**MANDATORY DOCUMENTS TO BE SUBMITTED WITH RFQ (Checklist)**

Bidders must include the following documents with their quotation. Bidder shall be disqualified at preliminary stage if any of the following documents is missing. Each document must be named with **S.No** and **document name**. **E.g. 1\_Annex 2, or 2\_Annex 3.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | Documents to be submitted | Submitted | Not Submitted |
| **1** | Annex 2: Quotation Submission Form duly completed and signed. | [ ]  | [ ]  |
| **2** | Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 | [ ]  | [ ]  |
| **3** | BoQs - Properly filled in BOQs in Excel format as well as signed copy in pdf | [ ]  | [ ]  |
| **4** | Company Profile - (including the names of owners, key officers, technical personnel | [ ]  | [ ]  |
| **5** | PEC - Valid Certificate of Registration with PEC for the current year  | [ ]  | [ ]  |
| **6** | Audited Financial Statements for the last 3 years | [ ]  | [ ]  |
| **7** | NTN Certificate | [ ]  | [ ]  |
| **8** | List of previous contracts executed in the last three years; (Minimum two similar contract executed and successfully implemented) | [ ]  | [ ]  |
| **9** | Statement of Satisfactory Performance from the Top three Clients in terms of Contract Value executed during the past three years | [ ]  | [ ]  |
| **10** | List of ongoing projects with clients’ details (with contact references) |  |  |
| **11** | Project Team composition – along with CVs of the project/ personnel including the qualification and experience of the Team Leader and all other personnel to be assigned to the project | [ ]  | [ ]  |
| **12** | Litigation history - All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded | [ ]  | [ ]  |
| **13** | Work Plan - Implementation Timetable of the project/s; and well define work schedule | [ ]  | [ ]  |
| **14** | Declaration of Conformity from Suppliers (Duly completed and signed) | [ ]  | [ ]  |
| **15** | Vendor Information Sheet (Duly completed and signed) | [ ]  | [ ]  |

**Please check/choose the appropriate column if the documents are submitted or not.**

**This checklist must be submitted along with RFQ.**