



**Check List for Documents to be Submitted / Conditions Complied**

S. No.	Details of Documents/ Conditions Complied	Yes/No
1	<b>Payment</b> term complied	
2	<b>Delivery</b> term/period complied	
3	<b>Door</b> delivery complied	
4	<b>Warranty</b> period complied	
5	<b>Manufacturer</b> certificate provided	
6	<b>Dealership</b> / distributorship certificate (in case of dealers/agents) provided	
7	<b>Literature:</b> Printed Literature provided	
8	<b>ISO/ ISI</b> certification provided	
9	<b>Sales Service</b> :Availability of onsite after Sales Service provided	
10	<b>GSTIN</b> Certificate enclosed	
11	Copy of <b>PAN Card</b> provided	
12	<b>Validity period of Rate</b> /quotation complied	
13	<b>AMC RATE</b> :Rate of AMC after warranty period( in %) provided	
14	Similar purchase order at <b>IIT, IIT or NIT</b>	
16	Income Tax Clearance Certificate provided	
17	Company/ Farm registration no provided	
18	Signature and stamp of authorized representative of bidder in all the submitted documents	

**Note:**

1. Technical and financial evaluation and recommendation is to be made only if vendors submitted the documents/ complied the essential NIQ terms and conditions mentioned above.
2. The bidder should submit their quotation in a closed A4 size envelope. The envelope should be superscribed, Quotation No. and date..... and Quotation for.....

**Date**

**Signature and Stamp of the Bidder**