



"कर्मचारी डेटा अपलोड करने और संसाधित करने की ईपीएफओ आवश्यकता के अनुपालन के लिए सुविधाकर्ता / सेवा प्रदाता की नियुक्ति" के लिए निविदा।

TENDER FOR "Engagement of facilitator / service provider for compliance with EPFO requirement of uploading and processing employee data".

LABOUR & IR DIVISION
General Administration Department
Jetty Building (2nd Floor)
6, Fairlie Place, Kolkata – 700 001

Notice Inviting E-Tender No : SMPK/KDS/Lab/03/2023 Dated 11.09.2023

Last date of bid submission: **05.10.2023 upto 15.00 hrs**

TENDER NO. SMPK/KDS/Lab/03/2023 Dated 11.09.2023

Syama Prasad Mookerjee Port, Kolkata**Labour & IR Division****General Administration Department****1.0 NOTICE INVITING TENDER****NIT NO. : SMPK/KDS/Lab/03/2023 Dated 11.09.2023**

E-Tender is invited from reliable, bonafide & experienced agency with required experience as per Prequalification criteria stipulated in Tender Document for **“Engagement of facilitator / service provider for compliance with EPFO requirement of uploading and processing employee data for a period of three (3) years (Nos. of employee 690 approx , with a margin of variation of 10%)”**. The Bid Document may be seen from the **<https://kopt.enivida.in>**. Corrigenda or clarifications, if any, shall be hosted on the above mentioned website only. The tender is also published on KoPT website (www.smporkolkata.shipping.gov.in).

Schedule of Tender (SoT)

1.	Tender Title	Engagement of facilitator / service provider for compliance with EPFO requirement of uploading and processing employee data for a period of three (3) years (Nos. of employee 690 approx , with a margin of variation of 10%)
2.	Tender No.	SMPK/KDS/Lab/03/2023 Dated 11.09.2023
3.	Mode of Tender	e-Procurement System (Online single part Techno-Commercial Bid and Price Bid through Enivida Portal https://kopt.enivida.in) The intending bidders are required to submit their offers electronically through e-tendering portal. No physical tender is acceptable by SYAMA PRASAD MOOKERJEE PORT, KOLKATA (SMPK).
4.	Estimated contract value	Rs 8,69,400/- (Rupees eight lakh sixty nine thousand four hundred only)

8.	Last date of submission of Tender Document fee	09.10.2023 (up to 14:00 hrs)
9.	Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at Enivida Portal https://www.mstcecommerce.com/eproc/home/kopt	13.09.2023 (From 12-00 hours onwards)
10.	Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	05.10.2023 up to 15.00 hours)
11.	Date & time of opening of Techno-Commercial Bid and Price Bid.	06.10.2023 After 15.00 hours) (Both the Techno Commercial Part & Financial Part will be opened on the same date)
12.	Duration of contract	Three Years
13.	Bid Validity period	Ninety days from last date of Bid submission.
14.	Tender Inviting Authority	Sr. Personnel Officer ,SMPK
15.	Site of Execution	Within the jurisdiction of Kolkata Dock System of Syama Prasad Mookerjee Port, Kolkata.

Note: In the event of any unforeseen closure of work / holiday on any of the above days, the same will be opened / held on the next working day without any further notice.

Sr. Personnel Officer
SYAMA PRASAD MOOKERJEE PORT, KOLKATA
Tender Inviting Authority

2.0 Important Instructions for e-Tender

Bidders are requested to use internet Browsers Firefox version below 50 / Internet Explorer version 8 or above, and Java 8 Update 151 or 161.

Further, bidders are requested to go through the following information and instructions available on the Enivida Portal <https://kopt.enivida.in/> before responding to this e-tender :

- Bidders Manual Kit
- Help for Contractors
- FAQ

Contact Persons (Syama Prasad Mookerjee Port, Kolkata):

1. J. Ghosh Dastidar, Sr. PO [Phone 9434013716 / 03371012387]

2. K. Chattopadhyay, PO [Phone 9836298684 / 03371012280]

e-mail :- jgdastidar@kolkataporttrust.gov.in & kaberi.c@kolkataporttrust.gov.in

Contact persons (Enivida Portal):

