(on letter head)

Annexure-1.

Organizational Profile of the Hotel/Catering agency/ related firm

Tender Notice No. – 01/2026-27

Sl. No.	Particulars	Compliance in detail
1	Name of the Hotel/caterer/firm	
2	Complete Postal Address with PIN Code.	
	Mob. No. (Mandatory)	
	Email ID (Mandatory)	
3	Name of the Proprietor/Partners etc.	
4	Registration Number as * ……	
5	Year of Registration as…….	
6	GST Registration No.	
7	PAN No. of Agency or Proprietor	
8	Name of the Govt. or any other Institutions with whom food catering/lodging has been done earlier.	
9	Year and Period of work done *	
10	Total No. of Staff employed more than 6 month. in FY 2025-26 (Attach ECR/EPF document of 1st month & 6th month)	
11	Total GST Deposited in FY 2025-26	
12	Income tax deposited during last three financial years. (2023-24, 2024-25 to 2025-26)	
13	Turnover last three financial years. (2023-24, 2024-25 to 2025-26) (Attach certified copy from auditor/CA in original.)	
14	Name of bank of tenderer	
15	Title of account	
16	IFSC code	
17	Pay ID of firms. (If available)	

NB: * Please enclose the signed photo copy of all the relevant documents like PAN, GST, previous order copies, copy of relevant Registration No. etc.

Sd/-

Signature & seal

(Authorized Signatory)