Procuring Entity

INFOTECH ENGINE OF M.P.

REQUEST FOR PROPOSAL

Rate Contract for Supply of Desktop Computers, Laptops, Printers and Allied Peripherals to Government Departments of the State

RFP No.: MPSEDC/IT-RC/2026/004/RFP

Issuing Authority

Procuring Entity Address

26 Jun 2026

1. Disclaimer

The information contained in this Request for Proposal (RFP) document or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of the Procuring Entity or any of its employees, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by the Procuring Entity to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. The Procuring Entity makes no representation or warranty as to the accuracy, completeness, or reliability of the information in this RFP and shall incur no liability under any law, statute, rules, or regulations as to the accuracy or completeness of this RFP.

The Procuring Entity may, in its absolute discretion but without being under any obligation to do so, update, amend, or supplement the information in this RFP through corrigenda published on the designated procurement portal. Each bidder is advised to conduct its own due diligence before submitting a proposal.

The issue of this RFP does not imply that the Procuring Entity is bound to select a bidder or to appoint the selected bidder for the project, and the Procuring Entity reserves the right to reject all or any of the proposals without assigning any reason whatsoever.

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2. Notice Inviting Tender

Notice Inviting Tender

The Procuring Entity invites online proposals from eligible and experienced bidders for Rate Contract for Supply of Desktop Computers, Laptops, Printers and Allied Peripherals to Government Departments of the State as detailed in this RFP document bearing reference number MPSEDC/IT-RC/2026/004/RFP.

Bidders are required to submit their proposals online through the designated e-procurement portal in the prescribed two-cover format. Proposals received through any other mode shall not be entertained.

Key Information

- RFP documents can be downloaded from the e-procurement portal from the date of publication.
- A non-refundable tender fee and Earnest Money Deposit (EMD) must be submitted as specified in the Schedule of RFP.
- A pre-bid meeting will be held as per the Schedule of RFP; queries must be emailed before the deadline for receipt of queries.
- The Procuring Entity reserves the right to amend, cancel, or reissue this RFP at any stage without assigning any reason.

All amendments, corrigenda, time extensions, and clarifications will be published only on the e-procurement portal. Bidders are advised to monitor the portal regularly; no separate communication will be issued.

For any assistance related to this RFP, bidders may contact the office of the Procuring Authority at the address and official email notified in this RFP.

3. Abbreviations & Definitions

The following abbreviations and definitions apply throughout this RFP unless the context requires otherwise.

Term	Definition
RFP	Request for Proposal, i.e. this bidding document and all its annexures, corrigenda and addenda.
Procuring Entity	The authority inviting this tender and awarding the resulting contract.
Bidder / Agency	Any firm, company, or agency participating in this procurement process.
EMD	Earnest Money Deposit submitted by the bidder as bid security.
PBG	Performance Bank Guarantee furnished by the successful bidder as performance security.
LoA / Work Order	Letter of Award / Work Order issued to the successful bidder.
L1	The lowest evaluated responsive financial bid.
Portal	The designated e-procurement portal on which this tender is published and bids are submitted.
DSC	Digital Signature Certificate used to sign the electronic bid.
Authorised Signatory	The person holding a valid Power of Attorney to bind the bidder to this bid and the resulting contract.

4. Schedule of RFP

RFP Reference Number	MPSEDC/IT-RC/2026/004/RFP
Date of Issue of RFP	26 Jun 2026
Tender Fee (Non-Refundable)	As specified in this RFP, payable online
Earnest Money Deposit (EMD)	As specified in this RFP, payable online through the e-procurement portal
Last Date and Time for Bid Submission	As published on the e-procurement portal
Date and Time of Technical Bid Opening	As published on the e-procurement portal

Date and Time of Financial Bid Opening	Will be intimated to technically qualified bidders
Bid Validity Period	180 days from the last date of bid submission
Contract Period	3 years from the date of issue of work order, extendable as per RFP terms
Place of Opening of Bids	The office of the Procuring Entity as notified in this RFP
Contact Officer	The Procuring Authority
E-Procurement Portal	The designated e-procurement portal

5. Project Profile & Background Information

About the Procuring Entity

The Procuring Entity is the authority responsible for this procurement. It issues this Request for Proposal to select a competent bidder for the work described in this document and will manage the procurement, evaluation, and contract in accordance with applicable rules.

