

(Annexure-A)  
**Mandatory Documents for Manpower Outsourcing Services**

**1. Company Registration Documents**

- **Registration of “E-1” Class above with R & B Department/NWRWS&K Department**
- Office or Branch office must be located within *Gujarat*.

**2. Tender-Specific Document**

- Tender Fee :1,500/-
- Earnest Money Deposit (EMD) Cum Deposit of Amount Rs. 36000/-EMD is mandatory to submit in physical copy to be reached before opening of the financial bid.
- 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.

**5. Financial Documents**

- Audited Financial Statements for the last three years.
- Income Tax Returns for the last three years.
- Annual Turnover certificate of minimum Rs- 54Lakh 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.