



A Government of India Enterprise
P-15,13th Floor, Todi Mansion,
India Exchange Place Extension,
Kolkata – 700073

TENDER NO. MMTC/KOL/ADMN/2022-2023/3

Dated: 21-02-2023

NOTICE INVITING TENDER

Sub: Tender for Housekeeping Services at MMTC Limited Flat No 31, 7 B Allenby Road, Kolkata - 700020

Tender is invited from the prospective bidders by MMTC LIMITED, a Govt. of India Enterprise under the administrative control of the Ministry of Commerce & Industry, having registered office at Core-1, Scope complex, Lodhi Road New Delhi-110003 & having its camp office at P-15, 13th Floor, Todi Mansion, India Exchange Place Extension, Kolkata – 700073 (herein after called as MMTC) for Housekeeping Services at MMTC Limited, 7 B Allenby Road, Kolkata - 700020

Tender documents can be downloaded from MMTC's website i.e. www.mmtclimited.com and Central Public Procurement Portal (CPPP) i.e. eprocure.gov.in/eprocure/app. The bids shall be submitted as per following details:

Documents Sale Start Date	21-02-2023 (1500 hrs)
Tender Submission End Date	14-03-2023 (1500 hrs)
Tender Opening Date	14-03-2023 (1530 Hrs)
Place of opening of the Bids/ address of communication	MMTC Limited, Flat No 31, 7 B Allenby Road, Kolkata - 700020

Bidders should read the tender document carefully before submission.

For MMTC Limited

**Senior Manager
MMTC Limited, Kolkata**

1. PROCEDURE FOR SUBMITTING BIDS:

The Bidders are required to submit offers in TWO BID SYSTEM i.e. in two separate closed envelopes, one super scribed as “Techno- Commercial Bid” containing all documents as prescribed in the Tender and the other as “Price Bid” as per format given in **ANNEXURE I**. Both the envelopes should be separately sealed and super scribed with Tender No., date, Name & Address of the Bidder. Both envelopes should thereafter be kept in a single third envelope and sealed. This envelope should also be super scribed with the Tender No., date, Name & address of the Bidder and shall be addressed to:

Sr. Manager
MMTC Limited,
Flat No 31,
7 B Allenby Road,
Kolkata - 700020

Applications sent by e-mail, WhatsApp, internet, will not be considered for further selection process. Applications received after due date will not be considered.

2. Earnest Money Deposit (EMD) / Security Deposit (SD)

- 2.1** The EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only) is to be submitted online to MMTC Limited Account No. 10308090583, State Bank of India, Commercial Branch, Visakhapatnam, IFSC Code: SBIN14407.
- 2.2** Bidders can also submit the EMD amount through DD in favour of MMTC Limited Payable at Visakhapatnam.
- 2.3** MSME are exempted from submitting EMD. Supporting documents for MSME should be submitted by the bidder.
- 2.4** EMD of unsuccessful bidder shall be refunded within 15 (Fifteen) working days from the date of LOA (letter of Award) is issued to successful bidder.
- 2.5** No interest on EMD amount is applicable.
- 2.6** For successful bidder, EMD amount shall be kept as Security Deposit. In case MSME vendor is successful bidder, he has to deposit EMD/Security Deposit of Rs. 25,000/- (Rupees Twenty Five Thousand only) through online mode or through DD.
- 2.7** Security Deposit amount in the form of Bank Guarantee/Fund transfer, equivalent to TWO MONTHS payment to be submitted by the successful tenderer. EMD amount already paid can be adjusted in the total amount.
- 2.8** The EMD/Security deposit shall be refunded after satisfactory completion of work in all respect. No interest on security deposit is applicable. If the successful bidder fails to perform the service as per the Tender terms and conditions, the Security deposit shall be forfeited by MMTC.

- 3. Validity:** Bids must remain valid for 30 days from the date of opening of price bid and MMTC reserves the right to extend the validity by another 30 days and thereafter mutual negotiation.

