

CHECK LIST

CHECK LIST TO BE SUBMITTED WITH PHYSICAL BID BY THE BIDDER IN THE COVER OF TENDER FEE, EMD DOCUMENTS AND VENDOR REGISTRATION (Filling of all particulars by marking (√) is necessary)

Sr. No.	Particulars	Remarks
1	Whether bid documents are submitted in two separate covers i.e. EMD cover, techno-commercial bid cover.	Yes / No
2	Type of manufacturing unit	SSI / NSIC / PSU / Pvt. Co. / Limited Co. / Others
3	Whether your firm have supplied the tendered item to GUVNL and / or its subsidiary Companies	Yes / No
4	Vendor registration certificate for the tendered item	Registered / Re-register (whenever applicable)
5	EMD	Paid / Not paid If paid – i) Amount: ii) DD No. & date: iii) Bank: i) Rs. : ii) BG No.: iii) Bank: iv)BG valid up to :
6	Whether offered item bears valid ISI registration	Yes / No
7	Whether offered item bears valid type test certificate (if applicable)	Yes / No
8	Whether samples are submitted as per requirement (if applicable)	Yes / No
9	Is there any technical deviation in the tender?	Yes / No
10	Is there any commercial deviation in the tender?	Yes / No

**TECHNICAL CHECK LIST
(THIS IS MANDATORY)**

**CHECK LIST & DOCUMENTS REQUIRED IN FOLLOWING ORDER TO BE
SUBMITTED WITH TECHNICAL BID**

Sr. No.	Documents in following order to be attached	Bidder's comment	Page no. from/to
<u>Tender Documents with duly signed and sealed</u>			
1.	Schedule-A of Tender duly signed and sealed	Yes / No	
2.	Commercial terms and condition with duly signed and sealed	Yes / No	
3.	Annexure-1 with duly filled and signed.	Yes / No	
4.	Annexure-2 with duly filled and signed.	Yes / No	
5.	Annexure-3 with duly filled and signed.	Yes / No	
6.	Annexure-4 with duly filled and signed.	Yes / No	
7.	Annexure-5 with duly filled and signed.	Yes / No	
8.	Annexure-6 with duly filled and signed.	Yes / No	
9.	Annexure-7 with duly filled and signed.	Yes / No	
10.	Annexure-8 with duly filled and signed.	Yes / No	
11.	Annexure-9 with duly filled and signed.	Yes / No	
12.	Annexure-10 with duly filled and signed.	Yes / No	
13.	Annexure-11 with duly filled and signed.	Yes / No	
14.	Annexure-12 with duly filled and signed.	Yes / No	
15.	Annexure-13 with duly filled and signed.	Yes / No	
16.	Annexure-14 with duly filled and signed.	Yes / No	
17.	Annexure-15 with duly filled and signed.	Yes / No	
18.	Certificate-A on firms Letter head	Yes / No	
19.	Notarized copy of power of Attorney in favour of a person authorized to sign tender documents	Yes / No	
20.	Important Instruction with duly signed and sealed	Yes / No	
21.	GTP & Technical Specification of tender with duly signed and seal	Yes / No	
22.	All Amendment in ascending Order with duly signed and sealed. (if any)	Yes / No	
<u>Certificates</u>			
23.	ISO Certificate (if register)	Yes / No	
24.	GSTRegistration Certificate	Yes / No	
25.	GST Registration Certificate	Yes / No	
26.	Factory License	Yes / No	
27.	Import-Export Code Certificate (if register)	Yes / No	
28.	Photocopy of PAN Card	Yes / No	
29.	Notarized Copy of BIS License (if applicable)	Yes / No	
30.	BEE Certificate (if applicable)	Yes / No	
31.	Notarized copy of Type test for all tender Item	Yes / No	

<u>Additional Details on Firms letter Head</u>			
32.	List of Partners/Directors	Yes / No	
33.	List of Required machinery for manufacture Tendered Item	Yes / No	
34.	List of Testing Facility	Yes / No	
35.	Audited annual A/c of last 3 years	Yes / No	
36.	Quality Assurance Plan	Yes / No	
37.	Yearly Production Capacity of each Tendered Item	Yes / No	
38.	Notarized true copy of Orders Executed in GUVNL and their subsidiary companies, i.e. DGVCL/ MGVCL/UGVCL/PGVCL.	Yes / No	

Following points are to be considered for submission of Bank Guarantee for Supply Period (SDBG) & Performance Bank Guarantee for Warrantee Period (PBG):

1. Bank Guarantee must have clear one time validity as per LOA/AT terms and conditions. Also, there should be a clear validity of stamp paper on which Bank Guarantee is to be issued.
2. Date of issuance of Bank Guarantee must be on or after the date of execution/issuance of stamp paper (on which said BG is to be obtained).
3. Seal & Initial of the bankers, issuing bank guarantees must be obtained against each hand written stipulations, deletion(s), alteration(s) or addition(s), if any.
4. Bank Guarantee must be submitted in our standard prescribed format without any changes.
5. Date & place of execution of Bank Guarantee must invariably be obtained on both Original and Extended BGs.
6. Further any extension obtained in original bank guarantee must be taken in our standard prescribed format for Extension in B.G. without any change. BG extension must be submitted before 1 month of expiry of Original Bank Guarantee.
7. Page nos. should be mentioned on each page of bank guarantee.
8. Only the stamp paper pages on which Bank Guarantee is executed are considered as part of BG. So, page nos. should be obtained on them only and additional pages such as Bank Confirmation letter, Bank covering letter etc. shall not be treated as part of Bank Guarantee and excluded.
9. Confirmation letter attached with BG is not a part of BG. Hence, it should not be counted for page numbering of BG.