

**Request for Proposal (RFP) for
Maintenance and updation of Krishi IQ Android App
with Bilingual support
(Hindi & English)**



**INSTITUTE OF AGRIBUSINESS MANAGEMENT
SWAMI KESHWANAND RAJASTHAN AGRICULTURAL UNIVERSITY**

Bikaner, Rajasthan 334006 IN

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DISCLAIMER

This Request for Proposal (RFP) contains brief information about the project, qualification requirements and the selection process for the successful applicant (bidder). The purpose of this RFP document is to provide applicants (bidders) with information to assist the formulation of their bid application (the “application”).

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither the IABM nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the RFP, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information (‘Information’) contained in this RFP document or subsequently provided to interested parties (the "applicant(s)), in writing by or on behalf of IABM is provided to applicant(s) on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. The information contained in the RFP document is selective and is subject to updating, expansion, revision and amendment. It does not purport to contain all the information that a Bidder requires.

IABM reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever. Such change will be published on the official Website and it will become part and parcel of RFP.

Each applicant should perform their own due diligence to check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. Submission of bid application shall be deemed to have been done after careful study and examination of the RFP with full understanding of its implications.

The response to this RFP should be full and complete in all respects. Incomplete or partial bids shall be rejected. The applicant must quote for all the items asked for in this tender. Intimation of discrepancies in the RFP, if any, should be given to the office of the IABM immediately by the applicants. If IABM receives no written communication, it shall be deemed that the applicants are satisfied that the RFP document is complete in all respects.

This RFP document is not an agreement and is not an offer or invitation by IABM to any other party. The terms on which the project is to be done and the right of the successful applicant shall be as set out in separate agreements. IABM reserves the right to reject any or all the



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request for proposals received in response to this RFP document at any stage without assigning any reason whatsoever. The decision of IABM shall be final, conclusive and binding on all the parties. IABM will not entertain any claim for expenses in relation to the preparation of RFP submissions.

Authorized Signature of Tenderer
With Seal & Date



1. INTRODUCTION

1.1 Introduction to Krishi IQ

Krishi IQ provides farm to fork videos and text-based tutorials that covers complete agriculture cycle of Cluster Bean (Kharif) and Gram (Rabi) crops. The complete agriculture cycle means aspects related to crop production, processing, distribution, marketing and value addition. The farmers, students, teachers or anyone can educate themselves via this website or by Krishi IQ android app which is available anytime, anywhere free of cost.

The outbreak of internet and mobile telephony is all together changing the landscape of accessibility. Agriculture and farmers are no exception to this. The agriculture education cannot be bounded into classrooms from now. There are efforts going around globally and in Indian context to generate e-content especially educational videos related to farming practices. These efforts are very scattered, unorganized and incomplete. The agriculture practices also vary a lot. Hence, it is contemplated to fulfil the need gap and providing the standardized educational videos which can be accessed 365 days and 24 hours from anywhere. As visual learning is easy to understand then reading and learning through teaching, the project is envisaged to develop the series of short video-contents for selected Kharif and Rabi crops of Hyper Arid Partially Irrigated Western Plain (HAPIWP) Zone of Rajasthan.

According to Integrated State Water Resources Plan published in Oct. 2014; HAPIWP Agro Climatic Zone comprises of Bikaner, Jaisalmer and part of Churu (Ratangarh, Sardarshahar and Sujangarh).

The project aims to develop series of video contents that will cover crop production and management practices of Cluster Bean and Gram crops.

1.2 About the Request for Proposal (RFP)

IABM intends to engage Indian Companies or Firms registered under the Indian Companies Act for Maintenance and updation of Krishi IQ Android App with Bilingual support both in Hindi & English as per Government of India's guidelines on Website (GIGW) and also to provide other required services as deemed fit by Krishi IQ team from time-to-time.

The purpose of this Request for Proposal (RFP) is to select a vendor with a proven track record in providing technical services for android app maintenance, up-gradation, modification & web-security services. IABM seeks such services for the Krishi IQ project of RKVY for four 04 (years). This document provides information to enable the bidders to understand the requirements to submit their "Bids".



