

OFFICE OF THE DISTRICT REGISTRAR, Malkangiri

Malkangiri Tahasil Office Campus, Malkangiri-764045, Email-dsr.malkangiri@gmail.com

No. 278 /

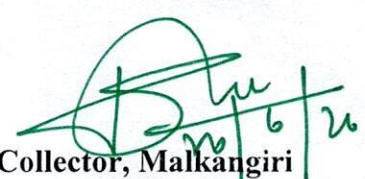
Date: 29.06.26

TENDER CALL NOTICE

Providing Services of Manpower on Contract (Outsourcing) Basis.

Sealed quotations are invited with following terms & conditions from interested reputed Private Manpower Service Provider for providing 6 Nos. of Group-D employees (peon-3 and 3- Night watchmen cum sweeper) to **A.D.M-Cum- District Registrar, Malkangiri to be posted in the Sub-Registrar Offices of Malkangiri, Motu and Chitrakonda.** The quotation completed in all respect must be received by this office through Registered Post/ Speed Post or can be dropped in the Tender Box kept in the Office of A.D.M-Cum- District Registrar, Malkangiri on or before **10.07.2026 by 5.30 P.M** and will be opened on **14.07.2026** in presence of the bidder or their authorized representative who wish to be present. No other mode of submission of quotation is allowed. The application form of quotation/Quotation containing General bid information and Terms and conditions can be downloaded from District website malkangiri.odisha.gov.in from **01.07.2026 to 10.07.2026**

Memo No: 279


Collector, Malkangiri

Date: 29.06.26

Copy to CDO-cum-EO, Zilla Parishad / Sub-Collector, Malkangiri / DEO, Malkangiri / DI & PRO, Malkangiri / All BDOs / All WEOs / All Tahasildars and Sub-Registrars of Malkangiri district for information and wide publicity in their Notice Board.

Memo No: 280

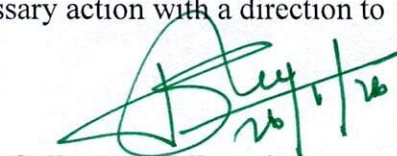

Collector, Malkangiri

Date: 29.06.26

Copy to DeGM, Malkangiri for information and necessary action with a direction to float the Tender call notice in the Malkangiri district website.

Complete address for submission of Bid

To,
Office of the District Registrar, Malkangiri
Malkangiri Tahasil Office Campus, pin-764045


Collector, Malkangiri

GOVERNMENT OF ODISHA
ADM-Cum- DISTRICT REGISTRAR,
Malkangiri
TENDER DOCUMENT

IMPORTANT INFORMATION TO THE BIDDER

**For Providing Services of 3 No of Peon and 3 No of NWS to A.D.M-Cum- District Registrar, Malkangiri
by Private Manpower Service Provider**

(A)	Availability of tender documents	:	At-D.S.R Office ,Malkangiri
(B)	Date of issue of Tender Document	:	From 01/07/2026 to 01 / 07 /2026
(C)	Last date and time for submission of Tender documents by Speed Post/Registered Post	:	10 /07/2026 of 5.30 PM
(D)	Cost of the Tender Paper	:	Rs 2000/-Rupees Two Thousand + GST @ 18% Non-refundable to be deposited in shape of Demand Draft drawn from any scheduled commercial bank in favour of “District Sub Registrar, Malkangiri” payable at Malkangiri along with Technical Bid and
	Cost of Earnest Money Deposit (EMD)		EMD of Rs. 100000/- (Rupees One Lakh Only) in shape of DD/TDR/Bank Guarantee drawn from any scheduled commercial bank pledged in favor of “District Sub-Registrar, Malkangiri” along with Technical Bid
(E)	Date, Time and Venue of opening of Tender documents		A.D.M-Cum-D.R, Office, Malkangiri
	Date and Time	:	14.07. 2026 and 15.07.2026 at 11 AM
	Venue	:	District Registrar,Office ,Malkangiri
(F)	Likely date for commencement of Deployment of required manpower	:	01.08.2026

