**List of Documents Checklist – First Cover**

**(To be submitted in First Cover)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial no | Document | Yes / No | Sealed and signed | Page No |
| 1 | Part A of Tender Document – Section 1 to 8, duly filled, with seal & signature on all pages |  |  |  |
| 2 | Earnest Money Deposit in the prescribed format |  |  |  |
| 3 | Company Registration Document |  |  |  |
| 4 | GST Registration |  |  |  |
| 5 | PAN Registration |  |  |  |
| 6 | Income Tax Certificates |  |  |  |
| 7 | Turnover certificates |  |  |  |
| 8 | Audited Balance Sheet |  |  |  |
| 9 | Profit-Loss Statement |  |  |  |
| 10 | Solvency Certificate |  |  |  |
| 11 | Related Party Certificate |  |  |  |
| 12 | Valid license / Sub-Contractor Details with valid license where applicable |  |  |  |
| 13 | Qualification Information as per formats given in Section 3 (Form A to Form I), with supporting documents, Certificates, Work Orders, Purchase Orders, Performance Certificates, etc. |  |  |  |
| 14 | Form A with supporting documents |  |  |  |
| 15 | Form B with supporting documents |  |  |  |
| 16 | Form C with supporting documents |  |  |  |
| 17 | Form D with supporting documents |  |  |  |
| 18 | Form E with supporting documents |  |  |  |
| 19 | Form F with supporting documents |  |  |  |
| 20 | Form G with supporting documents |  |  |  |
| 21 | Form H with supporting documents |  |  |  |
| 22 | Form I with supporting documents |  |  |  |
|  | Performance certificate 1. …
2. …
3. …
4. …
5. …
 |  |  |  |
| 23 | Form of Tender |  |  |  |
| 24 | Appendix to tender |  |  |  |
| 25 | Other relevant documents – To establish eligibility 1. …
2. …
3. …
4. …
5. …
 |  |  |  |
| 26 | Notifications / corrigendum issued |  |  |  |

Sd/-

Head of the Company

Name of the Company

Address

**List of Documents Checklist – Second Cover**

**(To be submitted in Second Cover)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial no | Document | Yes / No | Sealed and signed | Page No |
| 1 | Priced Bill of Quantities (Section 9)a. Summary BOQb. Civil & carpentry BOQc. Electrical BOQd. Air conditioning BOQe. Audio Video BOQf. Chairs BOQ |  |  |  |
| 2 | Accepted Make of Materials (Civil & carpentry, Electrical and Air Conditioning) |  |  |  |
| 3 | Tender Drawings (20 Nos) |  |  |  |
| 4 | Original financial bid (labelled as ‘ORIGINAL’) |  |  |  |
| 5 | Duplicate of financial bid (labelled as ‘COPY’) |  |  |  |

Sd/-

Head of the Company

Name of the Company

Address