Project Context

The Procuring Entity intends to implement Rate Contract for Supply of Desktop Computers, Laptops, Printers and Allied Peripherals to Government Departments of the State. The selected bidder shall be responsible for delivering the goods or services and their associated implementation, operation, and maintenance, as applicable, in accordance with the Scope of Work defined in this RFP.

Objectives

- Deliver a solution or service meeting the functional and technical requirements of this RFP.
- Ensure timely implementation within the agreed project plan and milestones.
- Provide reliable operations and maintenance support with measurable service levels, where applicable.
- Build capacity of the Procuring Entity’s staff through structured training and knowledge transfer, where applicable.
- Ensure compliance with applicable Government policies and regulatory requirements.

6. Pre-Qualification Criteria

S.No	Type	Criteria	Requirement	Threshold	Mandatory	Supporting Documents
1	Certificate	Legal Entity	The bidder must be a legally registered entity	Registered, in operation >= 5 years	Yes	Certificate of Incorporation / Registration

S.No	Type	Criteria	Requirement	Threshold	Mandatory	Supporting Documents
			(company, firm, or equivalent) in operation for at least 5 years as on the date of bid submission.			Certificate and PAN.
2	Turnover	Average Annual Turnover	The bidder must have an average annual turnover from relevant work during the last three audited financial years, as specified in this RFP.	As specified (avg, last 3 FY)	Yes	Audited financial statements and CA certificate stating year-wise turnover.
3	Net Worth	Net Worth	The bidder must have a positive net worth in each of the last three audited financial years.	Positive (each of last 3 FY)	Yes	CA certificate stating year-wise net worth.
4	Experience	Similar Project Experience	The bidder must have successfully completed similar work of comparable scope and value during the last 5 years, as specified in this RFP, for Government or PSU clients.	As specified (last 5 years)	Yes	Work orders along with completion certificates or client testimonials.
5	Certificate	Quality Certification	The bidder must possess valid quality certifications relevant to the scope of this RFP, if specified.	Valid certifications relevant to scope	Yes	Copy of valid certificates.
6	Certificate	Statutory Registrations	The bidder must have valid GST registration and	Valid GST + PAN	Yes	GST registration certificate, PAN,

S.No	Type	Criteria	Requirement	Threshold	Mandatory	Supporting Documents
			PAN, and must have filed statutory returns for the preceding financial year.			and latest return acknowledgement.
7	Manpower	Manpower Strength	The bidder must have the minimum manpower or capacity required to deliver the scope, as specified in this RFP, as on the date of bid submission.	As specified in this RFP	Yes	Certificate from the HR head or company secretary stating manpower strength.
8	Document	Blacklisting	The bidder must not be blacklisted or debarred by any Central/State Government department, PSU, or autonomous body as on the date of bid submission.	Not blacklisted / debarred	Yes	Self-declaration on non-judicial stamp paper as per the prescribed annexure.

7. Technical Evaluation Criteria

S.No	Evaluation Criterion	Description	Max Marks
1	Organisational Strength	Years in operation, financial strength, certifications, and overall organisational capability.	15
2	Relevant Project Experience	Number, size, and similarity of projects executed for Government/PSU clients in the last 5 years.	25
3	Proposed Solution and Methodology	Understanding of requirements, proposed approach, work plan, risk management, and innovation.	30
Total			**100**

S.No	Evaluation Criterion	Description	Max Marks
4	Proposed Team Profile	Qualifications, certifications, and relevant experience of key personnel proposed for the project.	20
5	Technical Presentation and Demonstration	Quality of presentation, proof of concept or demonstration, and responses to committee queries.	10
Total			**100**

8. Overall Evaluation

The evaluation will be carried out in a two-cover process comprising a Technical Bid and a Financial Bid. The Technical Bids of only those bidders who satisfy all pre-qualification criteria will be evaluated by the Technical Evaluation Committee against the Technical Evaluation Criteria specified in this RFP.

Bidders securing a technical score of 70 marks or above out of 100 shall be declared technically qualified. The Financial Bids of only technically qualified bidders will be opened on the notified date and time.

The contract will be awarded to the technically qualified bidder quoting the lowest total financial bid (L1). In the event of a tie between two or more L1 bidders, the bidder with the higher technical score shall be ranked first. Financial bid values, comparative pricing, and rankings shall remain confidential until the authorized financial opening stage.

