

THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL						
PRE - QUALIFICATION PARAMETERS FOR VENDOR EMPANELMENT						
Sr. No		Area	Discription / scope of work	Sr. No	Pre Qualification Criteria	Supporting Documents
1	a	Agency for Air Ticket Booking & Travel Insurance, Visa, Passport (Fresh & Renewal).	International / Domestic ticket bookings, process of visa application, new / renewal of passport, providing of travel Insurance policy for members, secretriats, dignitories for their domestic/international visit	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should also be recognised by IATA / IRCTC, wherever applicable	Provide IATA/IRCTC certificate
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three establishment indicating annual turnover during last 5 years.	Certificate / letter from companies stating the scope of work and turnover of last 5 years.
				5	The agency should be as income tax assessee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC and shop and establishment number	Provide related documents
				7	The agency should be in continuous existence / operation for the last five years	Provide related documents
				8	The Agent should have experience of having completed at least one similar job valuing not less than Rs. 200 Lakh during last 3 years ending March, 2015	Submit Certificate from the Client
				9	The Agent should have an establishment in Mumbai	Submit evidence in support of the establishment
				10	The Agent willing to set up an in-plant office at GJEPC premises	Submit willingness in Agents Letter Head
1	b	Agency for Hotel Booking (Domestic & International).	provide the options for room reservations for memberes, secretariat, dignitories for their domestic/international visit	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents

				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should also be recognised by IATA / IRCTC, wherever applicable	Provide IATA/IRCTC certificate
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 5 years.	Certificate / letter from companies stating the scope of work and turnover of last 5 years.
				5	The agency should be as income tax assessee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC and shop and establishment number	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
				8	The Agent should have experience of having completed at least one similar job valuing not less than Rs. 50 Lakh during last 3 years ending March, 2015	Submit Certificate from the Client
				9	The Agent should have an establishment in Mumbai	Submit evidence in support of the establishment
1	c	Agency for Train Ticket Booking (PAN India).	Booking of train tickets in normal mode, VIP mode and tatkal mode of members/secretariat for their domestic official visits.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should also be recognised by IATA / IRCTC, wherever applicable	Provide IATA/IRCTC certificate
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 5 years.	Certificate / letter from companies stating the scope of work and turnover of last 5 years.
				5	The agency should be as income tax assessee having filed its income tax return for the last three assesment years.	Provide related documents

				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuous existence / operation for the last five years	Provide related documents
2	a	Agency for Supplying of Office Stationery.	Supply of office stationery as per requirement of company	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be registered under shop and establishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomous bodies / EPC's, list of three establishments indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assessee having filed its income tax return for the last three assessment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC, Pan Card	Provide related documents
				7	The agency should be in continuous existence / operation for the last Three years	Provide related documents
2	b	Agency for Printing of Office Stationery.	Supply and printing of office stationery as per requirement of company	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be registered under shop and establishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomous bodies / EPC's, list of three establishments indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assessee having filed its income tax return for the last three assessment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents

				7	The agency should be in continuous existence / operation for the last Three years	Provide related documents
3		Agency for Providing Courier Services (Local, Domestic & International).	Dispatch of letter / documents / parcels to the members on regular basis at domestic and international destination by air as well as by surface. Also dispatch the letters in bulk quantity	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Registration with the various statutory bodies as necessary for carrying out the business, Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and establishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three establishment indicating annual turnover during last 5 years.	Certificate / letter from companies stating the scope of work and turnover of last 5 years.
				5	The agency should be as income tax assessee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuous existence / operation for the last Three years	Provide related documents
				8	The agency should have its own website with on line tacking facility for tracking the delivery status of documents	Details to be provide
				9	Should be able to provide 24/7 customer service helpline and support	Details to be provide
				10	The Courier Service provider Agencies shall have an all India net work.	Details to be provide
				11	Financial Turnover during the last 3 years, ending 31st March 2015 should be at least Rs. 10 Lac per year. Documentary evidence to be provided duly attested by the Agency.	Details to be provide

4	a	Agency for Providing Outsourced Manpower Services (Housekeeping Staff, Office Attendant / Pantry Staff). This also includes providing housekeeping consumables for office premises.	To be provide the house keeping and hospitality services for our office located at Mumbai	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Registration with the various statutory bodies as necessary for carrying out the business, Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC, professional tax etc	Provide related documents
				7	The agency should be in continuos existence / operation for the last three years	Provide related documents
4	b	Agency for Providing Outsourced Manpower Services (Drivers)	Supplying the contract manpower for various category i.e drivers,office boys,attendants, data entry operator,tele callers temporary staff etc.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration

				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
5	a	Agency for Providing Photocopier Machine on Rents.	Providing of photo copier / xerox machines on rental basis at our Mumbai office	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Registration with the various statutory bodies as necessary for carrying out the business, Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC, professional tax etc	Provide related documents
				7	The agency should be in continuos existence / operation for the last three years	Provide related documents
5	b	Agency for Providing AMC of EPBAX Systems.	Annual Maintenance services to be provided for EPBAX Systems at HO and Trade Centre	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation

