

**NOTE : This is a sample document, this is not valid for online bidding. Please download original tender document from e-procurement website for participating in the bid.**

## **JHANSI CANTONMENT BOARD**

### **TENDER FOR RATE CONTRACT FOR ENGAGEMENT OF STAFF ON CONTRACT BASIS IN JHANSI CANTONMENT BOARD**

Tender Notice No.201804070001/CBJHANSI4003/Staff Contract/2018-19 dated 07.04.2018

#### **INSTRUCTION FOR BIDDERS**

1. Please download this document and read carefully.
2. Sign all the annexure at the space provided for signature.
3. After signing all the pages, scan them with the sequence as per page number given at top right corner.
4. Also scan all the supporting documents.
5. All the supporting documents should be self attested.
6. Create a pdf file of scanned pages.
7. Login to [www.eprocure.gov.in](http://www.eprocure.gov.in).
8. Open the tender.
9. Upload the pdf file properly signed by the bidder or his authorised representative.

#### **DOCUMENTS TO BE SUBMITTED WITH THE TENDER FORM**

1. Copy of RTGS/NEFT transaction receipt for Processing Fee (non refundable) amounting to Rs. 2,500/- (Rupees Two thousand five hundred only).
2. Copy RTGS/NEFT transaction receipt for Earnest Money Deposit (EMD) amounting to Rs. 4,00,000/- (Rs. Four lakh only).
3. Copy of Pan Card
4. Income Tax Return for last three years
5. Experience certificate along with work orders
6. EPF Registration Certificate
7. ESI Registration Certificate
8. Labour Registration, if available
9. Authority letter (in case documents signed by the authorised representative)

## JHANSI CANTONMENT BOARD

### TENDER FOR ENGAGEMENT OF STAFF ON CONTRACT BASIS IN JHANSI CANTONMENT BOARD

Tender Notice No.201804070001/CBJHANSI4003/Staff Contract/2018-19 dated 06.04.2018

#### 1.0 Invitation to Bid

**1.1** Jhansi Cantonment Board (JCB), an autonomous body under Ministry of Defence, Govt. of India invites online bids for engagement of an Agency for providing Assistant Teachers, Instructors, Doctors, Para Medical Staff, Computer Programmer, Computer Operators, Assistants, Multitasking Staff, etc. on contractual basis. The detailed requirement is given in the tender document which may be increased or decreased as per actual requirement.

**1.2** The tender document can be seen on the e-procurement site of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app>

**1.3** Any other information may be obtained from the office of the Chief Executive Officer, Cantonment Board, Subhash Marg, Jhansi Cantt during office hours on all working days. Further details may also be obtained from our website [www.jcb.org.in](http://www.jcb.org.in).

**1.4** The schedule for bid process is as follows:

1.	Date of publication of tender	08.04.2018
2.	Date and time of start of sale / download tender document	09.04.2018 10:00 am
3.	Bid submission start date and time	09.04.2018 10:00 am
4.	Bid submission closing date and time	30.04.2018 05:00 pm
5.	Technical Bid opening date and time	03.05.2018 11:00 am

**1.5** Jhansi Cantonment Board shall not be responsible for any technical problem with website or server etc.

**1.6** No further discussion / interface will be granted to bidders whose bids have been disqualified. Jhansi Cantonment Board reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.

**1.7** Jhansi Cantonment Board will not entertain any claim of any nature, whatsoever, including any claim seeking expenses in relation to the preparation of Bids or any other expense till award of contract.



