



कार्यालयप्रधानमहालेखाकार (लेखापरीक्षा-1)
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I),
361, अण्णासालै/ANNA SALAI, तेनामपेट/TEYNAMPET, चेन्नै/CHENNAI -18.

Office : 044 24316493

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Website: <https://cag.gov.in/ag1/tamil-nadu/>

NOTICE INVITING TENDER

TENDER NOTICE (THROUGH GEM PORTAL) FOR ENGAGEMENT OF MANPOWER AGENCY FOR OUTSOURCING SECURITY, DATA ENTRY OPERATOR AND MULTI TASK STAFF TO OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I) BRANCH OFFICE MADURAI.

E-tender (through GeM Portal) under two-bid system from eligible Manpower Service providers (with registered office or branch office in Tamil Nadu only) for providing Security, Data Entry Operator, Multi Task Staff, Guest room attendant to **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I), MADURAI** for the period of one year from 01.04.2024 to 31.03.2025 with mutual consent of both parties is invited. Requirement/eligibility criteria, Terms and Conditions of the contract have been clarified in the additional documents of GeM ebid. Tender document (including additional documents) is available online at GeM portal as well as on the website of **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)** i.e. <https://cag.gov.in/ag1/tamil-nadu/>. However, for any clarification, bidders may contact on om.tmn1.au@cag.gov.in. Bidders are advised to read tender document (uploaded on website and on GeM portal) and check their eligibility before participating in the bid.

TENDER SCHEDULE

Name of the Work	E-Tender (GeM) for Providing Security, Data Entry Operator, Multi Task Staff, Guest room attendant onoutsourced basis at the Office of the Principal Accountant General(Audit-I), Madurai Branch, Tamil Nadu,
Estimated Cost for one year contract	Refer GEM Bid Document
Last Date & submission of E-Tender	As per Bid specification uploaded on GeM portal.
Date & Time of opening of online Tender	As per Bid specification uploaded on GeM portal.
Earnest Money Deposit (EMD) in required form to be sent by Post / Delivered in hand on or before the last date of submission of E Tender (Technical)	5 % of the contract value
Performance Security Deposit / Security Deposit (PSD / SD) to be deposited by successful bidder	3% of the Contract Value

INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS

1. The e-tenders are being invited for Security, Data Entry Operator, Multi Task Staff Manpower 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, EMD details, specifications, terms and conditions can be downloaded from the following <https://cag.gov.in/ag1/tamil-nadu/> or gem.gov.in.
2. The interested bidders shall submit their tender(s) both Technical bid and financial bid through online mode in www.gem.gov.in. The bidders shall upload all the documents as per Eligibility criteria for Bidders.
3. 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 reason at any stage.
4. 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.

5. Manpower Service (Outsourced Personnel)- Number of persons and place of work:

Location	Name of the post	Total No.of persons	Timing	Total no of working days	Hours of duty
Lekha Pariksha Bhavan, AG's Avenue Press Colony, Madurai - 625007	Security	07	3 Shifts (Round the clock)	6 days a week	9 hours
	MTS	04	8.45 AM to 6.15 PM	5 days a week	9.5 hours
	DEO	01	9.15 AM to 5.45 pm	5 days a week	8.5 hours
	MTS -Guest house attendant	01	24/7	7 days a week	24 hours

6. Bidders have to submit EMD @ 5% on the contract value drawn in favour of PAO/IAD, Chennai (DD, Banker's cheque, Bank Guarantee) or a EMD declaration if they are eligible for EMD exemption as per GOVT norms in the Technical bid.
7. Bids received without EMD / EMD exemption declaration will not be considered and summarily rejected.
8. The bidders must compulsorily have the following: else the bid will not be considered for evaluation. a) registered corporate office or branch office in Tamil Nadu, b) valid Licence under "The Private Security Agencies (Regulation) Act, 2005 for Tamil Nadu and c) all statutory certificates for ESI, EPF, GST, PAN, TAN, incorporation certificate, labour licence.

