

BID SUBMISSION CHECK LIST

Sl no	Description	Submitted (Yes/No)	Page No.
A. TECHNICAL PROPOSAL (PART – A)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Bid Covering Letter (TECH A -1)		
3	Bid Processing Fee of Rs.10,000/- in form of DD		
4	EMD in the Term of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of the last three Years returns under Goods and Services Tax		
8	Copies of IT Returns for the last 3 FYs (2022-23,2023-24 & 2024- 25)		
9	General Details of the Bidder (TECH A - 2)		
10	Power of Attorney (TECH A - 3) in favour of the person signing the bid on behalf of the bidder.		
11	List of completed assignments of similar nature (Past Experience Details) (TECH A - 4) along with the copies of work orders / contract paper for the respective assignments		
12	Self- Declaration pertaining to an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client (TECH A – 5)		
13	Undertaking for not have been black-listed by any Central/ State Govt./ PSUs or any Government Authorities during its business career on stamp paper.		

(PART – B)			
1	Technical Proposal Covering Letter (TECH B -I)		
2	Brief profile of Bidder Organization Structure with Professional Background (TECH B -2)		
3	Description of Approach, Methodology & Work Plan (TECH B –3)		

4	Individual of CV of Key Professionals (TECH B –4)		
5	Team Composition and Task Assignment (TECH B –5)		
6	Bidder Organization (Financial Status) (FIN-2)		
B. FINANCIAL PROPOSAL			
1	Financial Bid Covering Letter (FIN-1) Price Bid (FIN-3)		

Undertaking:

- 1) *All the information has been submitted as per the prescribed format and procedure.*
- 2) *Each part of the proposal has been separately bound with no loose sheets and each page of all the two parts are page numbered.*
- 3) *All pages of the proposal have been sealed and signed by the authorized representative of the bidder.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____