

Annexure-IV

Checklist of Documents which the bidders must submit along with the Technical Proposal

(This checklist should be signed and included in the cover containing the Technical Proposal)

Sl No.	Items	Yes	No
1	Whether processing fee as in para 6 enclosed		
2	Copies of contract or work orders as in para 16.a enclosed		
3	Copies of detailed resume of the Team leader and Team members as in para 16.b enclosed		
4	Copies of certificates of various lead auditor courses and related upgradation courses undergone by the Team leader and Team member(s) as in para 16.c enclosed		
5	Copies of completion certificates of previous projects undertaken as in para 16.d enclosed		
6	Details of specific consultancy projects undertaken as in para 16.e enclosed		
7	Profile of the Consultant as in para 17.c enclosed		
8	Approach & methodology as in para 17.d enclosed		
9	Work Plan and Schedule as in para 17.e enclosed		
10	Details of Team size as in para 17.f enclosed		
11	Whether the financial proposal in the format specified in Annexure-III has been submitted in a separate sealed envelop as in para 17.2		
12	Whether the bid is submitted in accordance with the double envelop system specified in para 17		
13	Whether all the pages of Technical Proposal, Financial Proposal and other documents are signed by the bidder or his duly authorised representative		

Signature :

Seal

Name: