



## **LIMITED TENDER**

for

**Annual rate contract for “Pest Control Services  
(Cockroaches, Mosquitoes & Flies etc.) & Rodent  
Control” at MDI Campus, Gurgaon**

**(All the pages of this Tender are to be signed in ink by the authorized signatory with official stamp on each page and are to be submitted in original along with the bid)**

**Management Development Institute Gurgaon**  
**Mehrauli Road, Sukhrali, Gurugram - 122007**

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**The Agencies are requested to enclose an Index Table on first page of the Tender Document along with enclosures giving details about - Sl. No., Particulars, and Page Nos. from-to, so that during scrutiny of the documents no document is left overlooked by the Institute.**

## **SECTION-I**

### **Limited Tender**

#### **for**

### **Annual rate contract for “Pest Control Services & Rodent Control” at MDI Campus, Gurgaon**

Management Development Institute (MDI) Gurgaon, (hereinafter referred to as the "**Institute**") established in 1972, is a top-ranking business school in India with the vision to be a 'Global Business School', a center of excellence in management education, high-quality research, executive management development programmes, and value-added consultancy. The institute integrates knowledge, research, industry experience and international exposure to offer comprehensive programs. It is the first Indian Business School and second in Asia to be accredited by 'Association of MBAs' (AMBA), UK. Various surveys have consistently ranked MDI amongst the top 10 B-Schools of the country. The Post Graduates Programmes in Management offered by MDI are recognized and accredited by the All-India Council for Technical Education (AICTE).

The Institute invites bids from the interested eligible and reputed Agencies for providing services for a total period of three years from the date of commencement of services. However, the Agency's performance during the year will be evaluated/assessed on completion of each year by MDI Gurgaon. On satisfactory performance the contract will be continued for the next year.

Tender document can be downloaded from MDI Gurgaon website. [\*\*https://www.mdi.ac.in/Tenders\*\*](https://www.mdi.ac.in/Tenders). The dully filled bid in original along with all requisite documents enclosed dully signed by the authorized person on official stamp on each page should be sealed in an envelope and submitted in the Tender Box placed at Institutional Services Department, MDI Gurgaon on or before **16 June 2025** up to 3 p.m. through Speed Post/By hand only. Bid received through e-mail/online will not be considered and summarily rejected.

Agencies should read the document carefully before submission of Tender document at MDI Gurgaon. The participating agency may please note that MDI Gurgaon at its discretion may cancel any/ all bids received without assigning any reason, at any point of time.

CAO (Institutional Services)  
MDI Gurgaon

## **SECTION-II**

### **INSTRUCTIONS FOR AGENCIES**

#### **Limited Tender for Annual rate contract for “Pest Control Services & Rodent Control” at MDI Campus, Gurgaon**

##### **1. Eligibility Criteria:**

The Agencies having following minimum qualification are eligible for submitting their bid:

-

- a) Experience of similar work at Education Institutions, Hotels, large residential campuses, food Processing units, Hospitals, Manufacturing & Warehousing units, Restaurants, commercial complexes, offices & other public utility premises etc.
- b) Minimum three years continuous experience of providing Pest Control & Rodent Management services., FY 2022-23, 2023-24 and 2024-25.
- c) Minimum one work order of value not less than Rs. 5 lakhs in each year during last three financial years - 2022-23, 2023-24 and 2024-25.
- d) Insecticide & Pesticides licenses from Central/ State Govt. under shops & establishment registration Act.
- e) Average Annual Turnover during F.Y 2021-22, 2022-23 and 2023-24 should be Rs.50lakh or more
- f) Should have PAN, GST certificate
- g) Should have a registered office in Delhi/NCR (address proof)
- h) Should be PF and ESIC enrolled

