

# **REQUEST FOR PROPOSAL (RFP)**

**FOR**

**Providing DIGITAL SIGNATURE CERTIFICATEs (DSCs)  
for BRDS**

**FOR**

**BIHAR RURAL DEVELOPMENT SOCIETY (BRDS)**

**RURAL DEVELOPMENT DEPARTMENT**

**GOVERNMENT OF BIHAR**

**Address for communication:**

CEO,  
Bihar Rural Development Society  
2<sup>nd</sup> Floor, RED Cross Building  
North of Gandhi Maidan  
Patna-800001, Bihar (India)

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## SECTION - I: INVITATION TO BIDDERS

REQUEST FOR PROPOSAL FROM CERTIFYING AUTHORITIES (CAs) or REGISTERING AUTHORITIES (RAs) or AGENTS/ FRENCHIESES FOR PROVIDING Approx. 1500 DIGITAL SIGNATURE CERTIFICATEs (DSCs) FOR THE BIHAR RURAL DEVELOPMENT SOCIETY (BRDS), RURAL DEVELOPMENT DEPARTMENT, GOVERNMENT OF BIHAR.

### 1. Bid Procedure

The Bidder should submit the proposals in two parts:

#### 1. Technical Bid

#### 2. Financial Bid

- (i) Technical part should contain all such details as mentioned in the Bid Document and it should be kept in one envelop marked as "TECHNICAL BID"
- (ii) Financial part should contain the financial bid inclusive of all admissible taxes, duties and levies etc. it should be kept in another envelop marked as "FINANCIAL BID"
- (iii) Both these separate sealed and superscripted envelops should then be sealed in a third envelop marked as "PROVIDING DIGITAL SIGNATURE CERTIFICATEs (DSCs) FOR BRDS".
- (iv) If both bids (Technical + Financial) are found in one envelope, those offers will be rejected.

Bid Document may be downloaded from website ([www.rdd.bih.nic.in](http://www.rdd.bih.nic.in)) and the tender fee of Rs. 5,000/ in the form of demand draft in favour of "CEO, BRDS" should be enclosed with the bid document at the time of submission. Offers received without tender fees shall be summarily rejected.

The last date for submission of bids is April 10th, 2018 up to 15:00 hrs. at the following address:

CEO,  
Bihar Rural Development Society  
2<sup>nd</sup> Floor, RED Cross Building  
North of Gandhi Maidan  
Patna-800001, Bihar (India)

The technical bids will be opened on the same day at 15:30 hours in the presence of authorized representatives of the participating bidders, who wish to attend.

The undersigned reserves the right to cancel any or all the bids without assigning any reasons.

-sd-  
President,  
Bihar Rural Development Society

## SECTION – II: RFP DATASHEET

Following table brings out the dates for main events of the bidding process for this RFP. The Bidder should note that the BRDS reserves the right to change these dates without assigning any reason at any stage of the bidding process.

Sr.	Information	Details
1.	Name of the Assignment	PROVIDING DIGITAL SIGNATURE CERTIFICATES (DSCs) FOR BRDS
2.	Cost of Bid Document	Rs. 5,000/- Paid through DD, in favour of "CEO, BRDS, Bihar" payable at Patna
3.	Date of Publishing of RFP	March 16th, 2018
4.	Pre Bid Meeting	March 23rd, 2018 at 03:00 PM
5.	Last Date and Time for Submission of Bids	April 10th, 2018 till 3:00 PM
6.	Bid Security / Earnest Money Deposit (EMD)	Rs. 1,00,000/- (Rs. One Lakh Only) paid through DD or Bank Guarantee in favour of "CEO, BRDS"
7.	Validity period of Bid Security / Earnest Money Deposit (EMD)	90 Days
8.	Proposal Validity period	90 Days
9.	Place, Date and Time of opening of Proposals	April 10th, 2018 at 3:30 PM CEO, Bihar Rural Development Society 2 <sup>nd</sup> Floor, RED Cross Building North of Gandhi Maidan Patna-800001, Bihar (India)
10.	Addressee and Address at which Bid is to be submitted	CEO, Bihar Rural Development Society 2 <sup>nd</sup> Floor, RED Cross Building North of Gandhi Maidan Patna-800001, Bihar (India)