2. DEFINITIONS

Following terms used in the document will carry the meaning and interpretations as described below:

“**RFP**” shell means Request for proposal;

“**IABM**” hereinafter called as Institute of Agri Business Management;

“**Bid**” shall mean the Bids submitted by the Bidding Company/Bidder along with all documents/credentials/attachments, formats etc. in response to this RFP, in accordance with the terms and conditions thereof;

“**Bidder**” shall mean the Bidding Company submitting the Bid. Any reference to the Bidder includes Bidding Company including its successors, executors and permitted assigns jointly and severally, as the context may require;

“**Bidding Company**” shall refer to such single Company that has submitted the response in accordance with the provisions of this Tender Document;

“**Company**” shall mean a body corporate incorporated in India under the Companies Act, 1956 or the Companies Act, 2013, as applicable;

“**MSMEs**” shell mean Enterprises engaged in providing or rendering of services or as may be notified under the MSME Act, 2006;

“**RFP**” shall mean the bidding document issued by Institute of Agri Business Management including all Forms, Formats & Annexures etc. vide Tender Document No. IABM/SKRAU/2019/1800 and including all amendments/clarifications thereof;

“**Selected Bidder or Successful Bidder**” shall mean the eligible Bidder who has been selected based on this Tender Document issued by Institute of Agri Business Management;

“**Bid Deadline**” shall mean the last date and time for submission of Bid in response to this Tender Document as specified in Bid information Sheet, of this Bid document including all amendments thereto;

“**Authorized Signatory**” shall indicate the authorized signatory who can discuss and correspond with the Institute of Agri Business Management, with regard to the obligations under the contract.

“**The Government**” means the Government of India;

“**The Services**” means all the services, which the Vendor is required to provide/render/discharge to the Tendering Authority i.e. Institute of Agri Business Management under the Contract;

“**Day**” means calendar day;



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“**Week**” means calendar week;

“**Month**” means calendar month;

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3. INVITATION FOR PROPOSALS

IABM hereby invites Proposals for the Maintenance and up-gradation of Krishi IQ Android App. The RFP document is available at website: <http://www.krishiiq.in>. Bidders/Agencies are requested to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Prospective bidders are requested to check the prequalification criteria before submission of bids. This RFP document is not transferable.

3.1 Key Events and Dates:

Tender Reference No.	IABM/SKRAU/2019/1800 Date: 28/09/2019
Date of release of Tender	28.09.2019 2:00 PM
Bid Submission Start Date	28.09.2019 2:00 PM
Last Date & time for submission of Bid	09.10.2019 2:00 PM
Date & time for opening of Bid	09.10.2019 3:00 PM
Address for Communication	The Director, Institute of Agri Business Management, SKRAU, Bikaner 334006 IN
Place of Work	Institute of Agri Business Management, SKRAU, Bikaner 334006 IN
Place of opening of bids	Institute of Agri Business Management, SKRAU, Bikaner 334006 IN
Estimated cost	Rs. 2,00,000
Websites for downloading Tender Document, Corrigendum's, Addendums etc.	http://www.krishiiq.in

3.2 Other Important Information related to Bid:

Sl. No.	Item	Description
1.	Bid Validity Period	180 days from the date of opening of Bid.
2.	Last Date of Sending queries	08/10/2019

3.3 Purchase Preference to MSMEs

Purchase Preference will be given to the participation from MSME as per the provision of *Rajasthan Transparency Public Procurement Act 2013* and *Rajasthan Gazette Notifications dated 19.11.2015 & 04.09.2018*.



4. INSTRUCTIONS TO BIDDERS

4.1 Purpose

IABM intends to engage Indian Companies or Firms registered under the Indian Companies Act for regular maintenance and updation of Krishi IQ Android Application both in Hindi & English (bilingual) as per required services as deemed fit by Krishi IQ Team from time-to-time.