##### **2. In support of eligibility and Qualification: -**

Agency should submit the following documents; -

- a) Self-attested copy of the Certificate of Incorporation in respect of the applicant organization issued by the Registrar of Companies or a partnership deed duly registered under the Partnership Act.
- b) Self-Attested copies of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in Delhi/NCR for last two years. Please attach copies for May 2023 and April 2025 only in respect of Telephone/Electricity bill.
- c) Self-attested copies of all valid and applicable licenses for providing Pest Control, Rodent Management etc.
- d) Self-attested copies of the GST registration certificate, PAN, PF and ESIC registration.
- e) Statement of Average Annual Turnover of three financial years i.e., 2021-22, 2022-23 and 2023-24, in support of eligibility criteria mentioned, from a registered practicing Chartered Accountant as per **Annexure 1**.
- f) Experience proof documents i.e., Work Orders and Successfully Completion

certificates) issued by the competent authorities of the organizations served on the organizations letter head during financial years i.e., 2022-23, 2023-24 and 2024-25 as per **Annexure 2.**

- g) Tender document duly signed and official stamp on all the pages to be submitted in original.

### **3. Bid Validity**

The validity period of the bid will be 90 days from the last date of submission of Tender documents at MDI Gurgaon. A proposal valid for a shorter period may be rejected as non-responsive.

### **4. Preparation and Submission of Bid:**

- a) All entries in the Tender documents should be legible and filled clearly.
- b) Bids should be typewritten in English and any correction and interlineations in the tender document should be attested with full signature by the Agency, failing which the bid will be treated as ineligible. No overwriting will be accepted.
- c) All documents/papers should be numbered, signed and official stamped by the Agency on each page.
- d) The rates should be quoted for all the services to be provided as per instructions given in the Tender document. Bid received with rates quoted for partial/selected services only will not be entertained and summarily rejected, without citing any reason to the Agency.
- e) **Bid should be in the sealed envelope and super scribed as “Limited Tender for Annual rate Contract for Pest Control Services & Rodent Control at MDI Campus, Gurgaon”**

### **5. Bid Submission:**

Sealed bids should be addressed and submitted along with requisite documents at **Chief Administrative Officer (Institutional Services), Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007 Haryana** on or before **16 June 2025** by 1500 hrs through Speed Post/Courier/by Hand only. Any bid received online shall be rejected.

### **6. Late Bids:**

Bid submitted or received after the closing date and time will not be considered at all. The Agencies shall ensure that timelines are adhered to and any bids received later than the specified time and date shall not be entertained.

### **SECTION-III**

#### **BRIEF SCOPE OF WORK & GENERAL TERMS & CONDITIONS**

1. The contract shall be in operation for a total period of three years from the date of commencement of services. However, the agency's performance during the year will be evaluated/ assessed on completion of each year by MDI Gurgaon. On satisfactory performance the contract will be continued for the next year. The successful agency would have to execute an agreement with MDI Gurgaon. MDI Gurgaon reserves the right to terminate the agreement/contract by giving three months' notice in writing to the agency, even without assigning any reason. The agency can also terminate the contract by serving a similar notice in writing giving full details for such an action to MDI Gurgaon. Such notices shall be serviced by registered post or by hand at the respective address in record. Notwithstanding the above, the agency shall continue to provide the services as per mutual agreement till alternative arrangements are made by MDI.
2. The area to be covered under this contract will be as per the **Annexure-3**.
3. The agency at his own cost and expenses shall procure necessary equipment's and sufficient quantities of pesticides and other material as desired, as per **Annexure-4**.
4. The rate quoted should be inclusive of the cost of plant, materials, labor, transport, erection, insurance maintenance, all tax, every incidental a contingent cost, handling charges and other levies and expenditure in connection with the work and the same rate is valid for entire contract period. The agency shall bear the cost and be responsible for all taxes imposed or applicable in relation to the fees payable to the agency. If MDI is required by any law or regulations to make any deductions of taxes or levies/charges from payment prior to paying the same to the agency, MDI shall be entitled to and shall make such deductions and shall pay the amount.
5. The pesticides, insecticides and chemicals used by the agency shall have no harmful effects on human. The material shall be of 'ISI' standards and certified as safe and non- injurious to human being.
6. It may please be noted that generally spraying of chemicals/fumigation works are to be carried out during non-teaching hours/ day or night time. The agency has to work in the available time in effective manner.
7. The agency shall in writing furnishing the names age, residence address and specimen signature or thumb impression of his staff to Institutional Services Department whom it proposes to deploy for carrying out the work at MDI Gurgaon campus.

