

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

EOI CUM TENDER FOR SECURITY SERVICES AT GGV, BILASPUR
(E-TENDER NO: 58/ STORE/ GGV/SECURITY/EOI /2021, DATE: 05-07-2021)



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.)
GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University)

Koni, Bilaspur-495009 (C.G.)

Phone: 07752-260036, Fax : 07752-260154

Website : www.ggu.ac.in

Expression of Interest/e-Tender
For Security Services

| | | |
|------------------------------|---|--|
| Reference NIT No. | : | No. 58/STORE/GGV/SECURITY/EoI/2021, BILASPUR, Date 05/07/2021 |
| Name of Work | : | "SECURITY SERVICES" AT GURU GHASIDAS VISHWAVIDYALAYA CAMPUS, BILASPUR. (C.G.) |
| Tender Cost*(Non Refundable) | : | Rs. 2,500/- (in form of D.D.) |
| Earnest Money Deposit* | : | Rs. 3,00,000/- (in the form of D.D./FDR) |
| Period of Contract | : | 01-Year (extendable up to 03 years) |
| Tender Document | : | Available online through the websites www.ggu.ac.in and www.eprocure.gov.in |

Note:1) This is an online Tender, Technical Bid & Financial Bids are to be submitted online only. through www.eprocure.gov.in

2) *Tender Cost & EMD/ EMD Exemption related documents in original must be submitted to the university by specified mode up to 3.00 PM on or before the last date of submission. However the scanned copy of the tender Cost and EMD/EMD Exemption related documents should also be submitted online with the Technical Bid. Exemption from submission of Tender Cost is not allowed.

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बिलासपुर (छ.ग.)
(केंद्रीय विश्वविद्यालय)
कोनी, बिलासपुर-495009 (छ.ग.)
दूरभाष : 07752-260036, फ़ैक्स -07752-260154
वेबसाइट :www.ggu.ac.in



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Expression of Interest/e-Tender for Security Services at GGV Campus, Bilaspur, (C.G.)

| | | |
|---|---|--|
| Reference No. | : | No. 58/STORE/GGV/SECURITY/2021,BILASPUR,Date 05/07/2021 |
| Name of Work | : | "SECURITY SERVICES" AT GURU GHASIDAS VISHWAVIDYALAYA CAMPUS, BILASPUR. (C.G.) |
| Earnest Money Deposit* (EMD) | : | Rs. 3,00,000/- (In form of D.D./FDR) |
| Tender Cost* (Non Refundable) | : | Rs. 2,500/- (In form of D.D.) |
| Period of Contract | : | 01-Year (extendable up to 03 years) |
| Tender Document | : | Available online through the websites www.ggu.ac.in and www.eprocure.gov.in |
| Last date of submission of e-Tender / Eoi | : | 26-07-2021, upto 3.00 PM |
| Technical Bid opening Date | : | 27/07/2021, at 3.30 PM |
| Pre Bid Meeting | : | 14/07/2021 at 12:00 PM |
| Financial Bid opening Date | : | Will be notified later in the above online websites (Tenderers are advised to check the websites regularly) |

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**Expression of Interest/e-Tender
For SECURITY SERVICES at GGV Campus, Bilaspur, (C.G.)**

TENDER Ref. No. 58/STORE/GGV/SECURITY/2021, BILASPUR, Date 18/06/2021

Sealed tenders are invited from the reputed and experienced Security agencies/ Organization with Sound Technical and Financial capabilities for the security services under two bids system (Online Only) for Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.).

Interested Security Service providers should visit the campus before submitting their proposal. All the Tenderers are advised to contact Assistant Registrar (Administration), GGV, who would coordinate, for visiting the site and inspect the duty points and also acquainting themselves with the proposed work to be carried out before submission of their tenders.

The details of tender document are available on websites **www.ggu.ac.in** and **www.eprocure.gov.in**

The Tender Cost (DD) in original must reach to the university by registered/speed post/courier service up to 3.00 PM on or before the last date of submission. There will be no exemption from submission of Tender Cost.

The Earnest Money Deposit (EMD) in form of D.D./FDR in original must reach to the university by registered/speed post/courier service up to 3.00 PM on or before the last date of submission. If Tenderer is exempted from EMD submission as per applicable GOI norms/rules/standards then relevant valid exemption document must reach to the university by registered/speed post/courier service up to 3.00 PM on or before the last date of submission.

Tenders are liable to be rejected if any of the conditions contained in tender documents is/are not complied with. Amendment/ corrigendum, if any, in the documents shall appear only in the website of the University and eprocure.gov.in.

This is an online Tender, Technical Bid & Financial Bids are to be submitted online only through www.eprocure.gov.in. The Tender Cost & EMD/EMD Exemption related document in original must be submitted to the university through Speed post/Registered post/ Courier service only up to 3.00 PM on or before the last date of submission. However, the scanned copy of the tender Cost and EMD/ EMD/Exemption related document should also be submitted online with the Technical Bid.

Incomplete or conditional tender or tenders submitted after the due date would be summarily rejected. University reserves the right to cancel any or all tenders without assigning any reason thereof.

The other details, Tender document, terms etc, regarding this e-Tender/EOI can be downloaded from the websites: - www.ggu.ac.in and **www.eprocure.gov.in**.

कुलसचिव (कार्यवाहक) / **REGISTRAR** (Acting)
Guru Ghasidas Vishwavidyalaya,
Bilaspur (C.G.)

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

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SCOPE OF WORK:

- 1 The persons to be deployed as Security Guards will be Ex-Servicemen/Trained Civilian Guards with good character, conduct and behavior, competent and qualified to perform the work for which they are deployed.

The security personnel deployed shall be equal to or below the age of 65 years (for Ex-Serviceman, Armed & Without Armed) and between 18-50years (for Civilian Guards).The requirement of manpower shall be tentatively between 125 to 200 in total, with the following types of Security guards/supervisor (Male/Female) as under:

- Ex- Servicemen-Security Guards (without arms)
- Ex- Servicemen-Security Guards (with arms/Gunman)
- Civilian Trained-Security Guards (without-arms)
- Security Supervisor

The bidder has to quote the rate for the above range of manpower and the university may ask to deploy any number of guards/supervisors/Gunman (Gents/Ladies) between the ranges of 125 to 200 in total. The successful bidder will have to deploy a minimum of 20% as Ex- Servicemen out of the total number of manpower to be deployed as per the work order at any point of time failing which University will be free to take appropriate action against the firm including penalty.

