

INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
P-16, TARATALA ROAD, KOLKATA – 700 088

TENDER NOTIFICATION FOR PROVIDING MULTI-SKILL UTILITY WORKERS AT THE INSTITUTE FOR VARIOUS JOBS ON YEARLY CONTRACT BASIS, FOR SESSION 2019-2020

Sealed tenders are invited from experienced, reputed, financially sound and licensed private Agencies for providing outsourced **Multi-skill Utility Workers** for various jobs in different departments of the Institute, for the Session 2019-2020.

All related documents of the tender are available at Institute's website www.ihmkolkata.org which may be downloaded for submission, as per instructions/guidelines given.

The schedule of the Tender is furnished hereunder:

| | |
|--|---|
| Start of downloading of tender document | 6 th May, 2019 from 9.00 AM |
| Closure of downloading of tender document | 3 rd June, 2019 at 5.30 PM |
| Last date of submission of Bids in the Institute [Technical and Financial in two separate sealed envelopes along with DD for tender cost, EMD and other related Documents as prescribed] | 5 th June, 2019 by 5.00 PM |
| Tender Opening Technical | 6 th June, 2019 at 11.00 AM |
| Tender Opening Financial | 12 th June, 2019 at 11.00 AM |

The Management reserves the right to reject any or all applications without assigning any reasons thereof.

Principal/Secretary

Terms & Conditions

1. Every bid must be attached with an Earnest Money Deposit of **Rs. 3,00,000/- (Rupees three lakhs only)** in the form of DD of any scheduled bank, in favour of the “**Institute of Hotel Management Kolkata**”. The Demand Drafts for Earnest Money Deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful tenderer shall be retained by the Institute as Security Deposit. Tender received without Demand Draft of EMD will be rejected.
2. The tender fee for an amount of **Rs.1,000.00 (Rupees One Thousand) only [non-refundable]** through online for e-tender and Demand Draft for Open Tender.
3. Offers in the financial bid should be inclusive of GST in INR. Financial Bid shall only be done through online for e-tender and for open tender Financial Bid must be submitted at IHM, Kolkata in a separate sealed envelope.
4. Technical bid envelope should be sealed and placed with mention of SUBJECT, NAME, ADDRESS, MOBILE NUMBER, E-MAIL ID on top of the envelope. Technical Bid along with required documents and DD of EMD/Tender Cost [for open Tender] received beyond the stipulated date will be rejected. **No tender will be entertained by E-mail / FAX.**
5. Terms & conditions and any other factor which may affect the contract, shall be open for discussion for wider competition and competitive prices.
6. The tender process may be cancelled at any point of time without assigning any reason.
7. The opening of Technical and Financial bids as per schedule mentioned. For any change of date and time, the same will be informed through website notification. Financial Bids of only those Tenderers will be opened who qualify the eligibility criteria, on the specified date and time.
8. The tenderer(s) are requested to read the tender document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.
9. The tender documents, duly signed and stamped on each pages, shall be submitted.
10. Incomplete tender(s) or any conditional tender will be rejected.
11. The Institute reserves the right to reject any or all tender(s), wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.
12. Tender should be submitted in two parts, Part – I (Technical Bid) & Part – II (Financial Bid). The cover for Part – I should be super scribed as “Tender for Supply of Multiskill Utility Worker, Part – I Technical Bid”.

13. The Financial Bid for open tender should also be submitted in separate sealed envelope. For e-tender, the Financial Bid will only be accepted through online.

14. **Part –I (Technical Bid):** Technical bid should contain information regarding constitutional documents (Memorandum and Articles of Association or Registration of Firm etc), ESI & EPF Registration, Business Turnover, experience in the sector, valid Labour Contract Licenses under Contract Labour Act / Laws and other details of the company / firm to enable judging the suitability of the tenderer. Self-attested copies of all supporting document(s) should be enclosed with technical bid in the prescribed format i.e. **Appendix A** which should inter alia contain the documents as per succeeding paras.

