OFFICEOFTHEACCOUNTANTGENERAL (A&E) TELANGANA, HYDERABAD

TenderNoticefor providing Manpower for MTS/Drivers/Security

OfficeoftheAccountantGeneral(A&E)Telengana, HyderabadinvitesSEALEDTENDERS from reputed firms dealing with Ministries/Govt. departments for providing man powers for Multi-Tasking Staff (MTS)/Drivers and Security Services at this office building situated at AG Office Complex Saifabad, Hyderabad under Open Tender Enquiry Method. The firms having a registered branch office at Hyderabad only can apply. They should have atleast one-year minimum service experience in Government Organizations/PSUs.

Sl.No	Item	Description
1	Tender Number	AG (A&E) TS/outsourcing for MTS/Drivers and Security services
2	Name of work.	providing Manpower for MTS/Drivers and Security services for a period of one-yearwef 01/06/2022 to 31/05/2023. The description is given in the tender document.
3	Date of issue	10-05-2022
		The bid documentation must be submitted in ONLINE MODE ONLY
4	Submission of Tender/Proposal	Technical Bid as per Annexure-I including Bid Security Declaration.
		2. Financial Bid as per Annexure-IV.
		Name: V.S.N.PRABHU, Sr. Accounts Officer Email:prahu48.anp.ae@cag.gov.in
5	Contact Details for Bid Queries	2. Name: Sri P.K. PRAHALLAD RAO, Asst. Accounts Officer Phone: 040 -23237165, 22331565 Email:prahallada27.anp.ae@ cag.gov.in
6	Submission of Proposal (Both Technical & Financial)	23-05-2022, 12:00 hours.
7	Opening of Technical Bid	23-05-2022, 15:00 hours in the chambers of Competent authority, Office of AG (A&E) Telangana, Hyderabad.
8	Opening of Financial Bid	24-05-2022, 12:00 hours in the chambers of Competent authority, Office of AG (A&E) Telangana, Hyderabad.
9	Site Visit for understanding scope of work and Pre-bid meeting	12-05-2022 and 13-05-2022. Between 3 to 5pm (only two persons from each company)
10	Earnest Money Deposit	₹4,00,000/- Demand Draft/ Bank Guarantee in favour of Sr. Accounts Officer

		(Bills), O/o the Accountant General (A&E), payable at Hyderabad
11	Payment Terms	The payment will be made on monthly basis through e-payment.
12	Performance Guarantee	10% of the contract value within 15 days of receipt of the value of the work order.
13	Authority for acceptance of the tender	Accountant General (A&E) Telangana, Hyderabad.
14	Validity	The contract, if awarded, shall be for a period of one year from the date of signing of Contract Agreement, In case of breach of conditions of Contract or in the event of not fulfilling the minimum requirements / statutory requirements, the Client shall have the right to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the contractor and initiating administrative actions for black listing etc, solely at the discretion of the competent authority of the office of Client. The initial period of contract is further extendable on year to year basis at the sole discretion of the office of the Client subject to satisfactory services of the Contractor

Sd/Sr. Accounts Officer

TENDERSCHEDULE

NameoftheWork	E-Tender for Providing manpower for MTS/Driving and Security Services on outsourced basis at the Office of the Accountant General(A&E), Hyderabad, Telangana
EstimatedCostforone yearcontract	Refer GEM Bid Document
LastDate &submissionofE-Tender	As per Bid specification uploaded on GeM portal.
Date &Timeof openingofonlineTender	As per Bid specification uploaded on GeM portal.
Earnest Money Deposit (EMD) in requiredform to be sent by Post / Delivered in hand	On or before the last date of submission of E Tender(Technical)
Performance Security Deposit / SecurityDeposit (PSD / SD) to be deposited bysuccessfulbidder	10% of the Contract Value. To be submitted after receiving work order.

