

**APPLICATION FOR EMPANELMENT OF FIRMS, SOCIETIES OR CORPORATE BODIES-
Manpower Outsourcing**

STATUS OF APPLICANT : FIRMS SOCIETIES COPORATE BODIES

AREA FOR EMPANELMENT : Manpower Outsourcing



Ground Floor, Rajiv Gandhi Bhawan-2, 35, Shyamla Hills, Bhopal

**Application Form for Empanelment of Firms, Societies or Corporate Bodies For
Manpower Outsourcing.**

EMPANELLMENT FEE: RS. 5000+ GST-18%

A. PROFILE OF THE ORGANISATION

1. Name of the Organization	
2. Nature of Organization	<input type="checkbox"/> FIRM <input type="checkbox"/> SOCIETY <input type="checkbox"/> PRIVATE LTD <input type="checkbox"/> PUBLIC LTD
3. Registered Address	
4. Address for Communication, if different from above.	
5. Telephone No.	
6. E-mail ID	
7. Key Contact Person & Mobile No.	
8. Registration No.	
9. PAN/TAN/Service Tax No.	
10. EPF Registration Number & Validity upto	
11. ESIC Registration Number & Validity upto	
12. Number of Departments / Companies currently being catered for outsourced employees	
13. Total number of outsourced Employees being supplied as on current date	
14. Turnover of the last three years in the format below	

Financial Year			
Turnover			
Profit after tax / surplus			

B. INFRASTRUCURE DETAILS :

B.1. DETAILS OF OFFICES

S.No.	Location & Address of centres/Offices	Own/ Rented	Name & Contact Person at the Centre

B.2 DETAILS OF Management Persons & Directors of the Company

S.No	Name	Designation	Age	Qualification	Experience in years	Area of Experience

B.3 Details of Fulltime Employees of the Agency

C. WORK EXPERIENCE

C.1 DETAILS OF MANPOWER SUPPLIED (For last three years only): *

S.No.	Financial year	Name of Client	No. of Employees	Average Monthly Billing

* Enclose work orders for each project.

Note: Please provide self certified copies of the following documents:

S. No	Description	Documents enclosed
1.	Copy of Registration	Yes / No
2.	Copy of PAN/TAN/Service Tax	Yes / No
3.	Copy of Work Orders	Yes / No
4.	Copy of Annual Reports of last three Financial Years	Yes / No
5.	Photographs of Office from inside and outside	Yes / No

6.	Articles and Memorandum of Association / Societies by laws	Yes / No
7.	Details of Promoters/ Directors/ Governing Body Members	Yes / No
8.	Letters of appreciation for past work done	Yes / No
9.	ESIC & EPF Registration Certificates	Yes / No
10.	List of Reference of past clients along with contact numbers	Yes / No