9. The bidder shall fill in the required details as per annexure and enclose all the supporting documents which does not contain any ambiguity. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing required documents will be summarily rejected.
10. Any attempt to negotiate directly or indirectly by or on behalf 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.
11. Mere submission of any tender connected with this document shall not constitute any agreement of contract. The tenderer shall have no clause of action or claim, against this office for rejection of this offer. This office shall always be at its liberty to reject or accept any offer or offers at its sole discretion, and any of such action will not be called into question and tenderer shall have no claim in this regard against this office.
12. 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.
13. Clarification regarding any ambiguity in eligibility criteria may be sought through e-mail at om.tmn1.au@cag.gov.in
14. It requires that this office as well as bidder must observe the highest standard of ethics during the procurement and execution of this contract. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder eligible for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question. It will also declare a firm ineligible for award of contract at any time either indefinitely or for a stated period of time, if it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract
15. Bidders/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/oversight of his own. Manpower Service Agencies intending to participate in the tender 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. Bidder/Tenderer should quote only for the rate in Percentage(%) for administrative charges/ service charges in the Financial Bid.

GENERAL TERMS AND CONDITIONS

1. The Bidder must be registered with the statutory Central and State authorities viz., ESI, EPF, Income Tax, GST Registration etc., and should have a valid PSAR licence for security services and Labour License / obtain valid 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.
2. **The annual turnover of the bidder must be 50 crores in last three financial years. The copy of PAN, IT returns along the tax/turnover statement should be enclosed.**
3. 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.
4. The service provider agency should have at least a minimum of three years' experience in all the services to be provided [security, MTS and DEO] called for. Copies of Agreement / Work Order from previous clients as documentary evidence shall be provided in **Annexure III**.
5. Bank Guarantee from a reputed bank for 3 % (Three) of Annual Value of the contract as performance guarantee must be submitted within one month from award of contract. 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.
6. 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.
7. The contractor should pay the personnel a minimum wage at the prevailing rate fixed under 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.
8. 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.

9. No wages / remuneration will be paid to any outsourced staff employed for the days of absence from duty.
10. The contractor should ensure that wages are paid before 5th of every month and should submit report– personnel wise on the amount of wages paid by 10th of every month.
11. 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.
12. **All outsourced personnel engaged in this contract must be suitably trained from a registered institute under ministry of skill development and entrepreneurship**
13. (i) The Security and House keeping persons engaged shall not be below the age of 21 years or above the age of 55 years and (ii) the DEO and MTS persons engaged shall not be below the age of 18 years or above the age of 55 years.
14. The transportation, food, medical and other statutory requirement under the various Acts / Government Regulations in respect of each personnel of the service provider agency will be the sole responsibility of the service provider. This office will not offer any of the above to the outsourced personnel under any circumstance.
15. The character of antecedents of each personnel of the service provider agency will be got verified by the service provider before their deployment. The Police Verification Certificate of each individual to be engaged by the Service Provider along with their Profiles & photos should be submitted by the service provider. The service provider shall be responsible for any act of indiscipline on the part of persons deployed him.
16. The Service provider agency shall be bound to ensure a) proper conduct of his persons in office premises, b) to enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering either individually or in groups while on duty and c) trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer In-charge of this office upon any matter arising under this clause shall be final and binding on the service provider.
17. 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.
18. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and they shall not interfere with the duties of the employees of this office.
19. 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.

20. All damages caused by the outsourced personnel to the property of this office shall be recovered from the contractor.
21. There is no Master and Servant relationship between the outsourced employees and this office. Further the outsourced employees of the service provider agency shall not claim any absorption in this office or the Government of India stating this contract service.
22. 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.
23. The Office of the Principal Accountant General (Audit-I), Chennai 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 immediately.
24. This office may increase or decrease in the no. of persons employed for outsourced services as per the needs of the office during the period of contract. The service provider shall provide additional persons if desired by the Office, during the period of this agreement at the rates/service charges already agreed in this contract
25. This Office reserves the right to terminate the contract at any time without giving any notice or reasons whatsoever.
26. The service provider agency shall not assign, transfer, pledge or sub contract the performance of such services without the prior written consent of this office.
27. 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 Chennai jurisdiction only.

