

LIST OF MANDATORY DOCUMENTS TO BE ATTACHED

Note:- As per tender document, tenderer should submit all the mandatory documents mentioned at para 4(a) to 4(h), as per special instructions and guidelines for submitting e-Tenders at Page no. 3 to 22 of tender document. Tenders not accompanied by these documents WILL BE SUMMARILY REJECTED.

SR.NO	DESCRIPTION	YES/NO/Not Applicable
4(a)	TENDER FORM (First Sheet) (<u>Ref:</u> Page Nos.9 & 10of GCC APRIL 2022)	
4(b)	<u>Work(s) completion certificate(s) as per the requirement of Technical eligibility criteria</u> (<u>Ref:</u> Clause 10.1 & and for tenderer participating as JV firm Clause 17.15.1 of TENDER FORM (Second Sheet) at Page Nos.12-14 & 24 of GCC APRIL 2022)	
4(c)	Documents as per the requirement of <u>financial eligibility criteria</u> (<u>Ref:</u> Clause 10.2 and for tenderer participating as JV firm Clause 17.15.2 of TENDER FORM (Second Sheet) along with Annexure-VIB at Page Nos. 14, 24-25 & 40 of GCC APRIL 2022)	
4(d)	Documents for evaluating the <u>Bid Capacity</u> for tenders having advertised value more than Rs. 20.00 Crore (<u>Ref:</u> Clause 10.3 and for tenderer participating as JV firm Clause 17.15.3 of TENDER FORM (Second Sheet) along with Annexure-VI at Page Nos. 14, 25 & 35-36 of GCC APRIL 2022)	
4(e)	<u>Certificates, stating that the tenderer/s are not liable to be disqualified and all their statements / documents submitted along with bid are true and factual, as per Annexure-V</u> (<u>Ref:</u> Para 6.1 of Part-I, Instruction to Tenderers (ITT) at page 7 & 33-34 of GCC APRIL 2022)). <u>In addition to Annexure-V, in case of other than company/proprietary firm, Annexure-V(A)(As per ACS-2 to GCC April-2022) 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 per Advance correction slip no.2 to GCC issued vide Railway board letter no. 2022/CE-I/CT/GCC-2022/Policy, dtd. 13.12.2022.</u>	
4(f) In case the tenderer is <u>other than Joint Venture (JV)</u> firm, tenderer <u>has to submit all the documents as mentioned below</u> (<u>Ref:</u>Clause 14 (ii) (a) to (c), (e) to (g), (iv) and 18.10 of TENDER FORM (Second Sheet) at Page Nos.17-18 & 26-27 of GCC APRIL 2022:		
	<u>Sole Proprietorship Firm:</u> All documents in terms of Para 10 of the Tender Form (Second Sheet) at Page 12-16 of GCC	

		APRIL 2022)	
	<u>HUF:</u>	<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> <p>(ii) All documents in terms of Para 10 of the Tender Form (Second Sheet) at Page 12-16 of GCC APRIL 2022.</p>	
	<u>Partnership Firm:</u>	<p>(i) A notarized copy of partnership deed of or copy of the partnership deed registered with the registrar.</p> <p>(ii) A notarized or registered copy of Power of Attorney <u>in favour of the individual to tender for the work, sign the agreement etc. and create liability against the firm.</u></p> <p>(iii) <u>An undertaking by all partners of the partnership firm 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 in which they were / are partners/members.</u> Any concealment / wrong information in regard to above shall make the bid ineligible or the contract shall be determined under Clause 62 of the Standard General Conditions of Contract.</p> <p><u>(NOTE: THIS DOCUMENT SHOULD BE SIGNED BY ALL THE PARTNERS OF THE FIRM).</u></p> <p>(iv) All documents in terms of Para 10 of the Tender Form (Second Sheet) at Page 12-16 of GCC APRIL 2022.</p>	
	<u>Company registered under Companies Act-2013:</u>	<p>(i) The copies of MOA (Memorandum of Association) / AOA (Articles of Association) 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 the behalf of the company and create liability against the company.</p> <p>(iv) All other documents in terms of Para 10 of the Tender Form (Second Sheet) at Page 12-16 of GCC APRIL 2022.</p>	
	<u>LLP (Limited Liability Partnership)registered under LLP Act-2008:</u>	<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>	

