

THE JAIPUR CENTRAL CO-OPERATIVE BANK LTD.

F-1 , NURSERY CIRCLE , VAISHALI NAGAR , JAIPUR - 302021

WEBSITE: www.ccbjaipur.com EMAIL ID : dccb.jaipur@rajasthan.gov.in PHONE : 0141-2358662



TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT

OF

CCTV SURVEILLANCE SYSTEM

TENDER REFERENCE NO. : JCCB/Store/2025-26/..... ⁴²³⁹³ Dated ^{01/11/2025}

MODE OF BID SUBMISSION : OFFLINE

BID SUBMISSION START DATE : 03/11/2025

BID SUBMISSION LAST DATE & TIME : 12/11/2025 till 05:00 PM

BID SUBMISSION PLACE : HEAD OFFICE (F-1 , NURSERY CIRCLE , VAISHALI NAGAR , JAIPUR – 302021)

BID OPENING DATE PLACE & TIME : HEAD OFFICE, 13/11/2025/1:00 PM

Authorized officer to contact regarding procurement proceedings :

1. Mr. Surendra Sharma, Chief manager(Adm), Head office, bank - 8003699071
2. Mr. Gajendra Kumar Meena, Senior manager (store), Head office, bank – 8003699163
3. Mr. Govind Prasad Garg, Manager, Head office, bank – 7727010296

Appellate officer in concern with procurement proceedings:

Managing Director, Bank
District Collector

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Tender Notice for Comprehensive Annual Maintenance Contract for CCTV Surveillance system

NOTICE INVITING BID (NIB)

Reference No. JCCB/Store/2025-26/.....

Dated- .../.../2025

Name and Address of procuring entity	The Jaipur Central Cooperative Bank Ltd. F-1, Nursery Circle, Vaishali Nagar, Jaipur-302021
Name and address of Procurement Officer	Managing Director The Jaipur Central Cooperative Bank Ltd. F-1, Nursery Circle, Vaishali Nagar, Jaipur-302021
Subject matter of procurement	Comprehensive Annual Maintenance Contract for CCTV Surveillance system
Bid procedure	Single Stage Two Part Open competitive Bidding: Technical Bid & Financial Bid
Bid evaluation criteria (Selection method)	Technically Qualified bidder shall be selected on Lowest Cost Based Selection (LCBS) i.e. L1 bidder.
Website for downloading Bid Document, Corrigendum's Addendums etc.	https://www.ccbjaipur.com/ , https://sppp.rajasthan.gov.in/ ,
Estimated Procurement Cost	Rs. <u>2.90</u> Lakhs (GST Extra)
Bid Fee	Bid Security/Bid Document Fee may be paid through Demand Draft/Pay Order/NEFT/RTGS Bid Security - Rs. <u>4000</u>/- DD/PO in favour of The Jaipur Central Co-operative Bank Ltd. payable at Jaipur Bid Document Fee – Rs. <u>250</u>/- DD/PO in favour of The Jaipur Central Co-operative Bank Ltd. payable at Jaipur <u>The RTGS/NEFT account details of the bank is as under:-</u> Account Name: The Jaipur Central Co-operative Bank Ltd. Account No. : 91242220999 Branch: Head Office IFSC Code: RSCB0022099 Scanned copy of the demand draft or RTGS/NEFT UTR receipt has to be submitted along with the technical bid.
Bid Validity	90 days from bid submission deadline

Tender Notice for Comprehensive Annual Maintenance Contract for CCTV Surveillance system

PROJECT PROFILE & BACKGROUND INFORMATION

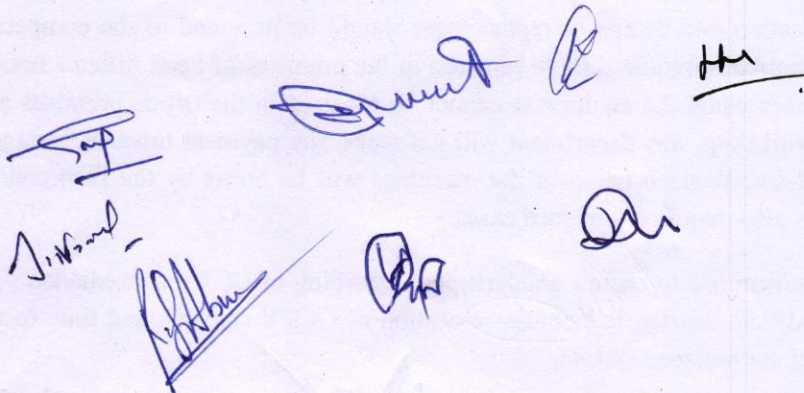
Office of THE JAIPUR CENTRAL COOPERATIVE BANK, JAIPUR herewith invites BIDs from registered vendors/companies/firms who are competent and experienced with sound technical and financial capabilities for taking up the work of comprehensive Annual Maintenance Contract for CCTV Surveillance system which consists of CCTV cameras, DVR's, hard disks, TFT monitors, power supply, accessories and cables etc. installed at the head office and branches of the Jaipur central cooperative bank in Jaipur district.

