

### **TENDER CHECK LIST**

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

<b>SN</b>	<b>MANDATORY DOCUMENTS</b>
<b>1</b>	GST Registration Certificate
<b>2</b>	BID SECURITY as per <b>clause 6 of Part 1</b> of this Tender Document. (As per Clause No 5 of uploaded GCC April 2022 and advance correction slip No. 5.)
<b>3</b>	Certificate as per <b>Annexure-V (2 pages)</b> of this Tender Document. (As per Annexure-V of GCC April 2022 advance correction slip No. 1, 2, 3 and 4). <b>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 No2 of GCC April 2022).</b>
<b>4</b>	<b>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:</b>
<b>A</b>	<b>Sole Proprietor</b> – An undertaking on suitable stamp paper to this effect clearly mentioning PAN number.
<b>B</b>	<b>HUF:</b> (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.
<b>C</b>	<b>Participation of Partnership Firms in works tenders:</b> (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.
<b>D</b>	<p><b>Company registered under Companies Act 2013</b></p> <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 behalf of the company and create liability against the company.</p>
<b>E</b>	<p><b>LLP (Limited Liability Partnership):</b> If the tender is submitted on behalf of a LLP registered under LLP Act-2008, the tenderer shall submit along with the tender:</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> <p>(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.</p>
<b>F</b>	<p><b>Registered Society &amp; Registered Trust:</b></p> <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 &amp; Regulations of the Society</p>
<p><b>The above mentioned documents are mandatory and are to be submitted along with the tender. Tenders without these documents will be summarily rejected.</b></p>	