### 1.1. Clarification of RFP Documents

Bidder's requiring clarifications on RFP documents may notify either by writing to BRDS address or by sending in their queries by electronic mail to [brds.director@gmail.com](mailto:brds.director@gmail.com). Queries/clarifications should reach to BRDS three days prior to the Pre-Bid date provided in RFP datasheet above. BRDS will respond to queries/clarifications of the Bidders in writing by publishing the responses on its website. BRDS will not entertain any correspondence regarding delay or non-receipt of clarifications/queries. For minor clarifications Bidder may contact to Sri Saroj Kumar (Director - eGovernance & IT) at 9471006337.

## SECTION - III: SCOPE OF WORK

### 2. Work Details

The contract will have the following work scope:

1. DSCs are to be provided to District/Block officials related to MGNREGA viz. Two officials of each DRDAs i.e. Deputy Development Commissioner (DDCs), Directors of Accounts, four officials in every Blocks i.e. Programme Officer and MGNREGA Accountant for payments under MGNREGS and Block Development Officer and Block Accountant for IAY/PMAY(G) and two signatories of all other line agencies, as and when required.
2. DSCs should be provided within five days (working days) from the date of submission of the application to your local office at Patna, with the approval of the Fund Manager, BRDS or District Programme Coordinator cum District Magistrate/Additional Programme Coordinator cum DDC
3. The Company official would be responsible for installation of the DSC on the user computers, provide training, user manuals, troubleshooting, configuration of DSCs with respect to transfer/posting of officials, etc.
4. Replace of the faulty DSCs within three working days without charge and defective device replacement policy.
5. The procedure of usage of DCS would be demonstrated to the users.
6. Provide a local support staff at State level that shall be required to travel to District/Blocks for training, assisting in case of troubleshooting, etc.
7. Provide details of Validity of your contract with controller of Certifying Authorities.
8. Provide all related support for DSC to all levels as and when required.
9. The details of the DSC are: -
  - a) Category of Applicant: Government
  - b) Class of Certificate Required: Class II
  - c) Certificate Required: Individual (signing and Encryption)
  - d) Certificate Validity: Two years from the date of issuance
  - e) Renewal terms and condition
  - f) Other terms and condition
10. Provide details of renewal policy and details of document(s) required, if any, along with procedure to renew the DSC issued by agency. Timeline for renewal after fulfilling the requirements should also be mentioned.

## SECTION - IV: ELIGIBILITY CRITERIA OF BIDDERS

The Applicants should meet all the below listed criteria to qualify for the participation in the Tender. They need to provide the below mentioned documentary evidence to support their qualification as listed below:

1. CAs or RAs or Agents/Franchises must be empanelled as DSC support Agency.
2. RAs or Agents/Franchises should have experience more than 2 years as DSC support Agency.
3. Average annual turnover of the agency must be minimum Rs.10.0 lakhs in the last three financial years.
4. The bidding company must have made profits as per the balance sheets in the last one financial year and should be in sound financial position as judged by the Evaluation Committee for this purpose. A copy of last financial year's relevant audited balance sheets must be submitted with the bid (In case audited balance sheets of last financial year are not available provisional balance sheet duly certified by a chartered accountant/ company secretary or copy of Income Tax return may be submitted).
5. The bidding company must have GST Registration.
6. Only bids received on behalf of a single company will be considered. Bidding as a consortium will not be allowed.
7. The CAs or RAs or Agents/Franchises (Bidding firm/company) should have provided **Digital Signature Support Services** to Similar Government projects in the State or Country or other large project in which work through Digital Signature is essential.