The single BID tender document and details may be downloaded from our website www.ccbjaipur.com or from SPPP portal (www.sPPP.rajasthan.gov.in).

Two sealed separate envelop for Technical and Financial bid should be put in one envelop with Technical Bid super subscribing "Technical BID for comprehensive Annual Maintenance Contract for CCTV Surveillance system" and Financial Bid super subscribing "Financial BID comprehensive Annual Maintenance Contract for CCTV Surveillance system" shall be submitted at the given address before PM on / / with covering envelope addressed to : Senior manager store, The Jaipur central cooperative bank ltd., F-1, nursery circle, Vaishali Nagar , Jaipur – 302021.

- *The tenderers are requested to carefully study whole tender document with all the terms and conditions and scope of work mentioned in the tender document before quoting their rates.*
- *Firm officials can remain present in the office at the time of opening of BID document.*
- *The BID must be strictly in accordance with the terms and conditions with specifications as laid out in the tender.*

Arithmetical errors will be rectified on following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

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SCOPE OF WORK

Work covered in this BID document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered explicitly herein below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from contractor's scope.

The Comprehensive Annual Maintenance Contract for CCTV SURVEILLANCE SYSTEM and accessories installed in **The Jaipur Central Cooperative Bank Ltd. and its branches** operational in Jaipur district having its head office situated at **F-1, Nursery Circle, Vaishali Nagar, Jaipur – 302021**. Comprehensive Annual maintenance of CCTV systems covering the following: All the products installed like CCTV cameras, DVRs (including hard disk drives), TFT monitors, power supply, accessories, cables etc. related to CCTV system shall be maintained by the contractor with periodic maintenance i.e. once in every three months during the contract period to ensure its proper functioning of the CCTV surveillance system.

The above list is illustrative and not exhaustive, and the Bidder will arrange for spares and accessories and rectify/replace the same.

Branches of the bank are as follows:

S.no	BRANCH	S.no	BRANCH	S.no	BRANCH
1	KISHANPOLE BAZAR	9	CHOMU	17	DUDU
2	JHOTWARA	10	PHAGI	18	JAMWA RAMGARH
3	SANGANER	11	RENWAL KISHANGARH	19	VIRAT NAGAR
4	VAISHALI NAGAR	12	PAOTA	20	GOVIND GARH
5	COLLECTORATE	13	SAMBHAR LAKE	21	JALSU
6	HARMADA	14	SHAH PURA	22	TUNGA
7	BAGRU	15	CHAKSU	23	KOTKHAUDA
8	BASSI	16	KOTPUTLI	24	TONK PHATAK
				25	Head Office

Out of 24 branches, 7 are in Jaipur and remaining 17 branches are in Jaipur district.

At present, there are 145 numbers of CCTV cameras, 26 nos. of DVRs(including HDD), 26 TFT monitors, power supply, accessories, cables etc. installed in total. The details and locations of said CCTV surveillance system can be obtained from the office.

AMC shall include the repair / replacement of defective parts with the original parts of equivalent or higher specification and details of replacement should be provided to the competent authority. The equipment is normally required to be repaired in the premises of head office / branch office only. In exceptional cases when the equipment cannot be repaired in the office premises and required to be taken to the workshop, this department will not make any payment towards cartage and the expense for the to and fro. Transportation of the machines will be borne by the firm concerned. A standby arrangement is also mandatory in such cases.

The contractor/firm has to ensure uninterrupted recording of CCTV surveillance system covering all location in JAIPUR district. It includes relocation of CCTV cameras and time to time check proper connectivity of surveillance system.

