

**DISTRICT WELFARE OFFICE, RAYAGADA**

No. 4922 /

Date: 29.10.25

**QUOTATION CALL NOTICE**

**Providing Services of Manpower on Contract (Outsourced) Basis.**

Sealed quotations are invited with following terms & conditions from interested reputed Private Manpower Service Provider to **District Welfare Office, Rayagada District**. The quotation completed in all respect must be received by this office through Registered Post/ Speed Post to the Office of DWO, Rayagada on or before **24/11/2025** by **5.00 PM** and will be opened on **25.11.2025** at **11 AM** 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 [www.rayagada.odisha.gov.in](http://www.rayagada.odisha.gov.in) from **29.10.2025** to **24.11.2025**.

*Asst. Secy 29/10/25*  
**District Welfare Officer  
Rayagada**

Memo No: 4923

Date: 29.10.25

Copy to PA to Collector for kind information of Esteemed Collector, Rayagada.

*Asst. Secy 29/10/25*  
**District Welfare Officer  
Rayagada**

Memo No: 4924

Date: 29.10.25

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

*Asst. Secy 29/10/25*  
**District Welfare Officer  
Rayagada**

Memo No: 4925

Date: 29.10.25

Copy to District Informatics Officer, NIC / DeGM, Rayagada for information and necessary action with a request to publish the Quotation call notice in district website.

*Asst. Secy 29/10/25*  
**District Welfare Officer  
Rayagada**

GOVERNMENT OF ODISHA

D.W.O., RAYAGADA

TENDER DOCUMENT

IMPORTANT INFORMATION TO THE BIDDER

For Providing Services of Matron & Cook-cum-Attendant to DWO, RAYAGADA by Private Manpower Service Provider

(A)	Availability of tender document	:	District website i.e. <a href="http://www.rayagada.odisha.gov.in">www.rayagada.odisha.gov.in</a>
(B)	Date of issue of Tender Document	:	From 29/10/2025 to 24/11/2025
(C)	Last date and time for submission of Tender documents by Speed Post/Registered Post	:	5.00 PM of 24/11/2025
(D)	Cost of the Tender Paper	:	Rs 10,000/-Rupees Ten Thousand + GST @ 18% Non-refundable to be deposited in shape of Demand Draft drawn from any scheduled commercial bank in favour of "District Welfare Officer, Rayagada" payable at Rayagada along with Technical Bid and
	Cost of Earnest Money Deposit (EMD)		EMD of Rs. 1,00,000/-(One Lakh Only) in shape of DD/TDR/Bank Guarantee drawn from any scheduled commercial bank pledged in favor of "District Welfare Officer, Rayagada" along with Technical Bid
(E)	Date, Time and Venue of opening of Tender documents		
	Date and Time	:	25/11/2025 at 11.00 AM
	Venue	:	The Collectorate, RAYAGADA-765001

*As per*

## CONTENTS OF TENDERS SPECIFICATION

SINo	Description Of Content	Page Number
1	Scope of Work and general Instructions to Bidders	1-3
2	Technical Requirements for the Tendering Manpower Service Provider	4
3	Qualification of Manpower to be Deployed By the Successful Manpower Service Providing Agency at DWO, RAYAGADA	5
4	Agreement	6-7
5	Application For mandatory Documents to be submitted for technical Bid And Financial Bid	8-13
6	Documents to be Submitted by the Successful agency before Deployment of Manpower	14
8	Annexure-A-Check list (Technical Bid)	15-16
9	Annexure-B-Check List (Financial Bid)	17

*Asker*

**SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS**

1. DWO, Rayagada-765001, requires the services from reputed, well established and financially sound Manpower Service Providers to provide services of Matron/Lady Matron and CCA on contract basis for day to day work of SSD schools / Hostels under District Welfare Officer, Rayagada.
2. The contract for providing the aforesaid manpower is likely to a period of one year provided the requirement of the D.W.O., RAYAGADA-765001. 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 District Welfare Officer, RAYAGADA-765001 has tentative requirement for 40 nos. of Lady Matron & 98 nos. of CCA/LCCA, 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. 10,000/- (Rupees Ten Thousand)+GST@18% nonrefundable in shape of bank draft drawn from any scheduled commercial bank in favour of District Welfare Officer, Rayagada payable at Rayagada and other requisite documents in order to reach D.W.O., RAYAGADA, Dist-Rayagada - 765001 by Registered Post/Speed Post on or before 24/11/2025 at DWO, RAYAGADA by 5PM. The cost of Tender document of Rs. 10,000/- (Rupees Ten 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. 1,00,000/- (Rupees One Lakh) only in shape of DD/TDR/Bank Guarantee drawn from any scheduled commercial bank pledged in favor of "District Welfare Officer, Rayagada". 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 one-year period is Rs.2.42 Cr. Exclusive of all taxes & other charges.
6. The various crucial dates relating to "Tender for Providing Manpower Services to the D.W.O., RAYAGADA-765001 i.e .DWO, RAYAGADA" are cited as under.

