

**FORM TO BE FILLED BY THE AGENCY FOR PROVIDING
CLEANING AND SWEEPING SERVICES**

PART - A

Sr. No.	Description	Particulars to be filled.
1	Name of agency	
2.	(a) Status of Agency (individual, partnership firm/ Pvt. Ltd. Company, Society)	
	(b) Registration No. (Please attach photo copy of Registration Certificate)	
	(c) Establishment (Year)	
3.	Permanent address	
4.	Telephone/Mobiles Number	
5.	Fax No./E-mail I.D.	
6.	Authorized Signatory	
7.	P.F. Regn. No. (Please attach copy)	
8.	ESI Regn. No. (Please attach copy)	
9.	Service Tax Regn. No. (Please attach copy)	
10.	PAN Number of Agency (Please attach copy)	
11.	TAN Number of Agency (Please attach copy)	
12.	Number of Employees at present working with Agency	
13.	Number of present Clients with list	
14.	Turnover of Last Three Years.	
15.	Performance Report from Clients (to be attached preferably from any start catering Hotels/ Renowned institution).	

SIGNATURE WITH SEAL