Terms and Conditions

NOTICE INVITING LIMITED TENDER

TENDER NO. MMTC/KOL/ADMN/2022-2023/3

Dated: 21-02-2023

1.	Name of the Work	:	Housekeeping Services at MMTC Limited, 7B Allenby Road, Kolkata - 700020
2.	EMD	:	The EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only) is to be submitted online to MMTC Limited Account No. 10308090583, State Bank of India, Commercial Branch, Visakhapatnam, IFSC Code: SBIN14407. Bidders can also submit the EMD amount through DD in favour of MMTC Limited Payable at Visakhapatnam
3.	Commencement of Work & period of Contract	:	1 st April 2023 onwards for 2 years.
4.	Last date & time for receipt of tender	:	Till 15:00 hrs. on 14-03-2023
5.	Opening date & Time of Tender	:	At 15:30 hrs. on 14-03-2023
6.	Contact & Address for communication	:	Ms Nuzhat Salam, Senior Manager, MMTC Limited, Kolkata 700020 Mobile : 9830591221
7.	Mode of Submission	:	Sealed envelopes as per terms given.
8.	Tenders received after 15:00 hrs. as on date 14-03-2023 will be treated as late and will not be accepted.		
9.	Price bid will be opened only for the technically qualified bids.		

Details of Notice Inviting Limited Tenderfor
House Keeping Services

TENDER NO. MMTC/KOL/ADMN/2022-2023/3

Dated:

Number of Personnel Required:-

Total 2 (Two) personnel required to keep the office and its surroundings completely clean and other day to day housekeeping work.

The contract worker will be deployed as messengers, sweeper, attendant, house keeper etc. and any other job as may be assigned or required from time to time.

SALIENT FEATURES: -

1. Offer submitted in the prescribed proforma only and should be competitive / reasonable. It should be inclusive of statutory liabilities/taxes and the management will not pay any amount other than the amount stipulated except when statutory payments are revised by the government. In such case, proof of relevant notification will be submitted by the housekeeping agency for sanctioning of revision claim.
2. Terms and conditions which form crucial part of the tender are enclosed as Annexure-A & C, which should be submitted along with the proforma duly affixing signature on all pages.
3. Along with the tender, The EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only) is to be submitted to MMTC Limited.
4. Tenders not accompanying by EMD, shall be rejected. The EMD of the successful tenders will be converted into security deposit and will be payable within 30 days after expiry of the contract. The EMD will not carry any interest. The EMD of unsuccessful tender shall be refunded to them within 15 days of opening of Bid.
5. Under Public Procurement Policy (PPP) issued by Ministry of Micro, small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSEs), a minimum 25% share out of the total procurement of goods and services by Central Ministries/ Departments /Public Sector Undertakings are to be made from MSEs. Further out of 25% target of annual procurement from MSEs, a sub-target of 5% is earmarked for procurement from MSEs owned by Scheduled Cast (SC)/Scheduled Tribes (ST) entrepreneurs and additional 3% reservation for the women owned MSEs within the above 25% reservation. Preference will be given to MSEs as per guidelines prescribed under MSMES Act, 2006 and 2012.
6. Under Procurement Policy for Micro & Small Enterprises (MSEs) order 2012" as notified by the Government of India, Ministry of Micro Small & Medium Enterprises, New Delhi vide Gazette Notification dated 23/03/2012, the parties registered with MSEs or its authorized agencies such as NSIC etc., are exempted to deposit the participation fee and EMD.
7. The Details for Bank account details is given below

Bank name	A/c Name & No.	IFSC Code
State Bank of India, Commercial Branch, Visakhapatnam	MMTC Ltd. No. 10308090583	SBIN0014407

8. Bidder should have office in local address with GST registration in West Bengal.
9. MMTC reserves the right to reject any or all offers received and may cancel the tender at its discretion. Interested parties may send their offer in accordance with the above, in a sealed cover addressed to

Nuzhat Salam, Senior Manager, MMTC Ltd, Flat No 31, 7B Allenby Road, Kolkata -700020

10. The bidders shall affix their signature on all tender papers without fail. Bidders are required to submit one sealed envelope containing two envelopes for **"Technical Bid" and "Price Bid"** duly super- scribing **"TENDER FOR HOUSE KEEPING SERVICES"** and put in the tender box, placed at MMTC Ltd., Vizag office as address given above.
11. All the offers received within the stipulated date and time will be opened on the same date i.e. at 15:30 hrs. on 14-03-2023.