- 2 The security personnel have to attend duties in neat uniform, Identity, Badges etc. for which the expenses shall have to be borne by the bidding Firm/agency. Identity, badges (Showing the name of the personnel) which should be displayed on the uniform of all the deployed security personnel (during duty hours only), Shall have to be provided by the bidding Firm/agency. The expenses for the same have to be borne by the bidding Firm/agency. The Firm/agency and the deployed personnel should not be allowed to use the University mono/logo or title anywhere.
- 3 The female security guard shall be deployed in Girls Hostel and any other place directed by the University as per the requirement.
- 4 The watch and ward will be round the clock and 7 days a week. The timing for the service may be different for different locations and shall be changed as per requirement of the University. In case, there is any change in deployment of security guard, such change shall be informed in advance to the University in writing and the changes shall be made only after obtaining the consent of the authorized person of the University.

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- 5 The entry of the visitors will be regulated by the security personnel in the manner that will be instructed by the University from time to time. The security personnel will also ensure that all the electrical equipment/instruments/light /Fans are switched off when not in use or after the concerned office or place is closed or on holidays etc.
- 6 ***The security personnel should be provided with the whistle, Torch, search light, lathi, walky-talky (at least 10 numbers and it should be capable to cover the whole university premises end to end), gum-boots, rain coats, umbrella, helmet, vehicles (two and four wheelers) etc. by the bidding Firm/agency as per their requirement during their duty hours on the expense of the Firm/agency only.***
- 7 ***The Firm/agency shall have to provide Metal Detector Gate (at least two number) and Hand Held Metal Detector (at least two number) at the location desired by the University at the time of the Work order on the expenses of the Firm/agency.***
- 8 The expenses for the stationery items like registers, scales, writing pads, pencils, staplers etc. required for the services shall have to be provided by the bidding Firm/agency.
- 9 The security personnel should not leave their duty point unless and until the reliever comes to replace the personnel at that point for the shift duties.
- 10 The security Firm/agency will maintain properly, all the registers, kept at the main gates and other points for proper records and security, and should be placed before to the university administration as and when desired and finally to be deposited with the University security office.
- 11 The security Firm/agency will provide the security services round the clock in three shift running from 6:00 am to 2:00 pm; 2:00 pm to 10:00 pm; 10:00 pm to 6:00 am. The security Supervisors or the Firm/agency should be present to supervise/monitor the security work invariably between the shifts.
- 12 Between 10:00 pm to 6:00 am at least one security supervisor (by rotation) must be on patrolling duty in the campus. While patrolling security supervisor should check that all the building are properly closed & locked, pump house and other places of importance are in proper order & locked, lights wherever desired are kept on and the remaining lights, fans etc. are put off. The Security personnel shall inform to the concerned authority of the university if anything objectionable/miss-happening as elaborated above is observed during their duty hour.

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- 13 The security personnel should not be lenient or casual during their duties and they should be very alert, vigilant and attentive. The personnel during duties should observe the movement of all the trespassers, staff, students, labours and visitors etc. visiting the campus and moving around the campus. They should not allow any visitors with vehicles to enter the campus without proper entry in the visitor's registers. The firm has to ensure that no guard abstain from duty without proper intimation.
- 14 The Firm/agency shall have to provide extra or more ex-serviceman/civilian guards, or gunman as and when required by the university for which charges shall be payable to the bidding Firm/agency accordingly as per the approved rates, for the period for which such additional manpower has been provided and deputed by the bidding Firm/agency in the university.
- 15 The bidding Firm/agency shall make surprise visits and verify the presence of the deputed manpower and will check the alertness and attentiveness of the security guards.
- 16 The security guards must be rotated from their deployment points in the campus from time to time at regular interval, as directed by the university.
- 17 The bidding Firm/agency shall submit a monthly report of compliance and happenings in the university premises as per the records maintained in the office of the bidding Firm/agency regularly.
- 18 The security personnel should be properly dressed (in uniform), trained and should be alert in performance of their duty. The performance, if not found satisfactory, then he/she shall be immediately (within one day) replaced by some other personnel having better performance/experience.
- 19 The character & antecedent of the guards to be deployed are to be verified from the local police Station by the Firm/agency and the report be produced when desired by the University.
- 20 The Firm/agency will provide the details (photo id, Aadhar, address proof, bank name & account no etc.) about the guards/personnel deployed for security services in the campus.
- 21 The employees of the Firm/agency and the personnel deployed in the campus by the Firm/agency must bear the identity and proof of being employed by the Firm/agency. The attendance register must be maintained by the Firm/agency and should be produced before the university authority as and when desired.

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- 22 All types of liability related with the personnel employed by the bidding Firm/agency will be of the bidding Firm/agency only and the university shall not own any responsibility of any type related to the personnel employed by the bidding Firm/agency.
- 23 In addition to the above, the Security Firm/agency will have to provide two Motorcycles and one jeep (Bolero/Sumo or equivalent). These vehicles will be used by the security personnel of the Firm/agency for patrolling in the university campus. All the expenses related to running, operation and maintenance cost of these vehicles has to be borne by the bidding Firm/agency only.
- 24 Jeep/four wheeler (not more than 5 year old) will be available 24 Hours at the main Gate of the University and will take minimum four times patrolling in a day (twice during the night and twice during the day time) in the campus. The patrolling frequency of the four wheelers may increase if such situation arises in the campus. The Firm/agency has to obey the direction of the concerned authority in this regard. The security personnel of the Firm/agency will check the outer side (boundary wall) of the campus in alternate days using this jeep/4-wheeler vehicle.
- 25 Two motorcycles will be used for frequent patrolling of the campus, as and when required minimum five times in a day (thrice during the day time and twice during the night hour). The University will not pay any amount for the fuel consumed by the vehicles viz. two and four wheeler and payment to the drivers. The Firm/agency will bear all the charges related to its running, operation and maintenance costs. It will be the Security Firm/agency to provide fuel and drivers as and when required for the use of these vehicles for security patrolling etc.
- 26 Under no circumstances, the workmen/staff/employees of the security Firm/agency shall be treated, regarded or considered to be the employee of the University. The security Firm/agency alone shall be responsible for their remuneration, wages, other benefits and service conditions of all the workmen/staff/employees deployed by the Firm/agency and should abide by the rules of GoI in this regard. The Firm/agency shall indemnify and keep indemnified the University against any claim that may have to meet towards the workmen/staff/employees of the security Firm/agency.
- 27 The rate once offered and accepted by the authority, shall not be altered during the entire period of contract unless it is revised by the DGR or Ministry of Labour and Employment.
- 28 ➤ Rate Quoted for all 4 categories of Man powers for security services (as per the

