

**NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY
KARAIKAL – 609 609**

Website: www.nitpy.ac.in

TENDER NOTICE FOR VAN TRANSPORT SERVICES

Tender Notification No.: NITPY/2019-2020/Transport/09

Dated: 03.07.2019

Sealed Tenders are invited from registered transport agencies for hiring a vehicle of 24 seater capacity for a period of one semester (6 months - for providing pick up and drop facility for NITPY Students). The contract is renewable for further period one more semester at the discretion of the Institution on the basis of performance of the agency.

Name of the work: Providing Transport facility for students in the following manner (**Section I**)

S.No	From	To	Distance (± 1 KM)	Tentative Time*
1	NIT Puducherry Campus (To and Fro)	Bharathiar Road, Karaikal (For shopping)	20 KM	On : Saturday & Sunday 10 AM – 1PM 4PM – 8PM On : (Monday - Friday) 4 P.M – 8 PM
2	NIT Puducherry Campus	Karaikal Indoor Stadium (For Sports)	20KM	On Need basis

The sealed tenders should be submitted under Two-Bid System; Cover No.1 with superscription “PRE-QUALIFICATION BID FOR VAN TRANSPORT SERVICES”- Technical Bid and Cover No.2 with superscription “FINANCIAL BID FOR VAN TRANSPORT SERVICES”. Both the covers or envelopes should be put in a single envelope, sealed and superscribed as ‘Tender for Van Transport Services Tender No: NITPY/2019-2020/Transport/001 and addressed to “**The Registrar, National Institute of Technology Puducherry, Tiruvettakudy, Karaikal – 609609**” so as to reach the undersigned through registered/speed post or courier on or before 15.00 hours on 24.07.2019 (Wednesday). NITPY is not responsible for any postal delay. The submission of the tender can be intimated through email at: registrar@nitpy.ac.in for advance information. The bidders are requested not to submit any document through email/Fax which will result in non-acceptance of the tender.

A non refundable tender document fee of Rs 200/- in the form of Demand Draft drawn in favour of, **The Director, NIT Puducherry, Payable at Karaikal** shall be submitted along with the Bid.

The Technical Bid of the tenders will be opened on 25.07.2019(Thursday) at 15.30 hours. The successful bidder shall deposit **Rs. 25,000/-** with the institute as **security deposit**. This security deposit will be forfeited in case of abandonment of the contract in the middle by the agency/discontinuing the service without prior notice/any loss incurred to the Institute properties due to lapse etc. After the successful completion of the contract, the security deposit will be refunded without any interest.

NITPY reserves the right to consider or reject any tender without assigning any reason at any stage of tender process. Selected tenderer will be assigned the responsibility of transport services for the Institute at the discretion of the authority.

Canvassing in any form will result in disqualification of the tender.

Registrar

Instructions to be followed while submitting the Technical and financial bid towards provision of Van transport services at NIT Puducherry

The tenderers are requested to go through the following terms and conditions carefully before submitting the quotation/tender. Institute reserves the right to increase or decrease the number of bus/van depending upon the requirement. Presently NITPY, Karaikal is operational from its Permanent Campus located at Thiruvattakudy, Poovam, Karaikal and as such, the services should be provided at the permanent campus. The bidder should quote considering the same.

1. Eligibility of firm/agency/company:

- 1.1. The tenderer should have appropriate registration for provision of transport services under statutory acts, Labour Laws, EPF, ESI & Sales/service tax and must have minimum experience of 6 years in this field providing transport facilities to educational institutions. The tenderer has to comply with EPF formalities at its own; **institute will not have any responsibility towards EPF formalities.**
- 1.2. The tenderer should be responsible for maintaining the vehicle for the purpose mentioned by the transport committee of NITPY.
- 1.3. The agency/firm/company should have a set of trained Drivers and Office Staff.
- 1.4 The contracting agency/firm/company should have valid statutory licenses/ sanctions /registrations permits required to run the business, else the tender is liable for rejection.
- 1.5 The contracting agency/firm/company should have **minimum 3 passenger vehicles** registered in its name as passenger/tourist vehicles having valid **T permit** (Copies of the registration certificates to be attached).
- 1.6 The firm should have Zonal or Regional Head Quarters in Chennai /Puducherry / Trichy / Karaikal.
- 1.7 Knowledge of Tamil/English is preferred for the drivers.