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SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. A.D.M-Cum- District Registrar, Malkangiri, requires the services from reputed, well established and financially sound Manpower Service Providers to provide services of PEON And Night Wacthmen-cum-Sweeper on contract basis for day today work of Sub Registrar Offices, of Malkangiri District.
2. The contract for providing the aforesaid manpower is likely to commence from **01.08.2026** and would continue till **31/03/2027**, or can be extended further provided the requirement of the A.D.M-Cum- District Registrar, Malkangiri, 764045. The authority, however reserves the right to terminate this initial contract at any time after giving two weeks' notice to the selected Service Provider.
3. This A.D.M-Cum- District Registrar, Malkangiri has tentative requirement for 03 Nos. of Peon & 03 Nos. of NWS, the interested Manpower Service Providers may submit the tender document by Registered Post/ Speed Post, complete in all respects & Cost of tender paper of Rs. 2,000/- (Rupees Two Thousand)+GST@18% non refundable in shape of bank draft drawn from any scheduled commercial bank in favour of District Sub Registrar, Malkangiri payable at Malkangiri and other requisite documents in order to reach A.D.M-Cum- District Registrar, Malkangiri, Dist-Malkangiri-764045 by Registered Post/Speed Post on or before **10/07/2026** at District Registrar, Malkangiri by **5.30 PM**. The cost of Tender document of Rs. 2000/- (Rupees two Thousand) +GST@18% shall be accompanied with the tender document otherwise the tender document will be rejected.
4. The bidding firm also have to submit an EMD for an amount of Rs. 100000 (Rupees One Lakh Only) only in shape of DD/TDR/Bank Guarantee drawn from any scheduled commercial bank pledged in favor of "District Sub Registrar,Malkangiri". The EMD amount of the unsuccessful dealers shall be refunded after finalization of the Quotation or after final execution of order as the case may be without any interest. However, in case of successful bidders, the EMD amount shall be refunded without interest after submission of performance security deposit.
5. The approximate bid cost for Eight Months period is Rs. **8,65440** only exclusive of all taxes & other charges.
6. The various crucial dates relating to "Tender for Providing Manpower Services to the A.D.M-Cum- District Registrar, Malkangiri" are cited as under.

(a)Period of download of Tender Document:	From 01 /07/2026 to10/07/2026
(b)Date for submission of Tender by Regd. Post/Speed Post:	From 01/07 /2026 to 10/07/2026 (5.30 P.M)
(c)Date and time for opening of Technical Bid:	14/07/2026(11.00.AM)
(d)Date and Time for opening of Financial Bids of eligible Tenders and selection:	15/07/2026(11.00.A.M)
(e)Likely date for commencement of Deployment of Required Manpower:	01.08.2026

7. The tender has been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing **“Technical Bid for Providing Manpower Services to A.D.M-Cum-District Registrar, Malkangiri”** and **“Financial Bid for Providing Manpower Services to A.D.M-Cum- District Registrar, Malkangiri”**. Both sealed envelopes should be kept in a third sealed envelope super scribing **“Tender for Providing Manpower Services to for Providing Manpower Services to A.D.M-Cum- District Registrar, Malkangiri”**.
8. The Successful tenderer will have to deposit a Performance Security Deposit of **“5% of the contract value”** in the form of Bank Guarantee /TDR from any Scheduled Commercial Bank drawn in favour of District Sub Registrar, Malkangiri covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.
9. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly self-attested by him), along with the Technical Bid, **failing which their bid shall be summarily/out rightly rejected and will not be considered any further:**
- (a) Registration Certificate of the Applicant Organization
 - (b) Documentary proof of the registered office or one of the Branch offices of the Manpower Service Providers located in Malkangiri Headquarters (Documentary proof required).
 - (c) Documentary proof of 05 Years experience in providing manpower service to State Government/ Central Government/PSU on similar work.
 - (d) Copy of the Bank Pass Book in the name of the Organization along with bank statement containing transactions made during last 6 (Month)
 - (e) Copy of PAN/GIR card
 - (f) Copy of the IT return filled for the last three financial years.
 - (g) Copy of valid GST registration certificate and latest return copy must be submitted.
 - (h) Copies of EPF and ESI registration Certificates.
 - (i) Copy of valid Contract Labour License (R&A) Act. 1970 minimum 100 labour.
 - (j) Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing average annual turnover of minimum 1 crore during the FY 2022-23, 2023-24, 2024-25.
 - (k) Copy of contract on similar work.
 - (l) The Bidder should not have been black listed by any Govt. officials.
 - (m) Demand Draft amounting to Rs. 2000/- (Rupees Two Thousand) towards purchase of tender paper (Non Refundable) (even if the Tender is cancelled).
 - (n) Tender Document duly signed and sealed by the authorized person of the service provider in each page as acceptance of all terms and conditions of the Bid.