## 2.0 Detail of Staff Required

Sl.No.	Category of Contract Staff	No. of Staff required	Essential Qualifications	Scope of Work
(1)	(2)	(3)	(4)	(5)
1	Assistant Teacher	18	B.Ed. / B.T.C. + TET / CTET	4 period a day or as required
2	Music / Dance Teacher	02	Graduate in Music and Dance or equivalent	4 period a day
3	Games Teacher	03	Diploma in Physical Education or Equivalent	4 period a day
4	Computer Teacher	02	Diploma in Computer Teacher Training or Diploma in computer applications	4 period a day
5	Yoga Teacher	01	Completion of vocational training or certificate program in yoga instruction	4 period a day
6	Computer Instructor	02	Diploma in Computer Teacher Training or Diploma in computer applications	4 period a day
7	Instructor for Tailoring Course	02	Diploma in Cutting & Tailoring	4 period a day
8	Instructor for Beauty Culture & Hair Dressing	02	Diploma in Beauty Culture & Hair Dressing	4 period a day
9	Doctor (General)	01	MBBS + MD/MS in relevant field	6 hours OPD + Emergency as and when required
10	Doctor (Orthopedist)	01		
11	Doctor (General Surgeon)	01		
12	Doctor (Pediatrician)	01		
13	Doctor (Ophthalmologist)	01		
14	Doctor (Gynecologist)	02		
15	Doctor (ENT Specialist)	01		
16	Doctor (Dentist)	01		
17	Doctor (Homeopathy)	01	Bachelor Degree in Homeopathy medicine.	6 hours OPD
18	A.N.M.	08	Diploma in ANM. Candidate must be registered with state council of nursing and midwife.	Rotation duty in Cantt General Hospital
19	Asstt. Pharmacist	01	Diploma in Pharmacy	4 hours a day
20	Lab Technician	01	Diploma / Certificate in Lab Technician	6 hours during OPD
21	X-ray Technician	01	Diploma / Certificate in X-ray Technician	6 hours during OPD
22	Dental Technician	01	Diploma / Certificate in related field.	6 hours during OPD



23	OT Technician	01	Diploma in OT Technician	OT Duties as and when required
24	Physiotherapist	01	Diploma in Physiotherapy	6 hours during OPD
25	Clerk-cum-Computer Operator	04	Intermediate or equivalent. Minimum 30 w.p.m. speed in English typing and 25 w.p.m. in Hindi Typing. Knowledge of Windows and MS Office (Word, Excel, Power Point)	To work in Cantt Board Office / Hospital
26	Office Assistant	02	10 <sup>th</sup> Pass	6 hours per day
27	Multi Tasking Staff	20	10 <sup>th</sup> Pass	To perform various tasks as per requirement. 4 to 6 hours per day
28	Junior Engineer (Civil)	01	Diploma in Civil Engineering.	To work with Engineering section
29	Pump Operator	02	Experience as a water pump operator	4 hours per day (2 hours in the morning and 2 hours in evening)
30	Plumbing Assistant	02	5 years experience in the field	The assist the plumber
31	Lineman	02	5 years experience as a lineman	To help the Electrician
32	Fountain Mechanic	01	5 years experience as fountain mechanic	Repairing of fountain as and when required

**2.1** The staff requirement as indicated at column (3) above is only tentative and may vary depending upon the volume of work, functional requirements etc. Any variation in the requirement of staff shall be communicated to the Agency at the sole discretion of the CEO / JCB.

**2.2** The above staff requirement is for various locations in Jhansi Cantonment area.

**Dr. Rohit Singh Malan**, IDES  
Chief Executive Officer



### GENERAL INFORMATION

1. The approximate value of the work is liable to vary according to the requirement by the Board.
2. Both technical bid (Part-I) and financial bid (Part-II) may be viewed on the website [www.eprocure.gov.in](http://www.eprocure.gov.in) from 09-04-2018 10:00 am.
3. Online technical bid (Part-I) must be accompanied with soft copies of documents / certificates as mentioned below –
  - i. Experience certificate along with work orders of similar nature work
  - ii. Pan Card
  - iii. Income Tax Return (last three years)
  - iv. EPF Registration
  - v. ESI Registration
  - vi. Labour Registration, if available
  - vii. Authority letter, if tender document is signed by an authorised signatory
  - viii. Copy of RTGS / NEFT transaction receipt amounting to **Rs. 2,500/- (Rs. Two thousand five hundred only)** as the **Processing Fee (non refundable)**.
  - ix. RTGS / NEFT transaction receipt amounting to **Rs. 4,00,000/- (Rs. Four Lac only)** as **Earnest Money Deposit**.

**Please Note:**

- a) All the above mentioned documents should be uploaded with technical bid (Part-I) otherwise financial bid shall not be opened and will be treated as cancelled as a whole.
- b) Processing Fee and Earnest Money Deposit must be credited in our below mentioned account by 30.04.2018 at 05:00 pm through RTGS / NEFT, else the tender shall be treated as rejected. The details of RTGS / NEFT Account is given below –

Name	:	Chief Executive Officer Jhansi Cantonment Board
Account Number	:	34676727808
Bank	:	State Bank of India
Branch	:	Sadar Bazar, Jhansi
Branch Code	:	001959
IFSC Code	:	SBIN0001959
MICR Code	:	284002003

