

<b>Scoring Criteria (**)</b>
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<b>Sr.No.</b>	<b>Specification</b>
<b>1.</b>	<b>Details of Organisation</b>
a.	Year of incorporation/ Registration (No. of years in business)
b.	Type of the organisation (whether Company, sole proprietorship, Partnership, Private Ltd., etc.)
c.	Location of work place in Mumbai
d.	Main Lines of Business
e.	Allied / Ancillary Business
f.	Organization structure, profile of owners/ partners & directors
g.	Staff strength as on 31.03.2018
<b>2.</b>	<b>Certificates &amp; Approvals &amp; Compliances</b>
a.	Certificates & Approvals (including OSA / mailer by India Post)
b.	Factory License / Shop Establishment License, Sales Tax, VAT, BST, Income Tax registration, GST etc.
c.	Labour compliance for manpower engaged/ owned
d.	Security Guard arrangements at bidder's work place
e.	Surveillance cameras installation at bidder's work place
f.	Police verification records for the for staff engaged for the job
g.	Agreement with Courier Agency
<b>3.</b>	<b>Financial Statement</b>
a.	Financial information for last -3- years
b.	Turn – over for last -3- years
c.	Source of Financing
<b>4.</b>	<b>Technical Capabilities to execute the job / relevant experience as on 31.03.2018:</b>
a.	Documentary proof of orders executed to PSBs / NBs / personilizations bureaus / other organisations (directly/ indirectly)
b.	Details of some existing good clients / Banks/ PSU clients with contact numbers
c.	Work Place visit with special emphasis on processing of facilities at the site
d.	Digital/4 colour/laser machines available for this work

**\*\*The above points shall be taken into consideration for overall final selection.**