The Bidders who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified Bids will not be opened.

10. The Tender documents shall be opened on the scheduled date and time **on 14/07/2026 at 11.00 A.M in the office of the A.D.M-Cum- District Registrar, Malkangiri - 764045** in presence of the representatives of the Manpower Service Providers.
11. The Financial Bid of only those tenders will be opened who are technically qualified. The Financial bids shall be opened on **15/07/2026 (11.00AM)** in the presence of the representatives of the eligible Manpower Service Providers, if any, who wish to be present on the spot at that time.
12. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No over writing or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, If any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
13. The successful Bidder shall sponsor the candidates with a ratio of 1:3 for any discipline.
14. The A.D.M-Cum- District Registrar, Malkangiri reserves the right to reject all bids without assigning any reasons thereof.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications
 - (a) They should be registered with the appropriate registration authority.
 - (b) The office of the Manpower Service Provider should be located within Malkangiri District or he/she should establish a branch office after successful tender process within Malkangiri District along with document proof.
 - (c) They should have at least five years' experience in providing manpower to State Government/ Central Government/ PSU on similar work.
 - (d) They should have their own bank account.
 - (e) They should have been registered with the Income Tax Department and have filed IT returns for Financial Years 2022–23, 2023–24, and 2024–25.
 - (f) They should have registered under Goods and Services Tax and the latest return must be submitted.
 - (g) They should have been registered with the appropriate authorities under Employees Provident Fund
 - (h) They should have been registered with the appropriate authorities under the Employees State Insurance
 - (i) They should have obtained a valid Contract Labour Licence under the Contract Labour (R&A) Act, 1970 and any other regulatory clearance required for providing manpower.
 - (j) They should have a minimum average annual turnover of ₹ 1 crore during FY 2022–23, 2023–24, and 2024–25.
 - (k) Execution of contract on similar work in each FY 2022–23, 2023–24, and 2024–25.
 - (l) They should not have been blacklisted by any Government authorities, and an affidavit for “non-blacklisted” status must be submitted.

**Qualification of Manpower to be deployed by the Successful Manpower Service Providing Agency at
A.D.M-Cum- District Registrar, Malkangiri**

1. He /She should be above **21 years of age** and not exceeding **42 years** as on **01/01/2026**.
2. The minimum educational qualification for **Peon** shall be **7th Pass**
3. The minimum educational qualification for **Night Watchmen-cum- Sweeper** shall be **7th Pass**

AGREEMENT

The agreement is made on this ____ day of _____ between **The A.D.M-Cum- District Registrar, Malkangiri**, hereinafter referred to as the “**Authority**”, which expression shall, where the context so requires or admits, also include its successors or assignees of the one part;

And

M/s _____ represented by Sri _____, hereinafter called the “**Manpower Service Provider**”, which expression shall, where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the “Authority” desires that the services of **03 nos. of Peons and 03 nos. of NWS** are required in the **DSR Office and Sub- Registrar, Offices of Motu and Chitrakonda in Malkangiri District**.

