

**CENTRAL INSTITUTE OF INDIAN LANGUAGES, MYSORE – 570 006
TENDER FORM -‘A’**

Name and Address of the Agency

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Phone (O)..... (R)..... (Fax)..... Email:.....

Category Of Personnel	Monthly Basic Wages for one person Rs.	PF @ %	ESI @ %	Bonus @ %	Service Tax @ %	Service Charge/ Commission @ % of column 2 only		Total Amount Payable to Agency (2+3+4+5+6+8)	Date of Registration of Agency
	In Figures In Words					%age	Amount		
1	2	3	4	5	6	7	8	9	10
Ex-Servicemen As Security Guard									
Security Guard Other than Ex-Servicemen									

Note: The amount must be indicated in words and figures clearly FOR ONE PERSON without any over writing or cutting. Any such thing will automatically disqualify the Tender Form consideration. All columns are to be filled in. Supporting document for basic wages quoted above should be enclosed (such as Labour Commissioner's order/ Collector's order for minimum wages).

ENCLOSURES ATTACHED:

- S. Registration Certificates
No.
1. Deptt. of Labour, Govt. of Karnataka under Shop Establishment Act
 2. Commissioner, Employees Provident Fund
 3. ESI Corporation
 4. Copy of License obtained from Regional Commissioner (if applicable)
 5. Income Tax Clearance
 6. List of Clientage

(Signature of the authorized Representative of the Agency with seal)
Name

Address.....

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DOCUMENTS TO BE SUBMITTED

The Agency submitting Tender for Security in CIIL, Mysore must enclose the following documents (photocopies) along with completely filled-in and signed Tender form (Form' A') issued along with the terms and conditions:

1. The Agency must have registration with following Govt. authorities as on the date of application and furnish proof thereof by enclosing the photocopies of the following documents. The originals will be verified before awarding the contract & returned.
 - a) Govt. of Karnataka, Deptt. of Labour under Shop Establishment Act
 - b) Provident Fund Commissioner
 - c) ESI Corporation
 - d) Copy of License obtained from Regional Commissioner in the matter of contract Labour (Regulation and Abolition) Act 1970 (37 of 1970) (As applicable)
 - e) Registration regarding service Tax.
2. Copy of PAN Card.
3. The Agency should submit the latest Income Tax Return for last two years.
4. A copy of audited financial Statement of the Agency.
5. Brief profile of the Agency and its nature (Private, Private Ltd. etc.), its capacity to undertake the work effectively and efficiently on Agency basis with full details of address, telephone number, fax of local office and head office etc.
6. Past experience of the Contractor/Agency/Firm indicating the number of existing and earlier clients to prove such services have been rendered satisfactorily. Full details with copies of the contract and a letter of satisfaction from such clients etc. should also be enclosed.
7. Clientele List.

**Asst. Director (Admn.)
CIIL, Mysore**