



The following essential documents are required to submit of the Tender :--

a) Agency services must have these following certificates.

- i) PSARA Certificate**
- ii) Registration Certificate of EPFO**
- iii) Registration Certificate of ESIC**
- iv) Agency have valid PAN or TAN No.**
- v) GST Registration Certificate with last 3 month filling copy**
- vi) Labour Certificate**
- vii) Credential Certificate**

b) Besides these certificate agencies has to obey these points .

- i) Agency has to provide health & accidental policy of their engaged each Employee.**
- ii) Agency has to be provided police verification report of their employees to the concern school head before their deployment.**
- iii) Concerned Agency should give training to their staff periodically and also appoint supervisor for surprise check the activities of their deployed employees. And has to submit the checking report to the concerned School very next day.**
- iv) Agency must ensure that outsourcing staff should be trained and discipline ,well behavior and honest.**
- v) Agency avoid engagement of staff in school who attend the age of 60 years.**
- vi) Agencies should provide Dress & I-Card to their deployed staff without additional charge or deduction from their salary.**
- vii) Decision of Empanelment of different agencies solely in discretion of RO/ARO'S of DAV Public Schools, Bihar.**