

CHECK LIST FOR TENDERER/BIDDER

Check following before submitting the offer

S	Item	Remarks
1	Have you enclosed the requisite Earnest Money (Bid Security) in the acceptable form/deposited online mode through IREPS portal or submitted the documents for exemption of EMD as per tender document details ?	Yes/ No
2	What is the constitution of firm participating in this tender?. Choose from the flowing: (1) Proprietary firm (2) Partnership firm (3) Company registered under company act (4) On behalf of Hindu Undivided Family (HUF) 5) LLP Firm (6) Registered Society & Registered Trust	
3	FOR PARTNERSHIP FIRM : Have you enclosed the Partnership deed alongwith power of attorney issued & signed by all the partners in favour of the person who have signed & submitted the bid in case of Partnership firm?	Yes/ No
4	FOR INCORPORATED UNDER COMPANY ACT: Have you submitted the copy of incorporation, AOA & MOA of the company?	Yes/ No
5	FOR INCORPORATED UNDER COMPANY ACT: Have you enclosed the power of attorney backed by the resolution (Resolution issued by Board of Directors in case of company registered under company act) in favour of the person who have signed & submitted the bid?	Yes/ No
6	FOR PROPRIETARY FIRM : Have you enclosed the copy of Proprietorship/ power of attorney in favour of the person who have signed and submitted the bid in case of proprietary firm?	Yes/ No
7	FOR SUBMITTING THE BID ON BEHALF OF HUF: Have you enclosed the 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 in case of HUF.	Yes/ No
8	FOR LLP FIRM : Have you enclosed the following document in case of LLP Firm (i) A copy of LLP Agreement (ii) A copy of Certificate of Incorporation (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. (iv) An undertaking by all partners of the LLP that they are not blacklisted or debarred by Railways or any other Ministry / Department of the Govt. of India from participation in tenders / contracts as on the date of submission of bids, either in their individual capacity or in any firm/LLP or JV in which they were/are partners/members. Concealment/wrong information in regard to above shall make the contract liable for determination under Clause 62 of the Standard General Conditions of Contract.	Yes/ No

9	FOR Registered Society & Registered Trust: Have you enclosed the following document in case of Registered Society & Registered Trust : (i) A copy of Certificate of Registration (ii) A copy of Memorandum of Association of Society/Trust Deed (iii) A copy of Power of Attorney in favour of the individual to sign the tender documents and create liability against the Society/Trust. (iv) A copy of Rules & Regulations of the Society	Yes/ No
10	Have you confirmed the certificate while submitting the offer online as per Annexure-V of tender document details/bid duly signed by the person holding power of attorney regarding truthfulness/factualness of document submitted along with the bid?.	Yes/ No
11	FOR other than company/Proprietary firm : Have you enclosed the certificate as per Annexure-V(A) of tender document details/bid 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 Partnership firm/Joint Venture (JV)/Hindu Undivided Family(HUF)/Limited Liability Partnership(LLP) etc. as the case may be?.	Yes/ No
12	Have you submitted a declaration as per Annexure-Certificate-II of tender document details?	Yes/ No
13	Have you filled the “Particulars for EFT System as per Annexure-Format-1 of tender document details”?	Yes/ No
14	Have you enclosed the GSTIN of the firm?	Yes/ No
15	Have you enclosed the PAN of the firm?	Yes/ No
16	Have you enclosed self attested copies of required supportive documents in support of firm’s credentials as asked in the bid/tender regarding minimum eligibility criteria (Technical eligibility & financial eligibility criteria).	Yes/ No
17	Have you submitted Power of Attorney in stamp paper duly notarized for using digital signature for signing and submitting the bid on behalf of the firm participating in this tender?	Yes/ No
18	Have you submitted copy of Board of Resolution issued by Board of Directors alongwith the Power of Attorney in stamp paper duly notarized in case firm registered under company act.	Yes/ No
19	Have you submitted the tender form first sheet (Annexure-I of GCC Part-I attached with tender document details) duly filled, signed and stamped.	Yes/ No
20	Have you submitted Annexure-VI(B) of tender document details dully filled and signed by Chartered accountant alongwith the copy of audited balance sheets with audit reports.	Yes/ No

Note: After opening of the tender, any document pertaining to the constitution of Sole Proprietorship Firm / Partnership Firm / Registered Company/ Registered Trust / Registered Society /HUF/LLP etc. shall be neither asked nor considered, if submitted. Further, no suomoto cognizance of any document available in public domain (i.e., on internet etc.) or in Railway’s record/office files etc. will be taken for consideration of the tender, if no such mention is available in tender offer submitted by the bidder.