



केन्द्रीय विद्यालय एन.ए.डी. सुनाबेड़ा  
**KENDRIYA VIDYALAYA N.A.D SUNABEDA**

कोरापुट उड़ीसा- 763004 /Koraput Odisha -763004

दूरभाष संख्या: 06853-274077 / Tel No: 06853-274077

Email: [www.kvsunabeda@gmail.com](mailto:www.kvsunabeda@gmail.com)

Website: <https://sunabedanad.kvs.ac.in>

Affiliation No: 1500022 / CBSE School No: 19119

F-1189-Conservancy/KVSUNABEDA/2019-20/

Date: 02.02.2020

M/s .....

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**TENDER DOCUMENT**

Sub: **Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract.**

Sir/Madam,

**Kendriya Vidyalaya NAD, SUNABEDA**, is run by the Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, which is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the Principal, **KENDRIYA VIDYALAYA NAD, SUNABEDA** from the reputed/registered Consultant / Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year w.e.f. 01-March -2020 to 28-February-2021, which may likely to be extended if found to be satisfied, as indicated below:

S. No.	Category of Manpower	Nos.	Minimum qualifications or/and experience
1.	Conservancy Services	(Minimum 2 persons)	Class-VIII passed.
2.	Security Services	(Minimum 3 persons)	Class-VIII passed.
3.	Gardening Services	(Minimum 1 person)	Class-VIII passed.

An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

S. No.	Category of Manpower	Responsibilities
1.	Conservancy Services	As mentioned in Annexure-I
2.	Security Services	As mentioned in Annexure-II
3.	Gardening Services	As mentioned in Annexure-III

**3. Quoted Price:**

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA rate, EPF, ESI & other statutory costs and Service Charges (including profit, cost of uniform etc. and administrative charges) in the format of quotation only attached (Annexure - A). (Monthly remuneration will be 30 days for the security and 25 days for the other services for comparative statement purpose)
- (b) The service tax is exempted vide Circular No.172/7/2013 – ST by Govt. of India for education institutions.
- (c) Hourly rate of OTA should not exceed monthly  $\frac{\text{remuneration}}{30 \times 8}$
- (d) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended by Govt. authorities.
- (e) Correction if any shall be made by crossing out, initialling, dating and rewriting.
- (f) The Bidder shall deposit **Rs.10,000/-** (Rupees Ten Thousand only) in the form of D.D. drawn in favour of the VVN A/c, **Kendriya Vidyalaya NAD, SUNABEDA**, payable at **SUNABEDA**, as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (g) The selected firm has to furnish performance security in the form of D.D. for an amount equivalent to 10% of the net amount for one year. The performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- (h) Telex, Email or Facsimile Bids are not acceptable.
- (i) The lowest bidder will be selected on the basis of rates, all categories put together as per requirement.

**4. Each Bidder must submit only one Bid for one service with above mentioned EMD.**

**5. Validity of Bid:**

The Bid shall remain valid for a period not less than 120 days after the deadline fixed for submission of Bids.

**6. Terms and Conditions:**

- (a) The remuneration shall be disbursed through cheque at Office of the Principal, **Kendriya Vidyalaya NAD, SUNABEDA**, premises in the presence of representative of the firm or its constituent.
- (b) The Contracting Agency will ensure payment by the 5 of every succeeding month to their employees provided to the satisfactory work/actual attendance of their employees as per the monthly remuneration and OTA charges quoted without any deduction into their bank accounts.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the satisfactory work/actual attendance of their employees supported with the following documents: -
  - (i) Details of disbursement made to the staff furnishing cheque details / bank deposit details for each payment,
  - (ii) All the employees employed should be allotted with UAN number provided by the EPF department within 15 days from the date of contract (01-Mar-2020).
  - (iii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.

**Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice along with all the proofs for payments.**

- (d) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- (e) A person (Supervisor) is to be present in the station to monitor the outsourcing work done by the firm everyday within working hours, hence his bio-data along with photo copy of aadhar card must be submitted with the bid paper.
- (f) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (g) The normal office hours of the Principal, **Kendriya Vidyalaya NAD, SUNABEDA**, are 24 hours for seven days from Monday to Sunday. However, **Kendriya Vidyalaya NAD, SUNABEDA**, reserves the right to request the services on Saturday/Holiday/beyond office hours. The Contracting agency will be compensated by the Indenting Agency as per the rate quoted for OTA for working on Saturday/Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours.
- (h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$

$$\text{Where } A_1 = \frac{\text{Monthly remuneration} \times \text{No. of days of absence}}{\text{No. of days in the month}}$$

- (i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **Kendriya Vidyalaya NAD, SUNABEDA**. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by Indenting Office. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence /unsuitability for **Kendriya Vidyalaya NAD, SUNABEDA**, shall be made within 24 hours.
- (j) The contracting Agency will be required to sign a contract with the Principal, **Kendriya Vidyalaya NAD, SUNABEDA** (who is Indenting Office) as per the Model Contract is available in the Vidyalaya website ([www.kvsunabeda.org](http://www.kvsunabeda.org)). The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (k) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the **Kendriya Vidyalaya NAD, SUNABEDA**, reserves the right to claim and recover damages from Contracting Agency.

## **7. Evaluation of Bid:**

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

- i) The bid will be treated as non-responsive if the following documents are not attached:
- **GST Registration Certificate**
  - **Police verification (POSARACT) Registration of Security**
  - **Labour Certificate of Firm**
  - **Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.**
  - **Audited Balance Sheet & Profit and Loss Account.**
  - **List of clientele during last 3 years along with cost of assignment.**
  - **PAN No. and Current IT clearance certificate.**

- **Attested copy of proof of EPF registration.**
- **Attested copy of proof of ESI registration.**
- **Attested copy of proof of Service Tax Registration.**
- **Filled-in format for the registration of firm.**
- **TDS will be deducted @2% while making payments to the contractors as per extant government rules.**

The Bidder shall deposit Rs.10,000/- (Rupees Ten Thousand only) in the form of D.D. drawn in favour of the VVN A/c, **Kendriya Vidyalaya NAD, SUNABEDA**, payable at **SUNABEDA** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

- (ii) Rates of Remuneration for staff quoted below minimum wages applicable, in the State of ODISHA (name the state/UT) or as per Central Govt. Labour Commission notification (whichever is higher), shall render the Bid disqualified from evaluation. The wages will be revised as per the statutory notification by the concern govt. authorities and regulated as per the format of the bid and agreement of awarding of tender throughout the period of service,
- (iii) The evaluation will be done for all the services put together. Indenting Office will award the contract to the lowest evaluated responsive bidder as a whole.
- (iv) Adequate amount if not quoted towards the “Service charges” or “Overhead profit” (must not be NIL) may render the Bid disqualified for evaluation. Service charge must be quoted in Rupee and not in fraction of rupees (paise part of an amount should be zero only).

#### **8. Award of Contract:**

- (a) The Indentor will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 7.
- (b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 1 above.
- (c) The indentor prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Indentor reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.
- (e) The contract will be initially for one year and extendable for one more year with the consent of both parties and outstanding performance of the work done during last year by the contractor. The final decision will be taken by Indenting Office.
- (f) **The overall quote of rates (columns 4 to 7 added together) will be considered for final award of the contract.**
- (g) **In the event of a tie between two or more bidders for the award of tender for contract of out sourced services of security, conservancy and gardening a draw of lots will be held taking all the L1 bidders in consideration to determine the winner of the contract.**

#### **9. Last date and time of receipt of Bids:**

You are requested to submit the Sealed Bids superscribed on the envelope as "Bids for providing Conservancy / Round the clock Security Services as whole job / Gardening Services on service charge basis" due on 17-02-2020 latest by 10:00 am. The sealed bids are to be deposited in the tender Box in the vidyalaya or to be sent by SPEED POST only, at KV NAD Sunabeda, PIN- 763004 (ODISHA). The tenders will be opened in the office of Principal, **Kendriya Vidyalaya NAD, SUNABEDA** at 2.10 pm on 18-02-2020. The service providers will be allowed to witness the tender opening process.

