

CHECK LIST

Please ensure that all documents are full, authenticated by the authorized signatory under his/her signature with office seal.

A. Remittance of EMD :

EMD for an amount of Rs 7500/- (Rupees Seven Thousand Five Hundred Only) **(Not applicable for MSME certificate holders)** for each of the properties in favour of HUDCO Ltd should be remitted through the Bidders Bank Account to HUDCO's Bank Account within tender due date i.e. on or before 1.00 p.m. 22/05/2023. (Not required for the vendors who had paid EMD for the same NIT advertised on 6th December 2022)

B. To be enclosed with Technical Bid :

- a) Copy of Registration Certificate of the Bidder for establishing the security services agency with the local Municipal Corporation under shops & establishment Act Government of Karnataka.
- b) Copy of License issued under the Private Security Agency Regulation Act (PSARA)
- c) Copy of GST Registration Certificate of Karnataka State.
- d) Copy of ESIC/EPF Registration Certificates.
- e) Copy of Professional Tax Registration Certificate.
- f) PF Code No./Office of EPFO to whom compliance is reported / compliance period upto which date.
- g) ESIC Code No./Office of ESIC to whom compliance is reported / compliance period upto which date
- h) Copy of the wage bill for last month.
- i) Copy of the audited balance sheet and P&L accounts for last three years.
- j) Copy of minimum 3 work orders of different firms to be enclosed.

C. The quotations should be sent in sealed covers for each of the properties as follows :

- a) **Envelope-1** Sealed and super-scribed as "Earnest Money Deposit (EMD) and Bank details" as per Annexure – I.
- b) **Envelope- 2** Sealed and super-scribed as "Technical Bid" as per Annexure – II. (Not required for the vendors who had quoted for the same NIT advertised on 6th December 2022)
- c) **Envelope-3** Sealed and super-scribed as "Financial Bid" as per Annexure – III.
- d) **Envelope-4** Envelopes 1, 2 & 3 shall be placed in the 4th envelope. All the above three envelopes must bear the Name and Address of the bidder. Super-scribing on top "Tender for Security Services for HUDCO Bangalore Regional Office Secured Assets at (mention the name of the property) , This sealed outer envelope should be addressed to "The Regional Chief(I/c), HUDCO Ltd., Bengaluru Regional Office, Manipal Centre, 7th Floor, North Block, Unit Nos.703 & 704, No.47, Dickenson Road, Bengaluru – 560042" and must display clearly our reference number, closing date and time on outside of it with name of your organization and full address.

Signature & Seal of the Bidder