



National Institute of Technology Srinagar (J&K) -190006

E-TENDER NOTICE

BID DOCUMENT

[Two Cover system]

Tender No: NITS/CPU/ET/2021/SEC/072

Date: 31-12-2021

On behalf of The Board of Governors of the Institute **ONLINE BIDS** under Two-Cover system are invited from reputed & Govt. registered agencies for providing Security Services to the Institute on out-source basis. The bids must be submitted through **e-Tendering** only, available on **www.mhrd.euniwizarde.com**. The notice inviting tender and link shall also be available on the Institute website: **www.nitsri.ac.in**. In case of any clarification, bidders can send their queries to cpu@nitsri.net.

| Sl.No | Description of work | Bid Security to be given in INR/ Equivalent Foreign currency | Last date &Time for online Submission of bids | Date/Time for opening of Technical bid |
|-------|--|--|---|--|
| 1 | Providing 24x7 Security Services to the Institute on out- source basis | Bid Security Declaration | 16-01-2022 at 23:00 Hrs | 17-01-2022 at 11:00 Hrs |

Cost of tender documents: 100/- to be paid online mode on E-tender Platform

The Institute reserves the right to accept/reject any or all tenders either in part or in full without assigning any reasons there for.

Officer in Charge
Central Purchase Unit

ELIGIBILITY CRITERIA

The bidders must possess the following for consideration of their offer:

1. License under Contract Labour Act. From Central Govt. / State / UT Govt.
2. J&K PSARA Registration (Private Security Agencies Registration Act) Certificate issued by the Home Department, Government of J&K.
3. Permanent Account Number issued by the Income Tax Department
4. GST Registration Number issued by concerned tax circle
5. Registration under ESI Act with latest payment challan.
6. Registration under EPF Act with latest payment challan.
Continuous 3 years of experience of providing Security Services for the Financial Years 2018-19, 2019-20 & 2020-21 of a minimum contract value of 150 lacs per year. The bidder must enclose the experience certificates issued by the client/s with clear-cut dates of contract along with the value of contract and that the service provided has been satisfactory.
7. Minimum turn-over of Rs.200 Lacs (80% of approx. Annual Gross Contract Amount) per annum for the last three Financial Years 2018-19, 2019-20 & 2020-21. The bidder must attach copies of the audited balance sheets including Income/Expenditure Statements and Income Tax Returns of the above financial years as documentary evidence.
8. A certificate on the letter head of the Company / organization, stating that the bidder has not been debarred / black listed by any central / state government department, PSU, Autonomous body during the last five financial years.

Note -1: Documentary proof of above must be furnished with the technical bid. Absence of any of the above documents will render the agency in-eligible for opening of the financial bid.

Note: - All documents should be clearly scanned and uploaded on the portal.

NATURE OF SERVICES

The bidder shall have to provide 24 x 7 Security Services to the Institute. The details of eligibility and emoluments to be paid to the staff is given in **Annexure-I**. The actual number of persons to be deployed shall be decided after completion of tendering process. The Institute reserves the right to fix the number of persons to be engaged on out-source basis at its discretion.

PERFORMANCE OF SECURITY PERSONNEL AND CRITERIA

- i. Security personnel shall always attend their duties in proper uniform along-with all the accessories like whistles, lathis, torches etc. and shall carry the Identity card, issued by the contractor and duly endorsed by the authorized officer of the institute.
- ii. Any security personnel found absent from the scheduled duty/post and/ or found sleeping, and /or found not performing the assigned job properly, a penalty of 5% of the monthly wages of the security personal shall be deducted on each occasion of such lapse.
- iii. NIT Srinagar Campus is a **NO SMOKING ZONE**, as such, no Security Personnel shall smoke, eat Pan/ Gutka or any intoxicants/drugs in the premises of the Institute. Strict action as warranted under rules shall be taken in case of non-compliance.
- iv. In emergency situation, Security Staff / Supervisor deployed shall also participate as per their role defined in the disaster plan. If any, security personnel should be sensitized for their role in such situations.
- v. The security guards shall assist the Visitors / Officials in reaching the desired departments / locations inside the Campus.

