Phone No (O):.....

Fax No. (O):.....

(Signature of Applicant)

CHECK LIST**(To be attached with technical bid)**

S.No.	Particulars	Yes	No
1.	Brief profile of the company.		
2.	Copy of PAN Card		
3.	Copy of licence under the Private Security Agency under regulation Act-2005		
4.	Copy of EPF/ESI Registration		
5.	Copy of Service tax registration		
6.	Copy of Labour Licence		
7.	Copy of Income Tax Return		
8.	Copy of service of incorporation of company/firm/proprietary business		

(Signature of Applicant)

(FINANCIAL BID PROFORMA)**FINANCIAL BID FOR PROVIDING SECURITY SERVICES TO STATE TRANSPORT HARYANA****(To be submitted online only)**

S.No.	Particulars	No. of armed security guards required	Total Amount (in ₹) for 100 Armed Security Guards	Total Amount (in Words)for 100 Armed Security Guards
1.	Armed Security Guards (Ex-serviceman/ Civilian) Minimum wages fixed as per minimum wages Act.	100 (may be extended upto 110 as per requirement)		
2.	Other service charges (Please specify)			
3.	Add Service Tax			
4.	Total Amount (in ₹) (Is not liable to change)			

Proforma for armed security guards rates per month

Particulars	Total Amount (In ₹)	Total Amount (In Words)
Rate for one armed security guard per month	Basic Pay : 9900.00 ESI: 4.75% : 470.25 EPF: 13.61% : 1347.39 Service Charges : 118.35(1.01%) S.Tax: 12.36 : 1462.93 Total : 13298.92 Round : 13299.00	
Rate for 100 armed security guards per month	₹13299.00x100 = ₹13,29,900.00	

(Signature of Applicant)

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note:

- i) No other charges would be payable by Client.
- ii) There would be no increase in rates during the Contract period except provision under the terms and conditions.
- iii) The rates arrived at and quoted by Bidder in Row 4 above will be considered as the price bid and will be payable to the selected bidder.

(Signature of Bidder with seal)

Name, Address&**Telephone:**.....**Mob. No.****E-Mail ID**

DOCUMENTS TO BE ATTACHED.

- 1) Name address and profile of the firm.
- 2) Certified copy of Pan Card of the Firm.
- 3) Certified copy of Security Agency Licence.
- 4) Certified copy of Labour Licence.
- 5) Certified copy of EPF registration number.
- 6) Certified copy of ESI Code.
- 7) Certified copy of Gratuity Act Registration Number.
- 8) Certified copy of return of Income tax of financial year 2014-15 and 2015-16.
- 9) Certified copy of Service Tax Registration Number.

(Signature of Applicant)

DRAFT AGREEMENT FORMAT**(To be made on ₹ 100.00 Non Judicial Stamp Paper)**

This agreement is made at _____ on the _____ day of _____ Two thousand ten between _____ acting through Shri _____, _____ (hereinafter called 'Client' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the First Part.

Second Part

M/s _____, having its registered office at _____

(hereinafter called the 'Agency' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) on the Second Part .

WHEREAS the 'Client' is desirous to engage the 'Agency' for providing Security Services for Haryana Roadways, Chandigarh the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, Service Tax, etc relating to security personnel deployed in Haryana Roadways Depots/Sub-Depots/ISBT Delhi. The "Agency" will give proof of fulfilling statutory obligations. The 'Client' shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it for State Transport, Haryana site. The '**Client**' shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.

4. The contract can be terminated by giving two months' notice on either side.
5. In case of non-compliance with the contract, the 'Client' reserves its right to:
 - a. Cancel/revoke the contract; and/or
 - b. Impose penalty up to 10% of the total annual value of contract.
6. Security deposit equal to 5% (i.e. ₹8.00 lacs) of the Annual contract value (refundable without interest after two months of termination of contract) in the form of Pay Order/Demand Draft or Bank Guarantee shall be furnished by the 'Agency' at the time of signing of the Agreement.
7. The 'Agency' shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in State Transport Haryana site which will not be less than prescribed DC rates.
8. The security personnel provided by the 'Agency' will not claim to become the employees of State Transport, Haryana and there will be no Employee and Employer relationship between the personnel engaged by the 'Agency' for deployment in State Transport, Haryana.
9. There would be no increase in rates payable to the 'Agency' during the contract period except reimbursement of the statutory wages revised by the Govt.
10. The 'Agency' also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
11. The agency and security personnel appointed shall keep confidential all information in connection with and related to State Transport, Haryana and shall not reveal the same to any third party. Any breach of confidentiality shall be a violation of the terms and conditions of this agreement.
12. The character/antecedents of security personnel should be verified by the Agency from the Local Police before deploying them and the certificate will be produced by the Agency to DGST State Transport, Haryana.
13. Decision of 'Client' in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the 'Agency'.
14. The 'Agency' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The 'Agency' shall keep

'Client' fully indemnified against liability of tax, interest, penalty, service tax etc. of the 'Agency' in respect thereof, which may arise.

15. In case of any dispute between the 'Agency' and 'Client', 'Client' shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Chandigarh.

THIS AGREEMENT will take effect from _____ day of _____ Two thousand Seventeen and shall be valid for one year.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Chandigarh in the presence of the witness:

(Signature of Applicant)

For and on the behalf of 'Agency'

For and on the behalf of ' _____ '

Signature of the authorized Official

Signature of the authorized Official

Name of the Official

Name of the Official

Stamp / Seal of the 'Agency'

SIGNED, SEALED AND DELIVERED

By the said

By the said

Name _____

Name _____

On behalf of the 'Agency' in presence of

On behalf of the ' _____ ' in presence of

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____

(Signature of Applicant)