

### **2.3 List of documents to be scanned and uploaded within the period of bid submission**

The following mandatory documents to be submitted with online bid submission:

The Online bids (complete in all respect) must be uploaded online in two Envelops as explained here: -

#### **2.3.1 Envelope - 1: Technical Bid**

The following mandatory documents to be provided as **a single PDF** file in the same sequence as listed for an eligible bid:

1. Scan copy of EMD shall be uploaded along the technical bid & original EMD shall be submitted in the office of the tender inviting authority on or before opening of the technical bid.
2. Proof of submission of Processing Fees as per 5.1
3. GST Registration Certificate or GST Undertaking as per 5.2
4. EPF & ESI Registration
5. Copy of PAN card
6. Affidavit for not being blacklisted/debarred/restrained As per 5.3
7. Performance report of works executed as per 5.4
8. Structure and Organization of the Agency as per 5.5
9. Declaration on Details of the Bidder(s) as per 5.6
10. Details of Similar Nature of Works Completed as per 5.7
11. Declaration about Site Inspection as per 5.8
12. Letter of Transmittal as per 5.9
13. Tender Certificate as per 5.10
14. Tender Acceptance Letter as per 5.11
15. Financial Information as per 5.12
16. Solvency certificate as per 5.13 (minimum 40% of estimated cost put to tender) **Or** Net Worth Certificate from certified Chartered Accountant as per 5.14

**\*\* Earnest money in the form of Demand Draft of pay order or Banker's Cheque or Deposit at Call Receipt or Fix Deposit Receipt drawn in favor of "The Director, IIT Kanpur" shall be scanned and uploaded to the e-Tendering website by the bidder within the period of bid submission. The hardcopy of earnest deposit receipt (EMD) shall be submitted in**