

Appendix 4: Format for Details of Bidder

1.
 - (a) Name
 - (b) Country of incorporation/registration
 - (c) Address of the registered office, corporate headquarters, and its branch office/s, if any, in India
 - (d) Date of incorporation and/or commencement of business.
 - (e) PAN
 - (f) GST registration No
 - (g) NEFT Details
 - (h) MSME status
 - (i) EPF & ESIC registration No
2. Brief description of the Bidder including details of its main lines of business.
3. Details of individual/s who will serve as the point of contact / communication for DIMTS:
 - (a) Name :
 - (b) Designation :
 - (c) Company :
 - (d) Address :
 - (e) Telephone Number :
 - (f) E-Mail Address :
 - (g) Fax Number :
 - (h) Mobile Number :
4. Name, Designation, Address and Phone Numbers of Authorised Signatory of the Bidder :
 - (a) Name :
 - (b) Designation :
 - (c) Company :
 - (d) Address :
 - (e) Telephone Number :
 - (f) E-Mail Address :
 - (g) Fax Number :
 - (h) Mobile Number :
5. Duly filled compliance form as per the details below:

COMPLIANCE FORM

| Sr. No. | QUESTIONNAIRE | REMARKS/ STATUS |
|---------|--|-----------------|
| 1) | Is your company incorporated under the Companies Act, 1956 or Companies Act, 2013 for providing Facility Management personnel (Please specify date & attach copies of certificate of incorporation, Articles of Association and Memorandum of Association) | |
| 2) | Copy of Valid Contract Labour Licences for last three FYs ending 31-3-2020. (mentioned in clause 3.2.2) | |
| 3) | Copy of PAN card | |

| Sr. No. | QUESTIONNAIRE | REMARKS/ STATUS |
|---------|---|-----------------|
| 4) | Copy of GST registration No | |
| 5) | Cancelled cheque | |
| 6) | Copy of MSME certificate, if applicable | |
| 7) | Copy of EPF & ESIC registration No | |
| 8) | Copy of Valid Form V for existing contracts with clients (mentioned in clause 3.2.2) | |
| 9) | Copy of latest Half yearly return form no. XXIV submitted with the labour department.(please attach the copy) | |
| 10) | Copy of EPF & ESIC transaction details for the list of project claimed under Appendix 6 & 6A for last three FYs ending 31-3-2020 in Pen drive. | |
| 11) | Copy of latest GSTR-1 & GSTR-3B | |
| 12) | Copy of Income tax returns for last three FYs ending 31-3-2020 | |
| 13) | Copy of Audited Annual Accounts duly certified by statutory auditor of the company for last three FYs ending 31-3-2020 | |

*** Note: Please note that in absence of above mentioned proofs/documents/not providing any information, Proposal may not be considered at all.**