CODE OF CONDUCT

The successful agency shall ensure that their Security Personnel observe the following:

- i. Are always smartly turned out and vigilant.
- ii. Are punctual and arrive at least 15 minutes before start of their shift.
- iii. Take charges of their duties properly and thoroughly.
- iv. Perform their duties with honesty and sincerity.
- v. Read and understand their post and site instructions and follow the same.
- vi. Extend respect to all the Officers and Staff of the Institute.
- vii. Shall not leave the post unless their reliever comes.
- viii. Shall never sleep while on duty post.
- ix. Shall not read newspaper or magazine etc while on duty.

- x. Will immediately report if any untoward incident/misconduct or misbehavior occurs, to the Supervisor concerned or the Assistant Security Officer (ASO).
- xi. When in doubt, approach the concerned Supervisor or the ASO immediately.
- xii. Shall follow the instructions issued by the concerned Supervisor or the ASO from time to time.

CONFIDENTIALITY

The following information about the Institute will not be provided to anyone by the Security Staff:

- i. Telephone number / any other personal information of the Institute Staff.
- ii. Location and movement plans of the Institute Staff.
- iii. Meetings and Conference Schedules of the Institute.
- iv. Residential address of the staff of the Institute.

MATERIAL MOVEMENTS

- i. **Incoming:** Check the material and documents carefully and receive the items with due entry, issue the gate pass and forward the material to the concerned department/person.
- ii. **Outgoing:**-Before taking the material out of the Institute, the material should be properly checked as per Outward Gate Pass with proper seal and signature of the authorized person.
- iii. No item will be taken out from Hostel and Institute without permission of the authorized person.

PATROLLING PROCEDURES

- i. The Security Guards must ensure that once the office is closed, all the unwanted lights are put off.
- ii. Patrolling should be taken on an hourly basis, once the offices are closed.
- iii. Security personnel will also keep a watch on the activities of the casual labourers / contractors.
- iv. If the Security personnel find anything unusual/unwanted, a written report must be submitted to the Asstt. Security Officer through the Security Supervisor.
- v. The Security Guards shall maintain a register at the Main Gate of each Hostel to record the details of incoming/outgoing Students and material.

CHANGING OVER AND TAKING OVER

- i. Security personnel will go through the log and entries of previous shift and discuss the progress plan with the reliever.
- ii. Both the Security Guard / Supervisors will check the entire building thoroughly.
- iii. During the change of shifts, the guards coming for replacements should check all the documents, which are related to Security before taking over the charge.
- iv. They should check all the systems, which are in the facility/under Security.
- v. Occurrence report registers should be properly maintained.

UNIFORM OF THE SECURITY PERSONNEL

- i. The uniform of the deployed Security personnel is to be supplied by the agency. The Security personnel must carry Whistle, Cane/Stick, Torch, etc as per their requirement. They must remain alert and active during the duty hours to the satisfaction of the Institute authority.
- ii. The deployed Security personnel should carry Photo Identity Cards during duty hours.
- iii. They should carry proper job card/Security check diary (issued by agency) during their duty period.

iv. The details of uniform and other items are listed below:-

- a. Two shirts (Dark Blue) and Two Pants (Dark Blue).
- b. One Pair Shoes (Boot ankle with rubber sole) and two pair of socks.
- c. One jersey pullovers / Jackets (Blue).
- d. One long coat (Blue).
- e. One cap (Blue) and one Belt.
- f. One Rain Coat.
- g. One pair Title shoulder with Blue Lanyard.

v. Tools and equipment as detailed below shall be provided by the Contractor. The contractor should arrange the following equipment and tools of reputed brand in serviceable condition at his own cost for the proper management of Security in the Campus.

| S.No. | Equipment | Quantity |
|--------------|------------------------------------|-----------------|
| 01 | chargeable Torches | 104 No's |
| 02 | Search Lights | 10 No's |
| 03 | Flask Hot & Cold (02 Cups) each | 104 No's |
| 04 | Unbreakable Cup | 104 No's |
| 05 | Cane Stick | 104 No's |

Any other tool or equipment required for the performance of their duties.

