

(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 or **Certificate of Incorporation** (for private limited/public limited companies) or **Partnership Deed** (for LLPs or partnerships) or **Proprietorship**
- **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. 39,000/-** 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.
- **Pay Slips:** Issued to employees for the respective month in last Six month

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- 35 Lakh 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.