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DGR/Ministry of Labour and Employment wage structure in force as on date of submission)

- Service Tax/GST will be paid by the University as per GoI norms/ Guidelines with Exemption of taxes to university (if any).
- Bonus to be mentioned as per GoI latest guidelines/Bonus Act etc. as applicable.
- Bidders are advised to visit the University Campus for exploring the details and field conditions before quoting the rates.
- Rates are invited for all the parameters/heads as per DGR but the payable items/parameters shall be finalized at the time of agreement with the successful bidders.
- University has all the rights reserved to hire or engage some another Firm/agency in parallel for the security services, as per the need of the university
- HRA will not be Admissible as the University Barrack will be provided for accommodation.
- Rates quoted by the Bidder must be in accordance with the norms prescribed by DGR/Ministry of Labour and Employment. Please don't leave any cell blank, if the value is nil then write zero (00) in the cell.
- Service Charge quoted should include the cost of the Security Support system like Metal Detector, Two Wheeler and Four Wheeler services etc.
- The firm has to ensure that all the Protocol/Guidelines issued from State/Central Government and University from time to time with regard to COVID-19 and other pandemic be strictly enforced and followed.
- The firm has to ensure that the Guard engaged from security services should have knowledge to operate the firefighting instruments.

A. ELIGIBILITY CRITERIA

1. The Firm/agency should be registered as Security Firm/agency Under Chhattisgarh Private Security Act 2008 and be able to provide the required number of Ex- servicemen/Ex- Para military personnel /Civilian as mentioned and desired in this EoI cum e-Tender.
2. The Firm/agency should have satisfactorily executed in the field of Security services with deployment of minimum 75 ex- servicemen or civilian in a single contract in government organizations/ recognized institutions / Public Sector for

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the period not less than 5(Five) years. Supporting documents in this regards must be attached.

3. The Firm/agency must not have been discontinued by the hiring institution/organization from any contract during the active period of agreement in the previous organization due to any reasons where the vender has provided/has been providing the similar services. Firm has to submit an affidavit regarding this as per given Annexure III in Bid otherwise the Firm/agency will be disqualified from Bid.
4. The Firm/agency should have taken up and successfully completed the security assignment for minimum three years in any Govt./PSU/Govt. Funded Higher level educational institution during the last five years with a deployment of minimum 75 manpower per day.
5. The Firm/agency must have a valid DGR Registration for security services.
6. Firm should have established record/practice of making timely payment on monthly basis, to their employees/labours/workers in due time, the wages & other perks etc. as per agreement & prevailing law. Also the Firm/Agency should have record/practice of depositing the dues/liabilities to the statutory bodies without any complaint. There should be no complaint by any employee(s)/ hired person of the agency/firm to the serving organization or any court of law that the agency/firm failed to make the timely payment of wages etc. to them by the agency/firm. The Firm has to submit an affidavit in this regards as per annexure III on non-judiciary stamp of Rs.100/- (Hundred Rupees only).
7. The Firm/agency should be ISO and OHSAS Certified.
8. The Firm/agency should have annual average (last three years) turnover of **Rs. 200 lakh.**
9. The Firm/agency should have a valid labour license, trade license, PAN Card, GST, registration under ESI, PF.
10. The Firm/agency should have solvency certificate of amount Rs. 30 Lacs (Thirty Lacs only).

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| Eligibility Criteria for Bidders as per Clause B | | | | | |
|--|---|---|---|----|---------|
| Bidder has to fill up this table and submit online with technical bid | | | | | |
| Sub clause | Criteria satisfied by The bidder Yes/no | Document / certificate Attached in support Yes/no | Give the relevant page no In the bid document Submitted by the bidder | | Remarks |
| | | | From | To | |
| B1 | | | | | |
| B2 | | | | | |
| B3 | | | | | |
| B4 | | | | | |
| B5 | | | | | |
| B6 | | | | | |
| B7 | | | | | |
| B8 | | | | | |
| B9 | | | | | |
| B10 | | | | | |

- B. Disqualification:** The University has all the rights reserved to disqualify the bid on account of any of the following reasons. Further, it is to clarify that, if any firm is disqualified due to non-fulfillment of any eligibility criteria, then the firm and all of its partners will not be eligible to participate as an individual bidder or as partner of any other agency/firm as participating bidder,
- i. If bid (Tender Cost & EMD) received after scheduled last date and time.
 - ii. If the bidder does not upload all the desired documents as stipulated in the EoI.
 - iii. If any of the conditions prescribed in the EoI is not fulfilled or found incomplete in any respect.
 - iv. If the bidder attempts to influence any member of the committee.
 - v. If the bid is conditional.
 - vi. If the bidder provides any misleading information or conceals any desired information.
 - vii. If the Bid is received without the original hard copies of Bid Cost and EMD/ EMD Exemption related documents.
 - viii. If the bidders make any correction, addition, alteration in the downloaded bid document.

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- ix. If bidder is under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India (GoI), Central / State Government, or any other of their agencies.
 - x. If any of the eligibility criteria is not fulfilled
 - xi. If the Bid is submitted without the Declaration.
- The decision of the University in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from any of the disqualified bidder, thereafter.

C. RIGHTS OF THE UNIVERSITY (GGV):

The University reserves (without assigning any reason, whatsoever) the right to:

- i. Accept or reject any or all bids for this EoI at any stage.
- ii. Amend the selection process at any stage, if situation so warrants.
- iii. Interpret any clause, modify/alter and amend the provisions of this EoI or any other document issued at any stage of selection.
- iv. Amend the scope of work.
- v. Debar the bidder, if during the process of selection or later at any stage, it is found or discovered that bidder has/ had provided incorrect/misleading information or material misrepresentation or concealment of information sought by the University.
- vi. Close the process/cancel the invitation/ tender notice at any stage.