- **Non-compliance to the above shall attract a penalty up to 5% on total bill amount.**

TERMS & CONDITIONS

1. As per two bid system, the applying agency is required to submit its bids separately in two parts (Part A: Technical Bid & Part B: Financial Bid), clearly indicating the e-Tender No. & Type of bid. Firms not adhering to this will not be considered for further processing of their proposals.
2. Part A should contain covering letter, copies of the eligibility documents, agency profile on the prescribed format and the Bid Declaration.
3. Monthly wages to be paid to the outsource staff shall be decided by the Institute & same shall be reimbursed to the agency as per the actuals.
4. EPF/ESIC (Employee & Employer Contribution) along-with allied charges shall be reimbursed to the agency as per the actual on production of original receipts/vouchers, etc.
5. GST as per applicable rates shall be borne by the Institute.
6. TDS under Income Tax & GST as per prevalent rates shall be remitted directly to the Govt. by the Institute.
7. Yearly bonus shall be released to the outsourced staff by the agency as per the norms. Same shall be reimbursed by the Institute as per actuals.
8. The Agency will grant one month of earned leave to its employees deployed to the Institute for each completed year of service. For number of days of un-availed earned leave in a year, the agency shall provide encashment for the same. Reimbursement on this account shall be provided by the Institute.
9. The bidder must quote the service charges in the prescribed format given in the PartB (Financial bid).

EVALUATION OF BIDS

10. The Technical Bid (Part A) will be opened by an e-Tender Opening and Evaluation Committee constituted for this purpose in the presence of bidders and/or their authorized representative who may like to be present on specified date and time. However, the presence of bidders or its representative is not mandatory for opening of the bids.
11. Financial bids of only those bidders shall be opened, whose Technical Bid is found to be as per the eligibility requirements mentioned in the above clauses of this tender document.
- 12. It has been observed that some bidders resort to quoting very-low and unreasonable financial bids only to avoid competition and to secure the tender. Later they are found to resort to illegal practice of collecting their profits from the staff engaged on the pretext of securing employment, either by taking some amount in lump sum and/or on monthly deduction basis. In such cases the bids shall be summarily rejected and the bidder shall be barred for future business with the Institute.**
13. The bidders shall ensure that all the **incidental costs**, including their admin charges statutory Taxes etc., of the contract under this tender are calculated and included in their financial bids. In no case, any claim whatsoever, on the charges missed by the bidders in financial quotes shall be included or waived-off by the Institute.
14. **Incidental costs** are those costs which are necessary to execute the contract under this tender. The institute has tried to include all incidental costs in the proforma of the Financial Bids.
15. The charges quoted shall be more than the incidental charges of the contract.
16. The contract under this tender should be profit making for the successful bidder. The Institute has no concern with other businesses and profits of the successful bidder. In case the contract under this tender is not profit making for the successful bidder, the bid shall be rejected. Bids with NIL Charges and/or unreasonable low charges shall be summarily rejected. And in above cases the tender shall be awarded to the lowest reasonable bidder irrespective of his number on the financial comparative statement.
17. The successful bidders shall have to produce Bank Solvency Certificate of a minimum amount of Rs. 01 crore from any Nationalized Bank, at the time of signing of Agreement.