Purchase preference, if any, shall be extended to eligible Micro and Small Enterprises and to entities qualifying under prevailing Government procurement policies, as applicable on the date of bid submission.

9. Scope of Work

9.1 Project Scope

The selected bidder shall deliver the complete scope of work covering all functional, technical, quality, and integration requirements specified in this RFP. The scope includes requirement validation, planning, execution, quality assurance, handover, and support for the contract period, as applicable to this tender.

- Conduct a detailed requirement study and prepare a requirements specification for the Procuring Entity’s sign-off.
- Execute and deliver the scope on the infrastructure or at the locations specified by the Procuring Entity.
- Integrate or coordinate with identified systems, agencies, or stakeholders as specified in this RFP.
- Comply with applicable standards and guidelines and remediate observations before acceptance.

9.2 Deliverables and Timelines

The selected bidder shall deliver the following milestones within the timelines indicated, calculated from the date of issue of the work order:

Milestone	Deliverable	Timeline
M1	Project inception report and approved project plan	T + 2 weeks
M2	Requirements specification sign-off	T + 6 weeks
M3	Execution / development and integration complete	T + 16 weeks
M4	Acceptance testing and quality clearance	T + 20 weeks
M5	Go-live / commissioning and commencement of operations and maintenance	T + 24 weeks

9.3 Implementation Team

The bidder shall deploy a dedicated project team with the roles and qualifications proposed in the technical bid. Key personnel shall not be replaced without prior written approval of the Procuring Entity, and any approved replacement must have equivalent or higher qualifications and experience.

9.4 Training and Knowledge Transfer

Where applicable, the bidder shall conduct structured role-based training for the Procuring Entity's users, administrators, and staff, including training material, user manuals, and standard operating procedures. Refresher training shall be conducted as specified during the operations and maintenance phase.

9.5 Warranty, Operations and Maintenance

Where applicable, the bidder shall provide comprehensive warranty and operations and maintenance support for the entire contract period, covering defect resolution, updates, performance maintenance, helpdesk support, and periodic reporting against the service levels specified in this RFP.

9.6 Exit Management

At the end of the contract period or upon earlier termination, the bidder shall provide complete exit management support, including handover of deliverables, documentation, data, credentials, and licenses, along with knowledge transfer to the Procuring Entity or its designated agency over a transition period specified in the contract, without any additional cost.

10. SLA Deliverables and Penalties

S.No	Service Level Parameter	Requirement	Measurement	Penalty
1	Implementation Timeline	Achievement of each milestone within the timeline specified in the Deliverables and Timelines clause.	Delay in weeks beyond the agreed milestone date.	0.5% of the milestone value per week of delay, up to a maximum of 10% of the contract value.
2	Service Availability	Minimum 99.5% availability measured monthly during business hours, excluding planned maintenance, where applicable.	Monthly availability percentage from monitoring reports.	1% of the periodic operations payment for every 0.5% shortfall below the agreed availability.
3	Incident Response Time	Acknowledgement of critical incidents within 30 minutes and other incidents within 2 hours.	Helpdesk ticket timestamps.	A fixed amount per defaulting incident beyond the permitted response time, as specified in the contract.
4	Incident Resolution Time	Resolution of critical incidents within 4 hours and other incidents within 2 business days.	Helpdesk ticket timestamps.	A fixed amount per defaulting incident, as specified in the contract.
5	Manpower Replacement	Replacement of key personnel only with prior approval and joining of replacement within 30 days.	HR records and project attendance.	A fixed amount per instance of unapproved replacement or delay beyond 30 days, as specified in the contract.

The aggregate penalty under all service level parameters shall not exceed 10% of the total contract value. Persistent breach of service levels beyond two consecutive review periods shall constitute a material breach entitling the Procuring Entity to invoke the performance bank guarantee and/or terminate the contract.

11. Instructions to Bidders

11.1 Preparation of Bids

The bid shall be prepared in English and submitted online in the prescribed two-cover format: Cover 1 containing the pre-qualification and technical bid with all supporting documents, and Cover 2 containing only the financial bid in the prescribed format. The financial bid must not be disclosed, directly or indirectly, in any part of the technical bid; such disclosure shall lead to summary rejection of the bid.

All pages of the bid must be serially numbered and digitally signed by the authorized signatory. Bids must remain valid for 180 days from the last date of submission.

11.2 Tender Fee and Earnest Money Deposit

The bid must be accompanied by the non-refundable tender fee and the Earnest Money Deposit (EMD) specified in the Schedule of RFP, paid online through the e-procurement portal. Bids not accompanied by the tender fee and EMD shall be rejected. The EMD of unsuccessful bidders will be refunded without interest after award of contract. The EMD shall be forfeited if the bidder withdraws or modifies its bid during the validity period, or fails to execute the agreement or furnish the performance bank guarantee after award.

11.3 Opening and Evaluation of Bids

Technical bids will be opened online on the notified date and time. The evaluation committee will first verify pre-qualification compliance and then evaluate technically qualified bids against the Technical Evaluation Criteria. Financial bids of only technically qualified bidders will be opened, and the contract will be awarded on the L1 basis described in the Overall Evaluation section. The Procuring Entity may seek clarifications during evaluation; however, no change in the substance of the bid shall be permitted.

11.4 Grounds for Rejection of Bids

- Bid submitted through any mode other than the designated e-procurement portal or received after the submission deadline.
- Bid not accompanied by the prescribed tender fee or EMD.
- Disclosure of financial bid details in the technical bid.
- Conditional bids, incomplete bids, or bids not conforming to the prescribed formats.
- Misrepresentation or submission of forged, tampered, or false documents.
- Bidder blacklisted or debarred by any Government entity as on the date of bid submission.

11.5 Award of Contract

The successful bidder shall, within 15 days of issue of the letter of award, furnish a performance bank guarantee of 5% of the contract value valid for the contract period plus 90 days, and execute the agreement in the prescribed format. Failure to do so shall result in forfeiture of the EMD and cancellation of the award. The Procuring Entity reserves the right to annul the bidding process and reject all bids at any time prior to award of contract without incurring any liability.

☐	Document	Format	Mandatory
☐	Bid submission letter as per Annexure	PDF, digitally signed	Yes
☐	Certificate of Incorporation / Registration Certificate	PDF	Yes
☐	GST registration certificate and PAN	PDF	Yes

☐	Document	Format	Mandatory
☐	Audited financial statements for the last three financial years	PDF	Yes
☐	CA certificate for turnover and net worth	PDF	Yes
☐	Work orders and completion certificates for similar projects	PDF	Yes
☐	Valid quality certificates relevant to the scope	PDF	Yes
☐	Manpower / capacity certificate	PDF	Yes
☐	Non-blacklisting declaration on stamp paper	PDF	Yes
☐	Power of attorney in favour of the authorized signatory	PDF	Yes
☐	Technical proposal with approach and work plan	PDF	Yes
☐	Financial bid in the prescribed format (Cover 2 only)	As per portal	Yes

12. Submission of Proposal

Cost and Language of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Entity shall in no case be responsible or liable for those costs regardless of the conduct or outcome of the bidding process. The bid and all correspondence and documents relating to the bid shall be written in English.

Two-Cover Online Submission

Bids shall be submitted online only, through the designated e-procurement portal, in two separate covers — a Technical Cover (pre-qualification and technical documents) and a Financial Cover (price bid in the prescribed format). The financial cover shall remain sealed until technically qualified bids are opened at the financial-opening stage. No offline, physical, e-mail or fax bids shall be accepted.

Registration and Digital Signature

Bidders must be registered on the portal and must hold a valid Class-II/Class-III Digital Signature Certificate (DSC) in the name of the authorised signatory. The bid, including all uploaded documents, shall be digitally signed. Bidders are advised to complete registration and DSC mapping well before the submission deadline.

Preparation and Submission of Bids

The bidder shall prepare the bid strictly as per the formats and instructions in this RFP, upload all required documents in legible form, and submit the bid on the portal on or before 19 Aug 2026. A bid may be modified or withdrawn online before the deadline; no modification or withdrawal shall be permitted thereafter. Bids received after the deadline shall be rejected by the system.

Alternative or Conditional Bids

Alternative bids and conditional bids shall not be entertained. A bidder shall submit only one bid; submission of more than one bid by the same bidder (directly or through an associate) may result in rejection of all such bids.

Assistance to Bidders

For queries relating to the scope of work, bidders may seek clarifications as per the pre-bid process defined in this RFP. For queries relating to the operation of the e-procurement portal, bidders may contact the portal help-desk. All corrigenda, addenda and clarifications shall be published only on the portal, and bidders are responsible for checking it regularly.

