**Annexure-4**

**Check List for Technical Bid**

**To be filled by the Tenderer / Bidder**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No.** | **Particulars** | **Document attached (Yes/No)** | **Remarks (if aby)** |
| **Documents in Technical Bid Envelop** | | | |
| 1 | Covering Letter – Annexure-1 |  |  |
| 2 | Profile of the Bidder – Annexure-2 |  |  |
| 3 | Signed (all the pages) Tender documents (downloaded from IIITB web site) |  |  |
| 4 | Demand Draft (Rs 10 Lakhs) |  |  |
| 5 | Sample Menu – Annexure-3 |  |  |
| 6 | License for providing Catering Services (Registration under shops & Est. Act) obtained |  |  |
| 7 | Trade License Copy |  |  |
| 8 | Labour License Copy |  |  |
| 9 | GST Registration |  |  |
| 10 | ESI Registration |  |  |
| 11 | EPF Registration |  |  |
| 12 | Pan Card (Company’s name) |  |  |
| 13 | FSSAI Certificate |  |  |
| 14 | ISO 22000:2018 Certification |  |  |
| 15 | Filled Check List – Annexure-4 |  |  |
| 16 | IT return audited Balance sheets for last 3 years as mentioned in Eligibility Criteria #1.05 |  |  |
| 17 | PO Copies and Testimonials of Present services to Educational Institutes as mentioned in eligibility Criteria # 1.04 |  |  |
|  |  |  |  |
| **Documents in Technical Bid Envelop** | | | |
| 1 | Commercial Bid – Annexure - 5 |  |  |