The purpose of this Request for Proposal (RFP) is to seek the services of a reputed IT firm/agency, to maintain and modify (as per requirement) the official Android app of Krishi IQ for 04 (Four) Years, from the date of commencement of the contract. This document provides information to enable the bidders to understand the broad requirements to submit their "Bids". The detailed scope of work is provided in section 5 of this RFP document.

4.2 Cost of RFP

RFP Document is provided free of cost. The document is on official website of Krishi IQ at <http://www.krishiiq.in>. The bid, complete in all respect may be submitted to IABM within due date of submission.

4.3 Transfer of RFP

The RFP Document is not transferable.

4.4 Consortium and Joint ventures

Consortium, Joint venture, Subletting, Sub-contracting and Outsourcing shall not be allowed.

4.5 Completeness of Response

Bidders are requested to study all instructions, forms, terms, requirements and other information in the RFP document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

The response to this RFP should be complete in all respect. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of its Proposal.

4.6 Proposal Preparation Costs

The bidder shall submit bid at its own cost and IABM shall not be held responsible for any cost incurred by the bidder. Submission of bid does not entitle the bidder to claim any cost and rights over IABM and IABM shall be at liberty to cancel any or all bids without giving any notice. All materials submitted by the bidders shall be the absolute property of IABM and no copyright/patent etc. shall be entertained by IABM.

4.7 Bidder Inquiries



Bidder shall send their written queries as prescribed in the Annexure-VIII the contact at which the bids are to be submitted. The response to the queries will be published on <http://www.krishiiq.in>. No telephonic queries will be entertained. These response of IABM shall become integral part of RFP document. Queries may also be submitted through email to krishiiq@gmail.in on or before the due date for submission of queries as mentioned in the bid document.

4.8 Amendment of RFP Document

All the amendments made in the document would be published at <http://www.krishiiq.in> and shall be part of RFP. The bidders are requested to visit the aforementioned website on regular basis for checking necessary updates. IABM also reserves the right to amend the dates mentioned in this RFP for bid process.

4.9 Supplemental Information to the RFP

If IABM deems it appropriate to revise any part of this RFP or to issue additional information to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum/addendum shall be deemed to be incorporated by this reference into this RFP.

4.10 IABM's right to terminate the process

IABM may terminate the RFP process at any time and without assigning any reason thereof. IABM reserves the right to amend/edit/add/delete any clause of this Bid Document. However, this will be informed to all and will become part of Bid/RFP.

4.11 Authentication of Bid

One copy of Bid document shall be signed & stamped in all pages and submitted along with the letter of authority for authorizing a person or a number of persons for the bid. All pages of the bid and its annexures etc. shall be signed and stamped by the person or persons signing the bid.

In case of board resolution authorizing a person or a number of persons responsible for the bid, the board resolution shall be submitted.

4.12 Language of Bids

This bid should be submitted in English language only.

4.13 Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal. Bids with deviation from this format shall be rejected.

4.14 Submission of Bids



Following documents are to be submitted as a part of the Bid:

S. No.	Documents to be submitted	Forms	Annexure
1.	Copy of RFP shall be submitted with authorized signature and official seal on each and every page of the RFP by the bidder	N/A	N/A
2.	Covering letter with the Proposal in response to RFP Notice	Form1	Annexure-I
3.	Details of responding firm	Form2	Annexure-I
4.	Attested copy of the Memorandum and Articles of Association By laws/Partnership Deed/Certificate of Incorporation.	N/A	N/A
5.	Summary/ Citation of Participation in Similar Tender undertaken	Form3	Annexure-I
6.	Details of Bikaner Office(s) of the firm	Form4	Annexure-I
7.	Copies of previous Work Orders, Experience/Completion Certificates issued by clients	N/A	N/A
8.	Self-Undertaking that the bidder has not been debarred/blacklisted by any Govt./Semi- Govt. organization for quality of services/product and there are no legal issues/order prohibiting/restraining the bidder to participate in the bid process.	N/A	N/A
9.	Signed and stamped copy of the RFP document along with its annexures/corrigendum/documents etc.	N/A	N/A
10.	Self –attested copy of PAN No	N/A	N/A