15. **Eligibility Criteria:** Agencies fulfilling the following requirements shall only be eligible to apply:-

- Only registered / licensed labour supplier's agency (Labour Contractor) with labour Department of any State Govt. / Central Govt. shall be eligible to apply. Self-attested valid registration copy must be enclosed with technical bid.
- Tenderer should have experience of at-least 3 years to supply the Multi-skill Utility Workers to the Government / Semi Government Institutions or big private organizations for the various jobs. **At-least two latest copies of satisfactory work completion certificate must be enclosed with technical bid.** A list of Major clients and ongoing projects should also be enclosed as per **Appendix C**.
- Annual turnover of the tenderer for each of the last three financial years shall not be less than **Rs. 50,000,00.00 (Rupees Fifty Lakhs)**. Financial statements, duly certified by Chartered Accountant (CA) for the past three years, shall be enclosed with the technical bid in support thereof along with copies of Income Tax return.
- The tenderer has not been debarred and / or blacklisted by any Central Government and / or any State Government Department(s). An affidavit to that effect on Non-Judicial Stamp paper of Rs.10/- duly notarized shall be enclosed with the technical bid. The proforma of the affidavit is attached with the tenders vide **Appendix D**.
- The tenderer shall submit one copy of tender document and appendix with each page of this document signed and stamped to as a proof to confirm the acceptance of tender term & conditions by tenderer.
- The bid of any tenderer who has not complied with one or more of the conditions of eligibility criteria and/or fail to submit the required documents as mentioned/ or required in tender document will be treated as rejected.

16. The demand draft for earnest money deposit and Tender Cost [for open tender] must be enclosed along with the envelope containing the technical bid. Any technical bid without the demand drafts of earnest money deposit and Tender Cost [open tender] is liable to be rejected. Institute is not liable to pay any interest on such amount.
17. The earnest money deposit of the tenderer, whose tender has been accepted, will be retained as security deposit after award of contract and execution of the agreement. Earnest money deposit of the successful tenderer shall be forfeited, if one refuses or neglects to execute the agreement or fails to provide the services within the time frame as specified by the Institute.
18. After the award of the contract to successful tenderer, the earnest money deposit of all other tenderer(s) will be refunded within 30 days whose offers have not been accepted.

19. **Local Conditions:**

It shall be the responsibility on each tenderer to fully inform / acquaint / familiarize himself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All tenderer(s) intending to bid shall visit and make themselves thoroughly acquainted with the local site and working conditions.

No financial adjustment arising thereof shall be permitted by Institute, on the basis of any non-clarity/ non acquaintance/ non familiarization of information about local conditions being pleaded by the tenderer. Further, no claim for financial adjustment being made by the contract awarded on this tender document will be entertained by the Institute.

20. **Tender Preparation Cost:** The tenderer shall solely bear all costs associated with the preparation and submission of the bids, including the site visit etc. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the tender process. In no case such costs shall be reimbursed by the Institute.

21. **Part – II (Financial Bid):**

The financial bid will be in the format enclosed with tender as **Appendix B** to be filled up through online for e-tender and manually in separate sealed envelope for the open tender. Failure to provide price bid results in invalidation of the offer. Tenderer should quote the price in INR inclusive of GST. All statutory taxes are applicable as per Rules.

22. **Tender Evaluation:** Institute will evaluate all the proposals to determine whether these are complete in all respects as specified in the tender documents. Evaluation of the proposals shall be done in two stages as:

Stage – I (Technical Bid Opening & Evaluation):

Institute shall evaluate technical bids to determine, whether these qualify the essential eligibility criteria, whether the tenderer has submitted EMD, whether any computational errors have been made, whether all the documents have been properly signed & stamped, whether all the documents as mentioned / or required to be submitted with technical bid are submitted and whether bids are completed and generally in order.

After evaluation of technical bids, a list of the qualifying tenderer(s) shall be made. Short-listed tenderer(s) during the scheduled date, time and place of financial bids opening may be present personally or depute their representative/s to attend the same.

Stage – II (Financial bid Opening & Evaluation): The financial bids shall be evaluated on the basis of **Service Charge** quoted by tenderer(s).

23. **Award of Contract:** After due evaluation of the financial bids, the Institute will award the contract to the lowest tenderer (hereinafter referred to as the “Contractor”).
24. **Commencement of Contract:** The contractor shall commence the work on receipt of letter of intent (LOI) / work order which shall be accepted by the contractor within not more than 10 days from the date of receipt of letter of intent (LOI) / work order (or) 15 days from the date of signing of said LOI/order whichever is earlier.

