Annexure C: Document Submission: GIZ / FWC / 005 / 2017

1. **Bidder to provide following information and need to attach documentary evidence in support of each of them.**

S No	Description	Relevant Document to be submitted	Document submitted	
			Yes	No
1.	Covering Letter	On Letter head with complete contact information, signature and stamp.		
2.	Years of Existence of the bidding company (not less than five (5) Years)	Certificate of Incorporation or any other document related to registration.		
3.	GST Registration	Issued from Commercial Tax Department		
4.	PAN Card Copy	Issued from Income Tax Department		
5.	Client List	Minimum 10 with contact Information (refer tender document)		
6.	Profile for the company	Company profile showcasing the kind of jobs undertaken, area of expertise, types of machines available, Quality control mechanism, work force etc.		
7.	Environmental Management System (Desired)	ISO 14001 : 2004 certified		
8.	Quality Management System Standard (Desired)	ISO 9001: 2008, valid for scope of Printing, finishing and supply of printed products.		
9.	Bank Details	Cancelled Cheque		