8. The agency shall deploy only adult technically qualified/trained staff for rendering the continuous services effectively at the Institute premises. It shall be desirable that the agency supervise the work done by his staff on a regular basis and record.
9. If at any time the performance or conduct of the staff deployed by the agency is found unsatisfactory by MDI Gurgaon, such person shall not be deployed again by the agency for subsequent period of contract. In this regard the decision of the MDI shall be final and binding on the agency.
10. The agency shall attend to any/all complaint received in connection with the services promptly. Any failure shall attract penalty. During the contract period no additional charges of any kind for the extra work shall be paid by MDI.
11. The periodicity of insecticides spraying/pest control/rodent control etc. to be undertaken by the agency normally shall be as mentioned in Scope of Work. The material to be used shall be within the prescribed period of validity.
12. MDI or its authorized representatives shall be authorized to give necessary instructions to the supervisors of the agency at the premises of MDI on the matters relating to performing the services effectively.
13. The check list at **Annexure-5** shall necessarily be maintained at every visit and the same duly signed by authorized persons shall be submitted to MDI officials for necessary verification to process the bill for payment.
14. In case of any breach of the terms of this contract as minor offenses and complaints coming to its notice for which in the opinion of the Authority this Agreement need not be terminated, the Authority may at its discretion recover compensation from the agency. The decision of the MDI authority in this respect will be final and binding on the agency. In case of any major lapse of service or incident of deficiency in service, proportionate amount shall be levied. Non-payment of the same shall lead to termination of the contract and/or deduction from the contract amount.
15. On expiry of the contract period or on termination of the contract by the Authority on account of any breach of the part of the agency, the agency shall remove his/their goods and other materials from the premises immediately, failing which the institute Authority reserve its right to remove such goods/materials at the cost on risk of the agency and demand payment for such removal. If such payment is not made within 10 days, Authority shall be at liberty to dispose off the goods/materials of the contract by appropriately to recover the cost. The agency shall not be entitled to raise any objection in such an eventuality.
16. Apart from above clause, in addition, in case, if it is observed by MDI that the work performance is not as per the required/specified standards, the agency shall be

served with the written notice to call upon to improve his performance within a stipulated period. The agency shall also be given an opportunity to present his view point about the bad performance pointed out by MDI and thereafter, if the authority is not satisfied, shall levy a maximum penalty of 10% of the monthly bill amount extendable to 25% in case of repeat instance. The decision of Competent Authority of MDI Gurgaon in this regard shall be final and binding on the Agency.

17. All safety precautions shall be taken by the agency to avoid any incident/accident to his staff deployed and other stakeholders. The responsibility for any such untoward incident shall rest solely on the Agency and MDI shall stand absolved of all direct or indirect responsibility/liability on this count. In case the MDI is made or required to pay any damages or compensations to such persons the agency shall undertake to reimburse the said amount to the MDI.
18. The agency shall indemnify and undertakes to keep Management Development Institute Gurgaon indemnified and harmless from and against all disputes, claims or actions raised by his employees or by any third party in connection with his regulatory and other compliances and obligation under this contract. The contract further indemnifies and undertakes to keep MDI indemnified harmless from and against all disputes, claims or actions proceedings etc. of any nature whatsoever that may be instituted as a result of any breach on the part of the agency of any applicable laws, rules and regulations with respect to his employees or otherwise.
19. Fogging of all the campus areas (both closed and open areas) will be carried out with the insecticides having a pleasant smell and does not create choking of throat of breathing problems to residents/students and staff/faculty.
20. The agency shall submit a monthly invoice to MDI, Gurgaon at the end of every month. Payment shall be made by MDI within 10 - 15 days of following month.
21. The agency shall not be entitled to any revision to the terms and conditions during currency of the period of agreement and shall adhere to the instruction, orders issued by the Institutes, if any.
22. It shall be clearly understood and agreed that no relation of employee and employer shall be created between the MDI and the employees/staff engaged by the agency for carrying out work at MDI Gurgaon. It shall be the responsibility of the agency to pay the wages to his employees/staff and ensure compliance of the labour laws, State Govt. of Haryana.
23. This contract is directly with the agency and the agency shall not, unless with the written consent of the Institute create a sub-contract of any description with regard to this license or any part thereof, not shall be without such written



consent as aforesaid, assign or transfer his contract any part thereof.