BID EVALUATION

- 1. Bids enclosed with the following will only be considered for technical evaluation. a) EMD or EMD exemption declaration as per GOVT norms furnished, b) proof for registered corporate office or branch office in Tamil Nadu, c) valid Licence under Section 7(5) of "The Private Security Agencies (Regulation) Act, 2005 [No.29 of 2005] for operating security services in Tamil Nadu and d) all statutory certificates for ESI, EPF, GST, PAN, TAN, incorporation certificate, labour licence., d) turnover above 50 crores and f) required details filled in as per annexure I to V in called in additional terms and conditions in GeM with all the supporting documents**
2. Financial bids of technically qualified bidders will be considered for financial evaluation.
3. The Service provider agency should quote the service charges as a percentage of monthly wage bills exclusive of GST.
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.

TERMS AND CONDITIONS FOR SECURITY SERVICES

1. The Security guards must report to the Designated Officer / Care taker of this office and follow his/her instructions. The personnel should be punctual and should report for duty before shift commencing time daily. If a particular person is absent on any day, a substitute should be deployed in his/her place by the service provider.
2. 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.
3. The service provider 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 rain coats should be provided to them during the rainy season.
4. The persons employed should work on all days with a one day off in a week on rotation basis. The working hours will be from round clock with 9 hours shift basis daily with half-an-hour break for lunch/food in between. No food or beverages will be offered by this office. The workers must suitably adjust their working time to cater to any emergency work that may arise.
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-in-charge 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 equipment. The security guards should be able to read and write in English and speak in Tamil, preferably English, Hindi too.
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 with 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 Service provider will be responsible for the discipline of the Security Personnel employed by them. A senior officer of the service provider should visit and check the Security staff in different shifts periodically, monitor their performance and report to the officer-in-charge of this office on a regular basis.
8. In case the security guards provided by the service provider to this Office are found to indulge in any undesirable or unfair activities in the premises of the office, the service provider 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 service provider and register complaints with the police. It will be the responsibility of the service provider to pursue the matter with the police with the assistance of the concerned officers in the Department.

TERMS AND CONDITIONS FOR DEO AND MTS SERVICES:

1. The DEO/MTS personnel must report to the Designated Officer / Care taker of this office and follow his/her instructions. The personnel should be punctual and should report for duty before duty commencing time daily. If a particular person is absent on any day, a substitute should be deployed in his/her place by the service provider.
2. Persons so deployed shall not be below 18 years and not above 55 years. They shall perform their duties to the satisfaction of this office. The personnel deployed should be well experienced, trained adequately and of sound health.
3. They should be disciplined and well mannered. They should be provided with uniforms and identity cards, which should be displayed prominently. MTS personnel must have basic knowledge to read and write English and Tamil. DEO personnel must read, write, and speak English and Tamil.
4. The working hours will be 8.45 AM to 6.15 PM for MTS and 9.15 AM to 5.45 PM for DEO daily with half-an-hour break for lunch/food in between. No food or beverages will be offered by this office.
5. The persons employed should work on Monday to Friday. In any exigency of work, the outsourced personnel must be available to work on Saturday, Sunday or closed holidays also. The workers must suitably adjust their working time to cater to any emergency work that may arise.
6. The MTS/DEO personnel, if required to stay beyond mentioned timings must be ready to work as per office needs. No overtime allowances will be paid for the same.
7. The MTS and DEO personnel shall perform their duties diligently to maintain neat and clean atmosphere of the entire premises of the offices that includes the open areas & the built up areas, its movable and immovable properties apart from attending to such other duties as may be assigned by officers concerned from time to time.
8. In case, MTS and DEO personnel provided by the service provider 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.