(a)Period of download of Tender Document:	From 29/10/2025 to 24/11/2025
(b)Date for submission of Tender by Regd. Post/Speed Post:	From 29/10/2025 to 24/11/2025 (5PM)
(c)Date and time for opening of Technical Bid:	25/11/2025. (11.00AM)
(d)Date and Time for opening of Financial Bids of eligible Tenders and selection:	25/11/2025 (03.00 PM)

*As per*

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 DWO, RAYAGADA**" and "**Financial Bid for Providing Manpower Services to DWO, RAYAGADA**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to DWO, RAYAGADA**".
8. The quotation completed in all respect must be received by this office through Registered Post/Speed Post to the Office of DWO, Rayagada on or before 24.11.2025 by 5.00 PM. Any Quotation Paper received after due date will be out rightly rejected. DWO, Rayagada will not be responsible for any postal delay or misplacement of the document.
9. The successful tenderer will have to deposit a Performance Security Deposit of "**5% of the contract value**" in the form of Bank Guarantee / TDR / DD from any Scheduled Commercial Bank drawn in favour of District **Welfare Officer, Rayagada** covering the period of contract. Incase, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.
10. 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's Organization
  - (b) Documentary proof of the registered office or one of the Branch offices of the Manpower Service Providers located in Rayagada 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 3(three) financial years.
  - (e) Copy of PAN/GIR card.
  - (f) Copy of the IT return filed for the last three financial years.
  - (g) Copy of valid Goods and Service Tax registration certificate and latest return copy must be submitted.
  - (h) Copies of EPF and ESI registration Certificates.
  - (i) Copies of EPF Electronic Challan Return (ECR) for last previous three months.
  - (j) Copy of ESI return for last previous three months and e-challan of ESI for last previous three months.
  - (k) The service provider must be registered with valid ISO certificate i.e. ISO9001:2015, ISO 45001:2018, ISO 27001:2013.

Asw...

- (l) Copy of valid Contract Labour License (R&A) Act. 1970 minimum 100 labour.
- (m) Copy of the Audited Statement of accounts (Balance Sheet, Profit& Loss A/C etc.) showing average annual turnover of 10 crore during the FY 2022-23, 2023-24, 2024-25.
- (n) The Bidder should not have been blacklisted by any Govt. officials.
- (o) Demand Draft amounting to Rs. 10,000/- (Rupees Ten Thousand)+ GST @ 18% towards purchase of tender paper (Non Refundable) (even if the Tender is cancelled).
- (p) 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.**

11. The Tender documents shall be opened on the scheduled date and time on **25/11/2025 at 11.00AM in the Collectorate, RAYAGADA-765001** in presence of the Manpower Service Providers / the Authorized representative who wish to be present.
12. The Financial Bid of only those tenders will be opened who are technically qualified. The Financial bids shall be opened on **25/11/2025 (03.00PM)** in the presence of the authorized representatives of the eligible Manpower Service Providers / the authorized representative who wish to present at that time.
13. 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 overwriting 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 initiated by the person authorized to sign the tender bids.
14. The successful Bidder shall sponsor the candidates with a ratio of 1:3 for any disciplinary.
15. The D.W.O., RAYAGADA reserves the right to reject all bids without assigning any reasons thereof.

*ASK*

**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 Rayagada District or he/she should establish a branch office after successful tender process within Rayagada District along with document proof.
  - (c) They should have atleast five years' experience in providing manpower to State Government/ Central Government/ PSU on similar work.
  - (d) They should have own Bank Account.
  - (e) They should have been registered with Income Tax Deptt. and have filed IT-Return for Financial 2022-23, 2023-24 2024-25.
  - (f) They should have registered Goods and Service Tax and latest return must be submitted.
  - (g) They should have been registered with appropriate authorities under Employees Provident Fund and obtained latest last three months e-challan and (ECR).
  - (h) They should have been registered with appropriate authorities under Employees State Insurance Acts and obtained latest last three months return e-challan on ESI
  - (i) They should have obtained valid Contract Labour License(R&A) Act.1970 any other regulatory clearance that may be required for providing manpower.
  - (j) They should have a minimum average annual turnover of 10 Crore during the FY 2022-23, 2023-24 2024-25.
  - (k) The service provider must be registered with valid ISO certificate i.e. ISO9001:2015, ISO 45001:2018, ISO 27001:2013.
  - (l) Documentary proof of 05 Years' experience in providing manpower service to State Government / Central Government/ PSU on similar work. ( Contract copies of work orders/completion certificate / equivalent documentary evidence)
  - (m) They should not have been blacklisted by any Govt. officials and an Affidavit for non-blacklisted must be submitted.