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the **Kendriya Vidyalaya NAD, SUNABEDA**.

Yours faithfully,

**(A N Meher)**  
**Principal**

**Encl: As above**

**TERMS AND CONDITION FOR CLEANING / SWEEPING / JOBS ETC. FOR KENDRIYA VIDYALAYA**

1. **Name of the KV** : **Kendriya Vidyalaya NAD, SUNABEDA**
2. **Address/Location of the Building** : **NAD, SUNABEDA**
3. **Area of the Building** : **7.5 Acres**
4. **No of days during the month for** : **All days except Sundays unless otherwise required on written requisition. Additional charges for cleaning/sweeping etc. on holiday(s) whenever required will be payable.**

**SCOPE OF WORK**

**A. Daily Work (from 07:00 AM to 12:30 PM and 01:30 PM to 04:00 PM or as may be decided by the Vidyalaya)**

- ✓ Sweeping of entire area of the school building and surrounding of building and collection of all waste material and disposal of the same as per the instructions of the Principal / Cleanliness Committee / Staff Members.
- ✓ Cleaning of the floor area with a wet floor dusters and detergent disinfectants etc, once in the morning before opening of the Kendriya Vidyalaya and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc. spray of flit etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.
- ✓ Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon or as may be specified by the Principal.
- ✓ Cleaning of carpets, Durries etc.
- ✓ In case of shortage of water or non-availability of water, brining water from outside for cleaning.
- ✓ Sweeping and cleaning of open areas, roads, passage, lawns etc. within the boundary of the Kendriya Vidyalaya.
- ✓ Regular dusting/cleaning of furniture (table and chair) and equipment's, telephones, book cases, filling cabinets, Amirah's and doors and windows in class- rooms, all other rooms and other spaces of the school every day before opening of the school.
- ✓ The choking of the sanitary installations e.g. Traps Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- ✓ All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

**B. Items of work to be done generally once in a week**

- ✓ Washing and scrubbing of floor areas with detergents and dirt removing agent.
- ✓ Acid cleaning of sanitary wades, without damaging their shines.
- ✓ Removing stains from floor, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- ✓ Cleaning of filled surfaces in the corridors and staircases.
- ✓ Cleaning of water storage tanks and water coolers, if any.
- ✓ Polishing of brass name plates and number plates and cleaning of all other name plates/ Boards
- ✓ Dusting and cleaning of fans, electrical fittings, and window panes with glass cleaning chemical/agents and cleaning of partition panelling etc.
- ✓ Removal of cobwebs in all rooms and other spaces of the school.

**C. Requirements from staff of the Agency: their duties, behaviour etc.**

- ✓ The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
- ✓ The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.
- ✓ The contractor's workers shall be polite, courteous, well behaved and honest.
- ✓ The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
- ✓ The antecedents of all the workers will be got verified from police by the agency before deployment for work.
- ✓ The contractor's workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
- ✓ The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.
- ✓ The contractor shall be directly responsible for the payment of wages which should not be less than the minimum wages prescribed by the state Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the State. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.
- ✓ Insurance, medical care and accident risks of the workers will be the responsibility of the contractor.
- ✓ All the workers of the contractor shall be free from infectious diseases.
- ✓ The contractor will ensure that proper license/permission from the concerned authorities, wherever applicable, are obtained promptly.
- ✓ The contractor shall in no case transfer the service it is required to perform under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.
- ✓ The Contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Kendriya Vidyalaya. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
- ✓ The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his presence at any time is felt undesirable.

**D. General Conditions:**

- ✓ Agreement: The agreement will be initially for one year and extendable for one more year with the consent of both parties and outstanding performance of the work done during last year by the contractor. The final decision will be taken by Indenting Office
- ✓ Terms of payment: the Kendriya Vidyalaya shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal of the Vidyalaya "that the work has been done satisfactorily". In case the work is found unsatisfactory 50% payment will be withheld and it will be released only when the work is found as of quality and to the satisfaction of the Kendriya Vidyalaya.

