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TENDER DOCUMENT
FOR
ENGAGEMENT OF MANPOWER ON CONTRACT BASIS

CENTRAL SILK BOARD
C.T.S.S.S., KARGI ROAD, KOTA (C.G.)
Notice Inviting Tenders/Bids for Manpower Services

Sealed Tender is invited from the Registered and bonafide Agencies with a minimum of Two Years experience of providing manpower to Ministries/Govt. Dept. The agency should be registered with ESI, EPF and service Tax, should have a valid PAN number and should have sufficient manpower for replacement. The details of the manpower are as follows:

a. Category of Manpower requirement: SECURITY GUARD
b. Number of persons required : 02 (Security Guard)

c. Emolument: Consolidated amount to be fixed as per the Chief Labour commissioner, Ministry of labour and employment.
d. The Tender document will be available at CTSSS, KARGI ROAD, KOTA, Bilaspur against payment of Rs.100/- (non refundable) w.e.f. 13-11-2018 to 13-12-2018 from during office hours. The same can also be downloaded from website, (www.csb.gov.in).

For further details of the tender document, eligibility criteria and the compliance details for the above, please contact to this office or refer/download tender documents from our website: www.csb.gov.in
Central Tasar Silkworm Seed Station,  
Central Silk Board, Kargi Road, Kota, Bilaspur

No.CSB/CTSSS/KOTA/Estt/Manpower/2018-19/  
13.11.2018

For and on behalf of the…………………………..Central Silk Board…………..invites sealed tenders from reputed Manpower Service Agencies up to 13-12-2018 and will be opened at CTSSS, KARGI ROAD, KOTA, Bilaspur on 13-12-2018, 3.00pm.

<table>
<thead>
<tr>
<th>Description</th>
<th>EMD quoted Value %</th>
<th>Last date for Issuing of Tender</th>
<th>Office from which tender can be collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing Manpower Services at CTSSS, Kargi Road, Kota (Bilaspur)</td>
<td>2%</td>
<td>13.12.2018</td>
<td>CTSSS, Kota</td>
</tr>
</tbody>
</table>

Tender document will be issued on written request from the Manpower Service Agency on payment of Rs.100/- (Rupees One Hundred only) being the cost of Tender Scheduled (non refundable) per set.

Tender documents issued to Shri / M/s.

Signature & Seal
INSTRUCTION TO BIDDERS

INTRODUCTION:

1. The Scientist-D, CTSSS, Central Silk Board is functioning under Ministry of Textiles, Govt. of India and is a premier Central Government organization. It is located at the Arpa Irrigation Colony, Kargi Road, Kota, Bilaspur, (C.G.)-495113

2. The dates stipulated in the tender notice regarding issue of application schedules are firm. Under any circumstances they will not be relaxed unless officially extended. All bidders are expected to read the tender document containing qualifying conditions and participate in the tender processes before quoting / responding to the bid on time.

3. The Scientist-D, CTSSS, Central Silk Board, Kargi Road, Kota, Bilaspur reserves the right to accept or reject any or all tenders without assigning any reasons therefore.

SCIENTIST-D
Incharge of CTSSS, Kota
INVITATION TO BID

1. Central Tasar Silkworm Seed Station, Central Silk Board (CSB) invites quotation / tenders completed in all respects from qualified registered licensed contractors / Agencies for providing Manpower 02-Security Guards for CTSSS, Kota (Bilaspur).

2. Last date for submission of Bid: 13-12-2018 by 2:00 PM.

3. Date of Opening: 13-12-2018 (3:00 pm)

4. Interested contractors or Agencies may obtain further information and visit to CTSSS, Kota on working days between 10:00 am to 5:00 pm. Bid documents will be received upto 13.12.2018 till 2:00 PM.

5. The duly filled in and signed quotations/Tenders shall be addressed (sealed cover) to The Scientist-D, Central Tasar Silkworm Seed Station, Central Silk Board, Arpa Irrigation Colony, Kargi Road, Kota, Bilaspur-495113 (Chhattisgarh), so as to reach by Register post /courier post or Tender Box (By hand) before the date and time specified above.