4. Financial bid (Part-II) will be opened only of eligible bidders who uploaded technical bid (Part-I) with requisite documents as mentioned in Para 3 above.
5. E-tender may be downloaded from the website [www.eprocure.gov.in](http://www.eprocure.gov.in) from 09-04-2018 10:00 am. Online bid may be submitted from 09-04-2018 10:00 am to 30-04-2018 05:00 pm. Technical evaluation of e-tenders shall be started on 03-05-2018 at 11:00 am and Financial bid of those bidders who found eligible shall be opened thereafter.
6. The contractor/firm who desires to participate in e-tender are advised to electronically register themselves on the said website for which they would require to obtain class-III digital certificate (if already not obtained) from the certified agencies, authorized under Government of India and get conversant with the process of online submission of tender well in time so as to submit the tender by the due dead line. No request for extension of the due date of tender opening on the above ground will be entertained. The process of participating in the online tender may also be seen at our website [www.jcb.org.in](http://www.jcb.org.in).



7. The Cantt Board/CEO reserve the right to reject or accept any tender without assigning any reason thereof.
8. Earnest money deposit amounting for Rs. 4,00,000/- (Rs. Four Lac only) of successful tender will be adjusted into security money and the balance amount shall be deposited in form of TDR or the full amount of the security money deposited in office in form of TDR the earnest money shall be refund by the contractor. Earnest money deposit of remaining tenderers shall be refunded on request after award of work to the successful tenderer.
9. A tenderer shall be deemed to have full knowledge of all relevant documents working conditions and such other condition which effect entire work.
10. The submission of tender by tenderer implies that he has read, understand and agreed to abide by all the conditions stipulated in the tender documents which will form Part and parcel of contract agreement to be executed between the Cantonment Board Jhansi and successful tenderer.
11. The Cantonment Board do not bind themselves to accept the lowest tender or to give any explanation for not accepting the lowest tender.
12. The tender submitted by any person indebted to the Board will not be entertained.
13. In the event of submission of tender by a firm, it must be signed separately by each member or in the event of absence of any partner, it must be signed on his behalf by a person holding Power of Attorney authorizing him to do so.
14. Evaluation Criteria:
- (a) The tenderer will be required to quote administrative charges per contract employee in excess (not less) percent. Please note that as per Finance Ministry, Department of Expenditure, PP Division O.M. No. 29(1)/2014-PPD dated 28.01.2014, bids with NIL or negative quotes for administrative charges shall be considered unresponsive and not to be evaluated.
- (b) The excess percentage quoted by the tenderer shall be accurately filled in figures at the space provided in Financial Bid.
- (c) The tenderer will write excess percentage upto two decimal places only, if he writes the percentage upto more than two decimal places, figure upto two decimal places shall be considered without rounding off.
- Please Note:** Board has not bound to accept the lowest rates. If in the opinion of the Board, the rates are not workable, the Board has right to reject the same and the work shall be awarded to the tenderer who has quoted the workable rates.
15. The contractor should be careful in quoting the rate as once the tender is accepted, representation with a view to raising the same under any circumstances will not be entertained.

**Dr. Rohit Singh Malan, IDES**  
Chief Executive Officer  
Jhansi Cantonment Board



**GENERAL TERMS AND CONDITIONS****A. Definition of Terms**

1. JCB shall mean "Jhansi Cantonment Board" having its office at Subhash Marg, Jhansi Cantt - 284001.
2. CEO shall mean "The Chief Executive Officer of Jhansi Cantonment Board".
3. Contractor/Agency/Firm means the Bidder whose bid will be accepted by JCB and shall include such successful Bidder, its legal representatives, successors and permitted assigns.
4. EMD shall mean Earnest Money Deposit.
5. Security Deposit shall mean Security Deposit against Contract awarded.
6. Bidder shall mean any applicant who is submitting the tender in reference to this document.

**B. Receipt and opening of Tenders**

1. Tenders duly filled in, should be uploaded upto the time and date fixed for submission of tender and opened on the prescribed date and time. The bidders or their authorized representative may, if they so desire be present at the time of opening of tenders.
2. If due date of opening of tenders happens to be a holiday(s), the tenders would be opened on the next working day but the time of opening will be remain the same.
3. JCB / CEO reserve the right to postpone and/or extend the date of opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from the JCB.

