

**Mandatory Documents required from Sub-Contractor/Vendor to Work in
under UP RDSS Project:-**

1. Contractor's First Information form with certification of sub-contractor for along with all documents. (Format is already mail by Mr
2. Firm Registration Document.
3. Company/Firm/Sub-Contractor Blank Letter Heads-02 Nos. with Sign of authorized/Proprietor with complete address of firm/Agency on Letter head.
4. Electrical License Document.
5. M.S.M.E Registration Documents.
6. P.F Registration Document.
7. ESIC Registration Document.
8. Workmen Insurance Document.
9. GST No. Documents.
10. If Firm or Company then Pan Card of Firm or Company.
11. If Proprietary firm then Pan Card of Proprietor.
12. If Firm or Company then Adhar Card of Firm/Company's higher authority's Adhar Card.
13. If Proprietary firm then Adhar Card of Proprietor.
14. 02 Nos. Passport Size Photo Graph of Authorized Person of Firm/Company/Proprietor.
15. Minimum previous three months/three Quarters GST return details or B2B transaction documents.
16. Cancelled Cheque Company with Signatory of authorized/Proprietor/Account holder showing clearly Bank Name, Account No, IFSC Code & Account Holder's Name.
17. Bank RTGS Form & Signatory Verification form duly signed by Bank authority (Format is already mail by Mr.Kiran Palde).
18. 02Nos. Blank Cheque on the name of " " without any date mentioned or without any withdrawal limit.
19. Performance of Bank Guarantee; P.B.G amount will be depending upon the cost of work Order.
20. 02Nos. Copy Firm/Company/Sub-Contractor's Authorization letter on Letter head with Photo, Adhar Card Copy & contact No & designation of Authorized Person to take or return required material from Store.
21. 02Nos. Copy of Firm/Company/Sub-Contractor's Authorization letter on Letter head with Photo, Adhar Card Copy & contact No. & designation of Authorized Person, to co-ordinate on behalf on agency & authorized for official matters.
22. Previous Experience Details with Completion /experience Letters showing Amount of work completed.
23. Minimum Previous 3 Years Turn Over details.
24. Labours Muster Copy or No. of Labours details.
25. Details of T&P available.
26. Indemnity Bond.(This will be provided along with Work Order from Head Office).

Note:-In spite of this if any document is demanded by authorities Contractor need to be provide the same.