MINIMUMELIGIBILTIYCRITERIA

S.No.	Eligibilitycriteria	Documents required
1.	EMDassoughtunderthistenderdocument	DD/Bank Guarantee number and date along with Bid Security Declaration
2	Dulysigned&stampedcopyoftheentiretenderdo cument.	The entire tender document to be duly signed & stamped by the bidder on each page. Copy of document of registration of companies, copy of product license may be provided.
3	PAN Card and GSTcertificate	Copy of PAN Card and GST certificate to be provided.
4	Income tax returns (ITRs) for last three consecutive financial years	Copy of Income tax returns for last three Consecutive financial years(period from 2018-19, 2019-20,2020-21).
5	The firm should have a minimum of 03 years experience in successfully executing works of similar nature. The firm should have successfully completed similar works of at least Rs.30lakhs in Govt./Semi Govt./PSUs during last three years FY-2018-19, 2019-20, 2020-21.	Copy of Work orders, Appreciation certificate, Performance certificate etc, may be enclosed.
6	The company must be a profit-making company for the last three consecutive FY-2018-19, 2019-20, 2020-21.	Turnover of the company should be minimum Rs.30 lakhs in each of the last three FY2018-19, 2019-20, 2020-21. Copy of audited Profit and Loss Account and Balance sheet are to be provided.
7	Bidders should be Certified ISO-9001,	ISO Certification should be provided
8	Bidder should have valid registration in EPF Department.	Document to this effect should be attached.

<u>INSTRUCTIONSTOBIDDERSFORSUBMISSIONOFBIDS</u>

- 1. The e-tenders are being invited for Outsourcing Manpower for MTS/Driver and Security Services through GeM. All the instructions of GeM bidding are applicable. Tender must be submitted through GeM only. The bid received in physical mode shall not be considered at all. Detailed information regarding the items, application / tender forms, EMDdetails, specifications, terms and conditions can be downloaded from the followingwebsites: https://cag.gov.in/ae/telangana/enorgem.gov.in
- 2. While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 3. The interested bidders shall submit their tender(s) both technical bid and financial bidthrough online mode in www.gem.gov.in. The bidders shall upload all the documentsasper Eligibilitycriteria forBidders.
- 4. Any corrigendum to this tender will be notified through the aforesaid websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reasonat any stage.
- 5. The Bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions in the tender document. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.
- 6. Place of services and no. of Persons required for each service:

Sl. No	Location of the office	Services	Total No. of Persons
		MTS	06
	OFFICE OF THE ACCOUNTANT GENERAL(A&E), TELANGANA, SAIFABAD, HYDERABAD	Drivers	02
		Security	13

EMD exemptions

- 1. Bidders have to submit Bid Security declaration (Annexure-V) in the technical bid along with EMD details.
- 2. Bids received without EMD and Bid Security declaration will not be considered and summarily rejected.
- 3. Any attempt to negotiate directly or indirectly on the part of the Bidder with authority competent to finally accept the Tender or influence the acceptance of the tender by any means will result his tender excluded from consideration.
- 4. Conditional tender, illegible and ambiguous tender, partially filled tender, in complete tender and tender without enclosing required documents will be summarily rejected.
- 5. This office reserves the right to accept or reject any bid without assigning any reasonat any time prior to award of contract, without thereby incurring any liability to

- the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for this Office's action.
- 6. The bidder, at the bidder's own responsibility and risk, may visit at their own cost and examine the site of required services and its surroundings and obtain all necessary information for preparing the bid and entering into a contract for the services.
- 7. Clarification regarding any ambiguity in eligibility criteria may be sought through e-mailatprahu48.anp.ae@cag.gov.in
- 8. It requires that this office as well as bidder observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. It will declare a firm ineligible either indefinitely or for a stated period of time for award of the contract if, at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.
- 9. Tenderers are requested that, before quoting their rates or filling tender, the tender form may please be read out thoroughly (line by line), otherwise the Competent Authority of this office will not be held responsible for any error/over-sight of his own. Manpower Service Agencies intending to participate in the rate contract should first ensure that they fulfill all the eligibility criteria as prescribed under the terms and conditions mentioned herein before, otherwise the tender will be summarily rejected. Tenderer should quote only for the rate Percentage(%)of administrative charges/service charges in the Financial Bid (Annexure–IV).

