

CHECK LIST

CHECK LIST FOR DOCUMENTS TO BE SUBMITTED BY THE TENDERER ALONG WITH THE TENDER. TENDERS WITHOUT THESE DOCUMENTS WILL BE SUMMARILY REJECTED: -

SN	MANDATORY DOCUMENTS
1	GST Registration Certificate
2	BID SECURITY as per clause 3 of Preamble of this Tender Document. (As per Clause No 5 of uploaded GCC April 2022 and advance correction slip No 5)
3	Certificate as per Annexure-V (2 pages) of this Tender Document. (As per Annexure-V of GCC April 2022 advance correction slip No1,2,3 and 4). Certificate as per Annexure V (A) of this tender document if applicable shall also be submitted (As per annexure V (A) of advance correction slip No.2 of GCC April 2022)
4	The tenderer shall clearly specify whether the tender is submitted on his own (Proprietary Firm) or on behalf of a Partnership Firm / Company / Registered Society / Registered Trust / Hindu Undivided Family (HUF) / Limited Liability Partnership (LLP) etc. The tenderer(s) shall enclose the attested copies of the constitution of their concern as applicable mentioned below:
a	Sole Proprietor – An undertaking on suitable stamp paper to this effect clearly mentioning PAN number.
b	HUF: (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.
c	Participation of Partnership Firms in works tenders: (i) A notarized copy of the 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. (iii) 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. 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.
d	Company registered under Companies Act 2013 (i) The copies of MOA (Memorandum of Association) / AOA (Articles of Association) of the company. (ii) A copy of Certificate of Incorporation (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.

e	<p>LLP (Limited Liability Partnership): If the tender is submitted on behalf of a LLP registered under LLP Act-2008, the tenderer shall submit along with the tender:</p> <ul style="list-style-type: none"> (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.
f	<p>Registered Society & Registered Trust:</p> <ul style="list-style-type: none"> (i) A copy of the 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
g	<p>Joint Venture (JV) : A copy of Memorandum of Understanding (MoU) duly executed by the JV members on a stamp paper, shall be submitted by the JV alongwith 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>In case one or more of the members of the JV is/are partnership firm(s), following documents shall be submitted:</p> <ul style="list-style-type: none"> (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>In case one or more members is/are Proprietary Firm or HUF, the following documents shall be enclosed:</p> <ul style="list-style-type: none"> (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>In case one or more members of the JV is/are companies, the following documents shall be submitted:</p> <ul style="list-style-type: none"> (i) A copy of resolutions of the Directors of the Company, permitting the company to enter into a JV agreement,

	<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</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>In case one or more members of the JV is/are LLP firm/s, the following documents shall be submitted:</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>In case one or more members of the JV is/are Society/s or Trust/s, the following documents shall be submitted:</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 & 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</p>
5	Valid Electrical Contractor License as per Clause 14.2 of Preamble of this tender document.
6	Work completion certificates for Technical Eligibility Criteria as per clause 13 of Preamble of this tender document. (As per Clause 10.1 of GCC April 2022)
7	Annexure VI B along with Audited Balance sheets certified by chartered accountant for last three/four financial years for Financial Eligibility Criteria as per clause 13 of preamble of this tender document. (As per Clause 10.2 of GCC April 2022)
8	Documents for evaluating Bid capacity duly certified by Chartered Accountant along with ANNEXURE –VI and its ANNEXURE-A of this tender document. (As per clause 10.3 of GCC April 2022)
The above mentioned documents are mandatory and are to be submitted along with the tender. Tenders without these documents will be summarily rejected.	