2. Responsibility of bidders:

- 2.1. The vehicles should be arranged with trained driver with experience not less than six years continuously in the field and according to the requirement of the institute for sparing vehicle exclusively for Institute students, staff members at any time throughout the contract period.
- 2.2 Each page of the tender document shall be stamped and signed by the authorized signatory of the Firm/agency/company.

3. Bill Payment

3.1 If the bill for the month is submitted with all required details, payment will be released within 30 days by the institute, from the date of submission of the bill.

4. Other terms and conditions:

1. The successful tenderer shall remit a security deposit of Rs 25,000/- (Rupees Twenty five Thousand only). For successful tenderers, the security deposit will be refunded without any interest at the time of successful completion of the contract.
2. The tenderer should give details of their experience and provide list of Universities, Institutes or Government Departments/Undertakings/public/private sectors with contact details. The details of the agency/profile should be furnished along with the copy of all related documents.
3. The agencies should submit their rate as per the format given in **Section I** of the Notice Inviting Tender. Rate should be quoted in Indian Rupee only. The rate should be quoted both in words and figures. Rate should be quoted giving full particulars of service tax, if any, minimum permissible mileage per month etc. in detail. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed.
4. TDS as per rules will be deducted from the bill every month at applicable rates. PAN No. etc. have to be provided for that purpose.
5. **Clarification of Tender Document:** A prospective bidder requiring any clarification of the Tender document may communicate to the contact person given in this notice of inviting tender.
6. **Amendment of tender document:** At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
7. The Institute may at its own discretion extend the last date for the receipt of bids.
8. The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
9. The Institute reserves the right of accepting any bid other than the lowest bid or even rejecting all the bids without assigning any reasons. The decision of the Institute is final in all matters of tender.
10. The bidder should give a declaration regarding following issues while submitting the Tender. Work Experience:- The Firm / Agency should have been registered as a Proprietary Firm / Partnership Firm / Registered Company / experience of **three years in providing different types of vehicles to**

Government Departments / Public Sector Undertakings and reputed Private Sector Companies.

Proof of experience and performance certificate should be submitted along with tender.

11. Provisioning of vehicles: - The Tenderer should own vehicles and the proof of the same should be submitted along with Tender documents; otherwise the tender will be rejected.
12. The vehicles should be in good condition with well-maintained interior and exterior. The Tenderer should furnish the complete details of all the vehicles (list of vehicles with registration No., details of ownerships, year of manufacture etc) along with the Tender; failing which the Tender shall be rejected.
13. The vehicle intended to be provided by the Tenderer under the Contract must be registered as Public Carrier and should conform to the Puducherry/ Tamil Nadu transport rules and should have valid transport insurance. NIT Puducherry will not be responsible for any complication arising out of any such contingencies.
14. Prior to issuance of work order to the successful tenderer, officials of NIT Puducherry shall inspect all the vehicles of the Tenderer. Also, during period of the Contract, there shall be periodical inspection of vehicles by the institution. The Tenderer shall furnish photocopies of Registration Certificate, Comprehensive Insurance, Road Tax, and FC, etc, every year.
15. The vehicles mentioned in the Tender document shall be only operated by the Contractor throughout the tenure of the Contract. However, in case of change of vehicle, the Contractor will obtain prior permission from NIT Puducherry. All other Terms & Conditions of the Contract shall apply to the replaced / substituted vehicle.
16. All expenses on account of fuel, oil, repair and maintenance of vehicles, salary of Driver engaged, if any, provided under the Contract shall be borne by the Successful Tenderer only. NIT Puducherry shall not be liable to meet any expense except the quoted rate.
17. No minimum usage will be assured by NIT Puducherry to the Successful Tenderer.
18. **Engagement of drivers:** The drivers engaged by the Successful Tenderer shall have minimum experience of six years, and NIT Puducherry will have no liability whatsoever towards them. The drivers should have valid driving license and Passenger Badge as per RTO Rules as required under the Motor Vehicle Act. They should have good behavior and courteous relationship with students/ staff during the duty hours. Successful Tenderer shall be responsible for compliance of all relevant Labour Enactments.
19. The Successful Tenderer shall issue uniform and Shoes with socks to all drivers engaged by him. The Successful Tenderer should ensure that the drivers engaged by the contractor are in proper uniform while on duty and they possess valid Driving License and Passenger Badge as per the RTO Rules.