TERMS & CONDITIONS FOR MTS – GUEST ROOM ATTENDANT

1. The personnel are employed for the post of Guest room attendant under MTS cadre for complete caretaking and maintenance of guest houses. The guest room attendant must report to the Designated Officer / Care taker of this office and follow his/her instructions. If a particular person is absent on any day, a substitute should be deployed in his/her place by the service provider.
2. Attendant deployed shall not be below 18 years and not above 55 years. They shall perform their duties to the satisfaction of this office. The personnel deployed should be well experienced, trained adequately and of sound health. Personnel must have basic knowledge to speak, read and write English and Tamil preferably Hindi too.
3. The guest rooms shall be manned 24 hours a day by person deployed. The housekeeping and maintenance of the guest house must be taken care - cleaning, mopping, dusting, washing and all services required for guest houses. (scope of work enclosed).
4. The guest room attendant will be provided in-house accommodation in the building itself in the identified room ear marked for him.
5. The attendant shall maintain all registers and strictly follow the guidelines issued by this office in the accommodation and servicing of guests.
6. The attendant of service provider shall maintain proper accounts of rentals received from guests and remit as and when called upon by this office (in any case at least once on the last day of the month). The receipts collected on account of the rentals of the guest suites from the guests must be in the form prescribed by this office and only on submission of proof of this remittance his monthly contractual payment will be released.
7. The attendant shall not allow any unauthorized person be it even his own staff or this office staff to use any or all facilities available to the guests without proper permission from the office. The allocation of the guest rooms to the guest will be done by this office only.
8. The attendant shall at all times stay in the place meant for him at all times during the day and night and will leave the work place only after proper intimation and permission of the office.
9. Periodical stock verification of inventories and items supplied by this office like mattresses, linen, furniture, cutlery, etc. at the guest suite will be undertaken by this office and the service provider will be liable for loss or damage of any inventory/ items. Any cutlery, appliance, utensil damaged by the attendant will be replaced by him and the replaced item being of the same or equivalent quality. In case of doubt the decision of this office will be final.

10. The attendant and service provider shall take care of all the appliances as per the list given to him and ensure that they are always in working condition. Any breakdown or damage will be reported forthwith to the office then and there.
11. The service provider shall be answerable to the complaints written in the complaint book and defects pointed out in the visitors register by guests.
12. Maintenance and servicing of Garden area of the building. The plants in the periphery should be watered regularly using available water.
13. Timely operation of Motor pumps to pump water to the over head tank and ensure that the occupants are provided with un-interrupted water supply. Water pumped should not be allowed to over flow.
14. In respect of the Common area of the building like staircase, terrace, car park and periphery of the building including greenery should be swept and kept clean.
15. Promptly switch on all the common lights at dusk and switch off the same at dawn. Ensure that the lift is working properly and safely or otherwise and report it to the officer in-charge in case of the latter.
16. Follow up with respective local authorities in case of water supply disruption, drainage problem and power failure and cause it rectified at the earliest.

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Sr. Deputy Accountant General/Admn.
Office of the Principal Accountant General (Audit-I),
Tamil Nadu, Chennai 18.

ANNEXURE – I
(To be submitted with technical bid)

DECLARATION of Authorized signatory

1. I, _____ Son/ Daughter /wife
of Shri _____ Proprietor/ Director, authorized signatory of the
Agency/Firm, mentioned above, is competent to sign this declaration and execute this
tender document.
2. I have carefully read and understood all the terms and conditions of the tender (GeM
and additional terms attached) and I submit the tender related documents and quote
accordingly.
3. The information/ documents furnished along with the tender are true and authentic to
the best of my knowledge and belief. I/we, am/ are well aware of the fact that
furnishing of any false information/ fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Tenderer or Authorized signatory
of the Tenderer with seal of the Firm/Agency.