SIGNATURE OF TENDERER WITH SEAL

TERMS AND CONDITIONS.

1. Daily Working Timings: 09:30 Hrs. to 17:30 Hrs.
2. The House Keeping agency will arrange for surprise inspection of the premises for a minimum 4 times in a month to ensure that the housekeeping personnel deployed do their assigned work properly.
3. Bills for monthly payment must be submitted by the housekeeping agency on or before 5th of the succeeding calendar month along with copy of ECR for deposit of PF, ESL Copy of Society Registrar signed by the employees deployed in MMTC by indicating the allotted PF No. also required to be submitted with the bill which shall be cleared by the office within 5 working days. Such bills shall be in working days subject to satisfactory performance of the duties assigned.
4. The housekeeping agency shall engage its own housekeeping personnel for providing housekeeping services at MMTC Kolkata. The housekeeping agency should instruct its personnel that they should not divulge/Involve or make known any trust, accounts, matters, transactions or business affairs handled by MMTC or related information to any person/persons /organizations which may be detrimental to or jeopardize the interest of MMTC and shall maintain order of trust and confidence.
5. There is no relationship of master and servant between MMTC and housekeeping agency or between the MMTC and the housekeeping personnel engaged by the housekeeping agency. The housekeeping personnel engaged by the housekeeping agency will have no right or claim of whatsoever nature against MMTC.
6. The housekeeping agency shall provide all necessary good quality of housekeeping materials to the housekeeping personnel and the housekeeping personnel will use them for housekeeping works only. A separate space or cupboard will be provided to keep the housekeeping material safe.
7. Payment of wages of engaged laborers by the housekeeping agency: The agency shall pay to the Labour engaged by him in connection with work directly wages, not less than the minimum fixed by the CENTRAL Government under Minimum Wage Act, 1946, as amended and shall duly and properly comply with or ensure compliance with all legislation laws, rules or regulations relating to the Employment of Labor. The Agency shall be liable for any damage or loss caused to the MMTC by violation of the provision of this clause, or Any violation of this clause also is deemed to be breach of Contract. If the Employer is called upon to make any payment towards wage etc. of the Labor employed by the Agency, the same will be done from the outstanding payment or against pending future bills of the Contractor. The wages will be disbursed to the workers in the presence of nominated official from Administration Division.
8. The housekeeping agency shall follow and abide by the legal formalities including the employment and working conditions for the housekeeping personnel engaged by them. The provision of EPF, ESIC, AETS, GST applicable, Payment of wages Act, Contract Labour regulation and abolition act and all other provisions of Labour laws as may be applicable from time to time and shall comply with all statutory obligations.

The housekeeping agency shall maintain all the records as required under various statutes such as payment of wages act, central labour act, workmen compensation act, ESI act EPF act and any other similar act in force for the period under the agreement which is applicable to them. The housekeeping agency shall obtain necessary permission, licenses and make necessary deposits as may be required from time to time in this regards at their own

cost to the statutory authorities. The housekeeping agency shall also forward every month copies of challans along with a statement of proof of deposit of EPF and ESI contributions pertaining to the housekeeping engaged by the housekeeping agency at MMTC Kolkata. As per EPFO circular Agency should comply with the followings: -

- a. Proof of payments of employees under the PF code allotted to the agency along with copy of ECR and E-Challan in respect of each employees showing PF wages and contribution GST paid receipts etc.
- b. Copies of salary/wage register signed by the employees indicating PF account number.

9. Compliance of Labour laws: The contractor is responsible for compliance of the points given below:

It shall be the sole liability of the contractor (including the contracting firm/company) to obtain and to adhere by all necessary licenses/ permissions from the concerned authorities as provided under the provisions of the contract Labour (Regulation & Abolition) Act 1970.

The contractor shall discharge obligations as provided under various statutory enactments including the employees provident fund and Miscellaneous Provisions Act, 1952., the Employees State Insurance (ESI) Act, 1948, the Contract Labour (R&A) Act, 1970, Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workman Compensation Act, 1923. The code of wages 2019 (when notified) shall apply. The GST Amendments, TCS & TDS shall be applicable wherever needed.