25. The following are the requirements of the Multi-skill Utility Workers

| Sl. No | Particulars | Level | No. of persons required |
|--------|-----------------------------|--------------|-------------------------|
| 01 | Plumber | Skilled | 01 |
| | | Un-Skilled | 01 |
| 02 | Electrician | Skilled | 03 |
| 03 | Office Attendant | Semi-Skilled | 02 |
| | | Un Skilled | 01 |
| 04 | Attendant [Lab/departments] | Un-Skilled | 08 |
| 05 | Attendant [Gas] | Skilled | 01 |
| 06 | Cook | Skilled | 02 |
| | | Semi-Skilled | 02 |
| | | Un-Skilled | 04 |
| 06 | Sewage and Sewerage Cleaner | Skilled | 01 |
| | | Un-skilled | 01 |

26. Basic Qualifications required:

As per Rules of Labour Commissioner, Government of West Bengal.

27. The above Multi-skill Utility Workers may be needed for 11 (eleven) months only.
28. During Vacation of the Institute the Multi-skill Utility Worker will be deputed on need base.

29. For additional requirement of Multi-skill Utility Workers the Contractor shall have to respond immediately on receipt of intimation from the Institute.
30. Duty roster of each Multi-skill Utility Workers will be prepared as per need.
31. 50% of the total Multi-skill Utility Worker must be rotated on every three months.
32. Before deployment of Multi-skill Utility Workers the same should be approved by the Competent Authority.
33. The personnel to be deployed by the successful agency should be above 18 years of age and in conformity to labour Act/rules of the State.
34. The successful tenderer, shall have to provide the photographs along with the personal profile/resume of the Multi-skill Utility Workers to be deployed in the IHM, Kolkata.
35. The Multi-skill Utility Workers so deployed shall have to make the daily attendance on a separate register/bio-metric machine, which will be monitored by the designated officer of the institute.
36. Conduct and discipline shall have to be maintained by the workers while on duty. Any disobedience or indiscipline shall not be tolerated and will be viewed seriously, and the agency penalized appropriately.
1. Institute reserves the right to inspect the successful tender(s) office premises at any time during the period of contract in order to ensure the credibility/genuineness of the agency.
 2. Necessary quality of standard of work has to be maintained by the successful agency.
- 37. The Tenderer should also take note of the following terms & conditions:**
- The following areas will be covered under the terms of the Job Contract –
 - I. The Institute building [main & annex]
 - II. Boys' Hostel
 - III. Girls' Hostel –
 - IV. Staff Quarters
 - V. The entire premises and related outside drainage system
 - Following timings should be strictly adhered to:
 - On all working days [as per duty entrusted]
 - One day weekly off as decided by the Competent Authority
 - The duty will be on rotation for three months
38. Total responsibility for the entire plumbing, sanitation and sewage (including pump operation to clear stagnant sewage water and also every day two times operation of pump for supply of water to buildings of the institute, staff quarters, hostels etc.) is to be taken by the Contractor.

39. The employees on duty are required to wear uniform [two sets of Summer Uniform and One Set of Winter Uniform and Shoes] to be provided by the contractor and the cost of the uniform to be borne by the Contractor including tools and equipment [if any, as per requirement], which are to be provided by the Contractor.
40. All the persons engaged by the Contractors shall be on the Contractors payroll and be paid by him only, the Institute will have no liability whatsoever in this regard. Nothing under the contract shall confer any right or lien on the personnel of the contractor to claim any direct employment under the Institute or to be treated at any time as an employee of the Institute. All administrative and financial responsibilities/liabilities including those arising out of the acts/rules framed/to be framed by the Central/State Government or any other administrative notification of competent authority shall be borne by the Contractor.
41. It will be mandatory for the Contractor to rotate and change its Workers in every three/six months or as directed by the Institute authority to have a better output and coordination.
42. The contractor shall not be provide with any residential accommodation at the work place(s), transportation to work place, the institute shall have no other liability whatsoever except expressly provided under the contract.
43. The Contractor should supply/provide all necessary tools, equipment including scaffolding arrangements for the respective jobs and the cost to be borne by the Contractor. The Contractor shall maintain First-Aid facility for his employees.
44. **Termination of Contract:** The Institute reserves the absolute right to terminate contract forthwith, if found that contract continuation of the contract is not in public interest such as:-
- If the Contractor fails to provide the services as envisaged herein within the period(s) specified in the contract or any extension thereof as may be granted by Institute.
 - If the Contractor fails to perform any of the obligation(s) under the contract.
 - If at any later date, it is found that the documents and certificates submitted by the contractor are forged or have been manipulated, the work order issued to the contractor shall be cancelled and Security Deposit issued to the Institute shall be forfeited without any claim whatsoever on Institute and the contractor shall be liable for action as appropriate under the extant laws.
 - The contractor is not eligible for any compensation or claim in the event of such cancellation.