## **SECTION V: SELECTION PROCEDURE - OPENING AND EVALUATION OF BIDS**

### **3. Bid Evaluation**

- 3.1** BRDS will form a Selection Committee for making technical and financial evaluation and ranking of Bids received. This committee will undertake evaluation of technical bids, opening of financial bids, final selection of the company, negotiations (if any) on various terms and conditions, etc.
- 3.2** The envelope 1 (Technical Bid) shall be opened first. If the bid security is not found to be in order, then the Bid shall be treated as non-responsive and shall not be evaluated further.
- 3.3** All the proposals received will be scrutinized to assess the eligibility based on the qualifying criteria. Those proposals which do not meet the qualifying criteria will be rejected at any stage of detection.

### **4. Evaluation of Technical bids**

- 4.1** The eligibility criteria will be first evaluated as per Request for Proposal for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria. Scrutiny of the tender document will be done by the Selection Committee to determine whether the documents have been properly signed, Earnest Money Deposit (EMD) paid and all relevant papers submitted. Tenders not conforming to such requirements will be prima facie rejected.
- 4.2** A Technical Bid may not be considered for evaluation in any of the following cases:
  - A. Bidder has not submitted bid security.
  - B. The Technical Bid was submitted in the wrong format; or
  - C. The Technical Bid included details of financial bid; or
  - D. The Bid has been submitted/reached the Authority after the closing time and date specified in the Data Sheet.
- 4.3** After the technical evaluation is completed, BRDS selection committee shall notify Bidders who's Bids meet the minimum qualifying technical criteria.
- 4.4** Technical Evaluation
  - A. All the bids (applications) will be evaluated based on the Eligibility Criteria.  
  
The Selection Committee will shortlist those bidders who are satisfying the eligibility criteria in all respect and declare the bidders who are technically qualified for further evaluation.

- B. The Selection Committee would first thoroughly check the technical bid form and supporting documents and shortlist the eligible agencies based on the technical eligibility criteria.
- C. Points will be given based on the following criteria: -

**The criteria for technical evaluation and marks will be as follows:**

S. No.	Criteria	Max Marks	Evaluation Criteria
1	Bidders Circle/ Regional office at Patna	10	Yes=10 Marks, No=0 Marks
2	No. of bidders own Zonal/city office in Bihar	05	1 office, Marks= 0
			2-3 office, Marks= 3
			4 or more offices, Marks= 05
3	CAs or RAs or Agents/Franchises having work experience as provider of DSCs in which work through Digital Signature is essential	30	≤ 1 contract, Marks = 0
			>1 Contract & ≤ 5 Contracts, Marks = 10
			>5 Contracts & ≤ 10 Contracts, Marks = 20
			>10 Contracts, Marks = 30
4	Work experience of issuing DSCs in the State of Bihar and District and Block level Support	20	≤ 1 contract, Marks = 0
			>1 Contract & ≤ 3 Contracts, Marks = 10
			>3 Contracts & ≤ 5 Contracts, Marks = 15
			>5 Contracts, Marks = 20
5	Consultancy experience of support agency in the specific work i.e. Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGA) and Pradhan Mantri Awas Yojna Grameen (PMAYG) or any other scheme of State or Central Government	20	≤ 1 contract, Marks = 0
			>1 Contract & ≤ 3 Contracts, Marks = 10
			>3 Contracts & ≤ 5 Contracts, Marks = 15
			>5 Contracts, Marks = 20
6	Experienced and qualified personnel to be posted at BRDS Head Quarter i.e. support staff should possess qualification of B.Tech. in Computer science /MCA/Msc.(IT) plus 2 years working experience/ BCA or Bsc. (IT) plus 5 years' experience.	15	B.Tech. in Computer science /MCA/Msc.(IT) ≤ 2 year, Marks = 0
			B.Tech. in Computer science /MCA/Msc.(IT) > 2 year, Marks = 15
			BCA or Bsc. (IT) ≤ 5 years, Marks = 0
			BCA or Bsc. (IT) > 5 year, Marks = 15
<b>Total</b>			<b>100</b>

- E. The participating agencies will be assigned a Technical score (TS) out of a Maximum of 100 points as per criteria mentioned above. Bidders with Technical score of 60 and above out of 100 will qualify



for the evaluation in the commercial process / Financial Evaluation. These “Qualified Bidders” will be considered further for Financial/Commercial Evaluation”.