6. The quotations will be opened on the day i.e. , on the date and time specified above, at CTSSS, Central Silk Board, Kargi Road, Kota in the presence of the bidders or their representatives.

7. The rates quoted in the quotations / Tenders shall be remained valid for a period of 180 days from the date of opening of the offer as mentioned above.

8. The bidding documents are not transferable.

9. The Scientist-D, CTSSS, Kota without assigning any reason thereof reserves the right to accept or reject any or all tenders.

SCIENTIST-D
Incharge of CTSSS, Kota
Notice Inviting Tenders/Bids for Manpower Services

Central Tasar Silkworm Seed Station under Central Silk Board (CSB), which is a statutory organization under Ministry of Textiles, Govt. of India invites sealed bids from duly registered Manpower Service Providers/Agencies based in Bilaspur (Chhattisgarh) for providing manpower services to the Central Tasar Silkworm Seed Station in the following categories, quality and size of manpower.

1. The tentative requirement of manpower, educational qualification experience and responsibilities of manpower to be supplied to Central Tasar Silkworm Seed Station, Kargi Road, Kota during the period of contract shall be as under:

a. Category of Manpower requirement: Security Guard
b. Number of persons required: 02 (Two) Nos,

c. Qualification – Essential qualification & Experience:

a. The manpower person should possess minimum qualification.
b. Age: Between 25 to 35 Years.
c. Emolument – Consolidated amount as fixed by the Chief Labour commissioner, Ministry of labour and employment.
d. Deployment at CTSSS, Kota, Bilaspur (Chhattisgarh)
e. Job Profile – To up keeping/Maintenance of the Govt. building

2. General:

2.1 Sealed tenders are invited on behalf of the Central Tasar Silkworm Seed Station, Central Silk Board, Kargi Road, Kota from qualified registered licensed agencies for providing Manpower on outsourcing basis. The Bid document may be obtained from the above office on any working day between 10:00 AM to 5:00 PM against payment of Rs. 100/- (Rupees one Hundred Only) being the cost of tender schedule (Non-refundable) by cash at, CTSSS, Kota. The document can also be downloaded from website: www.csb.gov.in. In case the document is downloaded from the website, the cost of bid document shall have to be deposited by the bidder in the form of DD while submitting their bids in sealed cover. Bid document will be issued up to 29-11-2018 till 2:00 PM. The last date for submission of sealed bid is 29-11-2018 up to 2:00 PM.
2.2 The period of validity of bid is 180 days from the date of opening.

2.3 Unsuccessful bidders’ bid security generally will be discharged/refunded without Interest not later than 30 days after expiry of the period of bid validity or placement of orders whichever is later.

2.4 The bid security may be forfeited, if the bidder (i) withdraws/modified/revises/deviates the bid during the period of bid validity, and (ii) in case of a successful bidder, if the bidder fails to furnish the acceptance within 30 days / or fails to furnish performance security.

2.5 The bidder shall seal the technical bids and financial bids in two separate Envelopes duly marked as technical and Financial bids. Both the envelopes shall there be security sealed in one outer envelope super scribe on the envelope “Bid for providing Manpower Services on outsourcing basis to Scientist-D, CTSSS, Kargi Road, Kota” and submitted to the Scientist-D, Central Tasar Silkworm Seed Station, Central Silk Board, Ministry of Textiles, Govt. of India, Arpa Irrigation Colony, Kargi Road, Kota, Bilaspur – 495 113 (Chhattisgarh).

2.6 The bids submitted after the deadline will be rejected.

2.7 In case, if the particular work like Electrical, civil are not available in the unit then any sort of work will be taken from him.

3.1 The manpower will have to be supplied by the agency within 15 days from the date of award of Contract, as per the detailed Terms and Conditions which are given at Annexure-1.

