

## CHECKLIST

### Part I : TECHNO-COMMERCIAL BID

S. No.	Tender Submission Check Points	Check whether all documents are submitted or not (Yes / No)
1	Submission of Filled Tender Form – duly sealed & signed (without mentioning price)	
2	Submission of the Tender Documents duly Sealed & Signed in separate envelopes	
3	Submission of Technical Catalogue / Brochures / Leaflet clearly mentioning the Model number, name of equipment and technical specifications	
4	Submission of Proforma for Deviation Statement (Section - X)	
5	Submission of Authorization Certificate from OEM (If not a Manufacturer of the machine / equipment)	
6	Submission of BOQ / Packing List (each and every part of the equipment & standard accessories to run the machine) - as per Section - III	
7	Submission of Pre-installation requirement if any to run the equipment / machine	
8	Submission of Copy of the performance certificate of relevant machinery / equipment provided by the buyers as per eligibility criteria for a period not less than 3 years	
9	Acceptance of delivery period as per the tender document - Period required for Supply, Installation, Commissioning and Training, etc.	
10	Submission of Bid Form (Section V)	
11	Acceptance of Warranty clause as per the tender documents <span style="float: right;"><b>(If Applicable)</b></span>	
12	Submission of Performa for performance statement (Section - IX-A) along with the certificate for similar machines from the client / user organization.	
13	Submission of details of Country of Origin of the Equipment	
14	Submission of Past three years supply details for similar machines (order copy)	
15	Submission details of Tender Fee payment	
16	Submission details of Earnest Money Deposit <span style="float: right;"><b>(If Applicable)</b></span>	
17	Submission of Copy of GST Registration Certificate	
18	Submission of MSME, NSIC or any other certificates <span style="float: right;"><b>(If Applicable)</b></span>	
19	Submission of Copy of PAN Card	
20	Submission of Financial statements for the last three years (Balance sheet and Profit & Loss Statement) certified by a Chartered Accountant	
21	Confirm whether all documents relating to the tender is viewed	

### Part II : PRICE BID

S. No.	Tender Submission Check Points	Check whether all documents are submitted or not (Yes / No)
1	Submission of Price Bid (Price including of all taxes, discount, packing & forwarding charges, freight, insurance, installation, training, etc.)	
2	Submission of Cost inclusive of all the optional accessories (mentioned in the technical bid)	
3	Submission of Cost inclusive of all the spares (mentioned in the technical bid)	

**Note: Copy of this completed checklist is to be enclosed along with the Bid. Hard copy of all the above documents should reach our office before the stipulated time.**

I, hereby certify that I am aware that, in the absence of any of the above documents, the tender shall be liable for rejection by the competent authority.

**Signature of Authorized Signatory of the Bidder with Seal**