**CHECKLIST OF STATUTORY & OTHER DOCUMENTS**

 **Project :**

Agency : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Works contract

|  |  |  |  |
| --- | --- | --- | --- |
| Sl | Description | Remarks | Annexure No. |
| 01 | LOI |  |  |
| 01 | Work order / Contract  |  |  |
| 02 | Final quotation ( Of same rate & value as order ) |  |  |
| 03 | PAN |  |  |
| 04 | S-Tax Registration / Undertaking of No Registration |  |  |
| 05 | VAT or TIN / Undertaking of No Registration |  |  |
| 06 | Legal status document 1. Nil for Propriotership farm
2. Partnership Deed for Partnership farm
3. MOA , AOA & latest status downloaded from MCA site for Pvt. Ltd. Company
 |  |  |
| 07 | Letter of authority of signing1. Letter from Proprietor
2. Letter from any Partner
3. Board resolution signed by Directors
 |  |  |
| 08 | Company credential documents incl. ISO certificate etc. |  |  |
| 09 | PF Registration / Undertaking of No Registration |  |  |
| 10 | ESI Registration / Undertaking of No Registration |  |  |
| 11 | Trade License from Municipal Authority |  |  |
| 12 | Company credential documents incl. ISO certificate etc. |  |  |

**CHECKLIST OF STATUTORY & OTHER DOCUMENTS**

 **Project :**

Agency : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purchase order

|  |  |  |  |
| --- | --- | --- | --- |
| Sl | Description | Remarks | Annexure No. |
| 01 | Purchase order  |  |  |
| 02 | Final quotation ( Of same rate & value as order ) |  |  |
| 03 | PAN |  |  |
| 03 | VAT / TIN / Undertaking of No Registration |  |  |
| 06 | Legal status document 1. Nil for Propriotership farm
2. Partnership Deed for Partnership farm
3. MOA & AOA for Pvt. Ltd. Company
 |  |  |
| 07 | Letter of authority of signing1. Letter from Proprietor
2. Letter from any Partner
3. Board resolution signed by Directors
 |  |  |
| 08 | Company credential documents incl. ISO certificate etc. |  |  |
| 09 | Relevant product catalogue |  |  |
|  |  |  |  |
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