The contractor shall be responsible for required contributions towards PF, ESI or any other statutory payment shall deposit these amounts on or before the prescribed dates. The contractor shall submit the proof of depositing the employee's and employer's contributions. The contractor shall also be responsible to pay any administrative/ inspection charges thereof, wherever applicable, in respect of the personnel employed by him for the work of MMTC. The contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7th of the following month in the premises of MMTC in presence of MMTC officials. The contractor shall be directly responsible and indemnify the company against all charges, dues, claims, etc., arising out of the disputes relating to the dues of personnel deployed by him.

10. The housekeeping personnel provided by the agency shall be physically fit, neat & clean and well behaved.
11. The housekeeping agency shall remove and replace any of the housekeeping personnel on whom the organization loses confidence and/or considers not suitable for any reason whatsoever and the organization need not disclose the reason for the same if it is considered that it will be against the interest of the organization at the discretion of the organization.
12. MMTC Limited reserves the right to award a contract to any other housekeeping agency or any person or persons or to their employees directly at its discretion in addition to or as replacement to the services of the housekeeping agency by giving one month advance notice without paying any compensation to the housekeeping agency.
13. The housekeeping provided by the housekeeping agency shall perform their duties punctually with due diligence and perform all such duties as are required by them. They shall also comply with the instruction given to them by the concerned officers of MMTC from time to time.
14. INDEMNITY & RECOVERY: The housekeeping agency shall be fully responsible for any liability arising under the Workmen' Compensation Act/ESI act or for any accident or injury caused to the housekeeping personnel provided by the agency and MMTC shall not be responsible for the same. The housekeeping agency shall also be responsible for any liability arising under PF act or contract labor (Regulation & Abolition) act or any other act as applicable in respect of the persons provided to the MMTC by them. In the event of the organization

made liable or is made to pay any amount or to pay any such claim or demand for any reason.

The Agency shall keep MMTC indemnified against any claims and liability arising out of non-compliance of laws and internal issues and non-payment to employees etc., MMTC shall recover any such liability or claims from Agency.

MMTC shall be entitled to adjust the same from the bills payable to the housekeeping agency or from any such dues by the organization to the full extent

15. In the event of any doubt regarding the terms and conditions/formats, the person concerned may seek clarifications from the authorized officer of MMTC, whose details are as follows: -

Sl No.	Name	Mobile
1	Ms Nuzhat Salam, Senior Manager	+91 9830591221

E-mail: nuzhatsalam@mmtclimited.com

16. The House keeping agency, shall reimburse such amount together with all legal expenses with 18% interest to the organization. The housekeeping agency shall fully indemnify the organization from the claims of the aforesaid claims. An undertaking to this effect shall be submitted or included in this contract.
17. It is the responsibility of the housekeeping agency to ensure alternate arrangement in case any housekeeping person does not turn up on time or when a housekeeping person on duty fall sick etc. If the housekeeping agency fails to provide housekeeping person in any time as above for any reason, the housekeeping agency shall be liable to pay a penalty to the organization at the proportionate rate of absence as communicated by MMTC.
18. MMTC has the right to terminate the agreement with the housekeeping agency by giving one month's notice.
19. The housekeeping agency will be responsible for successful completion of the contract and in the event of breach of any of the terms or conditions of this agreement, MMTC shall be at liberty to terminate the agreement forthwith without any notice and without any compensation.
20. The period of contract shall be initially for a **period of TWO years** from the date of agreement in this regard extendable to another ONE year after satisfactory completion of contract with same terms and conditions.
21. Security Deposit amount in the form of Bank Guarantee, equivalent to TWO MONTHS payment to be submitted by the successful tenderer. EMD amount already paid can be adjusted in the total amount.
22. Any clarifications/disputes arising out of or relating to any points or clauses of this agreement including interpretation of terms if any, shall be resolved through joint discussion of the authorized representative(s) of both the parties. However, the decision(s) of the General Manager, MMTC Limited, Visakhapatnam, would be final and binding
23. All the tender documents to be signed by the tenderer.