20. The Successful Tenderer shall be held responsible for proper conduct, behavior and safety of drivers engaged by him. The drivers so engaged by the Contractor, shall be under his employment and disciplinary jurisdiction. However they shall be subject to the overall discipline of NIT Puducherry, Karaikal.
21. The drivers engaged by the Successful Tenderer should be polite with pleasing manners, cooperative, disciplined and should not smoke or be drunk while on duty. The Contractor will be held responsible for the same, and under no circumstances NIT Puducherry will be responsible for any obligations / liabilities.
22. **Supervision of day-to-day activities:** The Successful Tenderer should effectively supervise the operation of vehicles and drivers and follow all the instructions and requirements given by Transport Committee, NIT Puducherry, Karaikal. NIT Puducherry, Karaikal shall provide parking area for the vehicles.
23. Obligations under Motor Vehicle Act, 1954: - All the obligations under the Motor Vehicles Act, 1954 amended from time to time shall be complied by the Successful Tenderer.
24. **Compliance of Statutory requirements:** The Successful Tenderer shall ensure that the statutory requirements as per the Enactments are complied for their staff during the tenure of the Contract. The contractor shall ensure compliance of all the provisions of various Labour Enactments viz. The Minimum Wages Act 1948, The Payment of Wages Act 1936, The Workmen's Compensation Act 1923, The Employees Provident Fund & Miscellaneous Act 1952, and any other Labour Enactments as may be applicable from time to time.
25. **Dispute :** The staff engaged by the Successful Tenderer shall have no claim whatsoever on NIT Puducherry, Karaikal and shall not raise any dispute either directly or indirectly with or against NIT Puducherry, Karaikal in respect of their service conditions as long as they are engaged at NIT Puducherry premises for execution of the contract.
26. **Insurance coverage:** The Successful Tenderer shall comprehensively insure the vehicles intended to be deployed at NIT Puducherry, Karaikal during the Contract period. NIT Puducherry, Karaikal shall in no way be liable for compensation, damages, penalties, fine etc, in any such event and under any circumstances, from any Party. The agency shall deposit a copy of Insurance Policies of the vehicles intended to be deployed in NIT Puducherry, Karaikal along with the Tender document. The Insurance Policies shall have to be renewed from time to time till termination of the contract period. The contractor shall follow the security rules, as applicable from time to time.

27. **Verification of Character & Antecedents:** The Successful Tenderer shall ensure that the verification of the drivers employed by the agency is submitted in the form of an Affidavit, at the time of commencement of the Contract, along with the list of drivers.
28. **Accidents/ Breakdown of vehicle:** In case of break downs/ accident en-route, the driver should immediately inform over telephone about the incident to NIT Puducherry, Karaikal Authorities and the Successful Tenderer for making immediate alternate arrangements to transport the students/ staff. The contractor shall liaise with Traffic Police, RTO Authorities as well as Court proceedings including M.V. Act claims to complete all formalities. NIT Puducherry, Karaikal should not be made to bear any expenses in this regard. It must be noted that NITPY did not have any liability towards accidents/damages.
29. **Penalties on account of poor maintenance of vehicles :** The Successful Tenderer shall have to provide and maintain all the vehicles in good condition and if any complaint is received, then the contractor will have to promptly change the particular vehicle and provide an alternative vehicle without causing interruption to normal services. In case the condition of the vehicle is found to be poor during inspection, the same will be corrected immediately otherwise penalty will be imposed by the transport committee, NIT Puducherry, Karaikal as deemed fit.
30. **Taxes:** The Successful Tenderer shall be solely liable to pay all taxes under the Motor Vehicle Act and Rules of any other Act as applicable, whether framed by the Central Government or State Government and submit the proof thereof to NIT Puducherry, Karaikal.
31. **Payment of Statutory Taxes:** The Successful Tenderer shall be responsible for payment of all Statutory Taxes, as decided by the Appropriate Authority from time to time and submit the proof thereof to NIT Puducherry, Karaikal.
32. **Period of Contract:** The Contract shall be valid initially for a period of six months (one semester) and is extendable by another six months (another semester). NIT Puducherry, Karaikal reserves the right to terminate the Contract awarded at any time during the tenure of the Contract without assigning any reasons by giving one month's notice in advance in writing. The Successful Tenderer shall be required to give three month's advance notice in writing for termination of the contract, failing which the security deposit shall stand forfeited.
33. Under no conditions the contractor or their staff are eligible for any of the benefits of NIT Puducherry, Karaikal as regards to wages & allowances, facilities etc.
34. NIT Puducherry, Karaikal is central autonomous body and is not being liable to pay for anything (fine/tips/driver bata/etc) other than the quoted amount in the tender.

