

**CHECK LIST**

RELEVANT DOCUMENTARY PROOF, WHEREVER APPLICABLE SHALL BE ATTACHED WITH THIS CHECKLIST

SL.NO.	QUALIFYING CRITERIA	BIDDER'S REPLY (YES/NO), (CONFIRM/NOT CONFIRM), (ACCEPT/NOT ACCEPT)	PROOF ATTACHED  (IF ANY)	RELEVANT PAGE NO. OF THE PROOF ATTACHED
1.	<b>SCOPE OF WORK</b> : Bidder should confirm, their acceptance to the scope of work as detailed in the Annexure-III of the bid document			
2.	<b>OWNERSHIP:</b> The bidder (or owner/owners of the bidding entity) should be owner of the firm of any type as mentioned at Annexure V-EEC.  <u>Documentary proof attached</u> to clearly indicate bidders legal constitution e.g. Proprietor ship / Partnership company / Co-operative Society / Trust etc.(submit the notarised copy of certificate of incorporation / registration in case of companies, duly registered partnership deed in case of partnership firm, registered deed in case of trusts and certificate from registrar of Co-operative Society in case of Co-operative Society)			
3.	<b>BIDDER'S EXPERIENCE</b> : Bidder must have minimum of Five Years operational experience in supplying Stationery Items (with & without printing) to any State government / Central government / Public Sector undertaking company / Reputed Limited Company during the period of last 5 years as on the date of invitation of bid. At least <u>any two</u> or more of the following notarized documents* have to be submitted in support of the above experience:			
a.	Contract Copy			
b.	Copy of Confirmatory Work Order			
c.	Copy of Valid experience certificate given by the organization where worked including contract details			
d.	Two References with phone numbers			
4.	<b>VALIDITY OF BIDS:</b> 90 days from the bid closing date.			
5.	The Bidder should confirm their specific acceptance of the bid clauses without any Exception / deviation:			
6.	Udyog Aadhar/Aadhar No. <b>(If Yes : Copy Must be Enclosed)</b>			

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<b>7.</b>	Service Tax Number / Certificate  <b>(If Yes : Copy Must be Enclosed)</b>			
<b>8.</b>	PAN No.  <b>(If Yes : Copy Must be Enclosed)</b>			
<b>9.</b>	TIN No.  <b>(If Yes : Copy Must be Enclosed)</b>			
<b>10.</b>	Business Accounts Details <b>(If Yes : Copy Must be Enclosed)</b>  (Bank Name/Account Holder's Name/Branch Name/IFSC Code)			
<b>11.</b>	Bank Statement for latest three months as on date of submission of BID.  <b>(If Yes : Copy Must be Enclosed)</b>			
<b>12.</b>	All pages of bid document, including duly filled appendices or any other enclosures are signed by the bidder or his authorized representative, as a token of acceptance of all the terms and conditions contained therein.			
<b>13.</b>	The bidder have an office with regular Telephone connection at NEW DELHI (NCR).			
<b>14.</b>	The bidder has submitted a declaration to the effect that neither the bidder themselves, nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently serving any banning orders debarring them from carrying on business dealings in India			

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<b>15.</b>	Bidders accept that failure to furnish all information required in the bidding document or submission of bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and shall result in the rejection of its bid. Incomplete, conditional or vague bids indicating exception / deviations to the conditions may be rejected.			
<b>16.</b>	Telex / Telegraphic / Fax / Xerox / Photocopies/ scanned copy of the offers are <u>not</u> submitted			
<b>17.</b>	Bidder shall be required to produce all the documents in original if asked by BIRAC, prior to placement of LOA. These are to be submitted within the time allowed by BIRAC. Any failure and / or delay to produce the original documents as asked by BIRAC will make the bid liable for rejection.			
<b>18.</b>	The successful firm shall not subcontract, transfer or assign the task to any other firm without the previous written approval of BIRAC.			