

CHECKLIST OF DOCUMENTS SUBMITTED

Sl. No.	Documents to be submitted	Submitted	Page No.		Remarks
		Yes/No	From	To	
1.	Letter of Transmittal (Form 2) with DD towards cost of Tender Document and DD towards EMD				
2.	Copy of the Incorporation/Registration of the Firm				
3.	Copy of the GST Enrolment/Registration Certificate				
4.	Copy of ISO Certificate or any other Quality Assessment Certificate				
5.	Copy of the Registration Certificate of EPF				
6.	Copy of the Registration Certificate of ESI				
7.	Copy of the Labour License				
8.	Proof of EPF/ESI payment to the employees for not less than 3 months (Current year)				
9.	Self affidavit for their firms should not have been blacklisted by any Govt. Dept.				
10.	Audit Certificate/Financial Statement for the previous year				
11.	Financial information (Form-3)				
12.	Solvency Certificate from Bank				
13.	Copy of the PAN/TAN Card				
14.	Details of similar works (Form-4)				
15.	Details of works in progress (Form-5)				
16.	Performance report in sealed cover (Form-6)				
17.	Details regarding the structure and type of organization (Form-7)				
18.	Details of machines and Equipments to be used with the justification of place/frequency of its use (Form -8)				
19.	Certificate of Employees Payment mode/System from the bank				
20.	List of materials to be used with the justification of place/frequency of its use/brand/quantity/Area (Form -9)				
21.	Number of Employees to be employed with the justification and place of area to be covered				

22.	Number of Supervisors to be deployed and the area of work				
23.	Waste Disposal mechanism used in the previous organization and proposed to be used				
24.	Number of personnel to be deployed area wise (or) Number of machines to be used area wise or the personnel and the proportion				
25.	Copy of the Tender Bid Document and terms and conditions (Annexure-I & II)				

Date of Submission

Signature of the Tenderer with official seal

Name of the Tendering Company/Firm/Agency	
Name of proprietor/Director of Company/Firm/Agency	
Full address of Reg. Office with Tel.No., FAX No. & E-mail address	
Full address of operating office with Tel.No., FAX No. & E-mail address	

LETTER OF TRANSMITTAL

(To be duly filled, signed, submitted along with Envelope 1 by the tenderer)

To

THE REGISTRAR (i/c)
PONDICHERRY UNIVERSITY
PUDUCHERRY — 605 014.

Sub: Rendering Housekeeping Services in Pondicherry University

Sir,

Having examined the details given in notice inviting qualification application and tender and the qualification documents for the above work, I/ We hereby submit the application for eligibility and the tender (financial bid) for the work duly filled in.

1. I / We here by certify that all the statement made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. . We have no further information to supply.
3. I / We submit the requisite solvency certificate and authorize the Competent Authority, Pondicherry University to approach the bank concerned to confirm the correctness of the certificate. I / We also authorize the Competent Authority to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed following works.
 1. Name of work Certificate from
5. I/We certify that that the tender documents uploaded is the exact replica of the document published by the PONDICHERRY UNIVERSITY and no alterations and additions have been made by me / us in the tender document.
6. I am / We are aware that the Financial bid submitted by me/us will not be opened if I / We do not become eligible after evaluation of my/our application for eligibility.
7. I/We undertake and confirm that eligible similar work(s) has / have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of the department, then I/We shall be debarred for tendering in Pondicherry University in future forever. Also, if such a violation comes to the notice of department before date of start of work, the Registrar of Pondicherry University shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee. I/We also aware that the information and instructions for bidders posted on website shall form of bid document.

Date of Submission

Signature of the Tenderer with official seal

(To be duly filled, signed and submitted along with Envelope 1 by the tenderer)

FINANCIAL INFORMATION

I Financial Analysis —

Details to be furnished duly supported by figures in Balance Sheet / Profit and Loss Account for the last Three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department

- a. Copy of the Audited Balance Sheet with profit and loss account duly Certificated by a Chartered Accountant for the years 2014-2015, 2015-2016 & 2016-2017.
- b. Copy of the “Income Tax Return Acknowledgement” or “Income Tax Return Verification Form” for the Assessment years 2014-2015, 2015-2016 & 2016-2017 duly certificated by a Chartered Accountant

Sl. No	Details	2014-2015	2015-2016	2016-2017
I	Gross annual turnover not less than 50 lakhs			
2	Profit (+) / Loss (-)			

II. Financial arrangement for carrying out the proposed work.

III. Solvency certificate from Bankers of Applicant

IV. Income Tax PAN details

**SIGNATURE OF CHARTED ACCOUNTANT
WITH SEAL**

SIGNATURE OF TENDERER