



Meghalaya Information Technology Society

NIC Building, Secretariat Hill, Shillong 793 001.

No.MITS.14/2012/pt/20

Dated Shillong the 6th March, 2024

NOTICE INVITING TENDER

Sealed Tender affixing Non-refundable Court Fee Stamp of Rs 50/-(Rupees fifty) only is invited from interested Authorized Security Agencies for providing Security Service at Information Technology & Communications Department, Meghalaya Information Technology Society (MITS) Office, NIC Building, Ground Floor Secretariat Hill and at Shillong Technology Park Campus, Umsawli as shown in the following. Tender will be received by **26th March 2024** up to **03:00 PM** at the Office of the Member Secretary Meghalaya Information Technology Society (MITS), NIC Building, Ground Floor, Meghalaya, Shillong. The Tender will be opened on the same day at **4.00 PM** in presence of the Tenderers or their representatives, if any.

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(K. L. Nongbri)

Member Secretary,

Meghalaya Information Technology Society (MITS)



INSTRUCTIONS AND TERMS & CONDITIONS: –

A. TERMS & CONDITIONS:

1. A Bidder:

- a) shall not participate in more than one Quotation;
- b) shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified.
- c) should not have been temporarily suspended or debarred from any public procurement by the Government of Meghalaya and Government of India or blacklisted or suspended by Central or any State Government Departments in India.

2. Qualification of Bidders

- a) Have the legal capacity to enter into a contract.
- b) The Average Annual Turnover of the bidder / firm should be at least **Rs 3,00,000/- (Rupees three lakhs)** per annum for the last 3 (three) years. A certificate from an Auditor/CA needs to be attached as proof.
- c) The Bidder’s Account should not have been declared as a Non-Performing Asset (NPA) in the Books of any Bank or Financial institution, a Certificate to this effect should be obtained from the Auditor who has signed the Balance Sheet of the Bidder as on 31-03-2023 and shall be submitted along with the Bid.

3. Earnest Money Deposit (EMD):

- a) EMD of Rs 1,50,000/- (One Lakh Fifty Thousand only) in the form of Demand Draft (DD) in favour of the Member Secretary, Meghalaya Information Technology Society (MITS), Shillong.
- b) The EMD (DD) in separate sealed envelope superscripted as “EMD for Tender No:” to be enclosed inside the bigger envelope along with the Tender. The same has to reach the Office of the Member Secretary on or before the Bid due date and time without which Tender Bids shall neither be considered nor open.
- c) On event of the occurrence of the following, the EMD may be forfeited, if:



- (i) A Bidder withdraws their bid or increases their quoted prices during the period of bid validity or its extended period, if any; or
- (ii) During the bid process, if a Bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalisation.
- (iii) During the bid process, in case the bidder furnishes wrong / manipulated /fraudulent information, their tenders will be rejected and their EMD stands forfeited.
- (iv) Any activity of malpractices.

B. GENERAL TERMS AND CONDITIONS:

The tenderers are requested to go through the following terms and conditions before submitting their tender documents:

1. Tenders received without prescribed tender fee i.e. Rs.500/- (non-refundable) shall be summarily rejected.
2. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender. No paper shall be detached from the tender.
3. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the tender is liable to be ignored/ rejected.
4. The tender shall be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
5. The Agency or firm must be registered under private security Act 2005. Attach copy of certificate of the registration.
6. The company or firm will provide GSTIN (Good and Tax Registration No.) along with bid. Further company of firm will provide monthly challan for payment of GST along with bill.
7. Individual signing the tender or other documents connected with the tender must specify whether he signs as:- (i) A sole proprietor of the concern or constituted



attorney of such sole proprietor. (ii) A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms. (iii) Director or Principal Officer duly authorized by the Board of Directors of the company. (iv) In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.

8. The tender submitted in sealed envelope super-scribed “Tender for the Security Services” should be addressed to the Member Secretary Meghalaya Information Technology (MITS) & Complete Address, should be deposited in the Tender Box on or before 03.00 PM on the 26th March 2024. The tenders (technical bids) will be opened on the same day at 4:00 P.M. in the presence of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
9. Offers on original tender document will only be considered. The tender document is to be submitted in the box placed at the Office of Information Technology & Communications Department, NIC Building, Ground Floor, Secretariat Hill. Offers submitted by fax, electronic medium, post or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications/Rewording of formats shall not be acceptable.
10. Tenders received after the specified date and time due to any reasons, including postal delay, shall not be considered for bidding.
11. Please note that offers not accompanied by the required EMD shall be out rightly rejected.



