

## Enclosure-1 (Bid Invitation No. 6300031743)

### DETAILS TO BE FILLED/ UPLOADED BY THE PARTICIPATING FIRM / AGENCY

Sl. No.	Description	Details to be filled/uploaded	
1	Name of the Firm / Agency		
2	Name of the owner of the Firm / Agency		
3	Address of the Firm/ Agency		
4	Postal address for correspondence (With name of the Contact Person) with telephone number, fax and email ID.		
5	Service Tax registration Number	Please upload copy of Service Tax Registration Certificate.	
6	PAN details of the Firm/ Agency with a copy of PAN card.	Please upload copy of PAN card.	
7	The firm/agency shall have On-Line tracking system in practice to facilitate customer to track the location of document/parcel if required. Details of such system to be provided.	Please upload the details.	
8	Details of Annual Turnover for previous three years i.e., for the period FY-2016-17, 2017-18 & 2018-19 (in Rs Lakhs).	<b>Financial Year</b>	<b>Annual Turnover (in Rs Lakhs)</b>
		2016 – 17	
		2017– 18	
		2018 – 19	

I / we hereby certify that all the information given above is factual.

*Signature with date of Authorized signatory*

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm's Seal: \_\_\_\_\_