24. The agency shall not damage any part of the campus premises or facilities and in the event of any damage being caused to the same intentionally or otherwise, by the agency or his employees or invitees the Institute shall be entitled to repair the damage or make the requisite replacement and call upon the Agency to replacement and to reimburse cost thereof which the agency undertakes to pay forthwith on demand.
25. The agency shall ensure strict compliance of all applicable acts, laws, orders, rules and regulations issued time to time by the appropriate authority in this regard in respect of the staff deployed and the services being rendered by the agency at all the times. In case of any dispute where any legal action is compelled to be initiated against any of the party, jurisdictions of the court shall be at Gurgaon (Haryana).
26. MDI reserves the right to suitably modify/alter/remove any of the above-mentioned terms conditions and scope of the work etc.
27. MDI Gurgaon at its discretion may cancel any or all the bids received without assigning any reason to any Agency, whatsoever may be the reason at any point of time.

**SECTION-IV**

**AGENCY DETAIL'S FORM**

<b>Sl. No</b>	<b>Description</b>	<b>Information</b>
1	Name and complete details of Agency	
2	Date of Incorporation of Company (Attach Registration certificate)	
3	Full Address with Pin Code of Registered Office of Company: Landline No. Mobile No.: E-Mail Address :	
4	Full address with Pin Code of Operating Branch/Office at Delhi/NCR: Landline No. Mobile No. E-Mail Address.	
5	PAN No. (attach documentary proof)	
6	GST Registration No. (attach documentary proof)	
7	PF Registration details (Establishment ID and other details)	
8	ESIC Registration details (Employee Code No. and other details)	
9	Total number of years of experience in providing similar services	
10	Experience proof documents (Work Orders/Purchase Order and Successfully Completion certificates) issued by the competent authorities of the organizations served on the organizations letter head during financial years i.e., 2022-23, 2023-24 and 2024-25 as per <b>Annexure 4</b> (attach documentary proof)	
11	Average Annual turnover during financial year 2021-22, 2022-23 and 2023-24 as per format given at <b>Annexure 3</b> .	
<b>Note:</b> Agency may annex separate sheets wherever required for furnishing details. However, such sheets must be duly signed with seal. Unsigned documents may lead to rejection of bid submitted.		

**SECTION-V**

**PROFORMA FOR APPLICATION**  
**(on the letter head of the Agency)**

1. Name of the Agency.....
2. Permanent address of the Agency.....  
Tel No. .... Email .....  
Mob.....
3. Registration & incorporation particulars of the Agency.....  
(please attach attested copies of document of registration/incorporation of your firm)
4. Permanent Account Number, Income Tax Circle .....
5. GST No .....

Declaration:

I/We hereby declare that the information furnished above is true and correct. In case the above information is found incorrect at any stage, the Director, MDI Gurgaon may take appropriate action as warranted.

(Name and sign of the authorized person of the Agency)

PLACE:

DATE:

Official seal

## **SECTION-VI**

### **ACCEPTANCE LETTER**

(TO BE SUBMITTED ON LETTER HEAD)

To  
The Chief Administrative Officer  
Institutional Services Department  
Management Development  
Institute Gurgaon Gurgaon -122007  
Sir,

#### **ACCEPTANCE OF TERMS AND CONDITIONS**

1. This refers to the Tender document for the work **“Limited Tender for Annual rate contract for Pest Control Services & Rodent Control at Gurgaon Campus.”** published by Management Development Institute Gurgaon.
2. I/we hereby certify that I/we have inspected the site, read and understood the complete details provided in the Tender document, and entire terms and conditions mentioned in the Tender document that shall form part of the contract agreement.
3. I/We hereby unconditionally accept the details and terms and conditions mentioned in the Tender document in its entirety for the above work.