**C. Preparation of Tender**

1. The Bidders are required to upload the completed tender documents only after satisfying each and every condition laid down in the tender documents.
2. **Administrative charges in excess percent shall be quoted only at the place provided for the same in the Financial Bid.** Administrative charges quoted in any other form shall not be entertained and the tender shall be liable to be rejected.
3. Tenderer may visit our website [www.jcb.org.in](http://www.jcb.org.in) for further details regarding filling and uploading the tender.

**Dr. Rohit Singh Malan**, IDES  
Chief Executive Officer  
Jhansi Cantonment Board



**ANNEXURE-II****SPECIAL TERMS AND CONDITIONS**

1. The tender form should be downloaded and clearly filled in by ink pen legibly or typed and signed each and every page. The tenderer is required to scan and prepare a soft copy of completed tender form in pdf format and uploaded to the website well in time. The tender form should be signed by the tenderer or his authorized representative. The authorization letter should be enclosed, if signed by the authorized representative.
2. All the annexure of the tender should be signed by the tenderer with seal of the firm.
3. JCB will deduct income tax at source as applicable under Income Tax Act 1961.
4. Original copies of documents, submitted with the application form, may be asked from successful tenderer at any time after opening of tender.
5. After the award of the tender an amount of **Rs. 10,00,000/-** (Rs. Ten Lac only) shall be deposited by the successful tenderer as security deposit for the due performance of the contract till the period of engagement of the Agency. In the event of any breach/violation or contravention of any terms and conditions contained herein by the tenderer, the said security deposit shall be forfeited by JCB.
6. The contractor / company / agency submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
7. Initially the contract will be awarded for a period upto 31<sup>st</sup> March 2019, which may be extended/short terminated based on the requirement/discretion of JCB.
8. Any act on the part of the tenderer to influence anybody in JCB is liable to rejection of his tender.
9. Successful tenderer shall provide a non-judicial stamp paper worth Rs. 100/- for preparing a Contract Agreement. The contract agreement will be provided to the successful Bidder at the time of Award of Contract.
10. The contractor / company / agency shall comply with all the legal requirements and provisions under Minimum Wages Act, 1948 including obtaining license under Contract Labour (R&A) Act, 1970, registration with EPF and ESIC, Service Tax as may be applicable.
11. In case of any dispute, the decision taken by the President Jhansi Cantonment Board shall be final and binding to both the parties.
12. The contractual manpower upon joining, shall submit himself /herself to the orders of the JCB / CEO and of the Officers/Authorities under whom he/she may from time to time be placed by the CEO during the period of contract and shall at all times obey the rules prescribed and shall whenever required to perform such duties as may be assigned to the candidate by the CEO or any other official of the JCB authorized by the CEO.
13. The contractual manpower shall deploy himself/herself efficiently and diligently and to the best of his/her ability as a part of JCB and that he/she will devote his/her whole time to the duties of the service and shall not engage directly or indirectly in any trade/business or occupation on his/her own account that he/she shall not (except in case of accident or sickness certified by a Civil Surgeon/Authorized Medical Officer) abstain from duties without having first obtained permission from the concerned controlling officer or any





other authorized Officer. The contractual manpower shall not be entitled for remuneration for the period of absence.

**14.** The JCB / CEO reserve the right to redeploy the services of the candidate during the currency of this agreement depending upon the requirement of the JCB. The candidate has agreed to work wherever he/she is posted or wherever his/her services are required by the JCB.

**15.** The candidates must fulfill all the essential / desired qualifications to work as a contractual staff with the JCB.

**16.** The contractor / company / agency shall provide contractual staff whose minimum age shall not be below 18 years.

**17.** That the Contractual staff shall be available all the time as per their duty roster and they shall not leave their place of duty without prior permission.

**18.** The persons deputed to JCB shall normally not be changed by the firm/agency. However if the person leaves midway due to reasons beyond the control of the firm/agency then the agency/firm has to ensure the replacement of an equally qualified/experienced person.

**19.** That the Contractual staff shall work under overall supervision and direction of the CEO.

**20.** That in addition to the monthly wages, contribution towards EPF, ESI, etc. (employer's contribution) towards the eligible staff engaged by the contractor / company / agency shall be paid by the Board to the Contractor at the Govt. prescribed rates. The contractor / company / agency shall deposit the prescribed contribution (employee's contribution + employer's contribution) to the concern govt. agency well in time in the account of the concerned employee.

**21.** That the wages of contractual employee, rates of contribution / share of EPF and ESI shall liable to be changed as per Govt. policy / orders.

