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Please note that the bidders submitting all the necessary documents only in physical form will be considered as disqualified. Bidders submitting all the necessary documents only in online form will be considered as disqualified. All the bidders must have to submit all the necessary self attested documents in online and physical form both.

Bidders will have to attach same documents in online and physical form both as per the terms and conditions mentioned in this e-Tender.

Bidders are required to submit index (in online and physical) showing the page numbers as per attached documents for each requirement of documents mentioned in this e-tender and also mention Yes/No (in below table) based on the documents attached by you. All the bidders are required to arrange & submit the documents as mentioned in the sequence of Index only. Bidders are instructed not to attach any unnecessary documents.

Sr. No.	List of documents attached (selfattested)	Please mention below Yes/No based on your submitted documents		Page Numbers
		Online	Physical	
Name of your firm/Company:				
1	Copy of firm registration			
2	Copy of PF registration			
3	Copy of PAN Card			
4	Copy of GST registration			
5	Proof of registered office in Gujarat			
6	One attested copy of registration under Labour department, where agency has worked			
7	Copy of atleast 05 work completion certificate, where housekeeping & manpower services have been provided during 01/04/2014 to 31/03/2017			
8	Copy of at least 02 work orders of providing housekeeping services with minimum 20 persons for housekeeping in each order for the entire duration of 01/04/2017 to 31/03/2018.			
9	Copy of work completion certificate of min. 01 contract for at least 01 year of any Government agency of housekeeping with min.20 persons			
10	CA statement showing min. annual turnover of Rs.2 crore in Financial Year-2017-18/ 2016-17			
11	Duly filled, signed & stamped on each page of tender document & all enclosures			
12	Tender Fee			
13	EMD			

14	For cleaning material, list of items required per month with it's brand name and total quantity			
15	Annexure – II			
16	Annexure - IV			

Authorized Sign & seal of firm/agency/company