And whereas the “Manpower Service Provider” has offered its willingness to provide such services in conformity with the provisions of this agreement;

And whereas the “Authority” has finalized the rate as per the terms and conditions of the agreement with the “Manpower Service Provider”.

Now this agreement witnesses as below:

1. That the annexure containing the Terms and Conditions shall be deemed to form and shall be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the “Authority” to the “Manpower Service Provider”, the “Manpower Service Provider” hereby agrees with the “Authority” to provide personnel to be engaged as **Outsourcing Personnel** in the A.D.M-Cum- District Registrar, Malkangiri in conformity with the provisions of the Terms and Conditions.
3. That the “Authority” hereby further agrees to pay the “Manpower Service Provider” the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise, it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid up to

IN WITNESS WHEREOF, the parties have caused their respective common seals to be hereunto affixed or have hereunto set their respective hands and seals on the day and year first written above.

Signature of the Officer authorized to sign on behalf of the Manpower Service Provider

Signature of the Officer/Authorized Officer acting in the premises and on behalf of the A.D.M-Cum-District Registrar, Malkangiri

In the presence of witnesses:

Witness 1

Name: _____

Address: _____

Witness 2

Name: _____

Address: _____

Witness 3

Name: _____

Address: _____

Witness 4

Name: _____

Address: _____

Application for Technical Bid

For Providing Manpower Services at A.D.M-Cum- District Registrar, Malkangiri- 764045

1. **Name of the Tendering Manpower Service Provider:**
.....
.....
2. **Name of Proprietor/Partner/Director:**
.....
.....
3. **Full Address of the Registered Office:**
.....
Telephone No.:
Fax No.:
E-mail Address:
4. **Full Address of the Operating/Branch Office (*attach documentary proof*):**
.....
Telephone No.:
Fax No.:
E-mail Address:
5. **Name and Telephone No. of Authorized Officer/Person to Liaise with Field Office(s):**
.....
.....
6. **Banker of Manpower Service Provider**
(Attach certified copy of the statement of A/C for the last three years):
.....
.....

PAN/GIR No. (*Attach attested copy*):
.....

Goods and Services Tax Registration No. (*Attach attested copy*):
.....

EPF Registration No. (*Attach attested copy*):
.....

ESI Registration No. (*Attach attested copy*):
.....

ISO Certifications

The service provider must be registered with valid ISO certificates:

- ISO 9001:2015
- (*Copies to be attached*)

7. Financial Turnover of the Tendering Manpower Service Provider :- (for the below-mentioned Financial Years on similar contracts)

1.

Financial Year	Amount (in Lakhs)	Remarks (if any)
2022-23		
2023-24		
2024-25		

2. Give the detail information of the similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format.

Sl. No.	Name of the Client, Address, Telephone No. & Fax No.	Manpower Service Provided Similar works		Amount of Contract (Rs. In lakhs)	Duration of Contract	
		Type of Manpower Provided	Nos		From	To

(If the space provided is insufficient, a separate sheet as per above prescribed format may be attached annexed with the Technical Bid)

3. **Affidavit** that the firm has not been blacklisted by any Government organization.
4. **Additional Information, if any** (Attach separate sheet, if required)

Date: / / 20.....

Place:

Signature of the Authorized Person

Name:.....

Seal:.....

DECLARATION

1. I, son/daughter/wife of Shri
....., Proprietor/Partner/Director/Authorized Signatory of the Service Provider mentioned above, am 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 and undertake to abide by them.
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 fact that furnishing any false information or fabricated document would lead to rejection of my tender at any stage, besides liabilities towards prosecution under appropriate law.

Date: / / 20.....

Place:

Signature of the Authorized Person

Name:

Seal:

FORM-T6:DECLARATION FOR NOT BEING BLACKLISTED

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding eligibility of the Bidder and non-blacklisting]

I/We.....(Name & Designation) having My/our firm at..... do hereby declare that I/We have carefully read all the terms & conditions of Tender Notice of the A.D.M-Cum- District Registrar, Malkangiri, Odisha, for Supply of manpower in **A.D.M-Cum- District Registrar, Malkangiri**. I will abide with all the terms & conditions set for in the Tender Notice No.....