*Asst. Secy*

**Qualification of Manpower to be Deployed by the Successful Manpower Service Providing Agency at DWO, RAYAGADA**

1. He/ She should be above 21 years of age and not exceeding 42 years as on 01/11/2025 for CCA/LCCA.
2. The minimum education qualification for Cook-cum-Attendant will be 8<sup>th</sup> Pass.
3. The Minimum Educational Qualification for Matron/Lady Matron will be graduation in any discipline.
4. She should be above 30 years of age and not exceeding 42years as on 01/11/2025 for Lady Matron.
5. Other eligibility criteria will be intimated at the time of agreement.

*Aslee*

## AGREEMENT

The Agreement is made on this \_\_\_\_\_ day of between The DWO, RAYAGADA\_\_  
\_\_\_\_\_, here-in-after referred to as the  
“Authority” which expression shall, where the contexts or requires or admits, also include its successor  
or assignees of the one part;

### And

M/s \_\_\_\_\_ represented by  
Sri \_\_\_\_\_, here-in-after called the  
“Manpower Service Provider” which expression shall, where the contexts requires or  
admits, also includes its successors or assignees of the other part.

Whereas, the “Authority” desires that the services of” \_\_\_\_\_ nos. of Lady Matron and  
\_\_\_\_\_ nos. of CCA/LCCA” are required in D.W.O., RAYAGADA-765001;

And where as the“ \_\_\_\_\_” the “Manpower Service  
Provider” has offered its willingness to the authorities in conformity with the Provisions of the  
agreement; And whereas the “Authority” has finalized the rate as per the terms and conditions of the  
agreement to the “ Manpower Service Provider”.

*Asst Secy*

Now this agreement witnesses as below:-

1. That the Annexure containing the Terms and Conditions shall be deemed to form and to 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" here by agrees with the "Authority" to provide personnel to be engaged as "Outsourcing personnel" in the DWO, Rayagada in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" here by 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 WHERE OF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective and seals on the day and year first written above**

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

Signature of the officer / authorized  
officer acting in the premises and on  
behalf of the DWO, Rayagada

*In the presence of witness :-*

Witness

1. Name -  
Address -

2. Name -  
Address -

Witness

1. Name -  
Address -

1. Name-  
Address -

*Asw...*

**Application for Technical Bid For Providing Manpower Services at D.W.O , RAYAGADA**

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).....

1. Banker of Manpower Service Provider (Attach certified copy of the statement of A/C for the last Three years)

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

3. Goods and Service Tax Registration No.(Attach attested copy):.....

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

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

6. The service provider must be registered with valid ISO certificate i.e.ISO9001:2015, ISO 45001:2018, ISO 27001:2013 (Copy to be attached)

7. Financial Turnover of the tendering Manpower Service Provider for the below mentioned Financial Year on similar contract.

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

*Handwritten signature*

8. 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)

9. Affidavit that the firm has not been blacklisted by any Govt. organization.

10. Additional Information if any (Attach Separate Sheet , if Required)

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

Place.....

Signature of the Authorized Person

Name:.....

Seal:.....

*Asker*

**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 of  
any false information/ 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:.....

*As per*

**FORM-T6 : DECLARATION FOR NOT BEING BLACKLISTED**

*[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding Ineligibility 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 DWO, Rayagada , Odisha, for Supply of manpower in **DWO, Rayagada**. 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 District Welfare Officer, Rayagada, 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:

*Asst. Mag.*

## APPLICATION – FINANCIAL BID

## For Providing Manpower Services at D.W.O., RAYAGADA

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					Total per Person
			Employer Share of EPF @13%	Employer Share of ESI @3.25%	Other Statutory dues (if any)	Service Charge	Goods & Service Tax	
1.	Matron/Lady Matron	15000/-						
2	Cook-cum-Attendant	14500/						

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

Signature of the Authorized Person

Place:.....

