ANNEXURE-II

Sl. No.	Particular	To be filled by the tenderer
1.	Name of the Agency	
2.	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3.	Date of establishment of the agency	
4.	Detailed office address of the Agency with Office Telephone Number/ mail address and name of the contact person.	
5.	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
6.	PAN/ TAN Number (Copy to be enclosed).	
7.	GST Registration Number (Copy to be enclosed).	
8.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner / partner anywhere in India.	
9.	Length of experience in the field.	
10 .	Experience in dealing with Government Department (Indicate the names of the Department and attach copies of contracts order placed on the agency).	

11.	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance or the same is attached.	
12.	Whether agency profile is attached.	
13 .	List of other clients	
14.	A copy of affidavit stating that the agency was not blacklisted or their contract terminated due to non-compliance of agreement on any kind of breach of contract Acts and Rules relevant to service rendered by them.	

Date :- _____ (Signature of the Tenderer)

Place:- _____ Name & Address (with seal)

ANNEXURE-II

PROFORMA FOR FINANCIAL BID
(Columns can be added)

Name of the posts.	Minimum wages per month / employees (in Rs.)	Service Tax (in Rs.)	Service charges/ Adm. Charges (in Rs.)	Any other taxes (in Rs.)	Per Month Total Wages (in Rs.)	Total involvement for 1 (one) no. of Sweeping & Cleaning staff for 12 months (in Rs).
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note: All figures should be written in words also.

Date :- _____ (Signature of the Tenderer)

Place:- _____ Name & Address (with seal)