- E. For evaluation of “Qualified Bidder”, a weighted composite success score will be calculated based on separate evaluations of the Technical Bid (70% weightage) and the Financial Bid (30% weightage). The Selection Committee will oversee the evaluation process.

## **5. Selection of Agencies for Empanelment**

- 5.1 All the proposals received will be scrutinized to assess the eligibility based on the qualifying criteria. Those proposals which do not meet the qualifying criteria will be rejected forthwith, or at any stage of detection.
- 5.2 The bidder will be evaluated based on the qualifying criteria.
- 5.3 The final selection of the agencies for empanelment will be done by the committee based on criteria mentioned in technical form.

## **6. Opening of Financial Bids**

- 6.1 At the opening of Financial Bids, Bidder representatives who choose to attend will sign an Attendance Sheet.
- 6.2 Each Financial Bid will be checked to confirm that it has remained sealed.
- 6.3 BRDS Selection Committee will open each Financial Bid. Such representative will read out aloud the name of the Bidder and the total price shown in the Bidder’s Financial Bid. This information will be recorded in writing by the Authority’s representative.

## **7. Evaluation of Financial Bids**

- 7.1 Financial Proposals of only the Technically Qualified Bidders would be opened for further evaluation.
- 7.2 The Financial bid will be evaluated for the cost of all the components.
- 7.3 Bidders’ attendance at the opening of Financial Bids is optional.
- 7.4 BRDS Selection Committee will review the detailed content of each Financial Bid. During the review of Financial Bids, the Committee and any Authority personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any Bidder, who has submitted a

Financial Bid. The detailed contents of each Financial Bid will be subsequently reviewed by the Authority. Financial Bids will be reviewed to ensure these are: -

- I. Complete, to see if all items of the corresponding Technical Bid are priced;
- II. Computational errors if there are errors these will be corrected

**7.5** The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the **financial scores (Sf) of all other Proposals** is calculated as following: -

**Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.**

The weights given to the Technical (T) and Financial (P) Proposals are: -

**T = .70** and **P = .30**

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: **S = St x T% + Sf x P%.**

**7.6** The composite final score will be calculated by summing the technical and financial scores. In case of a tie between bidders after combining the quality and price score, the bidder with higher quality / Technical score would be selected.

**7.7** BRDS Selection Committee reserves the sole right for carrying out amendments/modification/changes including any addendum to this tender document. All Bidders whose technical bid has been selected shall be notified of the amendment in writing by email or fax or post, and all such amendment (s) shall be binding on them.

## SECTION VI: GENERAL CONDITIONS OF WORK

### 8. Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the BRDS Selection Committee in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

### 9. Bidding Document

- (a) The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- (b) The bid proposal must be properly indexed and bound. Any loose document submitted by bidders will be rejected.

### 10. PREPARATION OF BIDS

#### Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the BRDS Selection Committee shall be in **English only**.

#### Bid Currency

Prices shall be quoted in Indian Rupees only.