**E. Notice of Termination of contract.**

- ✓ The contract can be terminated without assigning any reasons by giving one month notice in writing by either side.

**F. Supervision:**

- ✓ The contractor shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officer or any other office of the Kendriya Vidyalaya so authorized as and when he is required to do so by the Kendriya Vidyalaya

**G. Rates:**

- ✓ Rates must be fixed on per week basis for the whole unit (covered area, open area, Surroundings, stairs, lobbies, corridors, toilets etc.) and for all items of work including cost of material. At times when work is taken for a period less than a week because of closure of the school etc., rates would be calculated for a day and payment made accordingly.

**H. Arbitration:**

- ✓ In case of any dispute between the contractor and the Kendriya Vidyalaya arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the Kendriya Vidyalaya and the decision of such arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provisions of the Indian Arbitration Act. 1940.

**I. Jurisdiction:**

- ✓ The courts at the station will have jurisdiction over all legal disputes under this agreement.

I do hereby accept the terms and conditions mentioned above

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Seal of the firm



**TERMS AND CONDITION FOR SECURITY SERVICES**

1. **Name of the KV** : **Kendriya Vidyalaya NAD, SUNABEDA**
2. **Address/Location of the Building** : **NAD, SUNABEDA**
3. **Area of the Building** : **7.5 Acres**
4. **No of days during the month for** : **All the days including holiday and round the clock.**

**SCOPE OF WORK:** Providing round the clock security service.

**Term and Condition to be executed between the Agency and Kendriya Vidyalaya for providing Security Services.**

- ✓ That the agency shall provide security arrangements for Kendriya Vidyalaya building/premises located at SUNABEDA with effect from (as per agreement).
- ✓ That the agency would undertake to engage, employ and provide the requisite number of trained Ex-Servicemen for the purpose and also be responsible for payment of their emoluments and dues, discipline and work. In situations where Ex-Servicemen are not available others can be engaged for the purpose by the Agency.
- ✓ The agency will provide basic minimum equipment like torch, lathi etc to the security personnel for proper discharge of duties.
- ✓ That the entire responsibility for taking security measures of the said building/ premises is of the agency and the Vidyalaya will not be liable to pay anything for the security lapses as provided. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it and it will be recovered from the Agency.
- ✓ That the agency shall provide complete continuous security measures throughout the 24 hours by changing the personnel in rotation or replacement.
- ✓ That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year from the date of termination of the contract.
- ✓ The relationship fee for providing security services will be as per the rates prescribed by the Director General Resettlement/Distt. Solider Board or any other body of Ex-Servicemen, recognized for the purpose by the state Govt. as the case may be.
- ✓ That the tenure of the service agreement shall be initially for a period of one year with effect from (as per agreement) and there after it shall continue till either side intends to terminate giving one month's notice in advance to the other side or paying one month's dues in lieu of the notice.
- ✓ That the Vidyalaya on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employer of such personnel.
- ✓ Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Executive Committee of **Kendriya Vidyalaya NAD, SUNABEDA** as per the Indian Arbitration Act. The seat of the arbitration shall be at **SUNABEDA** and the proceedings shall be governed by the Indian arbitration Act. 1940.
- ✓ The security personnel should be young and strong preferably below the age of 45 years.
- ✓ The courts at the station will have jurisdiction over all legal disputes under this agreement.

I do hereby accept the terms and conditions mentioned above

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Seal of the firm

**TERMS AND CONDITION FOR PROVIDING SERVICES OF GARDENING IN THE VIDYALAYA**

1. **Name of the KV** : **Kendriya Vidyalaya NAD, SUNABEDA**
2. **Address/Location of the Building** : **NAD, SUNABEDA**
3. **Area of the Building** : **7.5 Acres (Please visit the campus)**
4. **No of days during the month for** : **All working days and as directed by the Vidyalaya.**

**SCOPE OF WORK:** Developing, Maintenance, upkeep of gardens, play-fields and compound of the Vidyalaya and whatever the work assigned by the Principal.