12. The tender shall be awarded to the lowest financial bidder. The EMD of unsuccessful bidders will be refunded in due course of time. Tenderers who satisfy the technical conditions stipulated in the tender document and who have enclosed all the documents (**as mentioned in the Technical Performa**) required will alone be considered as qualified Tenderers and alone will be considered for “Opening the Financial Bid in Envelope B”. For the items mentioned in Financial Bid the lowest price quoted is the criterion for selection.
13. A Demand Draft of **Rs 1,50,000/- (Rupees One Lakh Fifty Thousand Only)** is required to be deposited as Earnest Money Deposit in favour of Member Secretary Meghalaya Information Technology Society (MITS) . The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill the following conditions: (i) An Agreement is signed by him in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract. The tenderer will have to provide security services immediately on receipt of the work order.
14. The bids should be valid for at least 60 days from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, The Earnest Money Deposit shall be forfeited by MITS.
15. Any conditional offers made by the agency or any alterations/ corrections made in the tender form shall not be considered. Similarly incomplete and unsigned tender shall also not be considered.
16. Meghalaya Information Technology Society (MITS) reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
17. The Security Agency shall not appoint any Sub-company/Sub-Agency to carry out any obligation under the contract.
18. The Security Agency shall maintain an Occurrence Book which will be made available to the supervisory staff of the Agency deployed at MITS.
19. The Security Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in the Office and wages book may be maintained by the Agency in respect of each Security Guard.
20. The quoted rates shall not be less than the minimum wages of State Government and shall include all statutory obligations. The rates quoted should be consolidated



and inclusive of Income Tax, Employer EPF contribution, ESI Contribution, bonus, insurance, leave salary etc. The offer of the Security Agency which does not abide by the minimum wages Act, as notified by State Government on the date of submitting of tender will be out rightly rejected.

21. In the event of revision of minimum wages fixed by State Government are more than rates quoted by the tenderer, the rates shall be revised accordingly.
22. The Security Agency shall in no case pay its employees less than the minimum mandatory rates as specified by State Government per month. The payment should be made to the security guards through ECS (Electronic Clearing Service) and a record of that should be kept in a register which may be examined by the Office at any time. In case of ESI, EPF and Bonus to individual employees, the Security Agency shall produce original challans /receipts to the Office for the records.
23. The Security Agency shall strictly follow the applicable labour laws with respect to maximum hours for which a security guard can work.
24. The Security Agency shall be responsible for engaging adequately trained manpower required for providing good Security Service in the Office.
25. The employees of the Security Agency should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty. Medical certificate in respect of fitness of guards/employees deputed may be produced.
26. The Security Agency will, prior to the commencement of the operation of contract, make available to MITS the particulars of all the employees who will be employed: such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees should be enclosed.
27. The Security Agency shall be responsible for the payment of wages and allowances as per Minimum Wages Act in force and all statutory dues to the persons employed by him for providing the Security Services. The Security Agency shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. No child labourers shall be permitted by MITS under this contract. Further the Security Agency shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding the



personnel / labour, the Security Agency shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against MITS, the Security Agency shall be required to reimburse to MITS any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. MITS shall also have the right to deduct these amounts from the payment due to the Security Agency while releasing the payments.

28. In case of any theft or pilferages, loss or others offences, the Agency will investigate and submit a report to MITS and maintain liaison with the Police. FIR will be lodged by MITS, wherever necessary. If need be joint enquiry comprising of both the parties shall be conducted and responsibility fixed. Further the employee/guards deputed at MITS Office and Shillong Technology Park Campus, Umsawli must be trained in respect of operation of Fire Fighting Equipments.
29. In case of any loss that might be caused to MITS due to lapse on the part of security personnel discharging security responsibilities will be borne by the Agency and in this connection, MITS shall have the right to deduct appropriate amount from the bill of contracting Agency to make good such loss to MITS besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the Agency, MITS shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
 - a. The Security contract shall remain valid for a period of One year and it may be renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, MITS may terminate the contract of the Security Agency without any notice in case the Security Agency commits a breach of any of the terms of the contract. MITS's decision that a breach has occurred will be final and shall be accepted without demur by the Security Agency.
 - b. Neither Party shall be bound to give any reason for termination of the contract. The Security Agency shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority



with regard to safety, labour laws or any other laws in force in the State of
(based on the location of MITS).

