

## CHECK LIST

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

SN	MANDATORY DOCUMENTS
1	BID SECURITY as per clause 1.10 of Chapter-I of this Tender Document. (As per Clause No 5 of uploaded GCC April 2022.)
2	Affidavit / Certificate as per Annexure-V of Chapter VII of this Tender Document. (As per Annexure-V of GCC April 2022)
3	Annexure-V(A) of Chapter VI of this Tender Document. (As per ACS no.2 of GCC April 2022) (This certificate is to be given by attorney/authorized signatory/each member of Partnership firm/Joint Venture (JV) / Hindu Undivided Family (HUF) / Limited Liability Partnership (LLP) etc.)
4	Declaration for Non-employment of retired gazette officers of Railway as per Proforma – C under Chapter VII of this Tender Document. (As per clause 16 of uploaded GCC April 2022)
5	PAN CARD
6	GST Registration Certificate
7	<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>
a	<b>Sole Proprietor</b> – An undertaking on suitable stamp paper to this effect clearly mentioning PAN number.
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.
c	<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.
d	<b>Company registered under Companies Act 2013</b> (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	<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: (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	<b>Registered Society &amp; Registered Trust:</b> (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
8	Valid Electrical Contractor License as per Clause 2.28 of Chapter II of this tender document.
9	Supporting documents for Technical Eligibility Criteria as per clause 11.1 of this tender document. (As per Clause 10.1 of GCC April 2022)
10	Supporting documents for Financial Eligibility Criteria: as per clause 11.2 of this tender document. (As per Clause 10.2 of GCC April 2022)
<b>The above checklist for mandatory documents to be included in tender form. Tenders without these documents will be summarily rejected.</b>	