

**ELIGIBILITY CRITERIA AND DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM
ENLISTMENT/REGISTRATION WITH APS BENG DUBI**

1. **Eligibility Criteria.**

- (a) Should have valid trade license,
- (b) GST registration certificate
- (c) Must have filed Income tax return and audited by CA with PAN Number in last two years.
- (d) Should have email address and land line/Mobile number
- (e) Must have PAN card.

2. In addition to above, vendors/contractors dealing with civil engineering/construction work or manpower service provider must have the following:-

- (a) Vendors with proven capabilities in the field of construction with valid license and good track record.
- (b) Area of expertise/experience and attach proof of their experience in the scope of construction work & total quantum of work in one year.
- (c) Annual turnover of last one year in construction work.
- (d) Must have Tender application on firm's letter head with GST number printed.
- (e) Must have Employees Provident Fund number.
- (f) Must have Firm Registration number with State Govt Labour Commissioner's Office of state of West Bengal.

3. In addition to above, vendor/contractor dealing with providing services of **security guards** must have following:-

- (a) Must have license/certificate under the provision of PSARA Act 2005 and Govt of West Bengal Private Security Agency Rules 2007 issued by Commissioner, Home & Hill Affairs Department, Govt of West Bengal, NABANNA, Howrah with date of validity.

3. **Documents to be submitted alongwith filled application form by Suppliers other than Construction works/manpower supplier and security guards suppliers -.**

- (a) Copy of GST registration number
- (b) Copy of valid license number
- (c) Copy of Income tax return of last two year and audit report by CA
- (d) Copy of PAN card.
- (e) Firms letter head with GST number and email id/ phone number printed
- (f) Cancelled cheque or bankers details of the firm/supplier.




(Signature)
Principal
आर्मी पब्लिक स्कूल, बेंगडुबी (प.ब.)
Army Public School, Bengdubi (W.B)

4. **Documents to be submitted alongwith filled application form by vendors/constructor for Construction works/manpower supplier and security guards suppliers:-**

- (a) Vendors with proven capabilities in the field of construction with valid license and good track record (for constructor only).
- (b) Copy of Area of expertise/experience and attach proof of their experience in the scope of construction work & total quantum of work in one year.
- (c) Copy of Annual turnover of last one year in construction work (for constructor only)
- (d) Tender application on firm's letter pad with GST number, email id and phone number printed.
- (e) Copy of Employees Provident Fund number.
- (f) Copy of GST registration certificate.
- (g) Copy of PAN card.
- (h) Copy of IT return for last two years duly audited by CA
- (j) Copy of Firm Registration number with State Govt Labour Commissioner's Office of state of West Bengal (For manpower service provider only)
- (k) Cancelled cheque or bankers details of the firm/supplier.

(l) **For Security Guards Service Provider Only.** In addition to documents, copy of license/certificate under the provision of PSARA Act 2005 and Govt of West Bengal Private Security Agency Rules 2007 issued by Commissioner, Home & Hill Affairs Department, Govt of West Bengal, NABANNA, Howrah with date of validity.




Principal
APS Bengdubi
For Chairman, SAMC, APS Bengdubi
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