

## **CHECKLIST**

### **Checklist to complete RFP for Project Management Consultant and documents inclusion in the Bid Submission Envelops**

Sn	Description of the documents	Ref. to RFP	Yes/No	Which Page fill out
1.	Did you enclose the EMD Rs 40,000 DD or Pay order separately, with the Technical Bid in Envelope A?	Page # 3 and section1		
2.	Did you seal (office stamp with signature) Envelope-A?	Section 5.9 and 7.1		
3.	Did you seal (office stamp with signature) Envelope-B?	Section 6.8		
4.	Did you include the USB with data information in the Technical Proposal, Envelop A?	Section 7.1		
5	Did you provide the firm registration certificate and license of the architect and other engineering staff?	Section 8.5.1.(a) and A.2.5		
6	Did you include the evidence of PAN and GST?	Section 8.5.1.(b)		
7	Did you include a registered stamp paper partnership deed in the case of a partnership firm?	Section 8.5.1.(c)		
8	Did you include the evidence of an established office in Maharashtra state?	Section 8.5.1.(d)		
9	Did you include the Tax Clearance Certificate for fiscal year 2023/2024?	Section 8.5.1.(e)		
10	Did you include evidence of sufficient annual financial turnover from the consultancy services?	Section 8.5.1.(f)		
11	Did you include the letter should not be blacklisted?	Section 8.5.1.(g)		
12	Did you include evidence of five years or more of project management experience on similar types of projects?	Section 8.5.1.(h)		
13	Did you include a certificate of any Director / Partner / senior staff /proprietor of the firm registered with the Council of Architecture, India, with a minimum experience of 10 years after obtaining an architectural degree?	Section 8.5.1.(i)		

<b>Technical and Financial Bid Forms</b>				
14	Did you fill out the Bidder's profile?	Technical Bid (2) pg. 3		
15	Did you fill out the Bidder's experience?	Technical Bid (3) pg. 6		
16	Did you fill up your firm's resources?	Technical Bid (4) pg. 7		
17	Did you fill out the work plan in the Gantt chart?	Technical Bid (5) pg.9		
18	Did you explain how to complete the project, the challenges you expect, and the mitigation under the Method Statement?	Technical Bid (6) pg. 19		
19	Did you include the TWO References?	Technical Bid pg.11		
20	Did you fill out the financial offer form?	Financial Bid form 3, pg.2		
21	Did you fill out the Bid Submission and Declaration form?	Technical Bid form 4, pg.4		