Tender Notice for Comprehensive Annual Maintenance Contract for CCTV Surveillance system

The equipment being taken to the workshop for repair would be at contractor/firm own risk and expenses. Any damage or loss caused to the equipment or their part due to negligence, mishandling shall be made good by the contractor/firm. In this case, the contractor/firm should make necessary inward and outward entries duly signed by the officer-in-charge.

The contractor/firm must ensure confidentiality regarding handling of all information obtained within the control room, whether videotapes, snapshots, written, verbal and other sensitive materials held within the Control Room and in Custom House premises. The Contractor/firm should ensure all storage and apparatus should be virus free. The service engineer/technicians will be allowed to work on all working days. Renting, lending and copying of any software and hardware products are completely prohibited.

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[Signature 1] *[Signature 2]* *[Signature 3]* *[Signature 4]*

[Signature 5] *[Signature 6]* *[Signature 7]*

TERMS AND CONDITIONS:

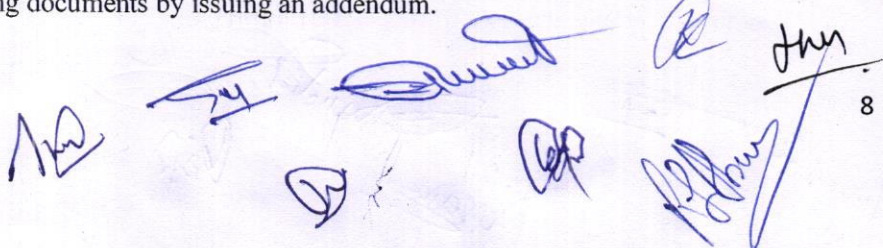
- The contract period is for one year. Based on satisfactory services and if bank find it appropriate the contract may be extended as mutually acceptable to both the parties as per RTPP Act, 2012 and Rules, 2013.
- On expiry on contract, if mutual consent cannot be established for contract renewal then bidder have to provide AMC service on same rate till new contract or for next three months whichever is earlier.
- The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period.
- The bidder must have GST Registration and Copy of the same should be enclosed failing which the tender will be technically rejected.
- The firm/company should be in existence for over 3 years. **Average Annual Turnover during last three financial years i.e. from FY 2018-19, 2019-20 & 2020-21 should be at least 40 lakhs or more. Turnover Certificate by CA should be enclosed in Technical Bid, failing which leads to rejection of technical bid.** Bidders / tenderers must have carried out similar work with minimum 3 Government Department/ Public Sector Undertaking/ Banks and have to submit work order copy/satisfactory performance certificate/proof along with this bid.
- The Bidder/Vendor should be registered company/ firm with valid ISO 9001:2015 and above service management certification and must have branch office/ regional office/ Head Office in Jaipur. The bidder/tenderer is required to submit evidence/proofs in this regard.
- The Bidder/Vendor company/ firm should have experienced engineers on their payroll stationed at office/service center/s etc. and should submit proof of PF contribution and ESIC subscription etc. remittance to concern statutory bodies. They should have sufficient support personnel to support IT infrastructure on their own without resorting to sub-contracting in part or full. Rendering support of any sort through franchises/outside engineer will not be acceptable. Engineers/ authorized persons must carry their Company/ firm ID Card during their visits to JCCB.
- The Bidder/Vendor should not have been black listed at any point of time before participating in this bid by any Govt. body/ PSU/ Bank or any other institution. A self-declaration letter by the bidder should be submitted on company/ firm's letter head.
- It is the responsibility of the contractor to inspect the site before submission of BID documents to know the full implication of the contract.
- Maintenance shall be taken on "as is where is basis".
- All tools and testing instruments required for checking, testing and attending to routine maintenance and breakdowns shall be arranged by the contractor.
- Preventive as well as breakdown maintenance, both are covered under scope of work on AMC, which is comprehensive & corrective maintenance of CCTV cameras including other hardware and cabling.
- The maintenance work shall be performed with skilled personnel totally conversant with the equipment / CCTV system.
- The bidder/firm will provide his personnel with protective equipment and should ensure safety of his service Engineer/Technicians, engaged for the purpose of CAMC and during the process of work, if any accident occurs due to any cause, JCCB shall not be held responsible, and any claim or legal penalties arising out of it will be the responsibility of contractor/firm. The contractor/firm should make good any damages done during CAMC of the system. Adequate care is to be taken while executing the work without causing any damage to JCCB premises and CCTV surveillance system.