(Name and sign of the authorized person of Agency)

PLACE:

DATE:

Official seal

**SECTION – VII**

**FINANCIAL BID PROFORMA**

(To be printed on the letterhead of the Agency)

**Name of the Work: Limited Tender for Annual rate contract for Pest Control Services & Rodent Control at MDI Campus, Gurgaon**

Sl. No.	Description of Service	Frequency of Service	Materials	Rate per Month (INR)	Rate in Words per Month (INR)
1.	Crawling Pest Control	Weekly	As per Annexure-4		
2.	Rodent Control	Weekly	As per Annexure-4		
3.	Mosquito/Fly Control & Fogging	Daily & Twice a Week	As per Annexure-4		
4.	Snake Management	As and when required	As per Annexure-4		
5.	Monkey Management	As and when required	As per Annexure-4		
6.	Mitigating Animal Menace	As and when required	As per Annexure-4	Rates for Each Occasion	
7.	Anti-Termite Treatment by Drilling	As per requirement	As per Annexure-4	Rates for Sqft. (Minimum 2000sqft.)	
Total amount (for sl. No. 1-3 above, to be charged per month)					

***# GST, as applicable, shall be extra.***

(Name and sign of the authorized person of the Agency)

PLACE:

DATE:

Official seal

**Annexure 1**

**Name of the Work: Limited Tender for Annual rate contract for Pest Control Services & Rodent Control at MDI Campus, Gurgaon**

**PROFORMA FOR AVERAGE ANNUAL TURNOVER**

(To be printed on the CA Firm Letter Head duly signed by the registered practicing Chartered Accountant)

<b>Financial Year</b>	<b>Income/Turnover Amount (Rs.)</b>	<b>Average Annual Turnover (Rs.)</b>
<b>2021-22</b>		
<b>2022-23</b>		
<b>2023-24</b>		

Signature of CA Firm

Name: .....

Place: .....

Date: .....

Official Seal

## Annexure 2

**Name of the Work: Limited Tender for Annual rate contract for Pest Control Services & Rodent Control at MDI Campus, Gurgaon**

**PROFORMA FOR DETAILS OF SIMILAR CONTRACTS EXECUTED DURING**  
**FY 2022-23, 2023-24 and 2024-25**

Sl. No.	Name of the Client, Address, Telephone No. & Name/ Designation/Tel. No. of the Concerned Officer	Amount of Contract (INR)	Duration of Contract	
			From	TO
1				
2				
3				
4				

(ATTACH EXTRA SHEETS IF NECESSARY)

Signature of authorized person of Agency

Name: .....

Place: .....

Date: .....

Official Seal

**Name of the Work: Limited Tender for Annual rate contract for Pest Control Services & Rodent Control at MDI Campus, Gurgaon**

**AREAS TO BE COVERED UNDER THIS CONTRACT**

The following areas are to be covered under this contract:

1. All Buildings, Hostels, Offices, Terraces, Open areas, Dining Halls, Kitchens, Store Rooms, Gardens, Auditorium including Toilets.
2. Lounges, common areas of residential blocks
3. Ancillary buildings & Guest Rooms with toilets.
4. Power House and its periphery.
5. External periphery of the buildings with all toilets
6. Security gates and premises its periphery and entrance gate.
7. Drains, Gutters and Inspection covers, Man Hole etc.
8. Open Areas within the Campus etc.

Signature of authorized person of Agency

Name: .....

Place: .....

Date: .....

Official Seal



## Annexure 4

### Limited Tender for Annual rate contract for Pest Control Services & Rodent Control at MDI Campus, Gurgaon: Use of Chemical Details