3.2 Only those agencies who fulfill the following minimum criteria need to submit their bids.

3.3 The Service Provider/Agency/Firm should be registered with the Government Authorities for undertaking Manpower Services and a copy of the Registration Certificate shall be attached with the bid.

   a. The Service Provider should be registered with PF authorities and a copy of the registration certificate issued by the authorities shall be attached with the bid.

   b. The Service Provider should be registered with ESI authorities and a copy of the Registration Certificate issued by the authorities shall be attached with the bid.

   c. The Service Provider should be registered with Labour Commissioner office and a copy of Registration Certificate issued by the Labour Commissioner shall be attached with the bid.

   d. The Service Provider should be registered with Income Tax Department and a copy of the PAN issued by the authorities shall be attached with the bid.
3. The Service Provider should be registered with Service Tax Department and a copy of service tax registration issued to the Service Provider shall be attached with the bid.

3.4. Work experience of the Service Provider/ Agency of providing professional Manpower, of similar nature, in other Ministries/Departments of Government of India/State Govt. during last two years has to be enclosed. Copies of job orders and particulars of contact officer in the concerned Ministries / Departments/ PSU may please be furnished (for the purpose of verification).

3.5. The manpower supplying agencies should have been in existence for not less than TWO years.

3.6. It should not have been blacklisted by any organization.

3.7. It should be willing to take up the Contract on the terms and conditions given at Annexure -1.

3.8. Submission of Tender : BY REGISTERED /COURIER & BY HAND only.

3.9. The First sealed cover should be super scribed “ Technical Bid” and should contain information given at. (Annexure-II) The second sealed envelope super scribed “Financial Bid” should contain only rates which should be quoted on monthly basis for normal duty of 8 hours per day per person for Six days a week (Annexure- A) and rate per extra hour of duty when detained beyond 8 hours.

4. The Bids will be opened at 3:00 PM at CTSSS, Kargi Road, Kota by the Committee constituted for this purpose. Bidders or their authorized representative can be present at the time of opening of Technical bids and Financial bids on 13-12-2018. The last date of submission of tender is 13-12-2018 at 2:00 PM.

5. The office reserves the right to amend/withdraw any terms and conditions in the Tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Competent Authority in this regard shall be final and binding on all.
ANNEXURE-I

TERMS AND CONDITIONS OF THE CONTRACT

A. General

(i) The contract is likely to commence from 15 days of finalization of Tender for a period of two years, unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract, reduction or cessation of the requirements of work.

(ii) The contract shall automatically expire after two years from commencement of the contract unless extended further by the mutual consent of contracting Agency and this Office.

(iii) The contract may be extended, on the same terms and conditions or with some addition/deletion/modification for a further period not exceeding one year.

(iv) The tenderer will be bound by the details furnished by it to this office, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.

(v) Financial bids of only those tenderers who are declared qualified technically shall be evaluated.

(vi) The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. The Character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police. Proofs of identity like bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to this Department. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from this office.

(vii) The contracting company/firm/agency shall furnish following documents in respect of the persons who will be deployed by it in this Department before the commencement of work.

(a) List of persons short listed containing full details i.e. date of birth, marital status, address, educational and professional qualifications, experience, etc.

(b) Bio-data of the persons with photograph affixed.

(c) Certificate of Verification of antecedents of persons by local police authority.

(viii) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
(xi) The service provider shall engage necessary persons as required by this office from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary/wages in time i.e. before 6th day of every month. There is no employee & employer relationship between the employees of the service provider and this office and further the engaged person of the service provider shall not claim any absorption.

(x) The service provider’s personnel shall not divulge or disclose to any persons of any details of office, operation process technical know-how, security arrangements/administrative/organizational matters as all are confidential/secret in nature.

(xi) The service provider’s personnel working should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of this office. The service provider shall be responsible for any loss or damage caused by the personnel deployed or for any act of indiscipline on the part of the personnel deployed by him.

(xii) The service provider will have to remove from the office, any debarred persons, who is found incompetent or for his/her/their misconduct and the service provider shall forthwith replenish such requirements. The service provider shall replace immediately any of its personnel, if they are unacceptable, to this office because of any security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Office.

(xii) The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.

(xiv) The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider shall be borne by the service provider. However, any person deployed by this office to other places in connection with the work, then in which case, he shall be paid TA&DA as applicable.

(xv) Working hours would be normally from 10:00 AM to 6:00 PM during working days including 30 minutes lunch break in between. However, in exigencies of work, they may be required to stay late and the personnel may be called on Saturday, Sunday and other Gazetted Holidays, if required. They may be paid extra wages, by the Service Provider on the basis of a Certificate provided by the office as per the rates approved.