General Terms and Conditions

- 1. The personnel will report to the Designated Officer and follow his/her instructions.
- 2. The Bidder must be registered with the statutory Central and State authority viz., ESI, EPF, Income Tax, GST Registration etc., and should have a valid Central Labour License / obtain valid Central Labour License for supply of manpower as mentioned in the tender document. All existing statutory regulations of both the State as well as the Central Governments, shall be adhered to by the contractor and all records maintained thereof shall be available for scrutiny by this Office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
- 3. PAN/GST No. should be enclosed.
- 4. The contractor should pay the personnel a minimum wage at the prevailing rate fixedunder the Minimum Wage Act. During the contract period if any statutory increase of wages/ DA etc., is to be maintained based on the circular/Notifications issued by the Office of the Chief Labour, Commissioner, Ministry of Labour& Employment, Government of India from time to time. Any breach of this condition will result in the immediate termination of the contract.
- 5. The Contractor should furnish copies of all remittance challans /receipts of statutory levies paid in respect of EPF, ESI, GST, etc of previous month along with the claim/bill of current month.
- 6. No wages / remuneration will be paid to any staff for the days of absence from duty.
- 7. The service charges/rates quoted by the agency shall be fixed for the contract period

- and no request for any change / modification shall be entertained before expiry of contract period.
- 8. The contractor should ensure that wages are paid before 7th of every month, without waiting for the Clients department for release of their monthly bill.
- 9. Payment to the contractor will be made by NEFT/RTGS/ECS only, on presentation of the bill. Income Tax, GST and other taxes, if any shall be deducted at source as per the rates notified by the respective authorities.
- 10. The contractor shall indemnify and keep this Office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this Office shall not be liable for any damages or compensation to any personnel or third party.
- 11. All damages caused by the personnel to the property of the Department shall be recovered from the contractor.
- 12. This Office reserves the right to terminate the contract at any time without giving any notice or reasons whatsoever.
- 13. The contract will be in force for a period of one year from the date of award of contract. This Office reserves the right to extend the contract further, subject to satisfactory performance of the contractor.
- 14. The service provider should have at least a minimum of three years' experience of deployment of different categories of manpower in Ministry/Departments of Govt. of India/Central PSU's/Nationalized banks/State Govt. Departments / Autonomous / Statutory Bodies / Corporations. The copy of the experience certificate/work order issued by the respective office should be provided.
- 15. Bank Guarantee from a reputed bank for 10 % (ten) of Annual Value of the contract as performance guarantee should be submitted. In case of deficiency of service / loss due to negligence, this guarantee will be invoked in addition to any other action that may be initiated including termination of contract. The guarantee will be valid during the contract period and also two months after the end of the contract period.
- 16. The service provider shall fill in the required details as per annexure and enclose the supporting documents which does not contain any ambiguity. Incomplete enclosure of documents shall be rejected, and the tender shall be disqualified
- 17. Any dispute arising out of the agreement or that, which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to courts of Hyderabad jurisdiction only.
- 18. There is no Master and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office or the Government of India.
- 19. The service provider's person shall not claim any benefit / compensation / absorption / regularization of services from / in this office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.
- 20. The service provider's 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.

- 21. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer In-charge upon any matter arising under the clause shall be final and binding on the agency.
- 22. That the persons engaged shall not be below the age of 21 years or above the age of 55 years and they shall not interfere with the duties of the employees of this office.
- 23. The service provider shall not assign, transfer, pledge or subcontract the performance of such services without the prior written consent of this office.
- 24. The transportation, food, medical and other statutory requirement under the various Acts / Government Regulations in respect of each personnel of the service provider will be the sole responsibility of the service provider.
- 25. The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering either individually or in groups.
- 26. The character of antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect will be submitted to the Office.
- 27. The Office of the Accountant General (A&E) Hyderabad may at its discretion at any point of time during the validity of the contract, require the service provider to dismiss or remove from the site of work, any person or persons, as employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements.
- 28. The successful agency/bidder shall furnish the list of persons to be deployed along with the following documents in respect of the individual manpower who will be deployed by them at Accountant General(A&E) office, Hyderabad, before the commencement of the work:
 - i. Biodata of each person along-with self-attested copies of the certificate in respect of their educational /professional qualifications etc.
 - ii. Attested copy of matriculation certificate containing date of birth.
 - iii. Certificate of verification of antecedents of person by local police authority.
 - iv. Detailed proof of identity like driving license, bank account details, proof of residence and 2 passport size photographs of the personnel to be deployed by the agency in this office i.e., Office of the Accountant General (A&E), Hyderabad, Telangana.
 - v. The successful agency/bidder should ensure that the personnel deployed are medically fit.

