

CHECK-LIST FOR PRE-QUALIFICATION BID FOR HOUSE KEEPING SERVICES

Sl. No	Documents asked for	Page number at which document is placed
1.	Bid Security (EDM) of Rs. 1000/- in the form of FDR/DD/ Bank Guarantee by any scheduled commercial bank in favour of Registrar, National Law University and Judicial Academy, Assam valid fordays beyond the tender validity period.	
2.	One self-attest recent passport size photograph of the Authorized person of the firm, address and office telephone numbers. If the bidder is a partnership firm , name designation, address and office telephone number of Director/Partner also	
3.	Self-attested copy of the PAN card issued by the Income Tax, NLUA with copy of Income-Tax Return of the last financial year.	
4.	Self-attested copy of valid Provident Fund Registration number	
5.	Self-attested copy of valid Registration number of the firm/agency.	
6.	Self-attested copy of valid Provident Fund Registration number.	
7.	Self-attested copy of valid ESI Registration No.	
8.	Self-attested copy of valid License No. under Contract Labour (R&A) Act, 1970	
9.	Proof of valid DGR sponsorship or proof of being run by Ex-Servicemen/Ex-Paramilitary man (as applicable)	
10.	Proof of experience of last five financial years as specified in clause 2.0 of the NIT along with satisfactory performance certificates from	
11.	Proof of having License under Private Agencies (Regulation) Act. 2005	
12.	Annual returns of previous five years supported by audited balance sheet	
13.	Any other documents, if required	

Signature of Bidder
(Name and Address of the Bidder)
Telephone No.