D. Downloading of the EoI cum E-Tender:

The bid document consisting of scope of work and the set of terms and conditions of the contract to be complied with and other necessary documents may be seen and downloaded from websites www.ggu.ac.in or www.e-procure.gov.in

E. SUBMISSION OF THE BIDS:

PART-A:TECHNICAL BID: Following duly signed documents are to be submitted by the bidders:

Soft copies to be uploaded in the CPP Portal e-procure.gov.in:

- i. All relevant certificates, formats, undertakings, documentary evidence in support of the information furnished by the bidder.
- ii. Signed and scanned copies of Tender Cost and EMD/EMD Exemption related document. There will be no exemption from Tender Cost.
- iii. Signed copy of the tender / EoI document without any alteration.

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Steps for Online (soft copy) Technical Bid Submission:

- i. Bidder must be registered on the website www.eprocure.gov.in for uploading the soft copy of the bid.
- ii. **The interested tenderer(s) must read the terms and conditions of this EOI carefully. Firm should only submit the bid if eligible, and should possess all the documents required.**
- iii. The intending tenderer(s) must have valid digital signature to submit the bid.
- iv. Bidder should upload documents in the format available on the website www.eprocure.gov.in.
- v. Bidder must upload the Tender documents on the e-Tendering website www.eprocure.gov.in. The scanned copy of demand draft for Bid Cost (Non-refundable) and demand draft of Earnest Money Deposit (EMD) in pdf format need to be submitted. The two files should be uploaded in one file named **“Bid Cost_EMD_E-Tender Fee_ Name of Bidder.pdf”** within the period of bid submission.
- vi. Bidders must upload their tender on the e-Tendering website www.eprocure.gov.in. The scanned copy of the bid documents Technical (in pdf format) and Financial Bids (as per format available on the website www.eprocure.gov.in) within the period of bid submission.
- vii. First pdf file titled **“Technical Bid _Name of Bidder”** must have all required documents related to Technical Bid.
- viii. Second file (as per the format available on the website www.eprocure.gov.in) entitled **“Financial Bid Name of Bidder”** must have the Financial Bid.
- ix. The Technical bid file must contain the scanned copies of duly signed EOI, certified copies of documents related to Eligibility Criteria, all relevant information and documents of turnover, net profit (after tax), experience, ongoing work, documents relevant for evaluating the bidder technically, Corrigendum / Addendum / Other documents, if any, etc. as per the attached annexure (except Annexure –II). Only those technical bids whose Tender cost and EMD/EMD Exemption related documents are found valid will be opened.
- x. The bidders are required to upload and submit page of (Audited) summarized Balance Sheet /summarized Profit & Loss Account for last 03 years.

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- xi.** Bidder must ensure to quote rates in the Financial Bid as per Annexure-II. The rate shall be quoted up to 2 Decimals.
- xii.** If any cell is left blank and no rate is quoted by the tenderer, rate of such item shall be treated as “0” (ZERO).
- xiii.** Information and Instructions for tenderer uploaded on websites shall form part of bid document.
- xiv.** The bidders are advised to submit complete details with their bids. The Technical Bid Evaluation will be done on the basis of documents submitted/uploaded on e-tendering website(s) by the bidders with the bids. The information should be submitted in the prescribed proforma. Bids with Incomplete/Ambiguous information will be rejected.
- xv.** Online technical bid documents submitted by intending tenderers shall be opened only of those tenderers, whose Earnest Money Deposit, Cost of Bid Document and other documents placed in the envelope are found in order. GGV reserves all the rights to reject the bid, if three envelopes do not contain relevant information with regard to the content of the envelope.
- xvi.** Before the scheduled last date and time of submission of bid as notified, the tenderer may submit their revised bid any number of times indicating the relevant details on the concerned envelope.
- xvii.** On opening date and time, the bidder may login to see the bid opening process.

Hard copy of Technical Bid:

Hard copy of Original Tender Cost & EMD/EMD Exemption related document is to be submitted in a sealed envelope super-scribe “**TENDER NO-58 FOR SECURITY SERVICE**” and send it to the below mentioned address-
The Assistant Registrar (Store),
Guru Ghasidas Vishwavidyalaya,
Koni, Bilaspur (C.G.), 495009 by registered/speed post/courier service.

PART-B-FINANCIAL BID:

Financial bid is to be submitted online only on www.eprocure.gov.in the BoQ format as per Annexure II. After opening of technical bid the capability and suitability of the bidders shall be evaluated and the Financial Bid of technically qualified bidder shall be opened later, the date for which will be disclosed through e-procure portal.

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G. OPENING AND EVALUATION OF THE BID:

- i. The bids shall be opened on-line for only those bidders who successfully submit the desired tender cost & EMD/EMD Exemption related documents in original in a sealed envelope on or before the scheduled last date & time to the store section of the University by prescribed mode only.
- ii. The bid is invited under two Stage (three packets system), accordingly the stage-wise bids shall be opened on line.
- iii. On scheduled date, the Technical bids shall be downloaded and evaluated (by the Technical Committee of GGV) as per the eligibility criteria and other conditions of EoI. The eligibility criteria for bidders will be as per clause-B
- iv. The Financial Bids of technically qualified bidders shall be opened on-line as per the date decided and uploaded in the **www.e-procure.gov.in** portal only.

H. RATES & OTHER FINANACIAL QUOTES:

- 1 Wages and Rates are to be quoted in accordance with the latest applicable rates from 01/04/2021 as per DGR, Ministry of Defence, GoI, for Ex-service man (with & without Arms) and Supervisor.
- 2 Wages and Rates are to be quoted in accordance with the latest applicable for the Bilaspur (C.G.). The Minimum Wage rates to be quoted in accordance with the latest applicable rates from 01/04/2021 as per Ministry of Labour & Employment/GoI Norms for Civilian guard (without Arms).
- 3 The offers/bids which are not in consonance of DGR Rates and other Labour laws applicable from 01/04/2021 will be treated as **invalid**.
4. Other components like ESI, EPF, EDLI allowances etc should be as per DGR, Ministry of Defence, GoI, and Notification
- 5 Service charges to be quoted by the bidder (in percent) should be up to two decimal places only and accordingly the amount is to be calculated by the bidder and entered in the BOQ. The agreement will be executed with the successful bidder with the service charges acceptable up to maximum of 2 decimal places only (3rd decimal place will be considered to be truncated and not rounded off)
- 6 The rates quoted by the tendering Firm/agency should be exclusive of statutory/taxation liabilities.
- 7 Taxes and statutory liabilities as per GoI norms will be admissible.