Phone No.7278929467/8448288981

Mail id: - enividahelpdesk@gmail.com / ewizardkumar@gmail.com

1	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
2	E-tender cannot be accessed after the due date and time mentioned in NIT.
3	KoPT reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
4	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
5	No deviation to the technical and commercial terms & conditions are allowed.
6	The bidders must upload all the documents required as per terms of tender. Any other document uploaded which is not required as per the terms of the tender shall not be considered. The Bidder is required to ensure submission in reference to Annexure A,B and C
7	The bid will be evaluated based on the filled-in technical & commercial formats.
8	Bidder has fully read and understood the entire Tender Document, GCC, Corrigendum and Addenda, if any downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Corrigendum and Addenda” . A declaration in this regard is to be made by the bidder as per Clause 6 of Terms and Conditions of Tender and Annexure-C.
9	(A) Tender will be opened electronically on specified date and time as mentioned in the NIT. Bidder’s can witness electronic opening of Bid. (B) Necessary addendum/corrigendum (if any) of the tender would only be hoisted in the e-Enivida Portal

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

**Office of the Sr. PO,
Jetty Building (2nd Floor), 6, Fairlie Place,
Kolkata 700 001.**

Tele – 033 2230-3451 Extension: 2387,2280

jgdastidar@kolkataporttrust.gov.in

&

kaberi.c@kolkataporttrust.gov.in

Terms and Conditions of tender

Syama Prasad Mookerjee Port, Kolkata intends to appoint facilitator/service provider for compliance with EPFO requirement of uploading and processing of employee data of 690 nos. of contractually engaged persons (with a margin of variation of 10%) of Kolkata Dock System for a period of three years. SMPK invites two cover bids (Techno-commercial Bid and Price Bid in separate covers) in sealed envelopes from eligible bidders who have experience of dealing PF matters with EPFO in the previous three years.

1. **Scope of work for facilitator/ service provider :-** All provident fund related matters of 690 contractually engaged persons (with a margin of variation of 10% plus minus) needs to be taken up with EPFO which broadly include the following as per the Statute :
 - A. Sending of KYC details & Activation of UAN
 - B. Scrutiny , preparation and submission of ECR, challans through on-line EPFO portal
 - C. Preparation of month wise /annual dues-deposit statement and reconciliation of members accounts
 - D. Uploading forms as mentioned below :
 - (i) Form-2 (Nomination form) ,
 - (ii) Form-5 (New joining form) ,
 - (iii) Form -5A (Company history sheet) ,
 - (iv) Form-9 (Details of registered employees),
 - (v) Form-10 (Staff left form) ,
 - (vi) Form-19C (PF withdrawal form)
 - (vii) Form -10C (Pension withdrawal form),
 - (viii) Form-10D (PF Pension form) ,
 - (ix) Form-3A (Individual Annual return form),
 - (x) Form- 6A (Company Annual return form)
 - (xi) any other forms as required by EPFO
 - E. Attending hearing by any statutory bodies/court cases and all related support to SMPK as and when required.
 - F. Ensuring timely compliances and smooth working of the clients with ownership concept. Attending to the visits of PF officers and observations/remarks and arranging for timely submission of written

explanation and comment if any. Coordinating various matters, other legal matters and representing SMPK to PF authorities.

G. Representatives to be deployed / made available at the office of SMPK for instructions / jobs within 48 hrs of intimation.

2. **Duration of Contract** : Three years from the date of placement of Work Order.

3. **Eligibility criteria of the bidder:**

(A) Bidder should be a registered company having office in Kolkata /Howrah/ adjoining areas.

(B) The bidder should have experience in dealing with PF matters on behalf of any organisation with EPFO in the last three years. Dealing PF matters for six hundred ninety people/twenty lakh turnover for last 3 years of any organisation is required. Relevant work order copy and job completion certificate should be submitted along with bid.

(C) Bidder should have GST registration and PAN card.

(D) Bidder should not be blacklisted / debarred by any Department / Autonomous Body / PSU of Central/State Govt. A self undertaking in this regard has to be provided by bidder.

4. **Price Format** : Bidder should quote charges per person per month for dealing PF related matters as per scope of work defined in Sl (1) in the format at **Appendix- A** with signature of bidder or his authorised representative.