Bid Evaluation:

- 1. Bids, in respect of which EMD has been furnished, will only be considered for technical evaluation.
- 2. Financial bids of technically qualified bidders will be considered for financial evaluation.
- 3. The Service provider should quote the service charges as a percentage of monthly wage bills exclusive of GST. The percentage of service charges shall not be less than the applicable TDS Rate as per income tax rules.
- 4. Subject to satisfaction of all terms and conditions of this tender, the bidder quoting the lowest service charge shall be awarded the contract. If more than one bidder quotes the lowest rate, as per guidelines in GEM portal the buyer shall have two options for placement of Contract:
 - a. Placement of contract by selection of an agency from amongst the L-1 bidders through a Random Algorithm run by GeM system (or)
 - b. Placement of contract on any one of the L-1 bidders based on any criteria as deemed fit by the Buyer with appropriate internal approvals.

ScopeofWorkforMultiTaskingStaff:

- 1. General Cleanliness and upkeep of Section /Unit
- 2. Sanitation work of building /office
- 3. Cleaning of rooms
- 4. Cleaning of building and fixtures etc
- 5. Watch and Ward duties
- 6. Opening and closing of rooms
- 7. Up keeping of Parks, Lawns, Potted Pots and etc.,
- 8. Dusting of Furniture etc.,
- 9. Carrying of files and other papers within the building/office.
- 10. Delivering of Dak (Inside and outside the building).
- 11. Physical maintenance of records of the section.
- 12. Stitching and binding of records /files/registers of the section/unit.
- 13. Photocopying and sending of FAX etc.,
- 14. Other non-clerical work in the section/unit.
- 15. Assisting in routine office work like dairy, dispatch including Computer etc.
- 16. Maintenance of Office equipments /fixtures and fittings and provide necessary assistance for running of such equipments
- 17. Driving of Vehicles, if in possession of valid Driving License.
- 18. Any other work assigned by superior authority under which the person deployed.

Scope of Work for Drivers:

- 1. Cleaning of the vehicle.
- 2. Taking the employer/officer to various places as informed by the officer.
- 3. Taking the vehicle for servicing when needed and stay late night if required.
- 4. To perform the duty a staff car driver.
- 5. Not to cause any damage to the vehicle intentionally or unintentionally.
- 6. Expenditure on account of any damage to the vehicle due to negligence of the driver will be borne by the contractor.
- 7. The phone number and movement plans of the client shall not be given to anyone.
- $8. \quad The following information about the client shall not be given to anyone. \\$
 - a. Car makes, color and number of any officer(s)/official(s). Telephone no./ any other information.
 - b. Location and movement plans.
 - c. Meeting and conference schedules. Site plan of the premises.
 - d. Travel details of the clients.
 - e. Assets of the office.

Code of Conduct

The Contractor shall strictly observe that its personnel:

- 1. Are always smartly turned out and vigilant, punctual and arrive at least 15 minutes before start of their duty time.
- 2. Take charge of their duties properly and thoroughly.
- 3. Perform their duties with honesty and sincerity.
- 4. Read and understand their post and site instructions and follow the same.
- 5. Extend respect to all Officers and staff of the office of the Client.
- 6. Shall not drink on duty, or come drunk and report for duty.
- 7. Will not gossip or chit chat while on duty.
- 8. Will never sleep while on duty post.
- 9. Will not read newspaper or magazine while on duty.
- 10. Will immediately report if any untoward incident / misconduct or misbehaviour occurs, to Contractor Control and the Client.
- 11. When in doubt, Approach concerned person immediately.
- 12. Get themselves checked by security personnel whenever they go out.
- 13. Do not entertain visitors.
- 14. Shall not smoke in the office premises.