### 11. Documents required to be submitted with the bid

#### Technical Bid Format/Check List: Envelope 1

Sl. No.	Criteria	Whether fulfilling criteria	Documents Attached (Give cheque/ DD no and date in case of EMD/ tender fee) in brief	Page No of the Annexure
1	Bidders Circle/ Regional office at Patna			
2	No. of bidders own Zonal/city office in Bihar			
3	CAs or RAs or Agents/Franchises having work experience as provider of DSCs in which work through Digital Signature is essential			
4	Work experience of issuing DSCs in the State of Bihar and District and Block level Support			

5	Consultancy experience of support agency in the specific work i.e. Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGA) and Pradhan Mantri Awas Yojna Grameen (PMAYG) and other schemes of State or Central Government			
Sl. No.	Criteria	Whether fulfilling Criteria	Documents Attached (Give cheque/ DD no and date in case of EMD/ tender fee) in brief	Page No of the Annexure
6	Experienced and qualified personnel at field level i.e. support staff should possess qualification of B.Tech. in Computer science /MCA/Msc.(IT) plus 2 years working experience/ BCA or Bsc. (IT) plus 5 years experience.			
<b>E. Tender Fee &amp; EMD</b>				
7	EMD Enclosed (Rs.1,00,000/)			
8	Tender Document Fee (Rs. 5,000/)			

**Deviation Statement as per format at Annexure III should be enclosed along with the bid document clearly indicating the deviations with reference to the conditions mentioned in the tender document. If there are no deviations, a NIL statement needs to be enclosed. However, if no statement is enclosed, it would be presumed that the bidder has accepted all terms and conditions in its entirety and no subsequent correspondence shall be entertained.**

## 12. Earnest Money Deposit (EMD)

- a. The Bidder shall furnish, as part of its bid, an Earnest Money Deposit (EMD) in the form of a DD drawn in favour of "CEO, BRDS" Payable at Patna for Rs. 1,00,000/- (1 Lakh only).  
**Offers, which are not accompanied with EMD, will be summarily rejected.**
- b. Unsuccessful Bidder's EMD will be discharged / refunded as promptly as possible.
- c. The performance guarantee of 10% value of the total contract need to be submitted by the successful bidder either in form of FD with Scheduled Banks or DD / Bank Guarantee at the time of signing the agreement which will be discharged on the successful completion of the project.
- d. Validity of Bids

The bid should be valid for a period of 90 days from the opening of the Proposal. The EMD shall be forfeited:

- I. If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form.  

OR
  - II. In case of a successful Bidder, if the Bidder denies to accept the work.
- e. No exemption for submitting the EMD will be given to any Company or organization including Government organizations.

## 13. Contents of Envelopes

- a. It will be a two envelope bid comprising of technical bid and financial bid.
- b. First envelope shall be marked as Envelope No. 1 Technical Envelope and shall contain:
  - I. Demand Draft for Earnest Money Deposit (EMD)
  - II. The draft for non-refundable cost of bid document worth Rs.5000/- if not deposited earlier
  - III. Companies Registration certificate in case of companies or Partnership deed in case of firms or Self Proprietary Declaration in case of proprietary firm
  - IV. All the documents establishing Bidder's eligibility and qualification mentioned in Section III of the Proposal.
- c. 2<sup>nd</sup> envelope should contain financial bid in the prescribed format attached with the tender document.

## **14. SUBMISSION OF BIDS**

### **a. Sealing and Marking of Bids**

- i. The Bidders shall seal the envelope No.1 Technical envelope and envelope No.2 Financial envelope in separate inner envelopes, duly marking the envelopes as envelope No.1, "Technical BID" and Envelope No.2 "Financial BID". He shall then place these two envelopes in an outer envelope. Both the inner envelopes and the outer envelope should be addressed to:

Address: -

CEO,  
Bihar Rural Development Society  
2<sup>nd</sup> Floor, RED Cross Building  
North of Gandhi Maidan  
Patna-800001, Bihar (India)

- ii. The inner and outer envelopes shall bear the words: "PROVIDING DIGITAL SIGNATURE CERTIFICATEs (DSCs) FOR BRDS"
- iii. Both the inner envelopes shall indicate the name and address of the Bidder.
- iv. If the outer envelope is not sealed and marked, the tender will be summarily rejected.
- v. Telex, cable or facsimile bids will be rejected.