**Terms and Conditions for providing Services of Gardening in the Vidyalaya**

- ✓ That the agency shall provide Gardening arrangements for Kendriya Vidyalaya premises located at **Kendriya Vidyalaya NAD, SUNABEDA** with effect from (as per agreement).
- ✓ That the agency would engage, employ and provide the requisite number of trained gardeners for the purpose and also be responsible for payment of their emoluments and dues, discipline and work.
- ✓ That the entire responsibility for taking maintenance measures of the gardens, play-fields and compound of said premises is of the agency. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it and it will be recovered from the agency.
- ✓ That the tenure of the service provide complete continuous gardening measures throughout the year to the Vidyalaya.
- ✓ That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with the person introduced by the Agency for a period of one year from the date of termination of the Contract.
- ✓ That the tenure of the service agreement shall be initially for a period of one year with effect from (as per agreement). And thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or paying one month's dues in lieu of the notice.
- ✓ That the Vidyalaya on its part shall not be liable to pay any charges. Dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personal which shall be the responsibility of the Agency only who shall be the employee of such personnel.
- ✓ Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Executive Committee of **Kendriya Vidyalaya NAD, SUNABEDA** as per the Indian Arbitration Act. The seat of the arbitration shall be at **SUNABEDA** and the proceedings shall be governed by the Indian Arbitration Act. 1940.
- ✓ The courts at the station will have jurisdiction over all legal disputes under this agreement.

I do hereby accept the terms and conditions mentioned above

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Seal of the firm

**FORMAT OF BID**

(All figures must be in Rupees)

S. No.	Category of Manpower	Number	Unit monthly remuneration (30 days for security) (25 days for others)	EPF rate	ESI Rate	Service charges including overhead and profit (must be in Rupee and not in fraction)	Monthly Unit rate (Col. 4+5+6+7)	Unit OTA rate per hour	Total monthly cost (Col. 8x3)
1	2	3	4	5	6	7	8	9	10

**NOTE:**

1. Service Tax is exempted vide Circular No.172/7/2013 – ST by Govt. of India for education institutions.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. For all the services the uniform and other supplies (ID Card, Torch, Lathi, ESI Card and all other equipment required for the job) should be included along with overhead charges.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and al so agree to enter into the agreement in the format enclosed. Bid Security of **Rs.10,000/- (Rupees Ten Thousand Only)** is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_.

Seal of the Firm \_\_\_\_\_  
 Registration No. \_\_\_\_\_  
 Service Tax No. \_\_\_\_\_

(Bidder)  
 Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date & time: \_\_\_\_\_

**FORMAT FOR FIRM REGISTRATION**  
**DETAILS OF PARTICULARS OF FIRM FOR ENLISTMENT DURING THE YEAR:-**

	<b>Name of Firm</b>	
	<b>Address of the firm</b>	
	<b>Name of proprietor / partner</b>	
	<b>Nature of Business / Trade</b>	
	<b>Copy of the Trade License / Certificate to be attached (Xerox copy to be attached)</b>	
	<b>Income Tax / TAN / PAN Card (Xerox copy to be attached)</b>	
	<b>VAT and Service Registration certificate to be attached (Xerox copy to be attached)</b>	
	<b>CST certificate to be attached (Xerox copy to be attached)</b>	
	<b>Contact Number (Mobile / Land Line )</b>	
	<b>E-mail address if any</b>	
	<b>Details of credentials to be attached</b>	

I, Sh/Smt. /Ku. \_\_\_\_\_ proprietor / partner of M/s \_\_\_\_\_ do hereby certify that the above particulars and document furnished by me are correct. I also undertake that, if any information / document found incorrect, my enlistment is liable to be cancelled.

Date: \_\_\_\_\_

Full signature of the Proprietor / Partner

Remarks of the DDO

**Allowed / Not Allowed**

**CHAIRMAN, VMC**