

SUBMISSION OF RECORDS

Bidder is required to submit the following records strictly as per the table :

Record description heading	Record details of the Bidder				
Registered / Main Office Address					
Phone, Fax No and Email of the Registered Office / Concern Person	Phone				
	Fax				
	E-Mail				
	Name of Contact Person				
	Mobile				
Address of the establishment at Haldia					
Phone, Fax No of the Office / Concern Person at Haldia	Phone				
	Fax				
	E-Mail				
	Name of Contact Person				
	Mobile				
Details of Contact person for technical clarifications	Name				
	Mobile				
	E-Mail				
Website (if any)					
EPF registration no of the bidder					
ESI registration no of the bidder					
GST Registration no of the bidder					
Income Tax Permanent Account No					
MSME Registration no (If Any)	MICRO				
	MEDIUM				
	SMALL				
Document type	Submitted (Yes / No)	Document reference number (Attachment number)			
Supporting documents of PF deposit of its employees (Copy of challan & receipts)					
Supporting documents of ESI deposit of its employees (Copy of challan & receipts)					
Inspection report of PF Authorities					
Inspection report of ESI Authorities					
List of employees (with their names) covered under PF					
List of employees (with their names) covered under ESI					
Trade License					
Income Tax Clearance Certificate					
<p align="center">Signature and office stamp of the authorized representative of the bidder</p>					