

ANNEXURE-IV**CHECK LIST and the order in which the documents are to be submitted for the Technical Bid**

Please check whether all the below mentioned Documents have been enclosed along with tender documents. The documents to be submitted in descending order with item no. 1 on top of all. Please also mention the page no. of the Technical Bid where these documents are given.

Sl. No.	Documents (Please refer to clause 5.1 of Section II for filling this Checklist)	Page No.
1.	Authorization letter for attending the bid opening (format-Annexure II)	
2.	Bid Security in the form of bank draft for Rs. 10000/- (As per Section I)	
3.	Clause by clause Compliance in the form of signing & stamping all the pages of the Tender Notice F. No. IT Cell/AMC/41/2016-17/24 date-30/01/2017 by Bidder or Authorized person/persons	
4.	Certificate from CA Regarding Annual Turnover of more than 5 Lakh from AMC/ IT assets service business for last two years. (as per Para 2 (d) of Section II)	
5.	Valid Income Tax Clearance Certificate/ Income Tax Return with PAN.	
6.	Copies of VAT Registration and Service Tax Registration	
7.	Certificate of Incorporation / Firm Registration Certificate as the case may be	
8.	Article of Memorandum of Association / proprietorship deed certificate as the case may be.	
9.	Experience of maintaining at least 100 PCs & Peripherals for more than two years in Central/state Department/ministries or government undertaking (as per Para 2 (b) of Section II)	
10.	Current work order copy of providing similar services to at least 2 other Govt./PSUs of same capacity (as per Para 2 (c) of Section II)	
11.	List of certified Engineers (as per Para 9 of Section IV)	
12.	Other Documents as per this NIT (Please Specify)	

Bidder to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s).
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

ANNEXURE-V**CHECK LIST and the order in which the documents are to be submitted for the
Financial Bid**

Sl. No.	Documents (Please refer to clause 5.2 of Section II for filling this Checklist)	Page No.
1.	BID APPLICATION CUM DECLARATION FORM as per Annexure -I	
2.	Price Schedule as per Annexure-III	