45. **Contractor's Obligations:**

Contractor shall provide the Multi-skill Utility Worker, based on temporary requirement for short duration of the Institute on demand.

The Institute would raise an indent for Multi-skill Utility Workers requisition, clearly defining the role profiles including duties and responsibilities of the Workers needed. The role profile will clearly give details of competencies / skills needed, educational qualifications, relevant experience and estimated duration of requirement.

The agency would be required to send resume of the candidates having relevant experience and qualification within 15 days (or earlier as the case may be) of sending the requisition. Contractor shall arrange to conduct an interview of the candidates. Failure to do the needful shall make the contractor liable for penalty up to Rs 500/- per day.

The Institute will select the candidates and the contractor will facilitate deployment of such selected candidates in Institute within a maximum period of **30 days**. Failure to do the needful shall make the contractor liable for penalty up to Rs 500/- per day.

The decision of the Institute w.r.t. to the requirement of Multi-skill Utility Worker deployment shall be final.

Contractor needs to submit the police verification of all Workers deployed for the services in Institute and shall remain responsible for good conduct of his employee.

Contractor needs to submit the fitness certificate of all Workers deputed for the services in Institute from Medical Officer of the Govt. Hospitals.

The contractor shall have opened an RTGS bank account of the deployed Utility Workers with any nationalized bank functioning in Kolkata. The contractor will be required to submit the certificate, duly certified by the bank manager giving the details of wages of deployed Multi-skill Utility Workers for the preceding month, deposited in Multi-skill Utility Worker account. The certificate must be submitted with monthly reimbursement bill as proof of (Multi-skill Utility Worker wages) payment for which the reimbursement is claimed.

The contractor will ensure that all labour laws are compliance with.

The contractor should ensure that the payment to the Workers are in strict observance with West Bengal Minimum Wages Act and shall be made on or before 7th of every month, through RTGS mode only. There should be no linkage between Workers payment and settlement of contractor`s bill from the Institute.

46. **Reimbursement of Wages** will be restricted to the minimum wages as fixed by the State Govt. from time to time or as the wages fixed by the Institute as the case may be with all the dues like EPF & ESI, Bonus etc. throughout the contract tenure. It shall be incumbent upon the contractor to pay the wages to its Workers as fixed by the State Govt. or as fixed by the Institute as the case maybe. Any violation shall attract the cancellation of contract and legal action as per Laws.
47. The Contractor will submit the pre-receipted duly stamped printed bills on prescribed format for reimbursement of wages paid to the Workers deployed under the contract in triplicate for preceding month. Each monthly bill must accompany the:

- List of Multi-skill Utility Workers deployed at Institute.
- Attendance Sheets duly verified by the concerned Office.
- Satisfactory work completion certificate, issued by concerned Office.
- Certificate of RTGS transfer of wages, issued by the Bank Manager.
- Copies of authenticated documents for payment of ESI & EPF contribution to such Workers.

48. Separate bill in prescribed format shall be submitted for payment of Establishment/Administrative Charges for the month.

49. The contractor shall abide by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The contractor shall indemnify the Institute from any claims in this regard.

50. The Institute will be indemnified for any statutory obligation towards the workers deployed by the company in the premises. Successful company/agency shall submit Indemnity on Stamp Paper of Rs.10/- in the Institute after getting the contract. IHM, Kolkata shall have no connection in relation to such matter.

51. Institute Obligations:

The Institute on the receipt of the bill will check all records and there after process the bill for payment. Institute will reimburse the amount to the contractor within 10 working days from the date of the submission / or verification of bill.

The Institute will only reimburse the minimum wages and statutory obligations like EPF & ESI paid in the bill for monthly reimbursement.

Income Tax and other statutory levies as applicable from time to time will be deducted at the source from service charges of the contractor.

Service Tax as payable on service charges shall be reimbursed by the Institute.

52. Any losses sustained by Institute due to negligence of contractor's services in the form of any loss / damage of property, will be recoverable from the contractor, as the money value shall be estimated by the Institute. The decision of the Institute in this regard will be final and binding on the contractor.