**22.** That the GST, if applicable on the total monthly wages as per Govt. prescribed rates shall also be paid by the Board to the contractor.

**23.** Tenders must be unconditional. Each Agency / Bidder should submit only one bid. No alternate bids from the same bidder will be considered. In such a case all the bids of the Agency/ Bidder will be rejected outrightly.

**24.** The Contractual staff shall carry out such other duties as are entrusted to them from time to time by the CEO.

**25.** That the tenders not confirming to these requirements will be rejected and no correspondence thereof shall be entertained whatsoever.

**26. Language of Bid** - The bid prepared by the Bidder and all correspondence and documents relating to the bid, exchanged by the Bidders and JCB, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation of its pertinent paras/ pages. Failure to comply with this may disqualify a bid. For the purpose of interpretation of the bid, the English translation shall govern.



27. The successful tenderer shall provide identity card to each of the staff engaged in Jhansi Cantonment Board.

**28. Termination of Services**

The conditions for termination are as follows:

- i. The contractual appointment shall cease to exist automatically at the end of the date mentioned in the contract agreement without any separate notice to the candidate.
- ii. The CEO shall terminate the services of the contractual manpower without any prior notice, if CEO is satisfied on Medical evidence that the candidate is unfit and is likely for consideration to continue to be unfit for reasons of ill-health for the discharge of his/her duties. Provided always that the decision of the CEO shall be final and binding on the candidate.
- iii. The CEO shall terminate the services, without any prior notice to the candidate found to be prima-facie guilty of any in-subordination, intemperance, moral turpitude or other misconduct, participation in strikes/ agitations/ Union/ Association or of any breach or non-performance of any of the provisions of these conditions or if otherwise found unsuitable for the efficient performance of his/her duties.

29. The details of the contract staff required are given at Clause 2.0 of the tender document.

30. This tender document, work order/s issued to the successful bidder and agreement to be executed in this regard between the Board and the successful bidder shall be part and parcel of the contract.

31. Two Casual Leaves except Sundays and Gazetted Holidays shall be applicable to the contractual staff.

32. The company / agency information (to be filled in by bidder) is enclosed as Annexure III and an undertaking is to be submitted at Annexure IV.

**33. Terms of Payment**

- i. The agency will submit the monthly bill in duplicate enclosing the certificates as indicated below, which shall be got duly certified by the officer-in-charge and the same shall be paid by the JCB after making recovery, if any:-
  - a. The agency shall make regular and full payment of salaries and other payments as due, as per the labour laws to its personnel deputed under service contract through Account Payee Cheque / NEFT and furnish the list of cheque number and date of cheque issued to individual employees or the detail of NEFT. The payment to personnel by the Contractor should be made on or before 7<sup>th</sup> of every month. However, 7<sup>th</sup> being holiday, wages should be paid on the preceding working day of that month. Along with monthly bill Placement Agency should enclose a certificate to JCB to the effect that the personnel deputed for JCB had received the payment as full and final from the Agency for the said month.
  - b. The contractor / firm / agency shall promptly deposit the EPF and ESI contribution (employee's contribution + employer's contribution) to the concern department every month for each and every eligible individual appointed.



- c. Proof of challan/receipt issued by Regional Provident Fund Commissioner (RPFC) etc. for the payment made towards applicable Provident Fund, ESI etc. for the previous month and proof of payment towards compliance of other statutory provisions for the previous month for each person hired by JCB shall have to be submitted along with the bill.
  - d. The Agency shall also have to deposit the applicable GST wherever applicable.
- ii. JCB shall release due amount after making deduction of applicable Income Tax and other recoveries, if any, through RTGS to the Agency.
  - iii. In case, JCB receives any complaint regarding non-payment of wages to your personnel the amount payable to these personnel will be recovered from your bill and paid to such personnel.
  - iv. The agency would ensure that all its personnel would behave courteously and decently with employees of the JCB and also ensure good manners.

#### 34. Earnest Money Deposit

Earnest money of **Rs. 4,00,000/-** (Rs. Four Lac only) may be deposited through RTGS / NEFT. The payment through RTGS / NEFT should be credited in the below mentioned account of this office by 30-04-2018 at 05:00 pm, else the tender shall be treated as rejected. The details of RTGS / NEFT Account is given below–

Name	:	Chief Executive Officer Jhansi Cantonment Board
Account Number	:	34676727808
Bank	:	State Bank of India
Branch	:	Sadar Bazar, Jhansi
Branch Code	:	001959
IFSC Code	:	SBIN0001959
MICR Code	:	284002003

Scan copy of RTGS / NEFT transaction receipt should be uploaded with the tender form.