OTHER TERMS AND CONDITIONS

18. The payment terms shall be finalized at the time of signing of agreement with the successful bidder.
19. The successful bidder/contractor shall have to provide staff as per the agreement made with the Institute which shall be monitored by the Institute and if the strength is found less, the proportionate recovery will be made.
20. The Institute reserves the right to reject any or all Bids/Offer without assigning any reason thereof or cancel the process at any time.
21. Even though the bidders are fulfilling the eligibility criteria, they are subject to be disqualified if they have:
Made misleading or false representation in the form, statements & attachments submitted or
 - a. Record of poor performance, litigation history or financial failures or
 - b. Found to have been black listed by any other institution.
 - c. Found to have been involved in any illegal activity like collection of revenue from the prospective employees and deducting any charges from their monthly salary.
22. In case, two or more than two bidders have quoted the same but lowest amount of service charges in the financial bid, the Institute may enter into negotiations with the bidders concerned to finalize the one.
23. The Institute will hire the services of a duly licensed agency to provide Security Services on payment of a consolidated amount on monthly basis which shall be arrived on the basis of the monthly wages notified by the Institute. The bidder/contractor shall in-turn make the payment to its employees at not less than the rates notified by the Institute.
24. While quoting the Service Charges, the bidder must note that following expenses are to be borne by it from the quoted amount:
 - a. *Profit of the agency*
 - b. *Admin charges to run EPF and ESIC etc. accounts of the outsourced employees*
 - c. *Other charges incidental to contract and not covered under Clause 3 - 9*
 - d. *Also, to take in account the TDS on the whole amount of the bill on account of GST and Income Tax as per prevalent norms.*
25. The bid must be valid for a period of 90 days from the last date of submission of the e-tenders. Beyond this period, the validity of bid may be extended by the mutual agreement of the bidder & the Institute.
26. The selected agency will be required to enter into an Agreement with the Institute on a non-judicial stamp paper of Rs.100/- which shall include the relevant clauses of this tender document and other clauses finalized after discussion and mutual consent.
27. As per GFR 2017, the successful bidder shall have to deposit Security Deposit (Performance Security) in the form of Demand Draft, Bank Guarantee or an FDR from a Scheduled Bank in favour of National Institute of Technology Srinagar payable at Srinagar (J&K) within 15 days of issue of the acceptance letter to the successful bidder/Agency failing which the award/acceptance letter will be treated as cancelled. The said amount will be refunded, without any interest, two months after the successful completion of the Contract by the concerned firm. However, in case of unsatisfactory services provided by the

- agency or breach of any provision of the agreement, the Performance Security will be forfeited. The decision taken by the Institute in this regard shall be final.
28. The Performance Security shall be equal to 3% of the approximate annual gross amount payable to the agency for the contract.
 29. Initially, the agency selected will be hired for a period of **one year**, extendable on year to year basis depending on the mutual agreement of the Institute and the agency with such modifications as necessary. During the period of agreement, the terms and conditions of the contract will not be subject to any change except at the sole discretion of the Institute.
 30. In addition to its rights under any other provision of the Agreement, the Institute may terminate the contract at any time by giving the Agency two months' written notice without explaining the reason of termination. Upon the expiry of the notice period, the contract shall stand terminate without prejudice to the rights of the parties accrued to the date of termination.
 31. A list of the employees, engaged by the Agency/Contractor, shall be provided to the Institute at the time of taking over the duties. This list shall be treated as final after screening by the Institute. Any future change in the list shall be communicated immediately to the Institute.
 32. The Institute reserves the right to increase or decrease the staff deployed by the agency as per the requirements, without assigning any reason.
 33. The contractor shall be responsible for the conduct and behavior of its employees.
 34. In the event of any loss suffered by the Institute due to negligence of agency/contractor's employees, the agency/contractor shall make good the loss sustained by the Institute. The decision of the Institute in this regard shall be binding on the agency.
 35. The Institute shall have the right to ask for replacement of any person without assigning any reason what so ever and the substitute shall have to be provided by the contractor/agency immediately.
 36. The employees deployed by the agency/contractor shall be of good character, sound health and shall be in the age group of 18 years to 55 years. However, the condition of the age can be relaxed by the Institute depending on the assessment of expertise and the requirement of the Institute. Any person having any criminal case pending against him/her shall not be deployed in the Institute.
 37. The agency/contractor shall be responsible to the Registrar and/or to an Officer authorized by the Institute for the execution of day-to-day work.
 38. The instructions/orders issued by the Institute from time to time shall also be followed by the contractor/agency and his employees.
 39. The Institute shall not be responsible for the payment of the wages or any other allowances individually to the staff/employees engaged by the contractor. The agency shall follow all rules, regulations and directions issued by the appropriate Government Agency from time to time as regards welfare of labour.
 40. Leaves/Weekly Offs to the staff engaged shall be as per the prevalent norms.
 41. The Institute shall not be responsible for any compensation which may be required to be paid to the staff of the agency deployed in the Institute consequent upon any injury/mishap.
 42. The payment to the contractor shall be made on monthly basis against pre-receipted bills in duplicate.