				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 5 years.	Certificate / letter from companies stating the scope of work and turnover of last 5 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
5	c	Agency for Providing AMC of Fax Machines.	Annual Maintenance services to be provided for fax machines at HO and Trade Centre	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
5	d	Agency for Providing AMC of Biometrics Attendance and CCTV Systems.	Annual Maintenance services to be provided for Biomatric and CCTV system at HO and Trade Centre	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation

				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
6		Agency for Hiring of Car, Bus & Tempos.	Providing of cars and buses for the meetings, seminars and any other event of the Council as per requirement.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Registration with the various statutory bodies as necessary for carrying out the business, Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 5 years.	Certificate / letter from companies stating the scope of work and turnover of last 5 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC, professional tax etc	Provide related documents
				7	The agency should be in continuos existence / operation for the last three years	Provide related documents
					The tenderer should have capacity of providing 10 to 50 Commercial Vehicles on day to day basis	Provide related documents

7		Agency for Supplying and Refilling of Fire Extinguisher.	Annual Maintenance services to be provided for refilling and supplying of Fire extigusure	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC, professional tax etc	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
8		Agency for Providing Pest Control Services and AMC.	Annual Maintenance services to be provided for Pest Control Services	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC, professional tax etc	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents

9		Agency for providing electrical, plumbing and civil maintenance & repairing of furniture including chairs.	Office maintanaice work for plumbing, civil and electricals,repairing of furniture etc.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
10		Agency for Providing Services of Packers & Movers.	Providing Services of packers & movers for shifting material from wadala godowns & godowns to Councils offices located at Mumbai for the various events of councils.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents

				7	The agency should be in continuous existence / operation for the last five years	Provide related documents
11		Agency for Recruitment of Consultant / Placements.	To be provide the outsourced manpower like attendant, retainers, consultants etc.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Registration with the various statutory bodies as necessary for carrying out the business, Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and establishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomous bodies / EPC's, list of three establishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assessee having filed its income tax return for the last three assessment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC, professional tax etc	Provide related documents
				7	The agency should be in continuous existence / operation for the last three years	Provide related documents
12		Agency for Providing Foreign Exchange Services	Providing Foreign Exchange services to the council.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and establishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomous bodies / EPC's, list of three establishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assessee having filed its income tax return for the last three assessment years.	Provide related documents

				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuous existence / operation for the last five years	Provide related documents
13		Agency for Providing Corporate Gift / Memento.	provide the memento for the various events,gift purpose of the council.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and establishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomous bodies / EPC's, list of three establishment indicating annual turnover during last 5 years.	Certificate / letter from companies stating the scope of work and turnover of last 5 years.
				5	The agency should be as income tax assessee having filed its income tax return for the last three assessment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuous existence / operation for the last five years	Provide related documents
14		Agency for Providing Production (on ground production) , Logistic & Operations for Events, Seminars & Press Conferences of the Council.	Providing logistic & Operations support for events,seminars and press conference of the Council.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and establishment act	Provide the Certificate of registration

				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
15		Agency for Providing Services of Photography and Videography.	Providing the photography and videography for the councils various activities.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
16		Agency for Printing of Annual Reports, Invitation Cards, Boucher's / Catalogues, Lanyards, Badges etc.	Provide the printing material as per requirement of compnay	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation

				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
17		Agency for Supplying Promotional Bags.	Printing & Supply of promotional bags.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
18		Agency for Providing Services of Promotional Films (Editing, Dubbing etc.)	Providing service for promotional films.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation

				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
19		Agency for Translation of National and Foreign Languages.	Transalation of National & foreign languages.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
20		Agency for Providing Services of Bulk Emailing / SMS	The bulk emial and SMS to tbe sent to the list provided by Council time to time.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation

				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
21		Agency for supplying the computers / Laptops on rental basis	Supply of computer/laptop on rental basis.	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents
				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents
22		Agency for buying the old material like furniture/ fixtures / computers /Laptop etc.	Buying of old computer/laptop/ furniture / fixtures etc	1	Whether the agency is sole proprietary concern, partnership firm or company.	Provide related documents

				2	Should be registered with the registrar of firms / registrar of Companies/ as per applicability.	Provide the Certificate of Incorporation
				3	Should be register under shop and estblishment act	Provide the Certificate of registration
				4	If dealing with Govt. PSUs/ Autonomus bodies / EPC's, list of three estblishment indicating annual turnover during last 3 years.	Certificate / letter from companies stating the scope of work and turnover of last 3 years.
				5	The agency should be as income tax assesee having filed its income tax return for the last three assesment years.	Provide related documents
				6	The agency should have registration number of service tax, PF, ESIC	Provide related documents
				7	The agency should be in continuos existence / operation for the last five years	Provide related documents