#### 35. Charges and Payments

Bills chargeable to the JCB shall be paid after every month of services rendered. In case of any complaint of non-fulfillment or any obligation under the contract, the CEO reserves the right to deduct the payments due from the Contractor from monthly bill(s).

#### 36. Financial Bid

**The Financial bid is uploaded as Annexure-V** in excel format in which percent rates of applicable EPF / ESI / GST / Any other Charges / Contractor's Profit shall be filled up by the tenderer.

#### 37. Workman's Compensations

The contractor / company / agency shall be responsible for all the claims, damages, compensation or expenses payable in consequence of any accident or injury sustained or any workmen or other persons whether in the employment of contractor or not while in or upon the said work or on the site / side or work, and the Board shall not be bound to defend any claim brought under Workmen Compensation Act. The



contractor / company / agency shall be wholly liable for any amount or compensation required to be paid under the Workmen Compensation Act or any other provision of law.

In case the issues with regard to non-compliance of statutory dues payable to casual employees comes to our notice, JCB shall have the right to black-list the agency.

### 38. Demand for Arbitration

- (i) In the event of any dispute or difference between the parties here to as to the interpretation or operation of this contract, or the respective rights and liabilities of the parties on any matter in question, dispute or difference on any account, any of the parties may demand in writing that the dispute or difference be referred to arbitration.
- (ii) The demand for arbitration shall specify the matters which are in question or subject of the dispute or difference as also the amount of claim item-wise. Only such dispute(s) or difference(s) in respect of which the demand has been made, together with counterclaims or set or shall be referred to arbitration and other matters shall not be included in the reference.
- (iii)
  - (a) The arbitration proceedings shall be assumed to have commenced from the day, a written and valid demand for arbitration is received by the Cantt.
  - (b) The claimant shall submit his claim stating that the facts supporting the claims alongwith all relevant documents and the relief or remedy sought against each claim within a period of 30 days from the date of appointment of the Arbitral Tribunal.
  - (c) The other party shall submit its defence statement and counter claim(s), if any, within a period of 60 days of receipt of copy of claims from Tribunal thereafter, unless otherwise extension has been granted by Tribunal.
- (iv) No new claim shall be added during proceedings by either party. However, a party may amend or supplement the original claim or defence thereof during the course of arbitration proceedings subject to acceptance by Tribunal, having due regard to the delay in making it.
- (v) The Arbitral Tribunal shall consist of a Sole Arbitrator who shall be any officer nominated by the President, Cantonment Board Jhansi in his behalf.

**Dr. Rohit Singh Malan, IDES**  
Chief Executive Officer  
Jhansi Cantonment Board

### DECLARATION

I hereby accept all the above mentioned Terms and Conditions at Annexure - I and Annexure - II unconditionally.

Authorized Signatory \_\_\_\_\_

Name \_\_\_\_\_

Date : \_\_\_\_\_

Designation \_\_\_\_\_



## ANNEXURE-III

## COMPANY/ AGENCY INFORMATION

The Bidder should also furnish the following information:

a.	Name of the Company / Agency / Firm	:	
b.	Name(s) of the proprietors/ Directors	:	
c.	Registered Address of the firm Telephone No. Fax No.	: : :	
d.	E-mail Address		
e.	Name of the Contact Person Telephone/Mobile No.	:	
f.	Name of the Bank (with full Address)	:	
g.	Bank Account No.	:	
h.	TIN No. / Sales Tax No.	:	
i.	PAN Card No.	:	
j.	GST No.	:	

Authorized Signatory \_\_\_\_\_

Name \_\_\_\_\_

Date : \_\_\_\_\_

Designation \_\_\_\_\_



**ANNEXURE - IV****UNDERTAKING BY THE AGENCY**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (Name of the firm/agency) hereby declare that there is no legal suit / criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in force.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (Name of the firm/agency) hereby declare that our organization or the staff to be provided has no business or direct family relationship with JCB's employees or persons positioned in or on the Board of this organization by whatever process.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (Name of the firm/agency) hereby undertake that all relevant statutory requirements will be complied with.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and \_\_\_\_\_ (name of the firm/agency) would be debarred from any further engagement by JCB ever.

**Authorized Signatory** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Designation** \_\_\_\_\_