(xvi) The service provider will provide the required number of personnel for a shorter period also, in case of any exigencies as per the requirement of this office.
(xvii) The service provider shall provide a substitute well in advance, if there is any: probability of the persons leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

(xviii) The service provider shall be contactable at all times and message by phone/mail/Fax/Special Messenger from this office to him/her shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by this office implementing the Contract from time to time.

(xix) This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment of the engaged personnel.

(xx) That the agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or omission on the part of its staff or its employees etc. If this office suffers any loss or damage on account of negligence, defaults or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse the pecuniary value of the loss, as decided by this office for the same. The said decision is final and binding on the Agency. The agency shall keep this office fully indemnified against any such loss or damage.

(xxii) This office will maintain an attendance register in respect of the personnel deployed by the agency on the basis of which wages/remuneration will be decided in respect of the manpower at the approved rates.

(xxiii) The successful bidder will enter into an agreement, with this office for supply of suitable manpower as per the requirement on these terms and conditions. The agreement will be valid for a period of one year commencing from the date of signing of the agreement and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of two years and no request for any change/modification shall be entertained before expiry of the period of two years. The contract/agreement is extendable for further period subject to satisfactory performance of the agency and such amendments as mutually agreed to.

(xxiii) On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute of account of termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
B. Financial

(i) The successful bidder shall furnish a Security Deposit equivalent to Rs. 5000/- (Rupees Five thousand only) in the form of an account payee demand draft drawn in favour of the CTSSS, KOTA. The security deposit will be forfeited in case if supply of manpower is delayed beyond the period stipulated by this office or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on part of manpower supplied by the agency.

(ii) The agency shall raise the bill, in triplicate, along with attendance sheet to this office under whom the outsourced personnel has been deployed in the first week of the succeeding month. The office concerned will send the bills duly verified to the concerned authority for passing and payment within 15 days from the date of receipt of bill in this office.

(iii) The bill shall accompany copies of PF/ESI challans, attendance sheet, service tax challan, etc. failing which a portion of the bill amount shall be held up till the proof is furnished, at the discretion of this office. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the law in force.

(iv) Payments to the service provider would be strictly on certification by the officer with whom personnel is attached that his services were satisfactory and the attendance is as per the bill preferred by the service provider.

(v) It shall be the duty of the Contractor to ensure the disbursement of wages in the presence of the authorized representative of this office.

(vi) No wage/remuneration will be paid to any staff for the days of absence from duty.

(vii) This office reserves the right to Withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

C. Fraud and Corrupt Practices

(i) The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, this office may reject an application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process.
Without prejudice to the rights of this office under Clause I, hereinabove, if an Applicant is found by this office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender issued by this office during the period.

D. Legal

(i) The Service Provider shall be responsible for compliance of all statutory provisions relating to Minimum wages Act, Provident Fund Act, Employees State Insurance Act, Payment of wages Act, Shop & Establishment Act, etc. in respect of the persons deployed by it in this office.

(ii) The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to this office to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

(iii) The Service Provider shall maintain all statutory registers under the applicable laws. The Agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.

(iv) The agency shall be responsible for payment of emoluments to each employee deployed to this office and same shall be paid on or before 6th of every month.

(v) It is obligatory on the Agency to ensure that the emoluments paid should be at the rate as agreed under this Agreement from time to time and all statutory requirement such as Provident Fund, Employees State Insurance and Bonus etc. must be incorporated in salary.

(vi) That the personnel deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this office.

(vii) The service provider shall not assign, transfer, pledge or subcontract the performance or services without the prior written consent of this office.

(viii) In case, the tendering Agency fails to comply with any statutory/taxation liability under appropriate law and as a result thereof this office is put to any loss/obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.
(ix) The service provider’s personnel shall not claim any benefit/compensation/regularization or services from this office. Undertaking from the persons to this effect shall be required to be submitted by the service provider to this office.

(x) The service provider shall indemnify against any loss or damage caused/arising under this contract from any third party.

(xi) In case of breach of any terms & conditions stipulated in the contract, the performance security deposit of the Agency will be liable to be forfeited by this office besides annulment of the contract.