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- 8 The benefit of tax exemption as per GoI will be availed by the University.
- 9 In case if more than one bidder quote the same rates, then the contract will be awarded to the Firm/agency having more experiences & better past performance. The decision of the University in this regard shall be final and binding upon the bidders.
10. Bonus should be as per the GoI Payment of Bonus Act.
11. HRA will not be Admissible as the University Barrack will be given for accommodation.
12. In case of any term/condition mentioned in this EoI contradicts, then the same may be clarified by the bidder on the pre bid meeting date. If not so then all the rights is reserved with the university to interpret any adopt the condition in favour of the university and the same will be binding upon the bidder.

I. STATUTORY OBLIGATIONS

1. The security Firm/agency will have to pay minimum wages payable to Ex-servicemen/ Civilian as a Security Guard which has been notified by Director General of Resettlement/Ministry of Labour and Employment& applicable for Bilaspur. The minimum wages payable should be supported by a copy of latest notification issued by the DGR/Ministry of Labour and Employment from time to time.
2. The minimum wages should include all the items of wages, allowances and statutory emoluments, dues etc. as notified by the DGR/Ministry of Labour and Employment from time to time.
3. The rate requires to be quoted in the manner as prescribed by the DGR/Ministry of Labour and Employment in their minimum wages notification for the current period. The Taxes will be paid by the University as per GoI guidelines and as per the statutory provisions, from time to time, to the Firm/agency on submission of evidence of payment made by the Firm/agency.
4. The contractor shall make all rounds statutory compliances regularly in respect of the personnel deployed. Payment of the wages shall be made by the contractor through bank account. The Firm/agency shall get their workers accounts opened in the banks. The Firm/agency shall submit wage bill, proof of statutory compliances

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- such as ESI, EPF, and Goods & Service Tax/GST (if applicable) along with the bill of subsequent month.
5. The Firm/agency will be responsible to comply with all labour legislations including social security, Goods & Service Tax/GST, wherever applicable and such other statutory orders by the Govt. / Municipality which may be in force from time to time. The Successful bidder/tenderer shall obtain a valid license under the Contract Labour (R & A) Act, 1970 and rules framed there under and shall continue to hold it till Completion of the contract. The Firm/agency should also maintain all necessary records as required by University. The Firm/agency should be registered with EPF, ESI and GST authorities and shall possess valid code numbers.
 6. Under no circumstances, the workmen/staff/employees of the security Firm/agency shall be treated, regarded or considered of deemed to be the employees of the University and the security Firm/agency alone shall be responsible for their remuneration, wages and to their benefits, the service conditions of all the workmen/staff/employees. The Firm/agency shall indemnify and keep indemnified the University against any claim that may have to meet towards the workmen/staff/employees of the security deployed Firm/agency.
 7. The Bio-Data of Security personnel along with proof of “Ex-Servicemen” (copy of discharge book if any) to be submitted at the time of deployment.
 8. Firm has to submit an affidavit regarding timely submission of all government liabilities regarding its employees working in GGV like PF, ESIC and compliance of payment of wages act of GoI as amended from time to time.
 9. Firm must ensure to follow all directions of DGR, GoI (as applicable) and GGV directions in favour of University, issued time to time.

J. TENDER COST & EARNEST MONEY:

The Original DD of Tender Cost of Rs. 2500/- and the Original DD/FDR of Earnest Money Deposit (EMD) of Rs. 3,00,000 issued by any scheduled bank in favour of **Registrar, Guru Ghasidas Vishwavidyalaya**, payable at **Bilaspur (C.G.)** must reach to the University on or before the scheduled date and time. Earnest money of the unsuccessful bidders will be refunded without any interest with the terms and

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conditions of the EoI. EMD shall be exempted for MSME registered organizations/Firm/agency as per GOI norms/rules/standards.

K. PERFORMANCE SECURITY DEPOSIT:

1. The successful bidder will be required to deposit security money equivalent to 5% of the annual value of the contract in the form of Demand Draft/Term Deposit /Bank Guarantee within 21 days from the date of award of contract.
2. The security money so deposited by the successful bidder will be retained by the University till completion of the contract and will be released (without any interest) thereafter on claim subject to adjustment if any, by the University arising out of terms and conditions pertaining to the tender.

L. VALIDITY OF THE CONTRACT:

1. The contract shall be valid for a period of one year initially and on satisfactory performance during the contract period, on mutual consent the contract period may be extended up to three years (in stretch of 06 months each)with the same rate, terms & conditions of the agreement.

M. OTHER TERMS AND CONDITIONS:

1. The rate once offered and accepted by the authority, shall not be altered during the entire period of contract unless it is revised by the DGR or Ministry of Labour and Employment.
2. The University reserves the right to increase/decrease the number of security guards at later date during the course of contract with existing terms & conditions as per the requirement of the University with the same approved rates.
3. The successful Firm/agency shall have to enter into an agreement with the University and cost incurred in this connection shall be borne by the Firm/agency.
4. Any theft, loss and damages of the property of University on account of negligence of Firm/agency's personnel shall be borne by the Firm/agency.
5. The competent authority reserves the right to reject any or all tenders at any time without assigning any reason thereof in favor of the University.
6. On failure of satisfactory performance, the Authority will have the right to terminate the contract. The contract shall be liable to be terminated on giving one month

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notice by either side. During the period of notice both the parties shall continue to discharge their duties and obligations.