Date:

Full Name:

Place:

Seal:

ANNEXURE – II
(To be submitted with technical bid)

PROFILE OF THE CONTRACTOR / TENDERER

Sl. No	Particulars	To be filled in by the Tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency.	
3.	Detailed office address of the Agency with office telephone number, Fax number and Mobile number and the name of the contact person(s) and email ID	
4.	Whether registered with all concerned Government authorities (PF/ESI etc.) (Copies of all certificate of registration to be enclosed.)	
5	PAN/ TAN Number (Copy to be enclosed)	
6.	GST Number (Copy to be enclosed)	
7.	Licence under "The Private Security Agencies (Regulation) Act, 2005(Copy to be enclosed)	
8.	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner / partner anywhere in India. Please attached an Affidavit stating that the agency is / has not been black listed by Centre/ State Government/ PSU etc.	
9.	Length of experience in the field	
10.	Client list as per annexure III	
11.	Whether agency profile is attached?	

Signature of the Tenderer or Authorized signatory
of the Tenderer with seal of the Firm/Agency.

Place:

Date:

ANNEXURE – III
(To be submitted with technical bid)

Details of the existing contracts

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

Signature of the Tenderer or Authorized signatory
of the Tenderer with seal of the Firm/Agency.

Date:

Full Name:

Place:

Seal:

ANNEXURE – IV
(To be submitted with technical bid)

DECLARATION FOR ACCEPTING ALL TERMS AND CONDITIONS

- 1) I/We hereby accept that we are submitting the EMD for 5% of contract value of contract as per terms and conditions to participate in the tender or
- 2) I/We hereby are eligible from exemption of EMD as we are a MSME registered organization and submitting necessary documents for the exemption.
- 3) I/We hold a valid licence to operate security services in Tamil Nadu state as per Section 7(5) of "The Private Security Agencies (Regulation) Act, 2005 [No.29 of 2005
- 4) I/We have registered with all Government authorities for statutory requirements - ESI, EPF, GST, PAN, TAN, incorporation certificate, labour licence.
- 5) I/We have a registered corporate office or branch office in Tamil Nadu.
- 6) I/We will not withdraw or modify the bid during the period of validity of contract.
- 7) I/We have not been blacklisted by any Government or private office in past ten years.
- 8) I/We will submit performance security for 3% of contract value before the deadline defined in the terms of contract if we are selected for the contract.
- 9) I/We will abide with the all the terms and conditions as per GeM and as per additional documents called for by the principal employer Office of the Principal Accountant General (Audit I), Tamil Nadu, Chennai.

I/We accept to all the conditions mentioned above failing which our contract will be terminated by the Office of the Principal Accountant General (Audit-I), Tamil Nadu Chennai and will be suspended for a period of six months from being eligible to submit Bids/Proposals for contracts with this Office.

Signature of the Tenderer or Authorized signatory
of the Tenderer with seal of the Firm/Agency.

Date:

Full Name:

Place:

Seal:

ANNEXURE – V

TECHNICAL BID CHECK LIST

S.No.	Documents	Remarks Yes/NO
1.	EMD – Demand Draft/NEFT or EMD exemption MSME declaration	
2.	Copy of last 03 years annual income tax returns	
3.	Proof of experience as Manpower supplier	
4.	Copy of PAN	
5.	Copy of GST Registration, Latest Annual Return Copy	
6.	Copy of EPF Registration, Latest ECR Challans	
7.	Copy of ESI Registration, Latest Challans	
8.	Copy of valid Labour license under contract labour Act 1970 for engagement of manpower along with CLC Annual Return	
9.	Copy of Licence under "The Private Security Agencies (Regulation) Act, 2005. For Chennai & Tamil Nadu district	
10.	Satisfactory work completion certificate.	
11.	Copy of Registration/Incorporation of the company/Firm/Agency	
12.	Affidavit regarding not blacklisting	
13.	Proof regarding local office	
14.	Any other statutory Registration	
15.	Annexure I to V	