

**Centurion University of Technology and Management**  
**Plot No 136 & 137, Ramachandrapur, Jatni, Khorda, Odisha**

**Check list for tender document of " (Name of the Machine) TE- \_\_\_\_, Date-20.11.2017 "**

Please mention the documents enclosed along with the offer as per the checklist.

SL NO	PARTICULARS	YES	NO
1	Tender Fees & Earnest Money by DD/BG issued by Nationalised Bank/ commercial Bank submitted.		
2	Technical Bid submitted as per the tender requirement		
3	Commercial Bid submitted as per the tender requirement		
4	Copy of Standard machine catalogue as per the requirement to be submitted. Page No of the catalogue where tendered specification available to be mentioned and to be submitted along with deviation statement.		
4	Copy of TIN No, PAN No , Service Tax No etc & Bank Details submitted.		
5	Copy of Latest Income Tax /Sales Tax clearance certificate submitted		
6	Original Equipment Manufacturer /Authorised Dealer Certificate submitted.		
7	Valid DGS&D or NSIC certificate for the particular tendered item to be enclosed if eligible for exemption of EMD		
8	List of customer with address and contact no to whom the tendered machine supplied ( Copy of minimum 3 purchase orders to be attached.)		
9	All the pages of offer should be serially numbered and total no of pages to be mentioned.		

**Earnest Money Amount :**

**Tender Paper Cost:**

**Demand Draft No :**

**DD No :**

**Issue Date :**

**Date:**

**Name of Banker :**

**Authorized Signatory**  
**( With Seal )**