The contractor shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.

The contractor shall apply to the Labour Commissioner for labour license and will submit a copy of the same to Institute within 30 days from date of work award. The fee for issue of such license shall be paid by the contractor.

Any action on part of tenderer to influence any Officer of the Institute or canvassing in any form shall make the tender liable for rejection.

If in the opinion of the Institute authorities, the performance of any of Multi-skill Utility Workers deployed is not satisfactory or he / she is not amenable to discipline or their behaviour is not conducive to retain them for the work, he / she should be replaced immediately.

Firm/Company shall ensure that detailed Standard Operating Procedure (SOP) is followed while enrolling candidates.

Multi-skill Utility Workers deployed by the contractor shall be an employee of the contractor and contractor will be solely responsible for any claim whatsoever arise against any service covered under the contract.

The Institute shall not be responsible or liable under any laws / or rules or in any case that is in force or that may come in force from time to time in respect of the claim raised by Workers deputed by the contractor.

It will be the prime responsibility of the contractor to provide a suitable substitute to the Institute, if any Workers are absent from duties.

If any injury is caused to any Worker by accident arising out of and in the course of his deployment, contractor shall be liable to pay compensation in accordance with the provisions of Laws (as applicable). Institute shall not be subjected to own any responsibility under the provisions of any such Act, Laws or Rules.

Institute is a **No Smoking Zone**. The Contractor should ensure that the worker engaged Do Not Smoke while working. The Contractor shall ensure that such man power do not indulge in intoxication/addiction while performing their duties in Institute. The Contractor shall ensure that such Worker shall not play cards or indulge in any sort of **Gambling** while working and executing their duties in terms of the Contract.

Jurisdiction: Any dispute between both the parties will be dealt within the jurisdiction of Honourable High Court, Kolkata.

52. **Clarification**: At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.
53. **Force Majeure**: Neither IHM, Kolkata nor the agency shall be considered in breach of this Contract to the extent that the performance of their respective obligations is prevented by an ACT / EVENT of Force Majeure (Natural calamities, Earth quake, Act of God etc) that arises after the effective date.

Seal & Signature of the authorized signatory of the agency

Technical bid

Company Profile

1. Name of the Agency.....
2. Address.....
.....
.....
3. In-charge/Head/owner of the Agency.....
4. Experience in the field
.....
.....
5. Reference of earlier department/organizations/public/private firms etc. who's worker was undertaken during last 5 years:
.....
.....
(Copies of the work order enclosed)
6. Annual Turnover
7. Income Tax paid for the last three years
(copies of IT returns enclosed)
8. PAN/TIN No.
9. Contact Address
10. Detail of Phone
11. Men and Machine available.....
12. Name & Address of the Bankers with Account No.....
.....
13. Details of licenses: Tender should be submitted along with photocopies of following documents.
 - Valid Trade License
 - Valid Professional Tax Registration Certificate with Number
 - Valid Provident Fund Registration Certificate with Number
 - Valid E.S.I Registration with Number
 - Valid Labour License Registration with Number
 - Valid GST Registration No.
 - PAN No.

Note:

- a) In case of sole proprietary concern, the name of the proprietor, father's/ husband's name, age, residential address an office & residence, phone numbers are to be indicated.
- b) In case of partnership concern, the attested photostat copy of the Registered Partnership Deed is to be enclosed. The Partnership Deed should state specifically that a particular partner or partners are authorized to deal with any matter of Firm/Company. Certified photocopy of individual partner (for last three years) is to be enclosed.
- c) In case of HUF [Hindu Undivided Family] Business, an Income Tax Registration Certificate is to be enclosed in addition to the above as per (b).
- d) In all cases, Income Tax Clearance Certificate of the applicant/tenderer (valid as on date of submission f tender) should be enclosed.