(xii) For all intents and purposes, the service providing Agency shall be the “Employer” within the meaning of different Labour Legislations in respect of the manpower so employed and deployed in this office. The persons deployed by the Agency in this office shall not have claims of any employee & employer relationship nor have any principal and agent relationship with or against this office.

(xiii) The agreement can be terminated by either party giving one month’s notice in advance. If the agency fails to give one month’s notice in writing for termination of the agreement then one month’s wages etc. and any suitable amount due to the agency from this office shall be forfeited by this office.

(xiv) All disputes or difference whatsoever arising between the parties out of or relating to means, operation of this contract or the breach thereof shall be settled by Arbitration in terms of “The arbitration and conciliation Act, 1996” with all statutory modifications and award made in pursuance thereof shall be binding on the parties.

(xv) Alternatively the Courts at Bilaspur will have exclusive jurisdiction for any issue/dispute arising out of or in connection with this contract.
ANNEXURE - A

PROFORMA FOR FINANCIAL BID

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Category of manpower</th>
<th>Basic+VDA (per person for 26 days)</th>
<th>E.P.F. @ %</th>
<th>E.S.I.C. @ %</th>
<th>Service Charges %</th>
<th>Sub-total</th>
<th>GST @ %</th>
<th>Total per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Security Guard</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tbody>
</table>

**NOTE:**
1) Please clarify GST Charges if applicable in monthly wages.
2) Write % of rate of deduction in column No. 03, 04, 05 & 07
3) Service charges not less than 1%

The Wages should not be less than the minimum wages notified/fixed by the Chief Labour Commissioner (C) Government of India/ State Government (Rate/letter enclosed) for engaging Security Guard on hire basis. The enquiry letter should specifically indicate that the Agency should quote the rates in the above format only.

*Signature of the authorised signatory of the Tenderer with seal of the Firm.*
## ANNEXURE - II

### TECHNICAL BID

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particulars</th>
<th>To be filled in by the tender</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Agency</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Date of establishment of the agency. (Attach a copy of Registration certificate)</td>
<td></td>
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<tr>
<td>3.</td>
<td>Detailed office address of the Agency with office telephone number, Fax number and mobile number and the name of the contact person(s)</td>
<td></td>
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<tr>
<td>4.</td>
<td>Whether registered with all concerned Government authorities (PF/ESI etc.) (Copies of all certificate of registration to be enclosed.)</td>
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<tr>
<td>5.</td>
<td>PAN/TAN Number (Copy to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Service Tax Registration Number (Copy to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Labour Licence (Copy to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner / Partner anywhere in India. Please attached an Affidavit Stating that the agency is/has not been black listed by Central/State Government/ PSU etc.</td>
<td></td>
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<td>9.</td>
<td>Length of experience in the field</td>
<td></td>
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<tr>
<td>10.</td>
<td>Experience in dealing with government Departments. (Indicate the names of the Departments and attach copies of contract orders placed on the Agency.)</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Whether a copy of the terms and conditions (Annexure-II) duly signed in token of acceptance of the same is attached.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Whether agency profile is attached.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>List of other clients: (Attach photocopies of contract agreement in the following order: Serial No., name of the organisation, contract period, value of the contract.)</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Declaration about Fraud and corrupt practices (duly signed &amp; attested as given in the tender document)</td>
<td></td>
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</tbody>
</table>

Signature of the authorised signatory of the Tenderer with seal of the Firm.
DECLARATION

I, .................................................................................................................................

Son/Daughter / wife of Shri ..............................................Proprietor/Director,
Authorized Signatory of the Agency/Firm, mentioned above, is competent
to sign this Declaration and execute this tender document.

2. I have carefully read and understood all terms and conditions of the
   tender and undertake to abide to them.

3. The information/ documents furnished along with the above
   application are true and authentic to the best of my knowledge and
   belief. I/we, am/ are well aware of the fact that furnishing of any false
   information/ fabricated document would lead to rejection of my tender
   at any stage besides liabilities towards prosecution under appropriate
   law.

Signature of authorized person

Date:                                              Full Name:

Place.                                              Seal