30. The Security Agency shall be responsible to maintain the equipment's and other articles supplied by the MITS in good condition. In case of any damage he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Security Agency itself.
31. MITS shall in no way be responsible for any default with regard to any statutory obligation and the Security Agency will indemnify MITS in case of any damage or liability, which may arise on account of action of Security Agency.
32. Any claim, dispute or difference arising out of this agreement shall be resolved through negotiation and discussion. In case any claim, dispute or difference is not resolved, as soon as practicable, but not earlier than three months after a request to settle the dispute amicable has been made to the other party, give the other party notice in writing or existence of such question, dispute or difference, specifying the nature and the point at issue, and the same shall be finally, settled by Arbitration in accordance with the Arbitration and Conciliation Act 1996, with modification or reenactments thereto and relevant laws and regulation in force at that time in India. The dispute shall be referred to a sole arbitrator to be appointed by the **Vice Chairman of MITS**. The venue of arbitration shall be Shillong and the decision of the arbitrator shall be final and binding on the parties. The Courts at Shillong, to the exclusion of all other courts, shall have exclusive jurisdiction on any matter arising out of this agreement.
33. Tender shall be accompanied by the relevant documents including the following:-
 - a. Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Security Agency is currently providing/has provided Security Services.
 - b. Work-plan indicating the deployment of staff proposed and other details for the efficient satisfactory performance of the contract.
34. The Security Agency will have a contact with the designated officer of MITS and report to him every month to make checks on day to day activities of the Security Service. The Security Agency shall extend full co-operation to the designated officer from time to time.



35. On termination of the agreement the Security Agency will hand over all the equipment/articles as supplied by the MITS in good working condition back to MITS.
36. The Security Agency shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the Security Agency is unsatisfactory, the Security Agency shall have to remove the person concerned and engage a new one. The decision of the Designated Officer in this regard shall be final and binding on the Security Agency.
37. MITS is not bound to provide any mode of transport in respect of security personnel or material required for the contract.
38. The payment of wages shall be made directly by the Security Agency to his workmen and not through Thekedars. No amount shall be deducted from the wages of the workmen by way of commission of the Thekedars.
39. All statutory obligations under various laws from time to time will have to be met by Security Agency for which payment shall be made to him during the contractual period, as per Minimum wages Act. 44. The Security Agency shall at all times indemnify the owner and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the Security Agency any sub-Security Agency (s) and or the owner and the Security Agency shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
40. The payment shall be released to the security agency on monthly basis after satisfactory completion of the services. The bills may be produced in triplicates for payment to workers and statutory liabilities. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.
41. The Security Agency shall deposit **Rs.1,00,000/- (Rupees One lakhs only)** as Security Deposit with MITS. No interest shall accrue on this deposit, which will be



returned after the successful completion of contract and after adjusting dues if any, of the Security Agency to MITS.

42. The Security Agency will demonstrate the firefighting equipment once in a year and would be responsible for the operation of fire fighting in the event of fire break out. The Hydrants must be checked every month in close coordination with administration.
43. The workmen employed by the Security Agency shall be directly supervised and controlled by the Security Agency, and shall have no relation whatsoever with Meghalaya Information Technology Society (MITS). MITS shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against MITS for service or regularization of services by virtue of being employed at MITS against any temporary or permanent posts at MITS Office or Shillong Tech Park Campus, Umsawli.
44. The services rendered shall be to the satisfaction of the MITS authorities.
45. The Security Agency shall be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws (ESI, PF, Bonus, Income Tax, Goods and Service Tax (GST) or any other extra taxes levied by the Govt. from time to time.) Companies Act, Tax Deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herewith or any other prevalent laws and submit an undertaking and proof of payment to its employees as per minimum wages rates to MITS each month along with claim for payment.
46. The Security Agency shall be responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
47. The agreement will be valid for a period of one year subject to review at the discretion of MITS authorities at mutually agreed terms and conditions.
48. Decision of MITS with regard to interpretation of the terms and conditions shall be final and binding on the Agency.