Sl No	Description	In Rupees
i	Monthly charges per person for providing service for compliance with EPFO requirement of uploading and processing employee data as per scope of work, inclusive of taxes and duties (690 Nos., with a margin of variation of 10% plus minus)	
ii	GST	As applicable as per statute.
iii	Total	

5. The bidder is required to submit the Power of Attorney (format at **Appendix-'B'**) as applicable

6. The bidder is required to unconditionally agree to and comply with the entire Tender document, General Condition of contract (GCC available in SMPK Website), GFR 2017, Manuals for procurement of goods, 2017, Manuals for procurement of services, 2017 and Addenda. The Format of such declaration is available at **APPENDIX-C**. The Bidder should also comply with **APPENDIX-D**.

7. **Payment Terms** :- Payment will be made to the Facilitator / Service provider on monthly basis on receipt of monthly bill along with progress / compliance report for the respective month. Bill should be raised on the basis of actual number of persons whose data has been covered. The successful bidder should submit bill duly authenticated by authorised representative. SMPK shall effect payment to successful bidder through cheques or E-payment at its discretion. No advance payment shall be made to the bidder.

8. **CONFIDENTIALITY:-** Information required by KDS, SMPK from the bidder for the purpose of examination, evaluation etc. of offer will be kept confidential by KDS, SMPK and no such information will be divulged, unless it is ordered to do so by any authority that has power under the law to do so.

9. **Liquidated Damages** :- For late services , as liquidated damages (LD) , a sum equal to 2% of prices of the services not provided or total order value , for a week or part of a week subject to maximum limit of 10% of order value will be recovered from the service provider. SMPK reserve the right to cancel the order in such cases and forfeit the performance bank guarantee and may also debar the service provider from participation in future bidding. LD can be recovered from any dues of the bidder.

10. **Earnest Money** : Bid submitted without earnest money is considered non-responsive and is liable for rejection. Earnest money shall be forfeited in case (a) bidder withdraws its offer during the period of consideration of tender, (b) it is detected that bidder has submitted false information or fabricated documents, (c) successful bidder fails to sign agreement or fails to furnish performance security. Earnest money of successful bidder shall be considered for release immediately after he furnishes performance security of amount 10% of contract value, date of which should not exceed ten days from award of contract.

11. **Performance Bank Guarantee (PBG) / Security Deposit (SD)** :- Successful bidder shall be required to furnish PBG for a value equivalent to 10 % of work order value within 10 days of issue of work order in the form of BG in favour of Syama Prasad Mookerjee Port, Kolkata. PBG should be valid up to a period of sixty days beyond completion of contract period. Bank Guarantee format will be provided by SMPK. Alternatively, successful bidder may deposit security deposit of amount 10 % of contract value in the form of Demand Draft / Bankers cheque drawn on any nationalised bank made in favour of Syama Prasad Mookerjee Port, Kolkata or by online payment through RTGS/NEFT/Bank transferred etc, to be transferred to -**A/C** : Syama Prasad Mookerjee Port, Kolkata, **A/C No** : 067502000000491, **IFSC** : IOBA0000675, **Bank Name** : Indian Overseas Bank, **Branch Name** : Strand Road Branch.

12. Security deposit shall be refunded without interest, after completion of contract period and/or any extension of such period as may be decided by SMPK plus three months, subject to recovery of loss or damages incurred by SMPK, if any, due to fault on the part of the successful Bidder. The decision of SMPK will be final in this regard.

13. **Bid Submission** :- Bid should be submitted on line through enivida portal.

14. **Bid Evaluation** :- Bidders who qualify technically will be considered for next round and the price bids will be taken up for consideration. The lowest bidder who qualifies technically will be considered for award of contract. Award of contract is subject to verification of original documents.

15. **Language of Bid** :-The Bid and any notations or accompanying documentation must be in English Language only.

16. **Tax clause GST or any other** :- **The price quoted shall be including all statutory levies excluding GST, which shall be paid extra.**

Supplier/Service provider to confirm that GST amount charged in the invoice is declared in its returns and payment of taxes is also made.

- The Supplier / Service Provider agrees to comply with all applicable GST laws, including GST Acts, rules, regulations, procedures, circulars & instructions thereunder applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Supplier / Service Provider should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN. In case there is any

mismatch between the details so uploaded in GSTN by Supplier / Service Provider and details available with Syama Prasad Mookerjee Port, Kolkata, then payments to Supplier / Service Provider to the extent of GST relating to the invoice/s under mismatch may be retained from due payments till such time Syama Prasad Mookerjee Port, Kolkata is not sure that accurate tax amount is finally reflected in the GSTN to SMPK's Account and is finally available to Syama Prasad Mookerjee Port, Kolkata in terms of GST laws and that the credit of GST so taken by Syama Prasad Mookerjee Port, Kolkata is not required to be reversed at a later date along with applicable interest.

- Syama Prasad Mookerjee Port, Kolkata has the right to recover monetary loss including interest and penalty suffered by it, if any, due to any non-compliance of tax laws by the Supplier / Service Provider. Any loss of input tax credit to Syama Prasad Mookerjee Port, Kolkata for the fault of supplier/ service provider shall be recovered by Syama Prasad Mookerjee Port, Kolkata by way of adjustment in the consideration payable. The decision of Syama Prasad Mookerjee Port, Kolkata will be final and binding in this regard.
- Supplementary invoice/debit note/credit note for price revisions to enable Syama Prasad Mookerjee Port, Kolkata to claim tax benefit on the same shall be issued by the successful bidder/service provider for each particular year before the month of September of the succeeding Financial Year.
- The purchase order/work order shall be void, if at any point of time the successful bidder / service provider is found to be a black listed dealer as per GSTN rating system and no further payment shall be entertained on behalf of SMPK.
- The prices quoted shall be including all statutory levies excluding GST. GST should be indicated separately in the relevant column of Bill of Quantity (BOQ). The summation of all item-wise total prices (including GST) (i.e. Grand total as mentioned in BOQ) would be the basis of evaluation.

17. **Bid validity period** :-

- (a) Bid shall remain valid for ninety days after opening of bid. The bid valid for shorter period shall be rejected as non-responsive. If before expiry of this validity period, the Bidder amends his quoted rates or tender, making them unacceptable to SMPK and / or withdraws his e-tender, the Earnest Money deposited shall be liable for forfeiture at the option of sanctioning authority/SMPK.

- (b) Prior to expiry of the validity period as indicated in the original tender, KDS, SMPK may request bidders to extend the validity for a specified period and the tenderer will have the liberty to refuse such request without forfeiting his EMD.

18. **Data Protection** :- The successful bidder is required to perform or adhere to only those security measures concerning Project data which SMPK deems fit. The successful bidder shall not transfer any project data unless otherwise authorised by SMPK.

19. **Detailed scrutiny of e-tenderers**

19.1 During the course of examination of Part-I of the Bid, the bidder, if asked for, shall furnish any additional document(s) for the purpose of evaluation of his/their bids.

19.2 During techno-commercial evaluation, i.e. evaluation of Part-I of tender, an offer shall be considered non-responsive in case it :

- (i) Is not accompanied by requisite Tender paper costs/Registration certificate,
- (ii) Validity of the offer is less than Tender stipulation,
- (iii) Does not meet the Qualification Criteria as stipulated in the NIT,
- (iv) The bidder submits conditional offer/imposes own terms and conditions/does not accept tender conditions completely/offer or tender if submitted with any deviation from the tender terms and conditions.

19.3 In addition to above, a bidder may be disqualified if –

- (a) The bidder provides misleading or false information in the statements and documents submitted.
- (b) Record of unsatisfactory performance during the last seven years, such as abandoning of work or rescinding of contract for which the reasons are attributable to the non-performance of the contractor or inordinate delays in completion or financial bankruptcy etc.

The decision of Syama Prasad Mookerjee Port, Kolkata in this regard shall be final and binding on the bidder.

20. An amount of Cess calculated at the rate of 1% of the billed amount shall be progressively recovered from each running bill as well as from the final bill of the contractor for onward transmission of the same by the

appropriate authority. Statutory deduction will also be made as applicable at the time of payment.

21. **Subcontracting:** - The successful bidder is not allowed to subcontract the work to any other party either in full or in part. In case it is subsequently revealed at any stage that outsourcing has been resorted to, the appointment is liable to be summarily cancelled with immediate effects with forfeiture of EMD / Performance security.

22. **Rights of SMPK:**

(a) Order shall be placed as per requirement of SMPK. The successful tenderer will be notified in writing of the acceptance of his tender, the "Tenderer" then becomes the "Contractor" and he shall forthwith take steps to execute the contract agreement and fulfil all his obligations as required by the contract.

(b) Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any tenderer who resorts to such practice will render his tender liable to rejection.

(c) Notwithstanding anything contained in this Tender Document, SMPK reserves the right to accept or reject any offer and to annul the tendering process and reject all offers at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reason thereof.

(d) SMPK reserves the right to reject / disqualify any offer, in case SMPK is satisfied that any bribe, commission, gift or advantage has been promised, offered or given by the Bidder himself or on behalf of the Bidder to any officer, employee or representative of SMPK or to any person on his or their behalf to secure the tender or to influence the process of examination, evaluation etc. of the tender.

(e) SMPK also reserves the right to reject / disqualify an offer if it is observed that the Bidder or his representative has made false and misleading statement and/or have tried to influence SMPK in the process of examination, evaluation etc. of the tender.

(f) SMPK reserves the right to postpone the deadline for submission of Bids through notice.

(g) SMPK also reserves the right to terminate the contract at any stage due to unsatisfactory performance of the successful bidder with 15 days notice at any time during the validity of the contract.

23. **ONE BIDDER - ONE BID CLAUSE** :- One Bidder shall submit one Bid only in response to this Notice Inviting Tender.

24. **AMICABLE SETTLEMENT**:- If any dispute or difference or claims of any kind arises between the successful bidder and SMPK in connection with interpretation or application of any terms and conditions or any matter or thing in any way connected with or in connection with or arising out of the contract, or the rights, duties or liabilities of the parties under the contract, then the parties shall meet together promptly at the request of any party in an effort to resolve such dispute, difference or claim by discussion between them.

25. **SETTLEMENT OF DISPUTES**:- Should any dispute, barring legal ones, arise between SMPK and the successful bidder in connection with this contract, the dispute/difference in opinion will be resolved by Chairman, SMPK, which shall be final and binding upon the successful bidder. In case of any legal dispute between SMPK and the successful bidder in connection with this contract, the same shall be referred to arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996, as amended from time to time. The venue of the arbitration shall be at Kolkata, India.

APPENDIX-A**Syama Prasad Mookerjee Port, Kolkata**

(Formerly Kolkata Port Trust)

LABOUR , HR & IR DIVISION

General Administration Department

Tender No.SMPK/KDS/Lab/03/2023 dated 11.09.2023Price Bid

Sl. No	Description	Service Charge per person per month[in figure] (Rs.)*	Service Charge per person per annum (figure in Rs.)*	Service Charge per person per annum (in word)*
A	B	C	D = Cx12	E= D
1	Service Charge for operating and maintaining work relating to EPFO for contractual employees under KDS, SMPK			

* GST as per rates applicable will be charged extra, as per rule

Signature and Office Stamp of the BidderWitness:

Name :

Signature:

Address:

Date:

Appendix-B

Tender No. SMPK/KDS/Lab/03/2023 dated 11.09.2023.

POWER OF ATTORNEY FOR SIGNING/SUBMISSION OF TENDER

Know all men by these presents, I/We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/ Ms (name), son/daughter/wife of and presently residing at, who is presently employed with me/us and holding the position of, as my/our true and lawful attorney (hereinafter referred to as the "Attorney") to do in my/our name and on my/our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of my/our tender for the----- (name of the tender), of the "SMP, Kolkata " including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Bid and other conferences and providing information/ responses to the SMP, Kolkata , representing me/us in all matters before the SMP, Kolkata, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of my/our bid, and generally dealing with the SMP, Kolkata in all matters in connection with or relating to or arising out of my/our bid for the said tender and/ or upon award thereof to us and/or till the entering into of the Agreement with the SMP, Kolkata .

AND I/we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by my/our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by my/our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by me/us. IN WITNESS WHEREOF I/WE,

THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF

For

(Name of the Tenderer)
(Signature, name, designation and address)

(Name and seal of the Tenderer)

Witnesses: 1.

Witnesses : 2.....

