

CHECK-LIST

(Copy of duly filled and signed Checklist also to be uploaded along with documents)

Name of the Manufacturing Firm: _____

Checklist For Tender Supporting Documents To Be Uploaded

S. No.	Particulars Have You Uploaded the following Documents	Submitted		Page Number given by Bidder
		Yes	No.	
1.	Forwarding letter of the pharmaceutical firm.			
2.	Earnest Money Deposit in the form of Account Payee Demand Draft/FDR/ <i>Bank Guarantee from Scheduled Commercial Bank only (RBI approved list annexed)</i> Or EMD Exemption certificate. Annexure EMD are to be uploaded in excel as well as pdf format.			
3.	List of items with manufacturing detail of the drug(s) quoted as per the prescribed format in Annexure "A" & "F" (without rates).			
4.	Manufacturing certificate duly signed by the State Drug Controller /State Licensing Authority in prescribed format i.e. Annexure-B-I & B-II			
5.	Production certificate duly signed by Chartered Accountant in prescribed format i.e. Annexure D-I & D-II			
6.	Certificate of acceptance of Terms and Conditions in Annexure "C" as an affidavit on non-judicial stamp paper of Rs. 100/-.			
7.	Information as per prescribed proforma (Annexure "E") as an affidavit on non-judicial stamp paper of Rs. 100/-.			
8.	Undertaking as per Annexure- "G".			
9.	Audited financial statement (Balance Sheet and Profit & Loss Account Statement) in respect of annual turnover for the firm as a whole.			
10.	A certificate from the Chartered Accountant with UDIN in prescribed format with reference to sale in the open market should be uploaded. Twenty five Percentage (25%) or more of the annual turnover shall be from the trading of the Ayurvedic Drugs in open market i.e exclusive of supply to ESI/ Government Departments and 3rd Party Sale. Annexure TS.			
11.	Turnover Certificate from the Chartered Accountant with UDIN as per Annexure T.O			
12.	a) Attested photocopy of valid GMP/WHO-GMP certificate of the manufacturing site for the quoted category of drugs. b) Attested photocopy of valid GMP certificate of the manufacturing site for the quoted category of drugs.			
13.	Attested photocopy of Drug Manufacturing License with the list of products approved. "Individual drug license with formula for each drug as per Disease category must also be submitted".			
14.	Non-Conviction Certificate for last three continuous years. Non-Conviction Certificate must have been issued in preceding one year from the Drug Controller/State Licensing Authority of the concerned state.			
15.	Copy of the recent GST Certificate along with affidavit the bidder will			

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S. No.	Particulars Have You Uploaded the following Documents	Submitted		Page Number given by Bidder
		Yes	No.	
	submit an undertaking of GST Act compliance on a non-judicial stamp paper of Rs. 50/- . ESIC will not hold any responsibility including impact on price due to non-compliance of GST Act.			
16.	Affidavit as per Annexure – S on a non-judicial stamp paper of Rs. 100/- and notarized.			
17.	Affidavit as per Annexure – T on a non-judicial stamp paper of Rs. 100/- and notarized			
18.	Original Label/s of all items quoted as mentioned in drug schedule.			
19.	Company/Authorized Signatory to submit Employer Code No. & copy of last three contributions towards ESI in case factory is covered under ESI Act. OR Company/Authorized Signatory to submit an Affidavit giving address of Manufacturing unit with a declaration that this factory / manufacturing unit is outside the implemented area / notified area by ESI Corporation. OR Company / Authorized Signatory to submit a certificate from the Regional Director that the factory is not coverable under ESI Act, in case the factory is within the covered / notified area.			
20.	Certificate of Registration of the company as Micro and Small enterprises under the Ministry of Micro Small and Medium enterprises from appropriate authority (if applicable) for manufacturing of Ayurvedic drugs and also registered on CPP portal.			
21.	Certificate of registration of the start-up company from the appropriate authority (if applicable) for manufacturing of Ayurvedic drugs and also registered on CPP portal.			
22.	Letter of authorization to sign and submit the tender along with specimen signature of the authorized signatory.			
23.	Price bid as per Annexure P			
24.	Copy of PAN Card and acknowledgement of last IT return			
25.	Bank Mandate Form (Annexure "I")			
26.	Integrity Pact as per Annexure "H" on a Rs. 100/- non judicial Stamp paper			
27.	Make in India Status as per Annexure-X			
28.	Any other document(s) required as per Terms & Conditions of Tender Enquiry			

Signature of the Authorized Signatory of the Firm

Full Name & Designation