Scope of Work for Security Services:

- 1. The agency shall have a minimum experience of three years in providing round the clock security services by deployment of security personnel. Copies of Agreement / Work Order from clients as documentary evidence shall be provided in Annexure III
- 2. The agency should have obtained a license from the controlling authority under Section 7(5) of "The Private Security Agencies (Regulation) Act, 2005 [No.29 of 2005]". The agency should preferably have an all-India network. (Copy Enclose)
- 3. The Security guards will be posted in three shifts, the timings of the shifts are as under:

1st shift 6.00 AM to 2.00 PM

2nd shift 2.00 PM to 10.00 PM

3rd shift 10.00 PM to 6.00 AM

- 4. The guards will function under the direct supervision of the Caretaker of this office.
- 5. The security guards shall perform their duties diligently and afford protection to the entire premises of the offices indicated above that includes the open areas & the built up areas, its movable and immovable properties, check all vehicles, maintain entry/exit registers, give instructions to park private vehicles at proper place, watch the movements of public/visitors and alert the officer-incharge concerned in alarming situations, apart from attending to such other duties as may be assigned by officers concerned from time to time. The guards should be skilled in traffic management and handling of firefighting equipments. The guards should be able to read and write Hindi/English and speak in Hindi and Telugu.
- 6. The security guards shall be vigilant so that no person shall carry away any articles belonging to the office, out of its premises without proper authorization from the officer nominated to authorize such movement or issue Gate Pass, and in such an event, he shall immediately inform the officer-in-

- charge concerned and act in accordance with the instructions given by him/her from time to time.
- 7. The Security agency will be responsible for the discipline of the Security Personnel employed by them. A senior officer of the agency should visit and check the Security staff in different shifts periodically, monitor their performance and report to the officer concerned on a regular basis.
- 8. In case the security guards provided by the agency to this Office are found to indulge in any undesirable or unfair activities in the premises of the office, the agency will be solely responsible for all the consequences and this Office shall be at liberty to lodge complaints before appropriate authorities and demand the service provider to remove such person from duty which shall be complied with forthwith.
- 9. In case of any theft/pilferage of any property belonging to the Office the concerned officer-in-charge shall inform the Security Agency and register complaints with the police. It will be the responsibility of the Security Agency to pursue the matter with the police with the assistance of the concerned officers in the Department.
- 10. Only able bodied, physically fit, well-trained, disciplined and honest personnel shall be appointed for duty. Persons so deployed shall not be below 21 years and not above 55 years. They shall perform their duties to the satisfaction of this office.
- 11. The security agency shall provide proper uniform with required accessories such as whistle, torch lights, batons, etc to the security guards and shall ensure that their turnout is smart in all respects. Rain boots and raincoats should be provided to them during the rainy season.
- 12. The Security Agency shall provide extra person(s) if desired by the Office, during the period of this agreement at the rates already agreed in this contract.

<u>ANNEXURE – I TECHNICAL BID</u>

Sl.NO	PARTICULARS	To be filled in by the Bidder
1.	Name of the firm	
2.	Address and telephone number of the firm	
3.	Organisation E mail ID	
4.	Registration and incorporation particulars of the firm	
5.	ListofAttestedcopiesof IT returns for the last 2 years	
6.	Registration and incorporation particulars of the firm	
	(i) ESICRegistrationwithCodeNo.	
	(ii) EPFRegistrationNo.	
	(iii) PAN/TANCardNo.	
	(iv) GSTRegistrationNo.	
7.	A Notarized Affidavit and undertaking that the firm is having (i) at least three years' experience for providing housekeeping services in Ministries/Departments under Government of India, State/PSU working cost Rs.30lakh for entire contract in the last 2years.	
8.	The company should have its own trained manpower on their rolls. A Notarized affidavit and undertaking that the workers employed would be paid at least minimum wages (both for skilled and unskilled) as per orders of Govt. of India and oblige all statutory requirements with respect to ESI, EPF etc., with reference to those workers	
9.	The proof of company carrying out at least one similar work costing not less than Rs.30 lakh for entire contract in last two years.	
10.	Undertaking that the company should abide with General Terms and conditions of this office shall give a demonstration. A notarized affidavit on a stamp paper of Appropriate value to the effect that they have not been black listed or their business dealing with the Government	
	Ministries/Departments have not been banned.	