Seal & Signature of the authorized signatory of the agency

Appendix B

INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
P-16, TARATALA ROAD, KOLKATA – 700 088

| SI No | Particulars | No of person | | | Rate to be quoted per person (in Rs. Per Month) | | | Remarks |
|-------|---|--------------|--------------|------------|---|--------------|------------|---------|
| | | Skilled | Semi Skilled | Un Skilled | Skilled | Semi Skilled | Un Skilled | |
| 01 | Plumber: Amount payable as per State Govt. minimum wages act. | 01 | - | 01 | | | | |
| | ESI contribution /employee @ % | | | | | | | |
| | EPF contribution / employee @% | | | | | | | |
| | TOTAL | | | | | | | |
| 02 | Electrician: Amount payable as per minimum wages act | 03 | - | - | | | | |
| | ESI contribution /employee @ % | | | | | | | |
| | EPF contribution / employee @% | | | | | | | |
| | TOTAL | | | | | | | |
| 03 | Office Attendant : Amount payable as per State Govt. Minimum wages act. | - | 02 | 01 | | | | |
| | ESI contribution /employee @ % | | | | | | | |
| | EPF contribution / employee @% | | | | | | | |
| | TOTAL | | | | | | | |
| 04 | Attendant [Lab & Departments]: Amount payable as per State Govt. Minimum wages act. | - | - | 08 | | | | |
| | ESI contribution /employee @ % | | | | | | | |
| | EPF contribution / employee @% | | | | | | | |
| | TOTAL | | | | | | | |

| | | | | | | | | |
|----|---|----|----|----|--|--|--|--|
| 05 | Sewage and Sewerage Cleaner: Amount payable as per State Govt. Minimum wages act. | 01 | - | 01 | | | | |
| | ESI contribution / employee @ % | | | | | | | |
| | EPF contribution / employee @% | | | | | | | |
| | TOTAL | | | | | | | |
| 06 | Cooks: Amount payable as per State Govt. minimum wages act. | 02 | 02 | 04 | | | | |
| | ESI contribution /employee @ % | | | | | | | |
| | EPF contribution / employee @% | | | | | | | |
| | TOTAL | | | | | | | |
| 07 | Attendant [for Cooking Gas Range]: Amount payable as per State Govt. minimum wages act. | 01 | - | - | | | | |
| | ESI contribution /employee @ % | | | | | | | |
| | EPF contribution / employee @% | | | | | | | |
| | TOTAL | | | | | | | |

Establishment/Administrative Charges on the basis of the total cost per person inclusive of all Statutory Taxes has to be quoted for evaluation of Financial Bid.

Signature & Official Seal of Authorized Signatory

Appendix CList of Major Clients, including Govt. Organizations / Academic Institutions.

| SI No | Name of Client with Contact Details | Category/Nature of Multi-skill Utility Worker supplied | Duration for Which Multi-skill Utility Worker Supplied Year | No. of Multi-skill Utility Worker Supplied |
|-------|-------------------------------------|--|---|--|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

Note:- Please furnish at least two references of senior executives as under:-

| SI No | Name with Designation | Name of Company/Firm | Address | Landline No. | Mobile No. | E-Mail ID |
|-------|-----------------------|----------------------|---------|--------------|------------|-----------|
| 1. | | | | | | |
| 2 | | | | | | |

Copies of relevant documents are to be enclosed in support of above information.
Also provide list of ongoing projects along with copies of work orders /completion certificates.

Turnover during the last three years

| SI No. | Year | Turnover in Rupees (in words and Figures) | Copy Enclosed/Not Enclosed |
|--------|-----------|---|----------------------------|
| 1 | 2018-2019 | | |
| 2 | 2017-2018 | | |
| 3 | 2016-2017 | | |

Please enclose documentary evidence for above facts, dully verified by the Chartered Accountant (CA). Copies of relevant documents are to be enclosed in support of above information.

Seal & Signature of the authorized signatory of the agency

Undertaking

(a) I hereby certify that all the information furnished above are true to the best of my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

(b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the tender document and completely accept all of them.

(c) I also certify that, all employees enrolled are police verified.

Seal & Signature of the authorized signatory of the agency

Appendix D**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER**

(To be executed & attested by Public Notary / Executive Magistrate on Rs10/- non judicial Stamp paper by the Tenderer)

1. I/ We _____ (Tenderer) hereby declare that the Tenderer namely M/s _____ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government tenders in India and has no litigation in any of the Labour Court(s).

(Or)

I / We _____ (Tenderer) hereby declare that the Tenderer namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm / company is entitled to take part in Government tenders.

2. In case the above information found false, I / we are fully aware that the tender / contract will be rejected/cancelled by Principal, IHM, Kolkata and EMD / Security Deposit shall be forfeited.

3. In addition to the above, Principal, IHM, Kolkata will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name _____

Address _____

Seal & Signature of the authorized signatory of the agency