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- During Comprehensive AMC period all the materials required for satisfactory functioning of the system to be supplied by the Successful Tenderer.
- Maintenance register / Log books should be maintained by the firm and necessary entries should be recorded about the visiting of their engineer in connection with the maintenance of CCTV. A Preventive Maintenance Report from the user would be submitted to IT Cell, Head Office, JCCB failing which an amount of Rs. 200 as a penalty would be imposed.
- In case of any technical snag it should be attended within 24 hours. If the firm fails to carry out repairs within 24 hours, to the satisfaction of the user, a penalty of Rs. 100/- (Rupees One hundred only) per day or part thereof will be charged for delay beyond the one day till such time items are repaired. A call sheet duly signed by user and should be submitted to the IT Cell, Head Office, JCCB/Branch Manager after successfully attending the call. Breakdown call should be attended on urgent basis.
- The payment towards maintenance charges will be released / paid on quarterly basis on satisfactory completion of assigned services. No advance payment in any case would be made. However, quarterly payment on pro-rata basis on satisfactorily rendering of service would be made.
- The replacement of any part of the CCTV/Camera, whenever required, must be carried out by the vendor with genuine part of same specification and warranty. The firm shall maintain the equipment as per manufacturer's guidelines and shall use standard Original Equipments Manufacturer (OEM) components for replacement. Until and unless written orders of the Bank are conveyed, the original specification/characteristics/features shall not be changed. The components of the equipments will be the whole responsibility of the Bidders for procurement and replacement as and when required during the period of contract.
- The Bidder/tenderer must under-take to ensure that sufficient standby cameras/spare parts/wire etc, are kept in readiness so that there occurs no laps in the security system of the JCCB.
- As it is comprehensive AMC , Therefore it covers :
 - a. All labour charges, miscellaneous charges, required spares, wear and tear of components.
 - b. No DA/TA will be paid.
 - c. The contractor shall be responsible for any loss or damage caused to any of the machines owing to negligence on his part. The contract will be on comprehensive basis inclusive repairs and replacement of spare parts without extra payment.
 - d. Immediately on award of the contract, the contractor would give a report taking over all equipments. It shall be the responsibility of the firm/company to make all the equipment work satisfactorily throughout the contract period and also to hand over the systems to the Department in working conditions on the expiry of the contract. In case any damage on the systems of the department is found, compensation which would be determined by the Competent Authority will have to be paid by the firm.
- Late submission of tenders will not be accepted. Tenders by "E-mail" will not be accepted. Tenders may be submitted by Registered Post, by hand in person or by courier. However, any delay on this account shall not be accepted as reason for exception.
- Taxes as per rules will be deducted from the bill as applicable from time to time.
- JCCB reserves the right to **reject** any or all tenders without assigning any reasons whatsoever. And also reserves the right to **terminate** the contract at any time by giving one month notice without assigning any reason whatsoever.

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- This bank / office reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds of such action. Bank also have right to amend extend cancellation of bid process. This office reserves the right to postpone / and / or extend the date of receipt / opening of Rates / Quotations or to withdraw the same without assigning any reason thereof.
- The evaluation and comparison of responsive bids shall be done on the prices in financial bid but excluding Taxes levies (GST).
- Incomplete bid documents/enclosures/supporting documents may lead to rejection of technical bid.
- No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document fee, processing fee and Bid Security.
- The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.
- Bank shall not be responsible for non-consideration of documents, if bidder does not mark the documents as annexures mentioned in the Tender document or submit incomplete documents.
- **The bidder shall ensure to affix Page numbers on all the submitted documents.**
- No joint venture/consortium or sub-contracting of any kind is allowed for BID ding. BID is not transferrable.
- In case of any dispute, the settlement will be made in the Courts of Jaipur.
- Even though the Bidders meet the minimum qualifying criteria, they are subject to be disqualified if they have:
 - Made misleading or false representations in the forms, Statements and attachments submitted in proof of the qualification requirements.
 - Or record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
- The Bidder/Vendor shall be required to sign a Service Level SLA as per Banks Standard Format incorporating various terms & conditions and deposit performance security equal to 5 % of the value of the order for which tenders are accepted. The stamp duty of such agreement such be borne by the bidder.
- No interest will be paid by JAIPUR CCB on the performance Security money.
- The forms of performance Security money shall be as Bank Draft/Bankers Cheque/ Pay order in favour of The Jaipur Central Co-Operative Bank Ltd. Jaipur.
- The performance Security money shall be refunded after expiry of one month of contract period after satisfying that there are no dues outstanding against the tenderer.
- If any terms and condition of the contract is breached. The performance security money may also be forfeited in whole or part.
- The quantity mentioned in annexure II is only estimated quantity, which will be finalized by the successful vendor by visiting the branches.
- On subsequent additions of equipment which fall out of warranty shall be included in the contract at the rates quoted by the Bidder/Vendor as per Annexure II and payments shall be made on pro rata basis.
- At the termination of the contract, the vendor shall submit written reports from each branch that the equipment under the AMC are in working, usable and satisfactory condition.
- At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum.



