

Kindly attach the details asked here with relevant supporting document, in your offer without fail. And also consider all the points clarified here while preparing your offer.

1) List of documents to be submitted for pre-qualification

- Year of Incorporation (Document to be attached as a proof)
- Type of Firm (Private/ Partnership), valid registration and Licenses- proof to be attached
- Total no of employees on company's roll
- CA certified annual turnover, Balance sheet and IT returns of 3 financial years
- Statutory compliance to be supported by documentary evidence
- Present across company locations.
- GST registration, TIN, PAN details of the firm: - Proof to be attached
- ESI code number (both main and sub, where obtained) allotted by ESICS in the name Of the Establishment
- PF code number allotted by RPFC in the name of establishment
- Professional tax registration certificate
- Service Tax registration certificate
- Quality certification (ISO certification), if any copies to be attached
- List of current clients with contact details.
- Non –Blacklisting certificate on the firm on Letter head.

- 2) **Personal safety equipment** for maintenance staff like Helmet, ear plug/mask etc., should be Provided by the service provider
- 3) **Holidays** – Should be given all holidays to staff as per statutory rules agreed by MVR
- 4) **Communication:** - we will provide one Land line and one mobile phone for communication. Service provider should provide sufficient no of Mobile phones for proper Communication Between their staffs for effective workmanship.
- 5) **Stationery:-**
 - MVR will provide all stationary items for maintain the Logs /data /records as per Maintenance requirement.
 - Consumable like Pen /Pencil etc. & Stationary items for Outsourced staff office use Should be taken by service provider
 - PCs, Printers and cartridges will be in the scope of Service providers
- 6) All **vaccinations** as per the instructions of infection control dept. should be completed for all the Staffs and it should be in service provider's scope
- 7) Service provider should arrange for yearly **audiometric test** of staffs working in Chiller plant, Medical gas plant and other high noise area and the report should be submitted to MVR Maintenance head