

Check list for document to be submitted by the tenderer for **Civil Works & Track Works Tender** along with the tender. Tenders without these documents will be **summarily rejected**.

SN	MANDATORY DOCUMENTS
1	Documents as per Clause 10.1 of GCC Eligibility conditions -Special Technical criteria
2	<p>Documents as per Clause 10.2 of GCC Eligibility conditions -Special Financial criteria</p> <p>The tenderer must have minimum average annual contractual turnover of V/N or V whichever is less; where</p> <p>V= Advertised value of the tender in crores of Rupees N= Number of years prescribed for completion of work for which bids have been invited.</p> <p>The average annual contractual turnover shall be calculated as an average of “total contractual payments” in the previous three financial years, as per the audited balance sheet. However, in case balance sheet of the previous year is yet to be prepared/ audited, the audited balance sheet of the fourth previous year shall be considered for calculating average annual contractual turnover.</p> <p>The tenderers shall submit requisite information as per Annexure-VIB, along with copies of Audited Balance Sheets duly certified by the Chartered Accountant/ Certificate from Chartered Accountant duly supported by Audited Balance Sheet.</p>
3	PAN CARD
4	GST Registration Certificate
5	As per advance correction slip No. 2 and 3 of Standard GCC April 2022, Standard format of certificate to be submitted by the bidder as per Revised Annexure-V. In addition to Annexure-V, in case of other than Company/Proprietary firm, Annexure-V(A) shall also be submitted by the each member of a Partnership firm/Joint Venture (JV) / Hindu Undivided Family (HUF) / Limited Liability Partnership (LLP) etc as the case may be.
6	<b>Sole Proprietor :</b> Document showing the proof of Sole Proprietor. (GST registration cert, other relevant document etc.)
7	<p><b>HUF:</b></p> <p>(i) A copy of notarized affidavit on Stamp Paper declaring that he who is submitting the tender on behalf of HUF is in the position of ‘Karta’ of Hindu Undivided Family (HUF) and he has the authority, power and consent given by other members to act on behalf of HUF.</p>
8	<p><b>Partnership firm :</b></p> <p>(i) A notarized copy of partnership deed or a copy of the Partnership deed registered with the Registrar. (ii) A notarized or registered copy of Power of Attorney in favour of the individual to tender for the work, sign the agreement etc. and create liability against the firm.</p> <p>The tenderer shall clearly specify that the tender is submitted on behalf of a partnership firm. For more details kindly refer Para 18 of Part I of GCC April 2022/tender document.</p>
9	<p><b>Joint Venture : (JV) :</b> A copy of Memorandum of Understanding (MoU) duly executed by the JV members on a stamp paper, shall be submitted by the JV along with the tender. The complete details of the members of the JV, their share and responsibility in the JV etc. particularly with reference to financial, technical and other obligations shall be furnished in the MoU.</p> <p><b>In case one or more of the members of the JV is/are partnership firm(s), following documents shall be submitted:</b></p> <p>(i) A notarized copy of the Partnership Deed or a copy of the Partnership deed registered with the Registrar. (ii) A copy of consent of all the partners or individual authorized by partnership firm, to enter into the Joint Venture Agreement on a stamp paper, (iii) A notarized or registered copy of Power of Attorney in favour of the individual to sign the MOU/JV Agreement on behalf of the partnership firm and create liability against the firm.</p> <p><b>In case one or more members is/are Proprietary Firm or HUF, the following documents shall be enclosed:</b></p> <p>(i) A copy of notarized affidavit on Stamp Paper declaring that his Concern is a proprietary Concern and he is sole proprietor of the Concern OR he who is signing the affidavit on behalf of HUF is in the position of ‘Karta’ of Hindu Undivided Family (HUF) and he has the authority, power and consent given by other members to act on behalf of HUF..</p> <p><b>In case one or more members of the JV is/are companies, the following documents shall be submitted:</b></p> <p>(i) A copy of resolutions of the Directors of the Company, permitting the company to enter into a JV agreement,</p>

	<p>(ii) The copies of <b>MOA (Memorandum of Association) / AOA (Articles of Association)</b> of the company</p> <p>(iii) A copy of Certificate of Incorporation</p> <p>(iv) A copy of Authorization/copy of Power of Attorney issued by the Company (backed by the resolution of Board of Directors) in favour of the individual to sign the tender, sign MOU/JV Agreement on behalf of the company and create liability against the company</p> <p><b>In case one or more members of the JV is/are LLP firm/s, the following documents shall be submitted:</b></p> <p>(i) A copy of LLP Agreement</p> <p>(ii) A copy of Certificate of Incorporation of LLP</p> <p>(iii) A copy of resolution passed by partners of LLP firm, permitting the Firm to enter into a JV agreement</p> <p>(iv) A copy of Authorization /copy of Power of Attorney issued by the LLP firm (backed by resolution passed by the Partners) in favour of the individual, to sign the tender and/or sign the MOU/ JV agreement on behalf of the LLP and create liability against the LLP.</p> <p><b>In case one or more members of the JV is/are Society/s or Trust/s, the following documents shall be submitted:</b></p> <p>(i) A copy of Certificate of Registration</p> <p>(ii) A copy of Memorandum of Association of Society/Trust Deed</p> <p>(iii) A copy of Rules &amp; Regulations of the Society</p> <p>(iv) A copy of Power of Attorney, in favour of the individual to sign the tender documents and create liability against the Society/Trust.</p> <p>For more details kindly refer Para 17 of Part I of GCC April 2022/tender document.</p>
10	<p><b>Company registered under Companies Act 2013</b></p> <p>(i) The copies of <b>MOA (Memorandum of Association) / AOA (Articles of Association)</b> of the company</p> <p>(ii) A copy of Certificate of Incorporation</p> <p>(iii) A copy of Authorization/Power of Attorney issued by the Company (backed by the resolution of Board of Directors) in favour of the individual to sign the tender on behalf of the company and create liability against the company.</p>
11	<p><b>LLP (Limited Liability Partnership):</b></p> <p>(i) A copy of LLP Agreement</p> <p>(ii) A copy of Certificate of Incorporation</p> <p>(iii) A copy of Power of Attorney/Authorization issued by the LLP in favour of the individual to sign the tender on behalf of the LLP and create liability against the LLP.</p>
12	<p><b>Registered Society &amp; Registered Trust :</b></p> <p>(i) A copy of Certificate of Registration</p> <p>(ii) A copy of Memorandum of Association of Society/Trust Deed</p> <p>(iii) A copy of Power of Attorney in favour of the individual to sign the tender documents and create liability against the Society/Trust.</p> <p>(iv) A copy of Rules &amp; Regulations of the Society.</p>