- The sealed envelope should be super-scribed “**Request for Proposal (RFP) for Maintenance and updation of Krishi IQ Android App with Bilingual support (Hindi & English)**”.
- The sealed cover thus prepared should also indicate clearly the Name, Address, Telephone number, E-mail ID and Fax number of the bidder to enable the Bid to be returned unopened in case it is declared “**Late**” at the discretion of Krishi IQ Team/IABM.
- The bid should be a complete document and should be page numbered, indexed and bound as single set. The documents should be page numbered and appropriately flagged and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- Bids sent by Telex/Telegraphic/Tele-fax Post/E-Mail/Courier will be rejected.
- The RFP shall be submitted in original and countersigned by bidder with the Bid.

4.16 Late Bids and Bid Validity Period

Authorized Signature of Tenderer
With Seal & Date



Any Bid received by IABM after the deadline for submission of Bids shall be declared late and will be rejected and returned unopened to the Bidder at the discretion of IABM. The validity of the bids submitted in time shall be till 180 days from the date of opening of the Bid.

4.17 Bid Opening

Envelope containing Proposal shall be opened in the presence of Bidder/representatives of bidder who choose to attend, at the address, date and time specified in the RFP.

4.18 Evaluation Process

4.18.1 Bid Evaluation Committee

- The Bid Evaluation Committee constituted by the IABM shall evaluate the bids.
- The Bid Evaluation Committee shall evaluate the bids and submit its recommendation to Competent Authority whose decision shall be final in all aspects.

4.18.2 Pre-qualification Criteria

The bidder shall fulfil all of the following eligibility criteria:

Sl. No	Pre-qualification Criteria	Supporting Document(s) to be furnished
1	The bidder should be a Company registered in India under the Companies Act 1956 or a partnership registered under the India Partnership Act 1932 with their registered office in India	Certificate of Incorporation/Registration. Attested copy of the Memorandum and Articles of Association Byelaws/ Partnership Deed.
2	The bidder should be operating in the field of Website Design, Development and providing Maintenance Service in last 08 (Eight) years and having relevant experience.	Copies of previous Work Orders, Project.
3	The bidder must have completed 3 assignments of websites/portals/application development in a Govt. Organizations/PSU/any other Indian Clients/Organisations, in last 05 (five) years.	Summary of projects undertaken and Copies of previous Work Orders & Experience/Completion Certificates issued by clients should be attached.
4	Bidder should have Full Time Application development professionals with necessary skill	Detailed resume of the professionals in Company's letterhead are to be submitted.



	set as per the requirement of website on bidder's own payroll.	
5	The bidder should not have been blacklisted by any Government Agency or under a declaration of ineligibility for fraudulent or corrupt practices.	Declaration from the current authorized signatory of the company
6	The bidder must have a development office in Bikaner.	Declaration from the current authorized signatory of the company

4.18.3 Process of Evaluation

Bidder shall be evaluated as per prequalification criteria mentioned at 4.18.2. The bidders who fulfil all the prequalification criteria will qualify for further Evaluation.

The Bid Evaluation Committee reserves the right to accept or reject any or all bids without citing any reasons thereof.

4.18.4 Award Criteria

IABM shall preferably award the Contract to the selected identified Bidder at its discretion.

4.19 Performance Bank Guarantee

Not required.

4.20 Guarantee of Service

Selected bidder shall make sure that the monitoring must be done on 24X7 basis. Maintenance service should be made available from 11 A.M. to 5 P.M. during Monday to Friday and as-and-when-required. This timeline, however, may vary in exigency of IABM's requirement. Bidder shall be reachable over his/her mobile in case of any incident of emergency including breakdown/defacement etc. of the application.

4.21 Payment Terms and Schedule

Payments will be released on **yearly basis** after delivery of service and seeing successful and satisfactory performance by the bidder for a month at least (considering the nature of web services).