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted by any State Govt./ Union Territory/ Govt. of India/Govt. organization for supply of required manpower/ part-supply/non-supply.

That, I am not a defaulter in supply of any manpower to the A.D.M-Cum- District Registrar, Malkangiri, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do hereby declare that I/We will supply the approved manpower as per the terms, conditions & specifications of the tender documents. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to supply any approved manpower after getting order from the tender inviting Authority.

I/We agree that the TENDER inviting Authority can debar/ blacklist me/us for period of 03 years. If, any information furnished by us is proved to be false at the time of inspection/ verification and is not complying with the TENDER terms & conditions.

Yours sincerely,

Authorized Signature
[In full and initials]:

Name and Designation of the Signatory:

Name of the Bidder and Address:

Affidavit before Executive Magistrate/Notary Public:

**APPLICATION-FINANCIAL BID
For Providing Manpower
Services at A.D.M-Cum- District
Registrar,Malkangiri – 764045**

1. **Name of the Tendering Manpower Service Provider:**
.....
2. **Rate per person per month (08 hours per day) inclusive of all statutory liabilities, taxes, levies, cess, etc.:**

Sl. No.	Manpower Type	*Remuneration	Monthly rate per Employee					
			Employer Share of EPF @13%	Employer Share of ESI @3.25%	Other Statutory dues (if any)	Service Charge	Goods & Service Tax	Total per Person
1.	Peon							
2	NWS							

Date:...../...../20.....

Signature of the Authorized Person

Place:.....

Name:.....

Seal:.....

[*] Remuneration mentioned above includes the EPF & ESI share of the employee.

Note

1. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of the number of working days for which duty has been performed by each manpower, subject to submission of the following documents:
3. Minimum remuneration should be as per government rules applicable .
 - (A) **1st Month – Payment made in the second month:**
 - Only proof of payment to manpower.
 - (B) **2nd and Subsequent Months – Payment shall be made on submission of:**
 - (i) Proof of payment made to the employee.
 - (ii) Proof of deposit of statutory dues (EPF/ESI).
 - (iii) Proof of payment of GST.
4. As per **Rule 264(iv) of OFGR 2023**, the acceptable minimum rate of service charge shall be **3.85%** (3% profit plus transaction charge), and in no case shall the service charge exceed **7%**. Any bidder quoting service charges below or above the prescribed range shall be **outrightly rejected**.

5. The **Evaluation Committee of the A.D.M-Cum- District Registrar,Malkangiri** is authorized to determine the **Lowest-01 (L1) bidder**.

In this regard, the decision of **A.D.M-Cum- District Registrar,Malkangiri** is **final and binding** on all bidders.

In case multiple bidders quote the same lowest service charge, the **L-1 bidder shall be selected through a transparent lottery system**.

Seal & Signature

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. **Application Form – Technical Bid**
2. **Registration certificate** of the applicant's organization.
3. **Documentary proof** of the registered office or one of the branch offices of the manpower service provider located in Malkangiri District.
4. **Documentary proof of 05 years' experience** in providing manpower service to State Government/Central Government/PSU on similar work.
5. **Copy of Bank Passbook** in the name of the Organization along with **Bank Statement** containing transactions made during the last 3 (Three) years.
6. **Copy of PAN/GIR Card.**
7. **Copy of IT Returns** filed for the last three financial years: **2022-23, 2023-24, 2024-25.**
8. **Copy of valid GST Registration Certificate and latest GST return copy.**
9. **Copy of EPF and ESI Registration Certificates:**
 - (a) Copies of EPF Electronic Challan Return (ECR) for the last three months.
 - (b) Copy of ESI return for the last three months and ESI e-challan for the last three months.
10. **Copy of valid Contract Labour License (R&A Act, 1970)** with minimum 100 labourers.
11. **Copy of Audited Statement of Accounts** (Balance Sheet, Profit & Loss A/C etc.) showing **average annual turnover of Rs. 1 crore** in FY **2022-23, 2023-24, 2024-25.**
12. **Copy of single contract on similar work** (as per the Scope of Work of the tender document).
13. **Affidavit** to the effect that the firm has **not been blacklisted** by any Government authority.
14. **EMD of Rs. 10,0000/- (Rupees One Lakh Only)** as mentioned in Para 06 of the Scope of Work, in the form of **Demand Draft / TDR / Bank Guarantee** drawn from a scheduled commercial bank in favour of the **District Sub Registrar, Malkangiri**; failing which the tender shall be rejected.
15. **Demand Draft of Rs. 2,000/- (non-refundable)** towards tender paper cost downloaded from website.
16. **Tender Document** duly **signed and sealed** by the authorized person of the service provider on each page as a token of acceptance of all terms and conditions of the bid.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT
OF MANPOWER

