Annexure – 3: Document Submission

1. **CHECK LIST**

   Bidder should confirm that following documents has been submitted along with the bid.

S No	Question	Yes	NO
1.	Declaration on Company's Letter head with complete contact details: Annexure 1 and 2.		
2.	Technical Specification and Price submission – Annexure 4		
3.	Product Data Sheet / Catalogue for each proposed model.		
4.	Certification/ Test reports for the proposed model.		
5.	Required documents as per Section 2		

2. **Bidder to provide following information and need to attach documentary evidence, self-attested with signature and stamp, in support of each of them.**

S No	Description	Relevant Document to be submitted	Document submitted	
			Yes	No
1.	Years of Existence of the bidding company (not less than five (5) Years)	Submit any documentary evidence as available.		

S No	Description	Relevant Document to be submitted	Document submitted	
			Yes	No
2.	Past orders undertaken	Enclose attested copy of purchase order i. 01 order equivalent to 80% of the total order value (quoted amount) of this tender; and/or ii. 02 order equivalent to 50% of the quoted total contract value of this contract in any of the last three financial year.		
3.	Annual Turn Over of the Bidder for the last 3 Financial years	Copy of Audited Statement / Income tax return for last 03 financial years.		
4.	Authorization letter from the Parent company	Authorization letter from the company to sell the proposed model (applicable for distributors/ resellers).		
5.	AHAM certification	Copy of certification for the proposed model for all the proposed models (LOT 1 / LOT 2 / LOT 3/ LOT 4)		
6.	CST/ VAT Registration	Issued from Commercial Tax Department		
7.	PAN Number	Issued from Income Tax Department		
8.	Bank Details	Copy of Cancelled cheque		
9.	Local Service Centre/ service provider at Nepal	Complete address with phone number and email id of the contact person on a separate sheet.		

Signature and Stamp of the bidder.