35. NIT Puducherry, Karaikal reserves the right to reject any or all the Tenders without assigning any reason thereof. NIT Puducherry, Karaikal also reserves the right to fix one or more Contractors to provide transport facilities at lowest bid.
36. **Release of Information:** The contractor shall not communicate or use in advertising, publicity, sales releases or in any other medium, photographs or other reproduction of the work under this contract.
37. **Completion of Contract:** Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiration of the duration of contract. Fresh agreement shall have to be drawn if both parties to the contract agree to extend the period of contract beyond six months by mutual consent.
38. **Accident or Injury/death to Workmen:** The institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury/death to any workman or other person in the employment of the contractor or any sub-contractor. The contractor shall indemnify and keep indemnified the Institute against all such damage and compensation whatsoever in relation thereto.
39. **Damage to Property:** Contractor shall be responsible for repairing to the satisfaction of the Officials of NIT Puducherry for any loss or any damage to all structures and properties within the NIT Puducherry premises. If such loss or damage is due to fault and / or the negligence or willful acts or omission of the contractor, contractor's employees, representatives or sub-contractors, shall repair the loss as assessed by the NIT Puducherry, Karaikal officials.
40. No person below the age of 18 (eighteen) years shall be employed at the work by the contractor.
41. The contractor shall be solely responsible as regards to salary/wages and service conditions and terms extended by the contractor to its employees and shall in this connection maintain requisite records and comply with all laws/enactment. Rules and regulations and orders applicable to the contractor's employees/workmen in general and in particular laws/enactment, rules and regulations and orders dealing with employment of contract labour, payment of compensation, contribution under ESI 1948 EPF & PF Act 1952, Payment of Minimum wages, Fire and safety, security arrangements and such other rules and regulations as may be applicable at present or made applicable hereafter.
42. **Safety regulations:** In respect of all labour, directly or indirectly employed in the works for the performance of the contractor's part of this agreement, the contractor shall arrange for all the safety provisions on own expense as per safety codes of RTO, Indian Standard Institution, Regulations, Rules and Orders made there under and such other Acts as applicable.

43. It shall be the responsibility of the service providing agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it and NITPy shall have no liabilities in this regard.

44. If a vehicle is needed during two slots in a day, it would be billed accordingly only for two slots(i.e., 3 hrs and 3 hrs), the time of the vehicle hire can include breaks in-between.

45. Discipline:

- I. While driving vehicles, smoking, using mobile phone, drunken stage etc. are strictly prohibited. Violators of this rule shall be discharged immediately and action will be taken as per the regulations of GOI.
- II. Uniform: All the workers engaged for the job and while on duty shall be wearing clean uniform as approved by the institute along with name tab/identity card.
- III. No slackness or indifferent attitude while on duty shall be acceptable, especially while dealing with the students/staffs.
- IV. No tips in any form shall be entertained.

46. Force Majeure:

- I. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean acts of God, water, revolt, riot, fire, flood and act and regulations of the Government of India or any of its authorized agencies.
- II. Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing with 7 (seven) days of the alleged beginning and ending thereof giving full particulars and satisfactory proof.
- III. Time for performance or relative obligation suspended by the force Majeure shall be extended by the period for which cause lasts or condoned by the institute without any penalty.
- IV. If the work is suspended by force majeure conditions lasting for more than 1 (one) month, the institute shall have the option of cancelling the contract in whole or part thereof at its own discretion. Any situation of force majeure shall not be payable by the institute under any circumstances. For the period of force majeure, no amount shall be payable to the contractor.

47. ARBITRATOR:

In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement or anyway relating here to or any term, condition or provisions herein mentioned or the Construction, validity, interpretation thereof or otherwise in relation hereto, all such dispute claims or question shall be referred to **Sole Arbitrator** appointed by the NIT Puducherry, Karaikal. Such arbitrator shall be held in accordance with the provisions of arbitration and conciliation Act 1996 or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Karaikal. All legal disputes shall be subject to the jurisdiction of court at Karaikal .