49. MITS shall determine the composition of ex-servicemen and/or non-ex-servicemen Security Guards at its own discretion and award of contract will be given accordingly. The Security Agency has to provide Security Guards as per decision of MITS.

50. That in case of any dispute the jurisdiction will be the court of Shillong

C. SCOPE OF WORK SECURITY SERVICE CONTRACT

1. Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at Meghalaya Information Technology Society (MITS) Office and at Shillong Tech Park Campus, Umsawli.
 - Overall in charge for MITS Office and Shillong Tech Park Campus, Umsawli.
 - Security at MITS Office, four (4) Security Personnel and ten (10) Security Personnel at Shillong Tech Park, Campus, Umsawli. Total **14** Security Personnel. SHIFTS OF 8 HOURS EACH IN ACCORDANCE WITH THE LABOUR LAWS.
2. The Security Agency must engage Security Guard. The Security Guard should be literate (Security Guards should be at least 10th passed), able to read, write and understands, English language. They should have first aid training in the area of industrial security and in handling firefighting equipment.
3. The Security Guards must be smartly dressed in proper uniforms, while on duty. If at any time any of the Security personnel are found to be guilty of misconduct in any manner, the Security Agency shall be asked to replace that person immediately.
4. The Security personnel assigned duties at MITS Office and Shillong Tech Park, Campus Umsawli, should deal with staff and visitors, politely and courteously, while enforcing discipline. In case any security staff is found to misbehave or indulges in misconduct of any nature, the Security Agency shall be asked to replace that person.
5. The Security Agency shall verify character, attendance of Security Personnel before deployment in MITS Office and Shillong Tech Park, Campus, Umsawli .



The particulars of staff (Name, age, address, qualifications, previous service experience etc. engaged by the Security Agency should be submitted to the MITS authorities. MITS reserves the right to verify the antecedents of the security personnel engaged on duty through local police officials. For this purpose, the security agency should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.

6. The Security deployed shall not be changed by the security agency on their own until and unless so warranted.
7. MITS will not be responsible to provide any residential accommodation to security personnel deployed by Security Agency.
8. The Security Personnel shall not indulge in any loose or unwarranted talk with the employees or visitors. During Sundays/holidays or after office hours on working days the security shall be extra vigilant.
9. It would be the responsibility of the Security Agency to maintain and ensure full proof security at the main gate by regular check of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet and thereafter issue a visitor pass. The visitors pass, should be collected back, when the visitor leaves, duly signed by the concerned official.
10. All the incoming and outgoing entities and goods should be thoroughly checked by the Security Guards. The Security Guards must ensure that MITS's property, whether equipment or materials, are not allowed to be taken out of the campus without proper gate-pass duly signed by the authorized officials. To keep proper records of incoming and outgoing material the proper register should be maintained.
11. The Security Guards shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.
12. The Security Guards shall carry occasional random checks of 2 wheelers and 4 wheelers of staff while leaving the MITS Office and Shillong Tech Park campus to ensure that none of the property of the MITS is being taken out un-authorized. Similarly, random frisking of staff should be done. Such check of vehicles or



frisking of personnel must be done only in the presence of an authorized officer of MITS.

13. MITS officers may carryout surprise checks at any time of the day or night. During the duty hours if any Security Guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances MITS reserves the right to cancel the security contract or impose a penalty of Rs. 2000/- per such occurrence.
14. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake etc. the security persons on duty shall immediately intimate the Member Secretary MITS/or other Officers of MITS.

D. PERFORMA OF TECHNICAL BID

The tenderers needs to submit the following documents with their tender documents:

- a. Copy of the license issued by the appropriate authority to run the Security Agency.
- b. Tender Fee, in the form of DD of Rs. 500/- (non-refundable) in favour of Member Secretary MITS.
- c. EMD (Interest free) of Rs. 1,50,000/- (Rupees one lakh fifty thousand) only in the form DD in favour of Member Secretary MITS.
- d. Performance Certificate for the last 03 years from the clients to whom the security agency provided services.
- e. Turnover - Security Agency should not have turnover less than Rs 3,00,000/- in each of the last two years i.e. 2020-2021, 2021-2022 & 2022-2023 or more than Rs 3,00,000/- Lakhs together. (ITR and certificate duly certified by the CA to be attached).
- f. Client list – preferably Government offices professional educational institutes/Govt. offices.