Accepted

(Signature)

(Name, Title and Address of the Attorney)

APPENDIX -C

NIT NO.: SMPK/KDS/Lab/03/2023 dated 11.09.2023

[Document to be downloaded, filled in under bidder's letter head, signed, scanned and uploaded]

Ref. No.....

Dated:

The Sr. Personnel Officer,
Syama Prasad Mookerjee Port, Kolkata,
Labour & IR Division,
Jetty Building (2nd Floor),
6, Fairlie Place,
Kolkata – 700 001

Dear Sir,

1. We, ----- (Name of Tenderer) have fully read and understood the entire Tender Document, GCC, Corrigendum and Addenda, if any, downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Corrigendum and Addenda.

We are submitting this undertaking in lieu of submission of signed copy of the full tender documents GCC, Corrigendum and Addenda.

Yours faithfully,

Signature of Tenderer.....

Name

Designation:

Date :

Seal of the tenderer.....

APPENDIX -C(Contd)

(To be submitted with Offer)		
SCHEDULE 'O' SHEET – 1		
The Bidders are also requested to furnish the following particulars:-		
A) In case of Limited Company -		
1) Name of Company	:	
2) Address of its present registered office.	:	
3) Date of its incorporation	:	
4) Full name and address of each of its Directors – any special particulars as to Directors if desire to be stated.	:	
5) Name, address and other necessary particulars of Managing Agents, if any appointed by the Company.	:	
6) Copies of Memorandum, Articles of Association (with the latest amendments, if any).	:	
7) Copies of audited balance sheets of the Company for the last three years.	:	
B) In case of a firm -		
Name and address of the firm.	:	
When business started	:	
If registered a certified copy of certificate of registration.	:	
A certified copy of the Deed of Partnership	:	
Full name and address of each of the partners and the interest of each partner in the partnership – any special particulars as to partners if desired to be stated.	:	
Whether the firm pays income tax over Rs.10, 000/- per year	:	

C) In case of an Individual:		
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1) Full name and address of the Bidder any special particulars of the Bidder if desired to be stated.	:	
Name of the father of the Bidder.	:	
Whether the Bidder carries on business in his own name or any other name.	:	
When business was started and by whom.	:	
Whether any other person is interested in the business directly or indirectly, if so, name and address etc. of such persons and the nature of such interest.	:	
Whether the Bidder pays Income Tax over Rs.10, 000/- per year.	:	
Dated:		(Full signature of Bidder)

APPENDIX - D
DOCUMENTS TO BE UPLOADED ALONG WITH PART -I

Scanned copy of the following documents to be uploaded:-

- i) GST registration certificate.
- ii) Valid Trade Licence (Valid for current period & also for type of work).
- iii) Valid Professional Tax Clearance Certificate / Up to date tax payment challan. If this is not applicable, the bidder must submit a declaration in this regard.
- iv) Proof of possessing valid Employees' Provident Fund (EPF) Account.EPF Registration Certificate.
- v) Proof of being registered with Employees' State Insurance Corporation (ESIC), ESI Registration Certificate
- vi) Details of the firm as per Schedule-O (in Part-I) of the tender document duly filled up.
- vii) Credentials in the form of copies of Letters of Award of Works along with corresponding Completion Certificates from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.
- viii) Balance sheet and Profit and Loss account / Trading account for the last 3 (three) financial years (**i.e. 2021-2022, 2020-2021, 2019-2020**). The same should be audited as per relevant norms wherever required.
- ix) PAN Card
- x) Bank Draft/Pay Order/on-line payment receipt etc regarding EMD and cost of tender document.
- xi) Self declaration of the bidder that the Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / Public Sector undertaking in India (to be mentioned in the letter head of the Firm).
- xii) Self declaration regarding the proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm /partnership firm /limited company, as the case may be) is/are not associated with any other firm bidding for the same work (to be mentioned in the letter head of the Firm).
- xiii) Undertaking of the tenderer to be submitted as per enclosed Pro-forma (Annexure -C-1) in lieu of submission of signed copies of the full Tender document ,G.C.C, addenda & corrigendum in the letter head of the Firm.

N. B.-1 The bidder will have to produce the original documents or any additional documents, if asked for, to satisfy the Authorities.