IABM will release the payment, on submission of invoice and all other supporting documents being in order.

No full payment in advance will be made under any circumstances.



4.22 Penalty

- In case of delay in restoration or completion of delegated work beyond specified time as deemed fit by Krishi IQ's authority, a sum proportionate to such delay shall be deducted from the yearly payment for each calendar year of delay or part thereof.
- Delay in excess of 30 days will be sufficient to cause for termination of the contract. In that case the Performance Bank Guarantee of the bidder will be forfeited if any.
- If the selected bidder fails to render any or all the services, for any period during the currency of the contract, IABM shall be at liberty to get the work done from other agencies and deduct charges incurred on this account from the amount payable to the Contractor.

4.23 Force Majeure

The Bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Bidder. Such events may include, but not be limited to, acts of IABM in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. If a Force Majeure situation arises, the Bidder shall promptly notify IABM in writing of such condition and the cause thereof. Unless otherwise directed by IABM in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

5. Scope of Work

1. The Android App (Krishi IQ - RKVY - https://play.google.com/store/apps/details?id=in.krishiiq.android&hl=en_US)

Maintenance shall include:

Security, Backups, day-to-day updating and publishing of content of all existing activities of android app and designing new activity, responding and communicating with Google Play Store reviews as per the requirement of the Krishi IQ Team (IABM) both in English and Hindi version simultaneously in conformity with GIGW guidelines for 4 years.

2. The Agency shall be responsible for development, installation, commissioning, testing, bug fixing, certifying & performance tuning of the Android App from time to time as and when required with Google's Developer Distribution Agreement and Android Software Development Kit License Agreement compliance.



3. It would also include the upload of images, videos, pdf etc. and all types of work as instructed by the Krishi IQ Team (IABM) from time to time.
4. Making Changes in the source code of the Android App (as and when required).
5. Checking and removal dead and broken links from the Android App.
6. Archival of information (as per GIGW guidelines).
7. Regular updating of data elements on existing pages.
8. Creation and Designing and/or updating and publishing of new or revised pages/activities.
9. Compliance with Govt. of India Guidelines for Websites (GIGW).
10. Various types of content should be delivered through the Website. The Indicative content types may be HTML documents, Word Documents, PDF documents, Images, Photographs, multimedia files, Audio/Video files etc. (In built players to enable previewing before download).
11. Any other work related to the Krishi IQ android app, if required. During the AMC period, if scope of work is diversified requiring a different skilled man power other than the one deployed, then the selected bidder shall have to improvise to deliver the requisite resource person to IABM at no additional cost.

The successful bidder shall coordinate with different Department/Directorates of IABM for the periodic and regular update, modifications and/or up gradation of the official android app of Krishi IQ.

5.1. Required Skills:

1. Expert level working knowledge on **Linux Server Datacentre** and/or latest version and **Linux Server Operating System** and/or latest version/platforms and Integration of Security Services both in Virtual and physical machines and management of Firewall.
2. At least **3 years** hands-on working Experience on **Android Studio, Android Software Development Kit (SDK), XML, JAVA, SQLite databases, JSON** and at least 9 years hand-on working Experience on **SQL, MySQL databases, phpMyAdmin, Apache HTTP Server, OOPS Concepts, HTML, CSS, JavaScript, jQuery, AJAX, Dreamweaver** and **php** experience in **Kotlin** will be counted as plus.

Linux Server, Apache HTTP Server environment are mandatory.

3. Should have proficiency in working in **Google Cloud Platform** and should have expert knowledge about **management of Google API Console and Firebase on Cloud Environment**.



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4. Should have proficiency in hosting the entire Web applications on **Remote Virtual Machines on Cloud Environment**.
5. Management and up-gradation of **Linux Security patches** of the Servers as-and-when required.
6. Implementation of Security guidelines related to the website as prescribed by **NIC and CERT-IN** from time-to-time. The developer(s) will require to interact with IABM for resolving any Security issue.