E. PERFORMA OF FINANCIAL BID

The Financial Bid should be submitted with undertaking & Acceptance Letter by the Security Agency. Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at Meghalaya Information Technology Society (MITS) Office and at Shillong Tech Park Campus, Umsawli.



Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at Meghalaya Information Technology Society (MITS) and Shillong Tech Park campus, Umsawli, Name as per following duty point and requirement on shift basis.

The Minimum Wages for Security staff is @ 455 per day (semi-skilled category) as per Labour Notification (LBG.09/2023/13 Dated 27th November 2023) for 30 days including PF, ESI is = **Rs.13,650/-**, any bid below this amount is going to be rejected.

Sl no	Description	No. of Security required	Rate per Security Personnel	GST
1	Security Personnel	14	Rs 13,650/- only including PF, ESI	

Note: Goods and Service Tax (GST) as per prevalent rules shall be paid by MITS if applicable.

In case of events organised by MITS the agency shall provide the extra security personnel at the prices quoted above only.

F. DOCUMENTS FOR QUALIFICATIONS

The following documents should be attached with Tender bid. Tender bid received without the required documents will be summarily rejected.

1. Valid Trading License for Meghalaya.
2. Professional Tax Clearance Certificate
3. Certified copy of PAN Card.
4. Valid GST Registration Certificate.
5. GST returns for the last quarter.
6. Bidders exempted from any taxes or licenses must submit clear certified photocopies of those certificates/licenses.
7. Affidavit on Non-Judicial stamp paper of R.10/- (Rupees Ten) only stating that any Central/State Govt. Departments or Central/State PSUs has neither suspended/debarred nor blacklisted them for the last 3 years.



8. Average Annual Turnover Certificate from Auditor/CA as per Clause 2. (b) of Terms and Conditions of NIT.
9. Non-Performing Asset (NPA) Certificate as per Clause 2. (c) of Terms and Conditions of NIT.
10. Power of Attorney / Authority letter in favour of the official signing the ten.

G. INSTRUCTIONS TO BIDDERS:

1. The tender shall comprise of two sections:
 - a) Technical Bid
 - b) Financial Bid
2. If the tenderer meets all the criteria set for technical bids mentioned above, their financial bids will be opened.
3. Bid Query Submission End Date: **5.00 PM on 19th March, 2024**
4. Bid Submission End Date: **3:00 PM on 26th March, 2024**
5. Technical Bid Opening: **4.00 PM on 26th March, 2024**
6. Every page of the tender should be signed by the tenderer and every correction in rates & clauses should bear the dated initial of the tenderer before submission.

H. AWARD OF CONTRACT:

- a) The Office will award the work orders to the bidders whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price for that respective item.
- b) Selected tenderers should provide security service as per quoted price failing which the Agency would be disqualified and Performance Bank Guarantee stands forfeited.
- c) **Delivery Period:** Services should be provided immediately from the date of issue of the Work Order.

-sd-

(K. L. Nongbri)
Member Secretary,
Meghalaya Information Technology Society (MITS)



Meghalaya Information Technology Society

NIC Building, Secretariat Hill, Shillong 793 001.

CHECKLIST

Sl.No.	Particulars	Yes/No
1.	Copy of Earnest Money Deposit of Rs 1,50,000/-	
2.	Copy of Valid GST Registration Certificate	
3.	GST return for the last quarter	
4.	Copy of PAN Card	
5.	Affidavit on Non-Judicial stamp paper of R.10/- as per Clause 6 of the NIT	
6.	Affidavit that they have not been blacklisted for the last 3 years.	
7.	Average Annual Turnover Certificate from Auditor/CA	
8.	Non-Performing Asset (NPA) Certificate as per Clause 22 of the NIT	
9.	Power of Attorney / Authority as per Clause 16 of the NIT	
10.	Agency details (Address & Contact Details) along with Names.	
11.	Other Documents as per the NIT	