

**CHECK LIST (List of Documents to be submitted)**

**Note:** Take print out of all PDF files mentioned below including checklist and fill relevant columns (with tick mark (Yes / No) or fill required data suitably or strike out which is not applicable). Sign the document, affix seal, forward.

**Name of Work:** Supply, Erection & commissioning of mini conference hall communication system in FACT-CD, Ambalamedu

**Tender No:** 04026/2021-2022/23479 dtd 02.06.2021

SI No.	DESCRIPTION	<u>Documents to be submitted along with the offer</u>	DEVIATION IF ANY [YES / NO]
1	<b>PQC:</b> The bidder shall have previous experience in erection and commissioning of video and audio conference system in India during the past seven years ending on the enquiry date.	Bidder shall submit the copy of work order and tax invoice / completion certificate as a proof. If the supporting document for pre- qualification are of work completed in any division of FACT, only the work order number and final completed value and date need to be mentioned	
5	<b>GST DETAILS</b>	GST declaration format and GST Registration Certificate, self attested	
6	<b>EARNEST MONEY DEPOSIT</b>	<u>Bid Security declaration form which is attached with the tender document</u>	
7	<b>VENDOR DATA FORM</b>	VENDOR DATA FORM and Electronic Media Payment Format duly verified by Bank along with a Cancelled Cheque. (For new vendors Only)	
8	<b>COMPLIANCE STATEMENT:</b>	Compliance statement clearly listing out the exceptions and deviations, if any, with regard to the specifications of individual equipment/materials / items of work, Proforma of Contract, Special Conditions of Contract,	
9	<b>SUBMISSION OF TECHNICAL BID</b>	Complete set of Tender Document including Schedule of Items of work with filling the rates, after duly signed and stamped.	