Name:.....

Seal:.....

[\*]Remuneration mentioned above include the EPF & ESI share of Employee

**Note**

- The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering in to the contract.
- The payment shall be made on conclusion of the calendar month only on the basis of no of working days for which duty has been performed by each manpower subject to submission of documents as given below.
  - 1<sup>st</sup> Month Payment made in second Month**-Only proof of payment to manpower.
  - 2<sup>nd</sup> and subsequent Month Payment**-
    - Proof of Payment made to the employee.
    - Proof of deposit of statutory dues, EPF/ESI.
    - Proof of Payment of GST
- 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 the service charge should not exceed 7%. Any bidder quoting service charges below/higher the prescribed amount shall be out rightly rejected.
- Evaluation Committee of the DWO, Rayagada is authorized to make determining the lowest-01(L1) bidder. In this regard the decision of DWO, Rayagada is final and binding to the entire bidder. In case of multiple bidders quoting the lowest service charge, L-1 shall be selected through a transparent system of lottery.

Seal & Signature

*Asst*

**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 providers located in Rayagada District.
4. Documentary proof of 05 years' experience in providing manpower service to State Government / Central Government / PSU on similar work( Contract copies of work orders/completion certificate / equivalent documentary evidence)
5. Copy of Bank Pass Book 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 the IT return filed for the last three financial years 2022-23, 2023-24, 2024-25.
8. Copy of valid Goods and Service Tax (GST) registration certificate and Latest return copy.
9. Copy of EPF and ESI registration certificates.
  - (a) Copies of EPF Electronic Challan Return (ECR) for last previous three months
  - (b) Copy of ESI return for last previous three months and e-challan of ESI for last previous three months.
10. Copy of valid Contract labour License (R&A)Act. 1970 with minimum 100 labours.
11. Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing average annual turnover of Rs.10crore (enumerated in Para 8(1) of the Scope of Work of the tender document ) in the FY 2022-23, 2023-24, 2024-25.
12. AffidavittotheeffectthatthefirmhasnotbeenblacklistedbyanyGovt.official.
13. EMD Rs. 1,00,000/- (One Lakhs Only) as mentioned in Para 06 of the Scope of Work of the tender document in shape of Demand Draft/ TDR / Bank Guarantee drawn from scheduled commercial bank in favour of the District Welfare Officer, Rayagada falling which the tender shall be summarily disqualified / rejected.
14. Demand Draft amounting to Rs.10,000/-+ GST@18%(non-refundable)towards tender paper cost downloaded from website.
15. Tender Document duly signed and sealed by the authorized person of the service provider in each page as a token of acceptance of all terms and condition of the Bid.

As per

**DOCUMENTS TO BE SUBMITTED BY THE SUCESSFUL AGENCY BEFORE  
DEPLOYMENT OF MANPOWER**

1. List of Manpower shortlisted by the agency for deployment in District Welfare Officer, Rayagada-765001 along with their Full Name, Date of Birth, Age, Marital Status, Correspondence and Permanent Address, Educational Qualification, Professional Qualification, contact No., experience and etc.
2. Bio- data of all persons
3. Any other document considered relevant & mentioned in the Tender Call Notice.

*As per*

## ANNEXURE-A

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

Sl. No.	Item	Page No.	Remarks
1	Demand Draft amounting to Rs.10,000/-+GST@18% (Rupee Ten Thousand+GST@18%) towards purchase of tender paper	DD No. Date:	
	Demand Draft amounting to Rs.1,00,000/- (Rupee One Lakhs Only) towards EMD of the Tender	DD / TDR/ Bank Guarantee No. Date:	
2	Tender Document duly signed and sealed by the authorized person of the service provider in each page as a token of acceptance of all terms and conditions of the Bid.		
3	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 Rayagada District		
5	Copies of EPF and ESI registration Certificates and Return copy.		
6	Copy of valid Contract Labour License(R&A)Act.1970 minimum 100 labours.		
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) and for the last three months.		
11	Copy of ESI return last three months		
12	Copy of ESI E- Challan of ESI last three months		
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	

Asker

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.10 corer during the FY 2022-23, 2023-24, 2024-25		
17	Documentary proof of 05Years' experience in providing manpower service to State Government /Central Government/ PSU on similar work( Contract copies of work orders/completion certificate / equivalent documentary evidence)		
18	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	

*Asker*

**ANNEXURE-B**

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

<b>Sl. No.</b>	<b>Item</b>	<b>Remarks</b>
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)	

*Asst*