Annexure D: Document Submission : FWC/GIZ/004/2015

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.	Annual Turn Over of the Bidder for the last 3 Financial years	Copy of Return/ Audited Statement		
4.	CST/ VAT Registration Certificate	Issued from Commercial Tax Department		
5.	PAN Card Copy	Issued from Income Tax Department		
6.	Client List	Minimum 10 with contact Information (refer tender document)		
7.	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.		

S No	Description	Relevant Document to be submitted	Document submitted	
			Yes	No
8.	Accreditation Certification (if any)	Self-attested Copy		
9.	ISO Certification	Self-attested Copy		
10.	Bank Details	Cancelled Cheque		

2. Please confirm if the following facilities are available in house.

S.No	Facility	Yes/ No	Address for verification with contact details
1.	Pre-Press facility		
2.	Printing facility/ Works.		
3.	Post Press facility : Binding, fabrication, Packing etc.		

Declaration: I/ We hereby confirm that all the specification given at Annexure A and Annexure B has been properly understood and agree to execute the printing jobs, if awarded, conforming to the required standard / specification.

Signature of the bidder

Name:

Seal / Stamp