**CHECKLIST OF ESSENTIAL DOCUMENTS TO BE**

**SUBMITTED IN PART – I OF BID**

***PART - I***

Essential Documents:-

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of Document | Copy Enclosed  (Yes/No) | Reference page No. |
| 1 | General Information about the Bidder (**Annexure I**) |  |  |
| 2 | Company profile with staff details & work experience (**Annexure II**) |  |  |
| 3 | Undertaking by Bidder/ Agency (**Annexure III**) |  |  |
| 4 | List of Major Client, successfully executed by the Bidder (**Annexure IV**) |  |  |
| 5 | Experience of providing at least one similar Service to any Government organization/PSU/Semi Govt. (**Annexure V**) |  |  |
| 6 | Details of technical personnel with the Bidder who will be deployed for this work (**Annexure VI**) |  |  |
| 7 | Declaration – **Annexure VII** |  |  |
| 8 | Copy of IT return and acknowledgment of the Income Tax Department for three consecutive financial years, 2012-13, 2013-14, 2014-15 and photocopy of PAN card |  |  |
| 9 | Copy of Service Tax Registration Certificate No. and Date of Issue |  |  |
| 10 | Affidavit/ Declaration of Proprietor that he is the sole proprietor of the firm! Memorandum and Article of Association/ Partnership Deed, whichever is applicable. |  |  |
| 11 | Certified Copy of Audited balance sheet and profit and Loss statements for the previous three years i.e. FY: 2012-13 & 2013-14, 2014-2015. |  |  |
| 12 | Bid documents in original duly filled in and signed by Bidder or his authorized Representative along with seal on each page. |  |  |
| 13 | Pre-qualification Criteria – as mentioned in Page 3 of the Bid Document  *Submission of Documentary Evidences is Mandatory* |  |  |