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- Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity.
- Provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.
- The bidder has to submit registration Certificate in any Government Organization like PWD/JDA/Housing Board, the bidder has to submit PF Registration Certificate with last month's PF return copy. Without this document, tender will not consider.

Lack of competition

- A situation may arise where, if after evaluation of Bids, the bid evaluation committee may end-up with one responsive Bid only. In such situation, the bid evaluation committee would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that: -
 - a. the Bid is technically qualified;
 - b. the price quoted by the bidder is assessed to be reasonable;
 - c. the Bid is unconditional and complete in all respects;
 - d. there are no obvious indicators of cartelization amongst bidders; and
 - e. the bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document
- The bid evaluation committee shall prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.
- In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.
- If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.

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ANNEXURE – I TECHNICAL BID {to be filled by the bidder}

Reference No. JCCB/Store/2025-26/.....

Dated-/....../2025

1	Name of firm	
2	Bid Document Fee	
3	Bid Security	
4	Establishment date of the firm	
5	Address of Firm. Whether office is situated in Jaipur? (proof should be enclosed)	(yes/no)
6	GST Registration number and Date of Registration	
7	PAN	
8	Balance sheet of last 3 Years (Attached)	(yes/no)
9	Average turnover in last 3 years is above 40 lakhs?	(yes/no)
10	CA Certificate of details of the financial turnover in last 3 years. (CA Certificate should be enclosed)	a. 2022-2023 _____ b. 2023-2024 _____ c. 2024-2025 _____
11	Contact person's details	
	a) Name	
	b) Telephone no. /Mobile No.	
	c) E-mail id	
12	PF contribution and ESIC subscription(proof should be enclosed)	(yes/no)
13	Work order Copy/Experience Certificates/ satisfactory performance certificate from 3 Government Department/ Public Sector Undertaking/ Banks (proof should be enclosed)	(yes/no)
14	ANNEXURE-III: BIDDER'S AUTHORIZATION CERTIFICATE(Attached if applicable)	(yes/no)
15	ANNEXURE-IV: Declaration by Bidder regarding qualification(Attached)	(yes/no)
16	ANNEXURE-V: CERTIFICATE OF CONFORMITY/ NO DEVIATION(Attached)	(yes/no)
17	ANNEXURE-VI: DECLARATION BY BIDDER(Attached)	(yes/no)
18	ISO 9001:2015 Certification or above(proof should be enclosed)	(yes/no)
19	All Pages of Tender document sealed and signed?	(yes/no)
20	All the necessary enclosures and supporting documents mentioned in bid are submitted duly sealed and signed?	(yes/no)

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Date:

Seal & Sign of the Bidder/Vendor

ANNEXURE – II FINANCIAL BID {to be filled by the bidder}

Reference No. JCCB/Store/2025-26/.....

Dated-/....../2025

<u>DESCRIPTION</u>	<u>AMOUNT IN FIGURE(EXCLUSIVE OF GST)IN RS</u>
CCTV CAMERA SURVEILLANCE SYSTEM : 131 CCTV CAMERAS, 25DVR, 25 HDD, 25 TFT MONITORS, POWER SUPPLY, CABLES , ACCESSORIES AND PERIPHERALS , ETC. AT 25 BRANCHES IN JAIPUR DISTRICT AND 1 HEAD OFFICE.	
GST	
TOTAL	

AMOUNT IN WORDS(IN RS) :

.....