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ANNEXURES

Authorized Signature of Tenderer
With Seal & Date



Annexure-I

Proposal should comprise of the following:

- A printed covering letter (refer Form-1), on the bidding organization's letterhead with all required information and authorized representative's initials shall be submitted along with the proposal. Do not, otherwise, edit the content of the proposal cover letter.
- The proposal should contain a detailed description of how the bidder will provide the required services outlined in this RFP. It should articulate in detail, as to how the bidder's Solution meets the requirements specified in the RFP. In submitting additional information, please mark it as supplemental to the required response.
- Proposals must be direct, concise, and complete. All information not directly relevant to this RFP should be omitted. IABM will evaluate bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP.
- The proposal should address the following at the minimum:
 - a) The proposal should have information specific to Krishi IQ Android App.
 - b) Describe how your proposal of maintenance and updation will address Krishi IQ's requirement.
 - c) Proposal should include:
 - Detailed Implementation Methodology of maintenance and up gradation of existing Krishi IQ Android App.
 - Each and every form filled-in as per prescribed format.
 - Quality and Security Assurance Plan



Form 1: Covering letter with the Proposal in response to RFP Notice

{To be submitted on the Letterhead of the bidder}

To,

**The Director,
Institute of Agri Business Management,
Swami Keshwanand Rajasthan Agricultural University,
Bikaner – 334006**

Subject: Submission of proposal in response to the RFP for “Maintenance and updation of Krishi IQ Android App with Bilingual support (Hindi & English)”.

Ref: RFP Notification No. IT/App Maintenance/2019/01; Dt. 28-09-2019

Dear Sir,

1. Having examined the RFP document, I/We, the undersigned, herewith submit our proposal in response to your RFP Notification No. IT/App Maintenance/2019/01; Dt. 28-09-2019 for “Maintenance and updation of Krishi IQ Android App with Bilingual support (Hindi & English)” in full conformity with the said RFP document.
2. We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP and all required information.
3. We understand that we shall comply with scope of work and requirements as specified in tender terms and conditions completely and there are no deviations/recommendations of any manner and/or sort and/or kind in this regard from my/our side. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 (One Hundred Eighty) days from the date of opening of the bid.
4. We would like to declare that we are not involved in any major litigation that may have an impact affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
6. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
7. We understand that you are not bound to shortlist / accept any or all proposal you receive.

Authorized Signature of Tenderer
With Seal & Date



8. We hereby declare that we qualify and fulfil all the pre-qualification criteria mentioned at clause 4.18.2.

Our correspondence details with regards to this proposal are:

Sr. No.	Information	Details
1.	Name of responding firm:	
2.	Address of responding firm:	
3.	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
4.	Telephone no. of contact person:	
5.	Mobile no. of contact person:	
6.	Fax no. of contact person:	
7.	E-mail address of contact person:	

We are enclosing details of our company's Bikaner office.

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

[FIRM'S NAME]

Name of the Authorized Signatory:

Designation:

Signature:

Date:

Official Seal:



Document Checklist

Sl. No.	Documents to be submitted	Forms	Annexure	Submitted (Y/N)
1.	Copy of RFP shall with authorized signature and official seal on each and every page of the RFP by the bidder.	N/A	N/A	
2.	Covering letter with the Proposal in response to RFP Notice	Form 1	Annexure-I	
3.	Details of responding firm	Form 1	Annexure-I	
4.	Attested copy of the Memorandum and Articles of Association Byelaws/ Partnership Deed /Certificate of Incorporation.	N/A	N/A	
5.	Summary/ Citation of Similar projects undertaken	N/A	N/A	
6.	Copies of previous Work Orders, Project Completion	N/A	N/A	
7.	Details of Bikaner Development Office of the firm	N/A	N/A	
8.	Self –attested copy of PAN Number	N/A	N/A	
9.	IT Returns of last three (03) Financial Years (i.e. 2015-16, 2016-17 and 2018-19)	N/A	N/A	
10.	Declaration that the bidder has not been blacklisted	N/A	N/A	
11.	Format for Letter authorizing representing executive	N/A	N/A	