13. Opening of Proposals

Opening and Evaluation of Proposals

Technical covers shall be opened online on the notified date in the presence of an evaluation committee constituted by the Procuring Entity. Each bid shall first be examined for responsiveness and completeness, then evaluated against the pre-qualification and technical criteria set out in this RFP. Only bidders who meet the pre-qualification criteria and secure the qualifying technical score shall be considered technically qualified.

Clarifications and Determination of Responsiveness

During evaluation, the Procuring Entity may seek written clarifications from bidders, which shall not change the substance or price of the bid. A bid that is substantially responsive shall not be rejected for a minor, non-material non-conformity, provided such non-conformity does not affect the relative standing of the bidders. The decision of the Procuring Entity on responsiveness shall be final.

Financial Opening and Award

The financial covers of only the technically qualified bidders shall be opened at the financial-opening stage, and evaluation and ranking shall be carried out strictly in accordance with the evaluation scheme defined in this RFP. The successful bidder shall be issued a Letter of Award / Work Order, and the outcome shall be published on the portal.

Right to Accept or Reject

The Procuring Entity reserves the right to accept or reject any or all bids, to annul the bidding process, or to reject all bids at any time prior to award, without assigning any reason and without incurring any liability to the affected bidders.

Corrupt and Fraudulent Practices

The Procuring Entity requires that bidders observe the highest standard of ethics during the procurement and execution of the contract. Any corrupt, fraudulent, collusive or coercive practice shall lead to rejection of the bid, forfeiture of EMD, and may attract debarment/blacklisting and other action as per applicable rules.

Sub-Contracting and Confidentiality

The successful bidder shall not sub-contract or assign the whole or any part of the contract without the prior written consent of the Procuring Entity. The bidder shall treat all information received in connection with this RFP and the contract as confidential and shall not disclose or use it for any purpose other than performing the contract.

14. General Terms and Conditions

Signing of Contract

The successful bidder shall furnish the Performance Bank Guarantee and execute the contract agreement within the period specified in the Letter of Award. Failure to agree to the terms and conditions or to sign the contract within the stipulated period shall constitute sufficient grounds for annulment of the award and forfeiture of the EMD/PBG.

Governing Law and Jurisdiction

This RFP and the resulting contract shall be governed by and construed in accordance with the laws of India. The courts at the seat of the Procuring Entity shall have exclusive jurisdiction over all matters arising out of or relating to this RFP and the contract.

Taxes and Duties

All applicable taxes, duties, cess and statutory levies shall be borne by the bidder unless expressly stated otherwise. GST, where applicable, shall be paid at the prevailing rate against a valid tax invoice. The bidder shall hold a valid GSTIN and PAN and comply with all statutory registration and filing requirements.

Force Majeure

Neither party shall be liable for any failure or delay in performance caused by an event of force majeure — such as an act of God, natural calamity, fire, war, riot, epidemic/pandemic, or a change in law — that is beyond its reasonable control. The affected party shall notify the other in writing within a reasonable period and use best efforts to resume performance.

Termination

The Procuring Entity may terminate the contract, in whole or in part, for default if the bidder fails to perform its obligations, or for convenience by giving prior written notice. Upon termination for default, the Procuring Entity may invoke the Performance Bank Guarantee and procure the balance work at the risk and cost of the defaulting bidder.

Settlement of Disputes

The parties shall first attempt to resolve any dispute amicably through mutual consultation. Failing amicable settlement, the dispute shall be referred to arbitration under the Arbitration and Conciliation Act, 1996, before a sole arbitrator appointed by the Procuring Entity; the seat of arbitration shall be the seat of the Procuring Entity and proceedings shall be conducted in English.

Limitation of Liability and Indemnity

Save for liability arising from gross negligence, wilful misconduct, or breach of confidentiality/IP obligations, the aggregate liability of the bidder under the contract shall be limited to the total contract value. The bidder shall indemnify the Procuring Entity against third-party claims arising from the bidder’s acts, omissions or infringement of intellectual property rights.

Exit Management

On expiry or termination of the contract, the bidder shall provide reasonable transition assistance, hand over all data, documentation, deliverables and knowledge to the Procuring Entity or its nominated agency, and shall not do anything that impairs the continuity of services during the exit period.

15. Contract Period and Payment Terms

Period of Contract

The contract shall be valid for 24 from the date of the Work Order, extendable at the sole discretion of the Procuring Entity on the same terms and conditions (or with mutually agreed revisions) subject to satisfactory performance.