Date: Signature of authorized person

Place: Seal:

ANNEXURE- II

(To be submitted with technical bid)

DECLARATION

1.	. I <u>,</u>	Son/Daughter/wife
	of Shri	Proprietor/Director, authorized signatory of the
	Agency/Firm, mentioned above, is thistenderdocument;	competent to sign this declaration and execute
2.	I have carefully read and understoo andundertaketo abideto them;	d all the terms and conditions of the tender
3.	The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the factthat furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriatelaw.	
		Signature of authorized person
Date:		FullName:
Place:		Seal:

ANNEXURE-III

(To be submitted with technical bid)

Details of the existing contracts

	Name and	In	Details	Value of	Duration of	the
	Address of the	Government	regarding	Contract	Contract	
	organization,	/Private	the	(Rs.)		
	Name,	Sector	contract			
	Designation and		including			
	Telephone / Fax		manpower			
	No. of the officer		deployed			
	concerned					
					From	То
1.						
2.						
۷.						
3.						
4.						
5.						

	Signature of the Tenderer or Authorized signatory of the Tenderer with seal of the Firm/Agency
Date:	FullName:
Place	Seal:

ANNEXURE IV - Financial Bid for MTS, DRIVERS AND SECURITY

		MTS	DRIVERS	SECURITY
Sl.No	Particulars			
	Wages (In Rs)			
1	as announced by GoI			
	Ministry of labour and			
	employment w.e.f			
	01/10/2021 to 31/03/2022			
2	Wages for 26 days for 1			
	person except for security			
	31 days			
3	ESI @			
4	EPF @			
5	Total (2+3+4)			
6	Service Charges (In Rs)			
7	Other Charges, if any			
8	Total (5+6+7)			
9	Goods and Service Tax @			
10	Total (8+9)			
11	Total amount for each item			
	of Service			
	(No. of persons * Column			
	no 10)			

Signature of authorized person
Designation:
Stamp:

Place: Date:

ANNEXURE-V

Bid SecurityDECLARATION

I/We hereby accept that if I/We withdraw or modify the bids	during th	e period
ofvalidity, or if I/We are awarded the contract and I/We fail to sign the co	ontract or t	o submit
aperformancesecuritybeforethedeadlinedefinedinthetenderdocument,I/Wev	villbesuspe	endedfor
aperiodofsix months from being eligible to submit Bids/Proposals for contracts	withthe	Officeof
the AccountantGeneral (A&E), Telangana, Hyderabad.		

	Signature of authorized person
	Designation:
	Stamp:
Place:	
Date:	

ANNEXURE-VI

TECHNICIALBIDCHECKLIST

Documents	Remarks
	Yes/NO
EMDDeclaration	
Copyoflast03yearsannualincometaxreturns	
Proofof experienceas Manpowersupplier	
CopyofPAN	
CopyofGSTRegistration,LatestAnnualReturn Copy	
CopyofEPFRegistration,Latest ECR Challans	
Copyof ESIRegistration,LatestChallans	
Copy of valid Labour license under contract labour Act 1970for engagement of man power along-with CLC Annual Return	
Copy of Licence under "The Private Security Agencies(Regulation)Act,2005.	
Satisfactory work completion certificate.	
Copy of Registration/Incorporation of the company/Firm/Agency	
Affidavit regarding not blacklisting	
Proof regarding local office	
Any other statutory Registration	
	EMDDeclaration Copyoflast03yearsannualincometaxreturns Proofof experienceas Manpowersupplier CopyofPAN CopyofGSTRegistration,LatestAnnualReturn Copy CopyofEPFRegistration,Latest ECR Challans Copyof ESIRegistration,LatestChallans Copy of valid Labour license under contract labour Act 1970 for engagement of man power along-with CLC Annual Return Copy of Licence under "The Private Security Agencies(Regulation)Act,2005. Satisfactory work completion certificate. Copy of Registration/Incorporation of the company/Firm/Agency Affidavit regarding not blacklisting Proof regarding local office