24. Cancellation of Contract:

If the successful bidder(s) fail to fulfill their contractual obligations for reasons other than Force Majeure, MMTC shall be entitled at their option to cancel the contract and recover the damages. MMTC shall not be liable to any risks and costs, whatsoever, consequent upon such cancellation of the contract.

Notwithstanding anything contained hereinabove, either of the party has the right to terminate the agreement by giving one month's notice.

25. Holiday-Listing:

Notwithstanding anything contained in this Notice inviting Quotation, MMTC's policy for Holiday- Listing of an Bidder/ Successful bidder mutatis mutandis applies to this Notice inviting Quotation and in the event, the Bidder/ Successful bidder(s) while discharging its obligations under the contract or otherwise, come(s) within the ambit of the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealing or take any curative measures with the Bidder/ Successful bidder(s) in accordance with the policy in force.

26. Force Majeure:

If at any time during the existence of this contract either party is unable to perform in whole or in part any obligation under this contract because of war, hostility, military operation, Civil Commotion, sabotage, quarantine, restrictions, acts of God and acts of Government (Including but not restricted to prohibitions of exports and imports), fires, floods, explosions, epidemics, strikes, or any other labour trouble, embargoes, then the date of fulfillment of any obligations engagement shall be postponed during the time when such circumstances are operative. Any waiver/extension of time in respect of Delivery of any installment or part of the goods shall not be deemed to be waiver/ extension of time in respect of the remaining deliverers.

If operation of such circumstances exceeds three months, either party will have the right to refuse further performances of the contract in which neither party shall have the right to claim eventual damages.

The party which is unable to fulfill its obligations under the present contract must within 15 days of occurrence of any of the causes mentioned in this clause shall inform the other party of the existence or termination of the circumstances preventing the performance of the contract. Certificate issued by the chamber of commerce or any other competent authority connected with the case in the country of sellers or the buyers shall be sufficient proof of existence of the above circumstances and their duration. Non-availability of raw material will not be an excuse to the sellers for not performing their obligations under the contract.

27. Dispute Resolution:

Any dispute or differences whatsoever arising between the parties out of or relating to the construction, meaning, Scope, operation or effect of this contract or Validity or breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties

28. Fraud Prevention:-

Commitments of the Bidder(s) / Contractor(s) / Buyer(s) / Vender(s): The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with MMTC. They agree and undertake to observe the principles/provisions as laid down in "Fraud Prevention Policy" of MMTC (Full text of which is available on MMTC's website at <http://mmtclimited.com> during their participation in the tender process, during the execution of Contract and in any other transaction with MMTC.

- a. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not, directly or through any other person or firm offer, promise or give or otherwise allow any of MMTC's employee(s) any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind, whatsoever, during the tender process or during the execution of the Contract.
- b. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not enter with other bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- c. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not commit or allow any employee of MMTC to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the Bidder(s)/Contractor(s) /Buyer(s)/Vender(s) will not use improperly or allow any employee of MMTC, for purpose of competition or personal gain or pass on to others any information or document provided by MMTC as part of the business relationship, including information contained or transmitted electronically.
- d. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not instigate third person to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.
- e. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform MMTC of same without any delay.
- f. Disqualification from tender process and exclusion from future contracts : If the Bidder(s)/Contractor(s)/Buyer(s)/Vender(s), before award or during execution has committed a transgression through a violation of "Fraud Prevention Policy" of MMTC in any other form such as to put their reliability or credibility, in question, MMTC, other than taking recourse available under law, shall be entitled to disqualify the Bidder(s) / Contractor(s) / Buyer(s) / Vender(s) from undertaking any transaction with MMTC and/or declare the Bidder(s)/Contractor(s)/ Buyer(s)/Vender(s) ineligible to be awarded a Contract either indefinitely or for a stated period of time.
- g. Damages: If MMTC has disqualified the Bidder(s) from the tender process prior to the award or during execution according to Clause (2), MMTC shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value of amount equal to performance Bankguarantee.
- h. Public Procurement Policy for Micro and Small Enterprises (MSEs) order, 2012 dated 23rd March 2012 issued by Ministry of Micro, Small and Medium Enterprises Office of Development Commissioner (MSME) shall also be part of this tender and agreement subsequently.