Payment Terms

Payments shall be released against achievement of the milestones / service periods defined in the scope of work and SLA, on submission of a valid tax invoice and the deliverables/reports due for that period, and after certification by the Procuring Entity. Payments are subject to deduction of applicable taxes at source and any penalties levied under the SLA.

Invoicing and Deductions

- Invoices shall be raised in the name of the Procuring Entity with the correct GST particulars.
- No advance payment shall be made unless expressly provided for in this RFP against an equivalent bank guarantee.
- Statutory deductions (TDS, GST-TDS, etc.) shall be made as per applicable law.
- Penalties, liquidated damages and recoveries, if any, shall be adjusted against the payable amount or the Performance Bank Guarantee.

16. Financial Bid – Price Schedule

This Price Schedule is the financial bid format and must be submitted in Cover 2 only. Bidders shall quote firm, all-inclusive unit rates in Indian Rupees (INR) for every line item below. Goods and Services Tax (GST) shall be shown separately in the column provided; all other taxes, duties, levies, transport, insurance, and incidental charges shall be deemed included in the quoted unit rates.

The Procuring Entity shall fill the item description, unit, and estimated quantity for each line based on the scope of this tender; bidders shall fill only the unit rate and the resulting amount. The total of the Amount column shall be the basis for least-cost (L1) evaluation. Quoting any financial figure in the technical bid (Cover 1) shall lead to rejection of the bid.

S.No	Item Description	Unit	Quantity	Unit Rate (INR)	GST %	Amount (INR)
1	Primary deliverable / supply line item as per the scope of work (replace with the actual item).	Nos	1	0	18	0
2	Operations, maintenance, or support for the contract period, where applicable.	Month	12	0	18	0

17. Forms

Annexure - 1

Bid Submission Letter

To, The Procuring Authority. Subject: Submission of proposal against RFP No. MPSEDC/IT-RC/2026/004/RFP. We, the undersigned, having read and examined the RFP document in detail, hereby submit our proposal and confirm that the information furnished is true and correct, that our bid shall remain valid for 180 days, and that we agree to abide by all terms and conditions of the RFP.

Name of the Bidder Entity *	
Registered Office Address *	
Name and Designation of Authorized Signatory *	
Telephone and Email of Contact Person *	
Date of Submission *	
Signature with Seal *	

Annexure - 2

Bidder Profile

Legal Name of the Entity *	
Year of Incorporation *	
Type of Entity (Company/LLP) *	
CIN / LLPIN *	
GSTIN *	
PAN *	
Total Full-Time Technical Employees *	
Address of Local Office (if any)	

Annexure - 3

Declaration of Non-Blacklisting

We hereby declare that our entity has not been blacklisted or debarred by any Central Government, State Government, PSU, or autonomous body in India as on the date of submission of this bid. We understand that any false declaration shall render our bid liable for rejection and EMD forfeiture, in addition to any other action deemed fit by the Procuring Entity.

Name of the Bidder Entity *	....
Name of Authorized Signatory *	....
Place *	....
Date *	....
Signature with Seal on Stamp Paper *	....

Annexure - 4

Turnover and Net Worth Certificate

Certificate to be issued by a Chartered Accountant certifying the year-wise turnover from relevant work and the net worth of the bidder for the last three audited financial years.

Turnover FY (latest audited year) in Rs. *	…………………………
Turnover FY (previous year) in Rs. *	…………………………
Turnover FY (year before previous) in Rs. *	…………………………
Average Annual Turnover in Rs. *	…………………………
Net Worth Positive in Each Year (Yes/No) *	…………………………
Name and Membership Number of Chartered Accountant *	…………………………
UDIN *	…………………………
Signature of Chartered Accountant with Seal *	…………………………

Annexure - 5

Project Experience Citation

One form to be filled per cited project. Work order and completion certificate must be attached for each citation.

Name of the Project *	....
Client Name and Address *	....
Project Value in Rs. *	....
Project Start Date *	....
Project Completion Date *	....
Brief Scope of Work and Similarity to this RFP *	....
Client Contact Person with Phone/Email *	....

Annexure - 6

Manpower Deployment Format

One form to be filled per key personnel proposed for the project. CVs of all key personnel must be attached.