7. The Firm/agency will be responsible for such conduct of the persons engaged by him in the University which will be conducive for any act of commission and having good character, antecedent and conduct. If any security person is found under the influence of alcohol or narcotics or found in a state of inebriation in the premises, a penalty of Rs.5,000/- per instance shall be deducted from contractor's bill and such employee shall not be allowed to enter the premises in future.
8. The Firm/agency will not allow his employees to participate in any trade union activity or agitation in the premises of University.
9. If it will be found that the number of guards deployed is not sufficient and 10% Guards are absent from duty, then a fine of Rs.5000/- will be charged on the contractor and same will be deducted from his bills submitted in the next month on incident.
10. If any Guard is found careless and not performing his/her duties properly or indulge in unwanted activities, Rs.1000/- per case will be charged as fine to the contractor.
11. The Firm/agency shall not sublet, transfer or assign the contract in whole or part without the written permission from the University.
12. The deployed guards must be properly trained for handling the firefighting equipment's, in case of any fire breakout in the campus, the Firm/agency must make sure that the deployed personnel are properly trained for such combat operations.
13. Bilaspur (C.G.) falls under area-C. Classification of Area A, B & C has been made in the Notification of Minimum Wages as per Directorate General of Resettlement (DGR), Ministry of Defense and also as per GoI order for Minimum wages issued by Ministry of Labour & Employment.
14. All the security guards should full fill the following physical and educational criteria:

| Ex-Serviceman (Armed & Unarmed) | Trained Civilian Guards (Gents/Ladies) (Watch & Ward without Arms) |
|------------------------------------|--|
| Age- Below 65 years | Age – between 18-50 years; Educational Qualifications-10 th Pass Height : 5'5" (Minimum) for males and 5'2" (Minimum) for females |

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15. University reserves the right of accepting in full of part/ not accepting the tenders without assigning any reason.
16. The bidder must put their seal and signature on each and every page of this tender document and make sure that no addition/deletion /alteration have been made in the document. The signed documents should be uploaded along with the technical bid.
17. Any addition/deletion/modification if any made in this tender will be notified before the due date of the tender will be displayed in university website and CPPP only.
18. Arbitration and Laws: In case of any dispute or difference arising out of or in connection with the EOI conditions / order and Contract, the GGV and the bidder will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by GGV. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bilaspur only. The resolution of the Arbitrator shall be final and binding on both the parties.
19. Jurisdiction: The courts at Bilaspur (C.G.) alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this EOI / contract. It is specifically agreed that no court outside and other than Bilaspur (C.G.) court shall have jurisdiction in the matter.
20. Please feel free to contact Assistant Registrar (Store), Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) for any clarification or any other information, with regard to this EoI.

N. SUBMISSION & OPENING OF TENDER:

1. The tender application form is to be downloaded from the university www.ggu.ac.in.
2. The tender have been invited under two Bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to follow the procedure of e-tendering website www.eprocure.gov.in and submit online only the required Technical Bid and the Financial Bid for Security Services.
3. The Tender Cost & EMD in original is to be submitted in a sealed cover super-scribed “**TENDER NO-58 FOR SECURITY SERVICE**” and send it to the below mentioned address:-

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The Assistant Registrar (Store)

Guru Ghasidas Vishwavidyalaya,

Koni, Bilaspur (C.G.) 495009

The Tender Cost and EMD in an envelope must be submitted only through Speed post/Registered post/ Courier service and must reach on or before the last date of submission up to 3.00 P.M to the University.

4. The tender (Technical Bid) will be opened online as per the schedule given above. The date and time of opening of the Financial Bid online will be informed later on the online websites given above. The tender or his authorized representative may remain present at the time of opening of the tender.

O. EVALUATION OF THE FINANCIAL BID

- 1) The bidders will quote the rate as per BoQ under the four different categories as under
 - a) Ex-servicemen with Arms
 - b) Ex-Servicemen without Arms
 - c) Trained Civilian Guard- without Arms
 - d) Supervisor (Highly Skilled)
- 2) The financial evaluation will be done as per the lowest service charges quoted by the eligible bidders.
- 3) In case of similar service charges of more than one bidders, the bidder who so ever quotes the lowest rate amongst the eligible bidders for all the categories mentioned below will be eligible for awarding the contract.

| Category |
|--------------------------------------|
| Ex-servicemen with Arms/Gunmen |
| Ex-Servicemen without Arms |
| Trained Civilian Guard- without Arms |
| Supervisor (Highly Skilled) |

- a) In case a single bidder has not quoted the lowest rate for all the above 04 categories then the following criteria will be adopted for selecting the bidder as successful. The following tentative breakup of the manpower will be used as a tool for calculating the total amount as per the unit rate quoted by the individual bidder in the BoQ. I.e. the total quoted amount in the BoQ (say if Y) will be multiplied with the manpower as detailed under (for total 125 manpower). The bidder whose total amount after the calculation comes out to be the least shall be selected as winning bidder.

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| Category | Tentative breakup for Bid Evaluation in case if no single bidder quote the least rate for all the four categories. | Quoted rate for the category by bidder | Total |
|--------------------------------------|--|--|-------------------------------|
| Ex-servicemen with Arms/Gunmen | 10 | Y1 | $10 \times Y1 = A1$ |
| Ex-Servicemen without Arms | 15 | Y2 | $15 \times Y2 = A2$ |
| Trained Civilian Guard- without Arms | 95 | Y3 | $95 \times Y3 = A3$ |
| Supervisor (Highly Skilled) | 5 | Y4 | $5 \times Y4 = A4$ |
| Total | | | Total amount (A1+A2+A3+A4) |

Y1 , Y2 , Y3 and Y4 are rates quoted for the category.

- b) If still, there is a tie amongst more than one bidder then, the bidder with highest average annual turnover during last 3 financial year.
- c) The L1 bidder may be negotiated by the committee of the University, if the committee finds the rates on the higher side.

