

Name of Work: "Providing Consultancy services for Preparation of Master Plan for transforming Willingdon Island into a Tourism Hub (Retender-2)"

SCHEDULE - "I"

CHECKLIST OF DOCUMENTS

Name of the Vendor:				
Sl. No.	Clause Ref.No.	Description of Document	Whether submitted by the Tenderer (Yes/No)	Remarks
1	Cl. No. 2 of Tender Notice	DD/BC/Pay Order for Rs.2240/- (Rs.2000/- + 12% GST) towards the Cost of Bid Document drawn in favour of FA&CAO, Cochin Port Trust payable at Cochin or proof of Online Payment (NEFT/RTGS)		
2	Cl. No. 2 of Tender Notice	Earnest Money Deposit Declaration as per <i>Appendix - III</i>		
3	Cl. No. 3.18.2 of Instruction to Bidders	Letter of Submission as per <i>Appendix - II</i> .		
4	Cl. No. 3.18.2 of Instruction to Bidders	Duly executed Power of Attorney for signing the Bid as per <i>Appendix - IV</i>		
5	Cl. No. 3.15.2 of Instruction to Bidders	Bid Document in PDF format. All addenda/Corrigenda duly signed and sealed		
6	Cl. No. 3.15.2 of Instruction to Bidders	Details in <i>Appendix-V</i> regarding Corporate Information of the Bidder.		
7	Cl. No. 3.15.2 of Instruction to Bidders	Copies of PAN and GST registration		
8	Cl. No. 3.15.2 of Instruction to Bidders	The details of the staff/professionals, who will be engaged for the consultancy work (Key Personnel) indicating the educational qualifications, areas of skill, with their previous experience in similar works in <i>Appendix-VI</i>		
9	Cl. No. 3.15.2 of Instruction to Bidders	An undertaking that no changes have been made in the Bid Document in <i>Appendix -VII</i> .		
10	Cl. No. 3.15.2 of Instruction to Bidders	An undertaking regarding illegal method for influencing Bid process in <i>Appendix -VIII</i> and disclosure of payment made/ proposed to be made to the intermediaries in connection with the Bid in <i>Appendix -IX</i> .		
11	Cl. No. 3.15.2 of Instruction to Bidders	An undertaking that Financial Quote is not conditional, as per <i>Appendix-X</i> .		
12	Cl. No. 3.15.2 of Instruction to Bidders	Bank information for e - Payment system as per <i>Appendix - XIII</i> .		

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.