

**Schedule-I**  
**Technical Bid**

**CHECK LIST OF DOCUMENTS TO BE UPLOADED/SUBMITTED WITH TENDER DOCUMENTS**  
**ON CPPP PORTAL FAILING WHICH THE BID WILL BE TO BE REJECTED**

Sl. No.	Particulars	Whether submitted or not	If submitted than mentioned page no.	Remarks
1.	Details of E.M.D. deposit			
2.	Registration certificate (valid) of the firm under the work contract of the Appropriate Authority. <b><i>[Registration under Shop &amp; Establishment Act 1948 (Mumbai)/The Indian Companies Act, 1956/or any other Act]</i></b>			
3	<b>Last three years experience</b> of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations provide the <b>details in tabular form.</b>			
4	Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.			
5	Duly certified copies of the satisfactory services where the Tender is providing the services for the <b>last three years.</b>			
6	Employee EPF registration certificate issued by local govt. etc.			
7	Employee ESI registration certificate issued by local govt. etc.(if applicable)			
8	Nos. of staff registered under ESI & EPF separately. (Skilled and semi-skilled) required their ESI & EPF contributions. Documentary proof of vouchers <i>[i.e. challan for the month of preceding three months]</i> to be required and must be attached.			
9	Income Tax Permanent Account Number allotted by the Income Tax Dept.			
10	GST certificate allotted by GST department. <b><i>[please attach a copy of challan for the month of preceding three months]</i></b>			
11	Copy of Valid license.			
12	Tender acceptance letter as per Annexure-V			
13	Whether the firm has any legal suit / criminal cases is pending against it for violation of EPF/ESI, minimum wages act or other law. The firm must enclosed certificate indicated that there is no criminal / legal suit pending are contemplated against them.			
14	Bank Solvency/Haisyat certificate of Rs. 5,00,000/-.			

**AUTHORITY SIGNATORY**

**Note: The information required at Sl. No. 1 to 14 must be accompanied with the certified copies of the document and attached as per the serial number failing which the tender is liable to be rejected. No other document needs to be attached with the tender form.**