

ANNEXURE-A

Work Completion Certificate/Payment Certificate Format

The working completion certificate/payment certificate from competent authority in support of technical eligibility criteria must have following information.

Sl. No.	Item	Remarks
1	Name of work	
2	Contract Agt. No. & date	
3	Cost of work as per agreement	
4	Details of firm & address	
5	Actual date of commencement	
6	Original date of completion (as per agreement)	
7	Actual date of completion	
8	Total value of work executed by the firm**	
9	Total value of work executed In only similar type of work (if the contract consist of similar type of work and other type of work) by the firm. Name of similar type of works** must be endorsed here.	
10	Penalty imposed, if any	
11	Performance	

**Similar work shall means: **Similar work shall mean: “Supply of manpower (Attendant/Housekeeping) to any Central/State Government Organizations/PSU/Autonomous bodies.”

Signature of competent authority with office seal.

UNDERTAKING AS AN ELEGIBLE APPLICANT

1. I/We hereby confirm and declare that I/We a sole proprietor and my/our firm/company M/s. has not been put on defaulter list by EPF/ESI/Service Tax/Labor Deptt.etc. during last 03 and current financial year.
2. I/We hereby confirm and declare that my/our firm/company M/s. is/are not involved in any illegal activity and/or has not been charged sheeted for any criminal act during last 03 and current financial year.
3. I/We hereby undertake that none of the Central/State Government department/public sector undertaking/other Government entity or local body has debarred us for business as on the date of tender submission. Also no work has been rescinded/terminated by RAILWAY ADMINISTRATION after award of contract to us during last 03 and current financial year due to our non-performance.
4. I/We hereby undertake that we have not been levied penalty of 10% (or more) of the contract value in a contract due to delay or due to any other reason during last 03 and current financial year with any Agency/Organization.
5. I/We hereby further undertake that in case any of the facts mentioned above and any particular mentioned in our applications are found other-wise or Incorrect or false at any stage, my/our firm/company shall stand debarred from the present tender besides taking action under the provision of this Agreement including termination of contract if awarded without any claims for any compensation, damages, cost etc.

SEAL AND SIGNATURE OF THE BIDDER

ANNEXURE-C

**Letter of appointment to employee under clause (f) of sub-section (1) of
Section 6 Occupational Safety, Health and Working Conditions (OSH&WC) Code,2020**

(To be issued in English or Hindi and in local language)

Format for Appointment Letter

I.	Name of Employee	
II.	Date of Birth	
III.	Father's/Mother's Name	
IV.	Aadhaar number (after obtaining consent)	
V.	Labour Identification Number (LIN) of the establishment	
VI.	Universal Account Number (UAN) and / or insurance Number (ESIC) (if available)	
VII.	Designation	
VIII.	Type of Employment (Regular/Fixed-term-employment/Contractual)	
IX.	Category of skill	
X.	Date of joining	
XI.	Wages/Basic/Pay and Dearness Allowance	
XII.	Other allowance including accommodation whichever is/are applicable	
XIII.	Applicability of social security [Employees' Provident Fund Organization (EPFO) and Employees' State Insurance Corporation (ESIC)] benefits	
XIV.	Broad Nature of duties to be performed	
XV.	Benefits available under chapter VI (Maternity Benefit) of Code on Social Security, 2020 (in case of women employee)	
XVI.	Any other Information	

Signature/Digital Signature of Employer

Issuance of Wage Slip under Section 50(3) of Code on Wages, 2019

Form-VII-C
 (See rule 156)
Format for Wage slip

***Note: Required in case register is maintained physically.**

Date of Issue:				
Name of the Establishment:				
Address:			Period:	
1.	Name of Employee:			
2.	Father's/Mother's/Spouse's Name:			
3.	Designation:			
4.	UAN:			
5.	Bank & Account Number:			
6.	Wage Period:			
7.	Rate of wages payable	a)Basic	b)D.A.	c) Other allowances
8.	Total attendance/unit of work done:			
9.	Overtime wages, if applicable			
10.	Gross wages payable			
11.	Total deductions:	a)PF	b)ESI	c)Others
12.	Net Wages paid:			
*Employer/Pay-in-charge signature				

UNDERTAKING BY THE ATTENDANT HIRED BY THE CONTRACTOR

I..... have been
hired by M/s to
work as an attendant.

I hereby undertake that I fully understand the terms and conditions of my employment by
M/s.....
....

I hereby undertake that I fully understand that my employment is temporary and purely on
contract basis through the Contractor and shall not confer any right to employment in Railway
directly or indirectly.

Signature of the Attendant (with date)

Attendance Sheet

Name of Attendant	
Name & Designation of Officer, under whom he is employed	
Authority of engagement as issued by the Nodal Officer and date	
Period	From To

Date	Month	Year	Signature of attendant
1			
2			
3			
4			
5			
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11			
12			
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Signature of Supervisor
(with seal of firm)

Signature of Officer
(with stamp)

ANNEXURE-G

CERTIFICATE OF WORK SATISFACTION BY RAILWAY OFFICIAL

..... IS WORKING AS an
Attendant
in lieu of TADK with the undersigned.

I hereby certify that his/her performance has been satisfactory/unsatisfactory during the billing
period
from To

(In case of unsatisfactory performance) I hereby certify that I have demanded replacement of the
Attendant by the contractor.

Details of the breaches during the billing period are as under:-

Types of Breach	No. Of days/Hours
Attendant turns up late for duty	
Absence of Attendant for full day	
Failure to provide replacement in time	
Acts of Indiscipline by Attendant	
Damage/stealing of any assets of Railways or its officers/staffs.	

Signature (with date and design.) of the Railway Official

Photo
(of applicant
signed by
contractor)

POLICE VERIFICATION

S. no.	Particulars	
1	Full name with address	
2	Parent's Name	
3	Nationality	
4	Present address with full with Police Station and District	
5	Period of residence	
6	Home/Permanent address with full with Police Station and District	

Declaration (by applicant):

I certify that the following information is correct and complete to the best of my knowledge:

Police certification:

The details as stated above are correct and the above person does not have any criminal or any case registered, pending in any court of law.

Signature of applicant.

Counter Signed of Authorise signatory with stamp

Date:

Place:

FORMAT FOR CERTIFICATE TO BE SUBMITTED / UPLOADED BY TENDERER ALONGWITH THE TENDER DOCUMENTS

I..... (Name and designation) **appointed as the attorney/authorized signatory of the tenderer (including its constituents), M/s_____ (hereinafter called the tenderer) for the purpose of the Tender documents for the work of “*RATE CONTRACT for engagement of agency for hiring of manpower for providing the services of Attendant in lieu of TADK for the officers of Kharagpur division of South Eastern Railway for a period of 02 (two) years (24 months).*” as per tender no. KGP-TADK-JUNE-2026 **, do hereby solemnly affirm and state on the behalf of the tenderer including its constituents as under:

1. I/we the tenderer (s) am/are signing this document after carefully reading the contents.
2. I/We the tenderer(s) also accept all the conditions of the tender and have signed all the pages in confirmation thereof.
3. I/we hereby declare that I/we have downloaded the tender documents from Indian Railway website www.ireps.gov.in. I/we have verified the content of the document from the website and there is no addition, no deletion or no alteration to the content of the tender document. In case of any discrepancy noticed at any stage i.e. evaluation of tenders, execution of work or final payment of the contract, the master copy available with the railway Administration shall be final and binding upon me/us.
4. I/we declare and certify that I/we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
5. I/We also understand that my/our offer will be evaluated based on the documents/ credentials submitted along with the offer and same shall be binding upon me/us.
6. I/We declare that the information and documents submitted along with the tender by me/us are correct and I/we are fully responsible for the correctness of the information and documents, submitted by us.
7. I/we certify that I/we the tenderer(s) is/are not blacklisted or debarred by Railways or any other Ministry / Department of Govt. of India from participation in tender on the date of submission of bids, either in individual capacity or as a HUF/ member of the partnership firm/LLP/JV/Society/Trust.
8. I/we understand that if the contents of the certificate submitted by us are found to be forged/false at any time during process for evaluation of tenders, it shall lead to forfeiture of the Bid Security and may also lead to any other action provided in the contract including banning of business for a period of upto two year. Further, I/we (*insert name of the tenderer*) **_____ and all my/our constituents understand that my/our offer shall be summarily rejected.
9. I/we also understand that if the contents of the certificate submitted by us are found to be false/forged at any time after the award of the contract, it will lead to termination of the contract, along with forfeiture of Bid Security/Security Deposit and Performance guarantee and may also lead to any other action provided in the contract including banning of business for a period of up to two year.
10. I/We have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India and certify that I am/We are not from such a country or, if from such a country, have been registered with the competent Authority. I/We hereby certify that I/we fulfil all the requirements in this regard and am/are eligible to be considered (evidence of valid registration by the competent authority is enclosed).

SEAL AND SIGNATURE
OF THE TENDERER

Place:

Dated:

**The contents in Italics are only for guidance purpose. Details as appropriate are to be filled in suitably by tenderer.

This certificate is to be given by each member of JV or Partners of Partnership firm/LLP/etc.

FINANCIAL DATA

Applicant's legal name

Date

S.N	Description	Financial Data for last 3 previous financial years and in the current financial year up to date of opening of the tender (in ₹)		
	Year			
1	Total Assets			
2	Current Assets			
3	Total External Liabilities			
4	Current Liabilities			
5	Annual Profits Before Taxes			
6	Annual Profits After Taxes			
7	Net Current Assets			
8	Net Worth			
9	Liquidity			
10	Return on Equity			
11	Gross Annual Turnover			

Signature of Chartered Accountant

(with her stamp and membership number)

Attach copies of the audited balance sheets certified by chartered accountant with her stamp, signature and membership number shall be considered including all related noted, income statements for the last three audited financial years and in the current financial year up to date of opening of the tender, as indicated above, complying with the following conditions.

- Separate Performa shall be used for each member in case of JV/Consortium.
- All such documents reflect the financial data of the applicant or more member in case of JV, and not sister or Parent Company.
- In case the liquidity is inadequate, the tenderer may submit banking reference to establish that they have access to the required working capital.

SAMPLE FORMAT FOR BANKING REFERENCE FOR LIQUIDITY

BANK CERTIFICATE

This is to certify that M/s. is a reputed company with good financial standing.

If the contract for the work, namely
.....

of Bid Number/Tender No. datedis awarded to the above firm, we shall be willing to provide overdraft/credit facilities to the extent of Rs. (figures) Rupees (in words) to meet their working capital requirements for executing the above work.

_____sd_____

Name of the Bank & Branch with IFSC:- _____

Bank Address (with e-mail ID):- _____

Signature of Bank Manager with Bank Stamp and Date:

Same to be Certified by CA with stamp, signature and Membership Number.