		<p>(iv) An undertaking that by all partners of the LLP that they are not blacklisted or debarred by Railways or any other Ministry / Department of 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.</p> <p>(NOTE: THIS DOCUMENT SHOULD BE SIGNED BY ALL THE PARTNERS OF THE FIRM)</p> <p>(v) All documents in terms of Para 10 of the Tender Form (Second Sheet) at Page 12-16 of GCC APRIL 2022.</p>	
	<u>Registered Society & Registered Trust:</u>	<p>(i) A copy of the 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 & Regulations of the Society.</p> <p>(v) All other documents in terms of Para 10 of the Tender Form (Second Sheet) at Page 12-16 of GCC APRIL 2022.</p>	
4(g) In case the tenderer is a Joint Venture (JV) firm, tenderer has to submit all the documents as mentioned below:			
i	<p>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. (Ref: Clause 17.6 of TENDER FORM (Second Sheet) at Page Nos. 21 of GCC APRIL 2022 (pg.no 105 of tender document) & Appendix-VIII of the Tender Document.</p>		
ii	<p><u>Documents of JV Members:</u> (Ref: Clause 17.14 of TENDER FORM (Second Sheet) at Page Nos.22-24 of GCC APRIL 2022): In case one or more of the members of the JV is / are:</p>		
	Partnership Firm:	<p>(i) A notarized copy of Partnership Deed or a copy of the Partnership deed registered with the Registrar.</p> <p>(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.</p> <p>(ii) 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>(iv) <u>An undertaking that by all partners of the Partnership firm that they are not blacklisted or debarred by Railways or any other Ministry / Department of 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 in which they were / are partners/members.</u> Any Concealment / wrong information in regard to above shall make the bid ineligible or the contract shall be determined under Clause 62 of the Standard General Conditions of Contract.</p> <p>(NOTE: THIS DOCUMENT SHOULD BE SIGNED BY ALL THE PARTNERS OF THE FIRM).</p>	
	Proprietary Firm of HUF:	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.	
	Companies	<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 MOA (Memorandum of Association) / AOA (Articles of Association) of the company;</p> <p>(iii) A copy of Certificate of Incorporation; and</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>	
	LLP firms/s	<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>(iv) An undertaking that by all partners of the LLP that they are not blacklisted or debarred by Railways or any other Ministry / Department of Govt. of India from participation in tenders / contracts as on the date of submission of bids, either in individual capacity or in any firm/LLP or JV in which they were / are partners/members. Any concealment / wrong information in regard to above shall make the contract liable for determination under Clause 62 of the Standard General Conditions of Contract.</p> <p>(NOTE: THIS DOCUMENT SHOULD BE SIGNED BY ALL THE PARTNERS OF THE FIRM).</p>	
	Society/s or Trust/s	<p>(i) A copy of the Certificate of Registration.</p> <p>(ii) A copy of Memorandum of Association of Society / Trust Deed.</p> <p>(iii) A copy of Rules & 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</p>	

	Society/Trust.	
iii	All documents in terms of Para 10 of the Tender Form (Second Sheet) at Page 12-16 of GCC APRIL 2022 .	
h.	Copy of Ballast Test Report , if applicable to the tender.	Not applicable.

Note:- In case, submission of Bid Security in the form of Bank Guarantee, following shall be ensured as per GCC April-2022:

- i. A scanned copy of the Bank Guarantee shall be uploaded on e-Procurement Portal (IREPS) while applying to the tender.
- ii. The original Bank Guarantee should be delivered in person to the official nominated as indicated in the tender document **within 5 working days before closing date for submission of bids.**
- iii. Non submission of scanned copy of Bank Guarantee with the bid on e-tendering portal (IREPS) and/or non submission of original Bank Guarantee within the specified period shall lead to summary rejection of bid.
- iv. The Tender Security shall remain valid for a period of 90 days beyond the validity period for the Tender.
- v. The details of the BG, physically submitted should match with the details available in the scanned copy and the data entered during bid submission time, failing which the bid will be rejected
- vi. The Bank Guarantee shall be placed in an envelope, which shall be sealed. The envelope shall clearly bear the identification “**Bid for the ***** Project**” and shall clearly indicate the name and address of the Bidder. In addition, the Bid Due Date should be indicated on the right hand top corner of the envelope.
- vii. The envelope shall be addressed to the officer and address as mentioned in the tender document.
- viii. If the envelope is not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted and consequent losses, if any, suffered by the Bidder.
