

(Annexure-A)

Mandatory Documents for Manpower Outsourcing Services

1. Company Registration Documents

- Registration of “E-2” 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 :900/-**
- **Earnest Money Deposit (EMD) Cum Deposit of Amount Rs. 15,000/- EMD is mandatory to submit in physical copy to be reached before opening of the financial bid. (EMD Exemption Certificate is Not Valid for this 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- 15 Lakh during any one year from the last three financial years. (UDIN Mandatory)**

6. Client References and Experience

- **Must have completed at least three gate operation works in the last three financial years. Certificates of experience for all three works must be submitted.**

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
Matar Irrigation Sub Division
Matar

Executive Engineer
Nadiad Irrigation Sub Division
Nadiad