

## Mandatory Documents for Manpower Outsourcing Services

### 1. Company Registration Documents

- Certificate of Incorporation (for private limited/public limited companies) or Partnership Deed (for LLPs or partnerships) or Proprietorship
- ISO 9001 certificate
- Office or Branch office must be located within *Gujarat*.

### 2. Tender-Specific Document

- Tender Fee :1500/-
- Earnest Money Deposit (EMD) Cum Deposit of Amount Rs. 2,16,000/-EMD is mandatory to submit in physical copy to be reached before opening of the financial bid, i.e. 30/06/2026.
- Power of Attorney / Authorization Letter: For the person signing or submitting the bid/proposal if applicable.

### 3. Tax and Statutory Registrations

- PAN Card of the company.
- GST Registration Certificate.
- Professional Tax Registration

### 4. Labor Law Compliance

- Provident Fund (PF) Registration under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
- Employees' State Insurance (ESI) Registration,
- EPF/ESI Contribution Proofs: Monthly challans and receipts for contributions made in last Six Months I.c.
- Pay Slips: Issued to employees for the respective month in last Six month
- Overtime Payments: Proof of overtime wages paid at double the normal rate for work exceeding eight hours a day.

### 5. Financial Documents

- Audited Financial Statements for the last three years.
- Income Tax Returns for the last three years.
- Annual Turnover certificate of **minimum (60% of Estimate Value)** during any one year from the last three financial years. (UDIN Mandatory)

### 6. Client References and Experience

- List of Clients and Experience Certificates for similar services provided for last 3 years.

### 7. Legal and Compliance Declarations

- Affidavit of No Blacklisting: A sworn affidavit confirming the agency is not blacklisted by any government department or PSU.
- Undertaking on Non-Judicial Stamp Paper: For compliance with terms and labour laws.

Deputy Executive Engineer  
Anand Irrigation Sub Division  
Anand

Executive Engineer  
Anand Irrigation Division  
Anand