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ANNEXURE - I

TENDER APPLICATION FORM FOR ENGAGEMENT OF SECURITY GUARDS

1. Name of the : _____
Firm/agency
2. Full Address : _____
3. Telephone no. (N) : _____
4. E-mail : _____
5. Whether a registered Firm/Company incorporated, if so, the details thereof:

6. Name of the Owner/ Partners/ Director/ Managing Director:

7. Name of bank with full address & A/c No., IFSC etc. _____
8. ESI Code : _____
9. EPF code : _____
10. PAN . : _____
11. Service Tax Regn. No. : _____
12. DGR registration No. : _____
13. PSARA License Number : _____

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14. Previous experience details with documentary proof: (Attach separate sheets if required)

| Sl. No | Name of the client | Period of Contract | Client's Contract details (including name, e-mail, Phone and FAX number and address) Work-Order & Experience Certificate from the Client to be attached | Value of the contract (as per WO) in Rs Lakh | Number of Guards Deployed | Remarks |
|--------|--------------------|--------------------|---|--|---------------------------|---------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

15. Annual Turnover of last three financial years : (Please attach certificate issued CA)

| SN | Financial Year | Annual turnover (CA certified copies and IT return are to be enclosed) (in Rs Lakh) |
|----|----------------|---|
| 1 | 2018-19 | |
| 2 | 2019-20 | |
| 3 | 2020-21 | |

16 Details of Earnest Money : _____
Deposit (EMD) in form
of DD or FDR

17 Details of Tender Cost in : _____
form of DD

UNDERTAKING:

I/We hereby agree to the terms and conditions of the EoI/e-tender and have perused and understood them. I/We will abide by all the terms & conditions and the entire statutory obligation as required by the law. The rates are being quoted online in the desired BoQ. The rates quoted are inclusive of all the expenses as desired and detailed at various places of this EoI/e-Tender.

Signature of the Proprietor/Partner/Managing Director with Stamp.

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| N. | Item Description | BASIC RATE (To be entered online in BoQ) Excluding Taxes) | GST |
|------|---|---|---------------------------------|
| 1 | Security Services EX-SERVICEMAN WITHOUT ARMS (08 Hours Duty) | | |
| 1.01 | Basic wages plus VDA | To be filled Online Only | To be filled Online Only |
| 1.02 | ESI @ 4.75 % of Basic wages plus VDA | | |
| 1.03 | EPF @ 12 % of Basic wages plus VDA | | |
| 1.04 | EDLI @ 0.5 % of Basic wages plus VDA | | |
| 1.05 | Admin Charges @ 0.65 % of Basic wages plus VDA | | |
| 1.06 | HRA @ 8% of Basic wages plus VDA or 1800 which is higher | | |
| 1.07 | ESI on HRA (@ 4.75% of HRA) | | |
| 1.08 | Bonus 8.33 % of Basic plus VDA | | |
| 1.09 | Uniform outfit Allowance @ 5% of Basic wages plus VDA | | |
| 1.1 | Uniform wshing Allowance @ 3% of Basic wages plus VDA | | |
| 1.11 | Total :- (Sno 1.01 to 1.1) | | |
| 1.12 | Relieving Charges 1/6th of Sno 1.11 | | |
| 1.13 | Total Cost per Head(1.11 + 1.12) | | |
| 1.14 | Service Charges (percentage of col 1.13, which includes expenses for all facilities as desired in EoI) | | |
| 1.15 | Sum Total of Col 1.13 and 1.14 | | |
| 2 | Security Services EX-SERVICEMAN WITH ARMS(08 Hrs Duty) | | |
| 2.01 | Basic wages plus VDA | To be filled Online Only | To be filled Online Only |
| 2.02 | ESI @ 4.75 % of Basic wages plus VDA | | |
| 2.03 | EPF @ 12 % of Basic wages plus VDA | | |
| 2.04 | EDLI @ 0.5 % of Basic wages plus VDA | | |
| 2.05 | Admin Charges @ 0.65 % of Basic wages plus VDA | | |
| 2.06 | HRA @ 8% of Basic wages plus VDA or 1800 which is higher | | |
| 2.07 | ESI on HRA (@ 4.75% of HRA) | | |
| 2.08 | Bonus 8.33 % of Basic plus VDA | | |
| 2.09 | Uniform outfit Allowance @ 5% of Basic wages plus VDA | | |
| 2.1 | Uniform washing Allowance @ 3% of Basic wages plus VDA | | |
| 2.11 | Total :- (Sno 2.01 to 2.1) | | |
| 2.12 | Relieving Charges 1/6th of Sno 2.11 | | |
| 2.13 | Total Cost per Head(2.11 + 2.12) | | |
| 2.14 | Service Charges (percentage of col 2.13, which includes expenses for all facilities as desired in EoI) | | |
| 2.15 | Sum Total of Col 2.13 and 2.14 | | |
| 3 | Security Services TRAINED CIVILIAN WITHOUT ARMS (watch and ward) (08 Hours Duty) | | |
| 3.01 | Basic wages plus VDA | To be filled Online Only | To be filled Online Only |
| 3.02 | ESI @ 4.75 % of Basic wages plus VDA | | |
| 3.03 | EPF @ 12 % of Basic wages plus VDA | | |
| 3.04 | EDLI @ 0.5 % of Basic wages plus VDA | | |
| 3.05 | Admin Charges @ 0.65 % of Basic wages plus VDA | | |
| 3.06 | HRA @ 8% of Basic wages plus VDA or 1800 which is higher | | |
| 3.07 | ESI on HRA (@ 4.75% of HRA) | | |

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| | | | |
|------|---|--|--|
| 3.08 | Bonus 8.33 % of Basic plus VDA | | |
| 3.09 | Uniform outfit Allowance @ 5% of Basic wages plus VDA | | |
| 3.1 | Uniform washing Allowance @ 3% of Basic wages plus VDA | | |
| 3.11 | Total :- (Sno 3.01 to 3.1) | | |
| 3.12 | Relieving Charges 1/6th of Sno 3.11 | | |
| 3.13 | Total Cost per Head(3.11 + 3.12) | | |
| 3.14 | Service Charges (percentage of col 3.13, which includes expenses for all facilities as desired in EoI) | | |
| 3.15 | Sum Total of Col 3.13 and 3.14 | | |
| 4 | SUPERVISOR (Highly Skilled)- (08 Hours Duty) | | |
| 4.01 | Basic wages plus VDA | | |
| 4.02 | ESI @ 4.75 % of Basic wages plus VDA | | |
| 4.03 | EPF @ 12 % of Basic wages plus VDA | | |
| 4.04 | EDLI @ 0.5 % of Basic wages plus VDA | | |
| 4.05 | Admin Charges @ 0.65 % of Basic wages plus VDA | | |
| 4.06 | HRA @ 8% of Basic wages plus VDA or 1800 which is higher | | |
| 4.07 | ESI on HRA (@ 4.75% of HRA) | | |
| 4.08 | Bonus 8.33 % of Basic plus VDA | | |
| 4.09 | Uniform outfit Allowance @ 5% of Basic wages plus VDA | | |
| 4.1 | Uniform washing Allowance @ 3% of Basic wages plus VDA | | |
| 4.11 | Total :- (Sno 4.01 to 4.1) | | |
| 4.12 | Relieving Charges 1/6th of Sno 4.11 | | |
| 4.13 | Total Cost per Head(4.11 + 4.12) | | |
| 4.14 | Service Charges (percentage of col 4.13, which includes expenses for all facilities as desired in EoI) | | |
| 4.15 | Sum Total of Col 4.13 and 4.14 | | |

