

Instructions to Bidders: Please Complete all the Highlighted Cells before submission

Name of Work: "Providing Consultancy Services for Preparation of Detailed Project Report, Conducting EIA Study, Providing Project Management Consultancy including Statutory Clearances and O & M Consultancy for the proposed Water Aerodromes at various locations in Lakshadweep Islands, Kochi & other locations in India"

SCHEDULE - "I"

CHECKLIST OF DOCUMENTS

Name of the Vendor:				
Sl. No.	Clause Ref.No.	Description of Document	Whether submitted by the Bidder (Yes/No)	Remarks
1	Cl. No. 2 of Tender Notice	DD/BC/Pay Order for Rs.2360/- (Rs.2000/- + 18% GST) towards the Cost of Bid Document drawn in favour of FA&CAO, CoPA payable at Kochi.		
2	Cl. No. 2 of Tender Notice	Earnest Money Deposit : Rs.10 lakh shall be furnished either through Demand Draft / Pay Order / Banker's Cheque drawn in favour of FA&CAO,CoPA, payable at Kochi, from any Nationalised Bank/ Scheduled Bank operating in India.		
3	Cl. No. 17 of Tender Notice	Documentary proof for MSME registration, if any		
4	Cl. No. 3.14.1 of Instruction to Bidders	Letter of Submission as per <i>Appendix - II</i> .		
5	Cl. No. 3.14.2 of Instruction to Bidders	Duly executed Power-of-Attorney, in original, for signing the Bid duly authenticated by Notary Public as per <i>Appendix - III</i>		
6	Cl. No. 3.14.2 of Instruction to Bidders	Duly signed Integrity Pact as per <i>Appendix - IV</i> .		
7	Cl. No. 3.14.2 of Instruction to Bidders	Bid Document in PDF format. All Addenda/Corrigenda duly signed and sealed		
8	Cl. No. 3.14.2 of Instruction to Bidders	Details in <i>Appendix -V</i> regarding Corporate Information of the Bidder.		
9	Cl. No. 3.14.2 of Instruction to Bidders	Details of Experience in <i>Appendix - VI : Sheets 1 to 3</i>		
10	Cl. No. 3.14.2 of Instruction to Bidders	The details of the staff/professionals, who will be engaged for the consultancy work (Key Personnel) including their CVs indicating the qualifications, areas of skill, with their previous experience in similar works, shall be submitted along with the Bid in <i>Appendix - VII : Sheets 1 to 3</i> .		
11	Cl. No. 3.14.2 of Instruction to Bidders	Approach, Methodology and Work Plan for performing the Assignment/Job as per <i>Appendix - VIII</i>		
12	Cl. No. 3.14.2 of Instruction to Bidders	An undertaking that no conditions are incorporated in the Price Bid, not made any payment or illegal gratification to any persons/ authority connected with the Bid process, disclosure of payment made/ proposed to be made to the intermediaries in connection with the Bid, no changes have been made in the Bid Document, have not been debarred or black listed by any Govt. of India Organizations / PSU/ PSE / Govt. Depts./reputed Private Sector Companies etc. in <i>Appendix - IX</i> .		
13	Cl. No. 3.14.2 of Instruction to Bidders	An undertaking that Team Leader/Members would be maintained and they shall be present for all the meetings and in case replacement is inevitable, the equivalent qualification and experienced Team Leader /Members will be inducted, that in the last three years have neither failed to perform on any contract nor been expelled from any project or contract nor have had any contract terminated and shall not disclose /share any documents in connection with this Assignment with third parties and will keep the same as confidential information in <i>Appendix - X</i> .		
14	Cl. No. 3.14.2 of Instruction to Bidders	Bank information for e - Payment system as per <i>Appendix - XIII</i> .		
15	Cl. No. 3.14.2 of Instruction to Bidders	An undertaking that Financial Quote is not conditional, as per <i>Appendix - XV</i> .		
16	Cl. No. 3.14.2 of Instruction to Bidders	Copies of PAN and GST registration		

Note: All the documents submitted by the Bidder shall be page numbered or properly marked. Bidder is required to mention relevant page numbers / marking of his offer while filling up the above format.