Date:

Seal & Sign of the Bidder/Vendor

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ANNEXURE-III: BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}

To,

{Procuring entity},

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference No. _____ dated _____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: - Verified Signature:

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

[Handwritten signatures and initials in blue ink]

Tender Notice for Comprehensive Annual Maintenance Contract for CCTV Surveillance system

ANNEXURE-IV: Declaration by Bidder regarding qualification {to be filled by the bidder}

To,

{Procuring entity}, _____,

In relation to my/our Bid submitted to for procurement of.....in response to their Notice Inviting Bids NoDated I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my / our affairs administered by a court or a judicial officer, not have my/ our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officer not have, been convicted of any criminal offence related to my/our professional conduct or the making for false statements of misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings ;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by JCCB, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Date:

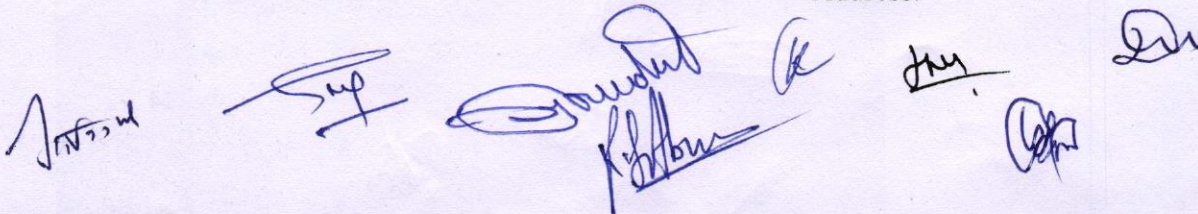
Place:

Signature of bidder

Name :

Designation:

Address:



ANNEXURE-V: CERTIFICATE OF CONFORMITY/ NO DEVIATION {to be filled by the bidder}

To,

{Procuring entity},

CERTIFICATE

This is to certify that, the specifications which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum technical specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations and assumptions.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

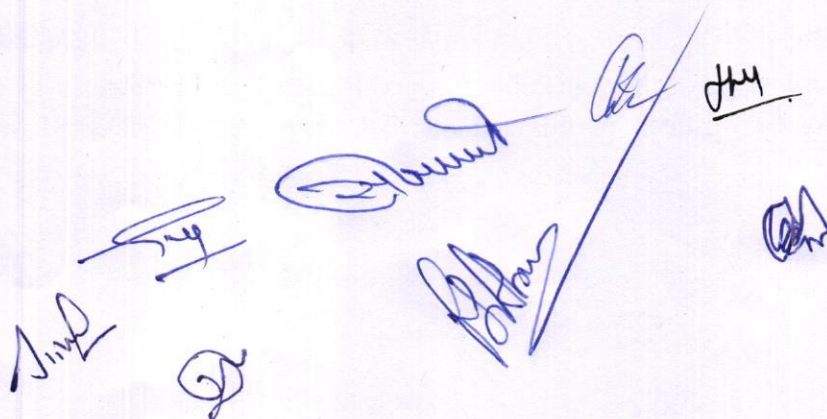
Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

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ANNEXURE-VI: DECLARATION BY BIDDER {to signed by selected bidder}

I/ We declare that I am/we are OEM/ Authorized Dealer/Vendor for which I/ We have quoted.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the bid, if any, to the extent accepted may be cancelled.

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

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CHECKLIST – Mandatory Documents for Submission

S. No.	Document type	Document format	Attached (Yes/No)	Page No.
1.	1. Bidding document Fee (Bid Fee) 2. Bid Security.	Bid Fee - Rs.-/- Bid Security Rs.-/-		
2.	Balance sheet of last 3 Years	Balance Sheet 2022-2023 2023-2024 2024-2025		
3.	Branch Office/ Head Office/ Regional Office Address proof situated at Jaipur.	Declaration/ Proof		
4	PAN Card	PAN Card Copy		
5	GST Registration Certificate	GST Registration Certificate Copy		
6	Last 3 Years Turnover Certificate	CA Certificate 2022-2023 2023-2024 2024-2025		
7	Work Order Copy/ Experience Certificates/ satisfactory performance certificate	satisfactory performance certificate of similar work with minimum 3 Government Department/ Public Sector Undertaking/ Banks		
8	TECHNICAL BID	Annexure I		
9	FINANCIAL BID	Annexure II		
10	Bidder's Authorization Certificate	Annexure III (If applicable)		
11	Declaration by Bidders regarding Qualification	Annexure IV		
12	Certificate of Conformity/ No Deviation	Annexure V		
13	Declaration by Bidders	Annexure VI		
14	ISO 9001:2015 Certification or above	Certificate		
15	PF contribution and ESIC subscription	Proof		

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