

PRE-QUALIFICATION DOCUMENTS

PROFORMA FOR PRE-QUALIFICATION

NATURE OF SERVICE CONTRACT: HOUSEKEEPING/GDA/SECURITY

1) NAME OF THE FIRM : _____

2) POSTAL ADDRESS : _____

: _____

: _____

3) TELEPHONE : _____

4) MOBILE : _____

5) E- MAIL : _____

6) DETAILS OF THE FIRM: SOCIETY/ PARTNERSHIP FIRM/ COMPANY (Attach copy of relevant document such as Certificate of registration etc.

: _____

7) NAME & BACKGROUND OF THE MAIN PROMOTER / CEO: (Attach Separate sheet)

: _____

8) TOTAL NUMBER OF STAFF EMPLOYED : _____

10) DETAILS OF PREVIOUS ASSIGNMENTS DURING THE LAST 5 YEARS

Sl.No	Name and Address of the Client	From	To	Number of staff engaged	Remarks

N.B: Attach Sheets if necessary

a. TURN-OVER DURING LAST 3 FINANCIAL YEARS
(Attach certificate from Chartered Accountant/ signed Annual Accounts)

Sl.No	Year	Turn Over Rs..... In lakhs	Remarks
1	2019-2020		
2	2020-2021		
3	2021-2022		

11) NAME OF YOUR BANK WITH:

12) ADDRESS, ACCOUNT NO.

: _____

: _____

i. DETAILS OF STATUTORY REGISTRATION (Attach copies)

- 1. PF. No. (Should have registrations in Kerala) :
- 2. ESI Code No. (Should have registrations in Kerala) :
- 3. Contract Labour Registration No. :
- 4. Company /Society/Partnership /Registration No :
- 5. PAN No.
- 6. GST Registration No. :
- 7. Others :

ii. DETAILS OF LICENCES OBTAINED :

iii. QUALITY CERTIFICATIONS IF ANY

iv. DETAILED RECRUITMENT POLICY: (Use separate sheet

v. DETAILS OF TRAINING IMPARTED TO THE FACILITY: (Fire & Safety Training etc.) (Use separate sheet)

vi. ANY OTHER REMARKABLE ACHIEVEMENTS IF ANY :-