- Rate Quoted for all 4- categories of Man powers (as per the DGR/Ministry of Labour and Employment wage structure in force as on date of submission)
- ** Service Tax/GST will be paid by the University as per GoI norms/ Guidelines with Exemption of taxes to university (if any).
- Bonus to be mentioned as per GoI latest guidelines/Bonus Act etc. as applicable.
- Bidders are advised to visit the University Campus for exploring the details and field conditions before quoting the rates.
- Rates are invited for all the parameters/heads as per DGR but the payable items/parameters shall be finalized at the time of agreement with the successful bidders.
- University has all the rights reserved to hire or engage some another Firm/agency in parallel for the security services, as per the need of the university
- HRA will not be Admissible as the University Barrack will be provided for accommodation.
- Rates quoted by the Bidder must be in accordance with the norms prescribed by DGR/Ministry of Labour and Employment. Please don't leave any cell blank, if the value is nil then write zero (00) in the cell.
- Service Charge quoted should include the cost of the Security Support system like Metal Detector, Two Wheeler and Four Wheeler services etc
- The offers/bids which are not in consonance of DGR Rates and other Labour laws will be treated as invalid.

Signature of the Tenderer with stamp

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DECLARATION **ANNEXURE - III**
(on non-judicial stamp paper of Rs.100/-).

1. I/we, ----- Son /Daughter of Shri -----
-----Proprietor/ Partner/ Director/ Authorized Signatory of the bidding Firm/agency M/s. ----- and I/we am competent to sign this declaration and participate & execute this EOI cum e-bid.
2. I/we have carefully read and understood all the terms and conditions of the EOI and I/we hereby convey my unconditional acceptance and compliance of the same.
3. The information/ documents furnished along with this EoI/Bid application are true and authentic to the best of my/our knowledge and belief.
4. I/ we am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid/ cancellation of agreement at any stage besides liabilities towards prosecution under appropriate law, and my EMD etc. may also be forfeited.
5. My/Our firm is neither blacklisted by any Government Department/PSUs/PSEs nor is any Criminal Case registered against the firm or its owner or partners or directors anywhere in India.
6. My/Our firm has never been terminated or discontinued from any agreement from by the hiring institution during active period of agreement with the firm.
7. There is no complaint regarding nonpayment of wages and other dues(as applicable) against me as individual/firm/agency/ any of the partners. I fulfill all the eligibility criteria and I undertake that if my information is found false/fabricated then my candidature as bidding agency/firm will be automatically withdrawn and the agency/firm has shall have no claim for the same.
8. I/We have read and understood all the terms and conditions and are acceptable to the firm.
9. I/we will obey/comply/abide by all the terms and conditions of this EoI cum e-Tender, if the contract is awarded to my firm.
10. Total number of pages (including credentials, documents in support of the information furnished & copy of this EoI documents with all pages duly signed) are being submitted online with this EoI cum e-Bid
11. The rates are being quoted online in the BoQ (financial bid Annexure-II) with all the terms o& conditions of this EoI cum e-Bid.

Dated:

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)EOI CUM TENDER FOR SECURITY SERVICES AT GGV, BILASPUR
(E-TENDER NO: 58/ STORE/ GGV/SECURITY/EOI /2021, DATE: 05-07-2021)**CHECK – LIST**

| Sr. No. | Detail | Complied/ Attached/ Yes/No | Page Number | Complied/ Not-compiled |
|---|--|----------------------------|-------------|------------------------|
| 1 | Original DD of the Bid cost/fee of Rs 2,500/- has been kept in the Envelope along with the DD/FDR of EMD Rs 300000/- and duly sealed and sent to GGV. Also the scanned copy of the above DD&FDR has been uploaded in the e-procure site along with the e-tender documents. | | | |
| Technical BID (scanned & duly signed copy is to be uploaded in e-procure.gov.in) | | | | |
| 2 | Whether bidder has scanned the original DD of the Bid cost/fee of Rs 2,500/- and DD/FDR of EMD Rs 300000/- and have uploaded in the e-procure.gov.in | | | |
| 3 | Whether bidder has read and signed each page of the EoI cum tender documents and uploaded the scanned copy of the same in the e-procure.gov.in | | | |
| 4 | Whether bidder has read the details in the Annexure-I and filled up and duly signed it and have uploaded in the e-procure.gov.in | | | |
| 5 | Whether the bidder has fill up the details sought in the eligibility criteria in the desired format and submitted with the technical bid on line. | | | |
| 6 | Whether the bidder has submitted the Bank A/C details, Work Orders, Experience certificates, DGR empanelment notification copy (If any). Latest copy of DGR specified Wage Structure, copy of the latest circular issued by Ministry of labour and Employment for Minimum Wages, CA certified copies of Annual Turnover and IT Return, Certified copy of Solvency certificate as desired in EoI. | | | |
| 7 | Whether the bidder has submitted the certified documents in support of all the information furnished in the EoI/e-Tender viz. ESI, EPF, Service Tax License, Registration Under Contract Labour (R&A Act), Income Tax PAN documents etc. | | | |
| 8 | Whether bidder has read and filled up the Declaration and duly signed it and have uploaded in the e-procure.gov.in | | | |
| Financial BID (BoQ) (To be uploaded in e-procure.gov.in) | | | | |
| 9 | Whether bidder has read and filled up (online in the e-procure.gov.in), the Financial Bid (BoQ) as per Annexure-II | | | |

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....