46. Submission of Application for Contract:

- a) If an individual makes the tender, it shall be signed by the proprietor above the full typewritten name and current address.
- b) If a proprietary firm makes the tender, it shall be signed by the proprietor above the full typewritten name and the full name of the firm with its current address.
- c) If the tender is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address or alternatively by a partner holding power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.
- d) If a limited company or a corporation makes the tender, a duly authorized person holding power of attorney for signing the application shall sign it. In such a case a certified copy of the power of attorney shall accompany the applications. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the tender application is filed.
- e) If the information is furnished in a separate document, reference to the same should be given against respective columns. If any particular question / information are not applicable in the case of the applicant, it should be stated as “not applicable”. However, the applicants are cautioned that not giving complete information called for in the application forms or deliberately suppressing the information may result in the applicant being summarily disqualified.
- f) Tenders made by Fax, email and those received late after the due date will not be entertained. The application should be typewritten and signed on each page of the application.

- g) Overwriting should be avoided. Neatly crossing out, initialing, dating and rewriting shall make correction, if any. All pages of the document shall be numbered and submitted as a package with signed letter of transmittal.
- h) The tenderer is advised to attach any additional information, which is necessary to establish that the applicant is capable in all respects to successfully complete the envisaged work without any superfluous information. No further information will be entertained after the tender document is submitted, unless the Institute calls for it.
- i) Prospective tenderers may seek clarification regarding the scope of work and/ or the requirements for bidding, in writing, within a reasonable time. Any clarification given by the Institute will be forwarded to all those who have obtained the tender document. No request for clarification will be considered after receiving the tenders.

Transport services should be provided on demand basis from NIT Puducherry campus to Karaikal(To and Fro) and other places as per the instructions from the transport committee of NIT Puducherry.

The application shall be forwarded in two envelopes as under;

Envelope 1 (super scribed “**Technical Bid for Van Transport Services**”) shall contain the following:

- i. Agency/Firm/Company Profile (Section A)
- ii. Vehicles Details (Section I)
- iii. Staff Details (Section II)
- iv. Financial information of the organization (Separate Sheet)
- v. Details of all contract completed during the last three years (Separate Sheet)
- vi. Contracts under execution/awarded and Performance report of contracts executed (Separate Sheet)

Envelope 2 (superscribed “**Financial Bid for Van Transport Services**”) Amount Details (Section III and IV)

Important Note: NIT Puducherry reserves the right to accept or reject the part or full offer or whole tenderer without assigning any reason thereof at any stage of tender process.

Section: A**AGENCY/FIRM/COMPANY PROFILE**

Sr. No	Required information	Description
1	Name of the agency / firm /Company etc.	
2	Address of the agency / firm/company	
3	Year of Establishment	
4	Legal Status (Proprietor, Partnership firm, limited company, corporation, etc. Attach proof)	
5	Name, designation, telephone nos. of the contact person Fax No. E-mail id	
6	Month and Year of commencement of passenger/ tourist vehicle hiring business	
7	Statutory details (Photocopies to be attached) : 1. Registration number of the firm. (As per shops and establishment act.). 2. PAN No. 3. Service Tax- Registration number.	
8	Existing total passenger/tourist vehicles owned in the name of agency / firm / company {Minimum 5} (Attach Registration Certificate	
9	Experience of working in the educational institutions especially in premier educational institutions like IITs, IIMs, IISc, NITs etc. If so, details	

10	List of current clients	
11	Copies of IT return for last three years.	
12	Any other value added service	

List of Clients Served earlier/Serving now

Sl. No.	Name of the organization with complete postal address	Name and designation of the contact person Address Tel. / Mobile No (s), Email ID	Period for which contract is awarded	No. of vehicles deployed by agency/firm/company on site
1.				
2.				
3.				
4.				
5.				