Proposed Role in the Project *	....
Name of the Person *	....
Highest Qualification *	....
Relevant Certifications	....
Total Experience in Years *	....
Relevant Experience in Years *	....

18. Annexures

The annexures listed in this section form an integral part of this RFP. Bidders must submit each applicable annexure in the prescribed format, digitally signed by the authorized signatory. Annexures submitted in any other format are liable to be rejected.

Annexure - 7

Power of Attorney

Power of attorney to be executed on non-judicial stamp paper of appropriate value, authorizing the signatory to sign and submit the bid, participate in meetings, provide clarifications, and execute the agreement on behalf of the bidder entity.

Name of the Executant Entity *	....
Name and Designation of the Attorney *	....
Date of Board Resolution / Authorization *	....
Place of Execution *	....
Date of Execution *	....
Signature of Executant with Witness Details *	....

Pre-Contract Integrity Pact

The bidder commits to take all measures necessary to prevent corrupt practices, unfair means, and illegal activities during any stage of the bid process or contract execution. The bidder shall not offer, promise, or give any undue advantage to any official of the Procuring Entity or the Government, and shall disclose any payments made or proposed to be made to agents or intermediaries in connection with this bid.

Breach of this integrity pact shall entitle the Procuring Entity to reject the bid, forfeit the EMD or performance guarantee, terminate the contract, and debar the bidder from future procurements, without prejudice to any criminal proceedings under applicable law.

Bidders shall submit pre-bid queries in the following format only, in editable spreadsheet form, on or before the last date for receipt of queries.

S.No	RFP Page No.	Clause / Section No.	Clause as in RFP	Query / Clarification Sought

Bidders shall complete the following checklist and enclose the referenced documents, in the given order, in the Technical Cover.

S.No	Document / Requirement	Enclosed (Yes/No)	Page No. in Bid
1	Bid Cover Letter (Annexure format)		
2	EMD in the prescribed form (or valid exemption)		

S.No	Document / Requirement	Enclosed (Yes/No)	Page No. in Bid
3	Certificate of Incorporation / Registration, GSTIN and PAN		
4	CA-certified Turnover and Net Worth certificate		
5	Work-order/completion certificates for cited experience		
6	Self-declaration of non-blacklisting		
7	Power of Attorney for the authorised signatory		
8	CVs and deployment plan for proposed key personnel		

Bidders shall furnish the organisation and contact details of the officials authorised to deal with this bid.

Field	Details
Name of the bidding firm	
Registered office address	
Year of incorporation / registration	
GSTIN / PAN	
Name and designation of authorised signatory	
Contact number and e-mail (authorised signatory)	
Name and contact of nodal / contact person for this bid	

A Curriculum Vitae in the following format shall be enclosed for each proposed key personnel, signed by both the individual and the authorised signatory.

Field	Details
Name and proposed role	
Qualifications (degree, institution, year)	
Total relevant experience (years)	
Key assignments relevant to this scope	
Certifications, if any	
Declaration of availability for the contract period	

The bidder shall submit the following certificate of conformity on its letterhead, confirming acceptance of the RFP terms without deviation.

We hereby confirm that we have read and understood the terms, conditions, scope of work and specifications of this RFP, and that our bid conforms to all of them without any deviation, reservation or condition. We accept that any deviation may render our bid liable to rejection.

The financial bid shall be submitted online in the Financial Cover only, strictly in the price-schedule format provided. No financial figures shall appear anywhere in the Technical Cover; violation shall render the bid liable to rejection. All prices shall be quoted in Indian Rupees, inclusive of all costs and exclusive of GST (shown separately).

Without limitation to the other provisions of this RFP, a bid may be rejected, inter alia, on the following grounds.

- Bid not submitted online through the portal or received after the deadline.
- EMD not furnished in the prescribed form (where not exempt), or of insufficient amount/validity.
- Bid not digitally signed by the authorised signatory, or Power of Attorney not enclosed.
- Failure to meet a mandatory pre-qualification criterion.
- Financial figures disclosed in the Technical Cover.
- Conditional or alternative bid, or material deviation from the RFP terms.
- Submission of false, misleading or forged information or documents.
- Bidder blacklisted/debarred by any government entity as on the bid date.

For and on behalf of the Bidder

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Signature

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Name

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Designation

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Date

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Company Seal

For and on behalf of the Procuring Entity

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Signature

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Name

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Designation

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Date

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Office Seal