29. Indemnity:

- a. The Bidder will indemnify MMTC of all legal /other obligation of its own and its professional employee utilized for MMTC work.
- b. MMTC also stands absolved of any liability on account of factual or breach of trust caused by the selected bidder or its employees utilized for the performance of work and also for any damages or compensation due to any dispute between the bidder and its employee.
- c. MMTC shall also be indemnified from any act or any fraud concealment causing thereby damages or any legal proceeding against MMTC by any third party or bidder's employees.
- d. The bidder also undertakes to keep MMTC harmless and indemnified, from any loss or costs resultant from any decree obtained against the Bidder having tendency to be enforced against the MMTC. Also the MMTC shall be indemnified, from any consequential act taken by MMTC in order to protect its interest or in order to defend any suit or legal action for itself or for and on behalf of bidder, to the extent of cost /legal expenses/interest imposed upon.
- e. The bidder hereby also indemnifies MMTC for any loss or expenses or any dispute which arises due to breach of any of the term and conditions specified in the Tender.

All the indemnifications shall be to the fullest and as per satisfaction of the MMTC.

(Nuzhat Salam)
Senior Manager

ANNEXERE "A" TECHNICAL BID

The tender participant is required to submit copy of the following documents along with the technical bid to qualify.

1. Tenderer details as at Annexure C
2. Copy of Registration certificate of the firm.
3. Copy of GST Registration Certificate in West Bengal.
4. Copy of PAN.
5. Copy of Work experience certificate related to House-keeping services from Central/State PSU.
6. The EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only) is to be submitted online to MMTCL Limited Account No. 10308090583, State Bank of India, Commercial Branch, Visakhapatnam, IFSC Code: SBIN14407.
7. Bank particulars.
8. Copy of MSME registration (If any) for fee exemption purpose
9. Arbitration cases pending if any for the last 5 years with MMTCL.

ANNEXERE: "B" PRICE BID

Annexure - B, PRICE BID			
Sl. No.	Particulars (per person per month basis)	Unit	Rate in Rs.
1	Minimum wages (Basic+VDA) as per act		
2	EPF Contribution	13.25%	
3	ESI Contribution	3.25%	
4	Gross Wages (1+2+3)		
5	Service Charges in Percentage on Gross Wages	%	
6	Total (4+5)		
7	CGST	9%	
8	SGST	9%	
	Total Charges per Person per month (6+7+8)		

Note: Considering wages, EPF, ESI same as per the current prevailing notification, selection of Lowest bidder will be decided based on the service charge quoted.

ANNEXERE: "C" Bidder/Agency's Profile

SNo.	Particulars	Details
1.	Name of the Company	
2.	Address for correspondence (proof to be enclosed)	
3.	Office Address in West Bengal with GST registration number (proof to be enclosed)	
4.	Name of Proprietor/ Director of firm	
5.	Name of the Contact Person, Signing Authority	
6.	Contact Details: Tel/Mobile No:E- mail Address: Website:	
7.	Current License from RLC	
8.	Company/Firm Registration No. (proof to be attached)	
9.	PF & ESI Registration Nos:	
10.	PAN & GSTIN	
11.	EMD Details	
12.	Work Experience in Govt./Semi. Govt./PSU	
13.	Annual Turnover for the last Three financial years	
14.	Bank Details	
15.	Solvency Certificate from Bank	
16.	Three Years IT Returns	
17.	Self certification that the Agency has never been blacklisted by any Govt. Organization	
18.	a) Whether Firm is MSME? Yes/NO	
	b) If yes please enclose supporting document.	
19.	a) Whether proprietor/ Directors of Firm are SC/ST? YES/NO	
	b) If yes please enclose supporting document.	
20.	Whether proprietor/Directors of Firm are women? Yes/NO	
21.	Any other document	

Note: Self attested supporting documents are to be attached

Full Name, Designation and signature of the Authorized Signatory:(With seal of the Company)