1. **List of manpower** shortlisted by the agency for deployment in the office of the District Sub-Registrar Office Malkangiri, SR,Motu and SR Chitrakonda containing:
 - Full Name
 - Date of Birth
 - Age
 - Marital Status
 - Correspondence & Permanent Address
 - Educational Qualification
 - Professional Qualification
 - Contact Number
 - Experience
 - Any other relevant details
2. **Bio-data of all persons** to be deployed.
3. **Any other document** considered relevant and mentioned in the Tender Call Notice.

ANNEXURE-A

Checklist(Technical Bid)(must be submitted along with Technical Bid)

Sl. No.	Item	Page No.	Remarks
1	Demand Draft amounting to Rs.2,000/-+GST@18% (Rupee Ten Thousand+GST@18%) towards purchase of tender paper	DD No. Date:	
	Demand Draft amounting to Rs.10,0000/- (Rupees One Lakhs) Only towards EMD of the Tender	DD / TDR/ Bank Guarantee No. Date:	
2	Tender Document -Duly signed and sealed by the authorized signatory of the service provider on each page as a token of acceptance of all terms and conditions of the bid.		
3	Registration Certificate Valid registration certificate of the applicant's organization		
4	Documentary proof of the registered office or one of the Branch offices of the Manpower Service Providers located in Malkangiri District		
5	Copies of EPF and ESI registration Certificates and Return copy of last month.		
6	Copy of valid Contract Labour License (R&A) Act, 1970 minimum 100 labours in Malkangiri District,		
7	Copy of PAN/GIR card		
8	Copy of valid Goods and Service Tax registration certificate and latest return.		
9	Affidavit to effect that the Bidder has not been blacklisted by any Govt. officials.		
10	Copies of EPF Electronic Challan Return (ECR) for the last month		
11	Copy of ESI return last month.		
12	Copy of ESI E- Challan of ESI month		
13	Copy of the IT return filed for the last three financial years 2022-23, 2023-24, 2024-25.	2022-23	
		2023-24	
		2024-25	

Sl. No	Item		Page No.	Remarks
14	Copy of the Bank Pass Book in the name of the Organization along with bank statement containing transactions made during 2022-23,2023-24,2024-25			
16	Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing average annual turnover of Rs. 1 corer during the FY 2022-23, 2023-24, 2024-25			
17	Copy of contract on similar			
18	Documentary proof of 05Years' experience in providing manpower service to State Government /Central Government/ PSU on similar work			
19	The service provider must be registered with valid ISO certificate i.e.ISO9001:2015, ISO 45001:2018, ISO 27001:2013	ISO9001:2015		
		ISO 45001:2018		
		ISO 27001:2013		

ANNEXURE-B

Checklist(Financial Bid)(must be submitted along with Financial Bid)

Sl. No.	Item	Remarks
1.	Financial Bid	
2.	Detail calculation sheet for EPF (Employer's share and Employee Share)	
3.	Detail calculation sheet for ESI (Employer's share and Employee Share)	