

Annexure - F

Chandel District Community Resource Management Society, Chandel, Manipur

Technical Bid Document Checklist

(To be submitted along with covering letter signed by the authorized signatory of the firm/agency)

S.No.	Particulars	Yes / No	Remarks
1	EMD/MSME Certificate - EMD through Demand Draft issued by nationalised bank in favour of Chandel District Community Resource Management Society, Chandel, Manipur Or MSME Registration & Exemption certificate/ documents.		
2	Firm/Agency Profile - Profile of the Firm/Agency on Letter Head by the Authorised Signatory		
3	Trade License - Copy of trade license registered on or before 2017 (highlighting Machine & Tools Trade) along with manufacturing/stockist/dealership /relevant document shall be enclosed.		
4	GST, PAN & Income Tax - Copy of GST registration and PAN Card. Copy of 3 (three) years out of last 4 (four) years Income Tax Return shall be enclosed. Those claiming exemption under Income Tax shall provide exemption certificate. Applicable TDS on account of GST & Income Tax shall be deducted at source unless exemption certificate is provided.		
5	Balance Sheet & P&L - Copy of 3 (three) years audited balance sheet along with trading profit & loss statement out of last 4 (four) years and 3 (three) years bank statement out of last 4 (four) years duly endorsed by the Branch Manager shall be enclosed.		
6	Work Order & Supply Completion Certificate - Copy of single Work Order & Supply Completion Certificate or Cumulative of 10 Work Orders & Supply Completion Certificate, for the desired minimum Annual Turnover, received in the last financial year.		

7	Trade Related Experience - Copy of Satisfactory Supply Completion Report/Certificate of minimum of 3 (three) Govt. or Public Listed Entity or Private sector clients in last three years. shall be enclosed.		
8	Head Office/ Branch Office in North East - Affidavit in stamp paper with a value of Rs. 100/- (Rupees One Hundred) only with address of Head Office/ Branch Office in North East shall be enclosed along with copy of electricity bill/rent agreement duly endorsed by the owner.		
9	Service Centre in North East - Affidavit in stamp paper with a value of Rs. 100/- (Rupees One Hundred) only with address of Service Centre in North East shall be enclosed along with copy of electricity bill/rent agreement duly endorsed by the owner.		
10	Solvency Certificate - Solvency Certificate issued by District Magistrate / Deputy Commissioner / Nationalised Banks for the desired amount.		
11	Machine Manual/Brochure - Machine Manual/Brochure separately for each of the processing units for which the Bidder applies the BID.		
12	Warranty Period declaration on letter head/relevant documents.		
13	After Sales Services - Declaration on letter head/relevant documents.		

I/We hereby certify that the above information is/are correct and true to the best of my / our knowledge.

Signature of the Authorized Signatory

Mobile No.:

Email ID: