



**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & IT
DEPARTMENT OF TELECOMUNICATIONS
O/O Pr. CONTROLLER OF COMMUNICATION ACCOUNTS,
8, Hare Street, (2nd floor)
Kolkata- 700 001.**

BID DOCUMENT

TENDER DOCUMENT

FOR

**PROVIDING SERVICES OF HOUSE KEEPING JOB VIZ.
MOVING FILE/DAKS/PAPERS, ATTENDING OFFICERS,
SWEEPING/CLEANING/CARE TAKING, TIFFIN ROOM
MANAGING,ETC
FOR USE IN**

O/o Pr. CONTROLLER OF COMMUNICATION ACCOUNTS
Calcutta Telephones District, Kolkata.

Tender No: CCA/CTD/TENDER/JOB CONTRACT

Dated: ...30...Jul 2012

Total No. of Pages - 25

Price Rs. 500/-

CHECK LIST

Self attested photocopies of the following documents are required to be enclosed with the **Technical Bid**, failing which their bids shall be summarily/out rightly **rejected** and will not be considered any further:

Sl No.	Documents	Remarks	
		Submitted	Yes/No
1.	Copy of Registration Certificate with Labour Department, Govt of West Bengal		
2.	Copy of PAN/GIR Card		
3.	Copy of the last two years IT return		
4.	Copy of EPF certificates		
5.	Copy of ESI certificates		
6.	Copy of Service Tax registration certificates		
7.	Work experience of similar work with govt Ministries /PSUs/ Autonomous bodies or similar nature		
8.	Documents for minimum financial turnover of Rs 2 Lakhs per annum during the last two years		
9.	Declaration regarding nearest relatives working in D.O.T <u>on stamp paper Rs100/- duly executed & attested by public notary(Annexure-III)</u>		
10.	Declaration regarding blacklisting/debarring from taking part in Govt. tender <u>on stamp paper Rs100/- duly executed & attested by public notary(Annexure-VI)</u>		
11.	EMD Rs 10,000/- (by DD)		
12.	All page of tender forms/T&C are to be signed with stamp and deposit with Technical Bid		