6.				
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Place:

Date:

Signature with seal

SECTION I
VEHICLES DETAILS

(To be used by the bidders for the submission of bid)

Vehicle No.	Vehicle Make	Year of manufacturing	Ownership Details	Insurance Details	Details of pending court case, if any

Signature of Authorized Official

Seal of the bidder firm

Section: II
STAFF DETAILS

(To be used by the bidders for the submission of bid)

Sl. no	Name of the staff member	Address of Residence	Educational Qualifications	Driving License Details	Any other relevant details

Signature of Authorized Official

Seal of the bidder firm

Section – III : Financial Bid

Vehicles rent and other allowances details

(To be used by the bidders for the submission of bid)

Sl. no	Capacity of Vehicle	Vehicle Name & Model	Hours (12/8/ 4) With pre-informed break	Maximum permissible KM	Total price per slot(4 hrs or 8hrs or 12hrs) (Rs.)	Rate per KM for exceeding permissible KM per trip	Rate for additional hour exceeding 12/8/4 hours per trip
1	24 seater		12 hours				
2	24 seater		8 hours				
3	24 seater		4 hours				

Signature of Authorized Official

Seal of the bidder firm

Sl. no	Capacity of Vehicle	Vehicle Name & Model	Places	Total price per trip (Rs.)	Rate per KM for exceeding permissible KM per trip	Rate for additional charge if any
1	30 seater		Puducherry(To and Fro) 280kms			
2	30 seater		Trichy(To and Fro) 340kms			
3	60 seater		Puducherry(To and Fro) 280kms			
4	60 seater		Trichy(To and Fro) 340kms			

Signature of Authorized Official

Seal of the bidder firm

Sl. no	Name of the Hostel	Distance	Tentative Time*	Vehicle Name & Model	Seating Capacity	Total price/month(Rs.)
1	NITPY Campus to Karaikal Bharathiar Road(To and Fro)	24 KM	05.00 P.M to 08.00PM (On All Days) (26 days per month)			
2	NITPY Campus to Karaikal Indoor Stadium	22 KM	On Demand Basis (For Sports practice)			

Note:

- a) The quoted rate should be inclusive of all the charges (i.e. fuel charges, driver salary, driver Bata, repairing / maintenance charges, etc.)

Signature of Authorized Official

Seal of the bidder firm

Section IV: Contract Form

[To be provided by the bidder in the business letter head]

{Name of the contractor} hereby abide to provide Vehicles with specifications confirming the conditions mentioned in the tender document without any defects and deviations if the work order is awarded.

Service will be rendered to the satisfaction of NIT, Puducherry at Karaikal during this period.

Signature of the Bidder:

Name and Designation:

Business Address :PAN NO.....

Date :

Seal of the Bidder's Firm

Check list for submitting the Tender towards providing

Van Transport Services at NIT Puducherry.

Tender No.

Dt.

S.No.	Description	Indicate Page No. (PN) if Yes		
1.0	You are requested to read carefully the terms and conditions mentioned in the tender document.	Yes	PN:	No
2.0	Please ensure the following documents are enclosed. Tick Yes or No against each column.	Yes	PN:	No
2.1	Non refundable fee of Rs 200/- (Note: DD must be enclosed)	Yes	PN:	No
2.2	Proof of registration (photo copy of registration certificate) of your organization at Central Govt. / State Government	Yes	PN:	No
2.3	Copies of Balance Sheet for the last 3 years (2019-18,2018-17,2017-16)	Yes	PN:	No
2.4	Copies of Audited statement for 3 years (2019-18,2018-17,2017-16)	Yes	PN:	No
2.6	List of clients	Yes	PN:	No

2.7	Are you agreeing for verification of your clients by us	<table border="1"> <tr> <td>Yes</td> <td>PN:</td> <td>No</td> </tr> </table>	Yes	PN:	No
Yes	PN:	No			
2.8	Photo copy of Service tax registration	<table border="1"> <tr> <td>Yes</td> <td>PN:</td> <td>No</td> </tr> </table>	Yes	PN:	No
Yes	PN:	No			
2.9	Photo copy of Income Tax registration	<table border="1"> <tr> <td>Yes</td> <td>PN:</td> <td>No</td> </tr> </table>	Yes	PN:	No
Yes	PN:	No			
2.10	Photo copy of VAT certificate	<table border="1"> <tr> <td>Yes</td> <td>PN:</td> <td>No</td> </tr> </table>	Yes	PN:	No
Yes	PN:	No			
2.11	Copies of IT returns for the past three years	<table border="1"> <tr> <td>Yes</td> <td>PN:</td> <td>No</td> </tr> </table>	Yes	PN:	No
Yes	PN:	No			
2.12	Details of Banker	<table border="1"> <tr> <td>Yes</td> <td>PN:</td> <td>No</td> </tr> </table>	Yes	PN:	No
Yes	PN:	No			
3.0	Have you signed all the forms with your office seal?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No	
Yes	No				

Place:

Date:

Signature with Seal