Sl. No.	AREA	Name of Treatment/ Service	Frequency	Service Types	Insects Covered	Chemical proposed to be used	Product Name	Doses (Approx.)	Manufacturer
1.	As per ANNEXURE-3	Crawling Pest Control	Weekly	-Heating & Vacuuming -Spray Treatment -Gel Baiting -Flush Out	Cockroaches	Deltamethrin 2.5% EC	K-Othrin	10ml/1ltr	Bayer
						Cyfluthrin 5 ew	Solfac EW	10ml/1ltr	Bayer
						Lambda-Cyhalothrin	ICON 10cs	10ml/1ltr	Syngenta
					Ants (both Black & White)	Propoxur 20 ec	Transportex	25ml/1ltr	FMC
					Silver Fish/Spiders and other crawling Pest	<a href="#">Fipronil</a>	Maxforte	As per the requirement	Bayer
2.	As per ANNEXURE-3	Rodent Control/Management	Weekly	-Trapping -Baiting	All types of Rodents like Norway/Roof and House	Bromadiolone	Roban	As per the requirement	PCI
						Gluetrap Eco	Trouble Gum	As per the requirement	PCI
						Gluetrap Regular	Trouble Gum	As per the requirement	PCI
3.	As per ANNEXURE-3	Mosquito /Fly Control (includes manual trapping)	Daily	-Larvicidal Treatment	Mosquitoes	<a href="#">Diflubenzuron</a>	<a href="#">Bilarv 25 WP</a>	20gm/10ltr	Bayer
			Weekly – Twice	-Fogging	Mosquitoes	Cyphenothrin 5 % EC (Fogging with Diesel)	Gokilaht 5EC	8ml/1lt kerosene765 57 or Diesel	Sumitomo
4.	MDI Gurgaon Campus	Mitigating other Menace at Campus	As and when required	-Spray -Manual Trapping etc.	Removal of Beehive, Wasps, Bats and other etc.	<a href="#">Diflubenzuron</a>	<a href="#">Bilarv 25 WP</a>	20gm/10 ltr	Bayer
5.		Snake Management (near the		-Spray of medicine	Removal of Snakes etc.	Dimethoate	Tafgor	5ml/1ltr	Tata
6.		Anti-Termite Treatment		- Drilling & filling	Removal of Termites	Imidacloprid 30.5%SC	Premise	2.1ml/1ltr	Bayer
7.		Monkey Nuances		Chasing away from MDI Campus	Monkeys	Manual Driving away from the campus using appropriate Govt. recommended process			

- The frequency for any treatment mentioned above may be increase, as per the decision of the Institute, without any change of cost during the period of empanelment/engagement of agency for providing the services.*

**Annexure 5****Limited Tender for Annual rate contract for Pest Control Services & Rodent Control at MDI Campus, Gurgaon****FORMAT TO BE FILLED UP FOR NECESSARY RECORD AND PAYMENT**

01	Date & Time	A. Date  (to be filled up by Agency)	B. Time  (to be filled up by Agency)	
02	Name of the treatment(s):	A.  (to be filled up by Agency)	B.  (to be signed by IS Dept.)	
03	Specific advices and places mentioned for specific services apart from usual areas as instructed by IS Dept.	(to be filled up by IS Dept.)		
04	Name of the materials used for each treatment Name & Amount	MATERIALS	APPROX. QUANTITY	
05	Name of the H/K entrusted to supervise	A  (to be filled up by IS Dept.)	B.  (to be signed by House Keeping)	
06	Observation and shortcomings observed by House Keeper/reported to IS Dept.	A  (to be filled up by Department) B  (to be filled by contract Agency/Department) C 01  02  (to be filled by contract Agency)  (to be filled up by IS Dept. or his authorized representatives)		
07	Special care taken at any specific area			
08	Name of person carrying out the services			
09	Observation and certification of Authority			
10	Certified that payment action may be initiated	A.  (Housekeeper)	B.  (to be filled up by IS Dept.)	

## **Annexure 6**

### **Limited Tender for Annual rate contract for Pest Control Services & Rodent Control at MDI Campus, Gurgaon**

#### **CHECK LIST FOR AGENCY**

<b>Sl. No.</b>	<b>Details</b>	<b>Please mention if the document attached YES/NO</b>
a.	Self-attested copy of the Certificate of Incorporation in respect of the applicant organization issued by the Registrar of Companies or a partnership deed duly registered under the Partnership Act.	
b.	Self-attested copy of the Company Registration Certificate and Profile of the Company.	
c.	Self-Attested copies of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location.	
d.	Self-attested copies of valid registration certificate from State/Central Government, as may be required for smooth operation of the business.	
e.	Self-attested copies of the GST registration certificate, PAN, PF and ESIC registration.	
f.	Statement of Average Annual Turnover of three financial years i.e., 2021-22, 2022-23 & 2023-24 in support of eligibility criteria mentioned, from a registered practicing Chartered Accountant	
g.	Experience proof documents (Work Orders/Purchase Order and Successfully Completion certificates) issued by the competent authorities of the organizations served on the organizations letter head during financial years i.e., 2022-23, 2023-24 & 2024-25.	
h.	TENDER document dully signed and official stamped on all the pages to be submitted in original.	