43. The rates/charges/wages for staff engaged by the agency may be revised suitably by the Institute during the currency of the contract on the basis of proper justification.
44. Once the bidder submits the e-tender, he would be presumed to have understood and accepted all the terms and conditions given in NIT. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the e-tender.
45. The Contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.
46. The Institute will not provide any medical facility, however, dormitory type residential accommodation shall be provided to the on duty Security Staff in the campus.
47. In exceptional cases, the Institute at its discretion may relax any of the eligibility condition prescribed in this tender document.
48. The persons deployed by the successful bidder for services shall have no claim whatsoever to any employment or preference in employment, regularization, absorption, and selection to appointment, continuity in services etc. with the Institute.
49. The service provider's/agency personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/ secret nature.
50. The Institute may at any time vary or add to the service specification in accordance with this condition and no such variation or addition shall affect the continuation of the contract.
51. In case the last date of bid submission or date of opening of bid turns to be off day, next working day shall be deemed to be the effective date for the same.
52. For further updates/amendments, the bidders are advised to visit the Institute website. The Institute is not bound to issue the notifications in the newspapers or enter into personal correspondence.
53. If the deployed staff is/are not found suitable for the job, the contractor shall have to replace that staff within a period of 15 days after receiving a written communication from the Registrar or his representative.
54. In case the outsourced staff provided by the selected agency does not seem to be fit for the job despite of holding the requisite qualifications/experience, the agency shall immediately replace the staff with the new one.
55. The Agency shall, wherever applicable, comply with the provisions of the Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Provident Fund and Miscellaneous Provisions Act 1952, ESI Act 1948, Employer's Liability Act 1938, Workmen's Compensation Act 1923, Industrial Dispute Act, 1947, Maternity Benefit Act 1961, and Contractor's Labour (Regulations and Abolition Act) 1970, or the modifications thereof or any other laws relating thereto and the rules made there under from time to time.
56. Payment of salary and arrears etc to the staff hired by the agency to perform the duties at the Institute shall be made by the agency through Account Payee Cheque/ e-transfer only.
57. The agency shall pay the staff or the number of days of attendance in a month

- & also for closed days and other Gazetted holidays observed by the Institute.
58. The leaves required for medical emergencies & other exigencies shall be debited to CL/EL account of the employee concerned.
 59. The Institute shall consider grant of Special Casual Leaves in favour of Security Staff on occasion of curfew, bandh, natural calamities, etc. however, for such period, the Institute shall pay only the amount equal to the wages of the staff along with EPF/ESI contribution without agency charges.
 60. The selected agency shall have to provide the proof of deposit of ESIC and EPF to the individual account of the staff deployed each month along with the bill. The same shall be notified by it to all the staff members engaged by it. In case of any misuse or misappropriation of funds on account of EPF/ESIC contributions of the employees by the agency, the Performance Security shall be forfeited and the same shall be utilized to refund the required amount of EPF to the employees.
 61. The agency shall provide the services of trained staff, who shall observe discipline, decency, decorum and the code of conduct and mannerism befitting of such personnel.
 62. The agency shall provide staff as may be required by the Institute for which prior information shall be provided.
 63. In case of any dispute arising out of this agreement, the same shall be resolved initially by mutual discussion between the parties with in a period of 60 days failing which appropriate Courts at Srinagar will have the jurisdiction to adjudicate upon the matter.
 64. The agency will out “on the job” training at the time induction and ensure Refresher Training during the period of the contract every three months. The expenditure / cost for the same shall be born by the firm and the firm can be asked to furnish a certificate in this regard.

BIDDER'S PROFILE(PART-A)

1. Name of the bidder/firm/agency.....
2. Name of the authorized signatory (whose photograph is affixed)
Mr/Ms/Mrs.....
3. Permanent address of the agency.....
.....Tel.
No. (with STD Code) (O) (Fax)
(R) (Mobile)
4. Registration & incorporation particulars of the firm.
 - 6.1 Proprietorship
 - 6.2 Partnership
 - 6.3 Private Limited
 - 6.4 Public Limited(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law).
5. Name proprietor/partners/directors
.....Bidders
bank, its address and his current account
number.....
6. Permanent Account Number, Income Tax Circle (Please
enclose details if ITReturns of last three years separately with
documentary proof)
.....
8. GST Registration No
9. License No. under Contract Labour Act.....
- 10.ESINo..... 11. EPF No.....

Note: Documentary proof to be attached for the entries at Serial No. 6,7,8, 9, 10, 11 & 12.

I/We hereby declare that the information furnished above is true and correct and all the terms/conditions are acceptable to me/us in toto. Further, it is declared that we have not been black listed/debarred by any organization. At any stage if the above information is found incorrect, Institute may cancel our contract and impose any penalty as deemed fit..

Place
Date:

Name and Sign. of the Authorized Person
of the Firm along with Seal

CHECK LIST OF ATTESTED COPIES OF DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID

- | | | | |
|----|--|-------|----|
| 1. | PAN Number | Yes / | No |
| 2. | Provident Fund Account Number issued by The competent authority | Yes / | No |
| 3. | ESI Registration No. issued by the Competent Authority | Yes / | No |
| 4. | Contract license issued by the Labour Commissioner Under Contract Labour Act | Yes / | No |
| 5. | J&K PSARA Certificate | Yes / | No |
| 6. | Experience Certificate | Yes / | No |
| 7. | GSTIN | Yes / | No |
| 8. | Audited Balance Sheets, Income Tax Returns | Yes / | No |
| 9. | Signature of Bidder _____ | | |

**PROFORMA FOR FINANCIAL BID
(PART –B)**

Name of the Agency :

TelNo

Consolidated Rate in Rupees (₹) to be charged as Service Charges by the bidder

| Description of Service Charges | Rate Quoted |
|---|---|
| Service charges per person per month to be claimed by the agency | ₹ _____ In words(Rupees _____). _____). |

Notes :

1. *The rate quoted above is inclusive of the amount on account of following :*
 - a. *Profit of the agency*
 - b. *Admin charges to run EPF and ESIC etc. accounts of the outsourced employees*
 - c. *Other charges incidental to contract and not covered under Clause 3-9 (P.No.3 of NIT)*
2. *Also, to take in account the TDS on the whole amount of the bill on account of GST and Income Tax, as per prevalent norms.*
3. *The Service Charges quoted above shall be reduced to 50% in case the Security staff has rendered the duty for 15 days or less.*

Declaration :

It is certified that the information furnished above is correct . We have gone through the terms and conditions stipulated in the e-Tender Document and confirm to abide by the same . The signatory to this bid is authorized to sign such bids on behalf of the organization .

Place :

Date :

Name :

Signature :

Designation :

(Annexure I)
Category of staff and minimum educational requirements

| S. No. | Staff Category | Minimum Requirements | Qualification | Tentative Number | Basic Emoluments |
|---------------|-------------------------|---|----------------------|-------------------------|-------------------------|
| 1. | Security Supervisor | Ex-Servicemen having worked in the Army, BSF, CRPF, CISF, SSB etc. | | 04 | 21,000/- |
| 2. | Security Staff(Male) | Ex-Servicemen having worked in the Army, BSF, CRPF, CISF, JK Police, ITBP, Home Guard, SSB etc. | | 93 | 19,000/- |
| 3. | Security Staff (Female) | Passed 10+2 from a recognized board. | | 08 | 19,000/- |

- **The number of staff required by the Institute, given above, is tentative and it may increase or decrease as per the actual requirements of the Institute from time to time.**

Bid Security Declaration Form

Date: _____ Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)