## **15. AWARD OF WORK**

- i. The finalization of the Proposals will be done by a committee constituted by the Society for this purpose.
- ii. The contract will be awarded to the Successful bidder, whose bid has been determined as the best technically and lowest commercially acceptable bid.

## **16. Interpretation of the clauses in the Proposal Document / Contract Document**

In case of any ambiguity in the interpretation of any of the clauses in Proposal Document or the Contract Document, interpretation of the Society shall be final and binding on all parties.

## **17. Decision Taken**

The decision taken by the Society in the process of Proposal evaluation will be full and final and binding on all the bidders.

## **18. Payment Schedule:**

The payment schedule will be as follows: -

- i. The payment of the DSCs will be made monthly on receipt of the bill
- ii. The applicable taxes should be clearly mentioned on the bill
- iii. No taxes other than quoted in the price bid will be paid

- iv. The taxes levied will be applicable as per government rule and any changes in the taxes norms should be applicable accordingly

## **18. Penalty Clause**

If the Service Provider is not executing the contract to the satisfaction of the Society, then the Society may invoke any or all of the following clauses.

- i. Forfeit the Security Deposit or
- ii. Terminate the contract without giving any notice.

## **20. Termination for Default**

The Society may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Solution Provider, terminate the Contract in whole or part:

- i. If the Service Provider fails to deliver any services within the period(s) specified in the Contract,
- ii. If the Service Provider fails to perform as per the performance standards.
- iii. If the Service Provider, in the judgment of the Society has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

## **21. Legal Jurisdiction**

All legal disputes are subject to the jurisdiction of Patna courts only.

## **22. Taxes and Duties**

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties and levies as applicable. Any increase in the rates will not be allowed.

## **23. Binding Clause**

All decisions taken by the BRDS Selection Committee regarding the processing of this Proposal and award of contract shall be final and binding on all concerned parties.

## **24. The Society, reserves the right –**

To verify, modify, revise, amend or change any of the terms and conditions mentioned above or to reject any or all the Proposal/s without assigning any reason whatsoever thereof or may terminate the Proposal process mid-way without assigning any reason.

**25.** The Decision regarding acceptance of Proposal by the Society will be full and final.

# Annexure I: Format for Financial Bid<sup>1</sup>

RFP Reference No. and Date:

Bidders Name and Address:

Person to be contacted:

Name:

Designation:

Phone/Mobile No:

E-mail:

Telephone No(s):

Fax No.:

**Subject:** "PROVIDING DIGITAL SIGNATURE CERTIFICATEs (DSCs) FOR BRDS"

Sir,

We, the undersigned Bidders, having read and examined in detail the Specifications and all the bidding documents in respect of Services for the above mentioned subject do hereby propose to provide Services as specified in the Bidding documents for which the cost will be as under:

## 1. PRICE AND VALIDITY

SL. No.	Item Description	Unit Price	Applicable Tax	Unit Price (Inclusive of Tax)	Quantity	Total Price
1	Costs of new Digital Signature Certificates (DSCs) per piece					
2	Renewal costs of per DSC issued by Agency					
3	Technical Staff monthly Charge				For 1 Year	
	<b>Grand Total</b>					

<sup>1</sup> This should be kept in envelope number 2 marked as "FINANCIAL BID", which will be opened only after the Technical Bid is found suitable.

**Note:** The bidders should quote the price in words also. In case of any discrepancy between the prices quoted in words and figures, the price quoted in words shall prevail and will be considered for comparison of bids.



**2. EMD**

We have enclosed a Demand draft (DD no. -----, Bank -----, Dated----- -----) in favour of CEO, BRDS, Patna, payable at Patna at for the sum of Rs. 1,00,000/- (Rs.1 Lakh) only. This EMD is liable to be forfeited in accordance with the provisions of Bid documents.

We declare that all the Services/Works shall be performed strictly in accordance with the Scope of Work.

**3. Bid Pricing**

We further declare that the prices stated in our proposal are in accordance with your Instructions to Bidders as stated in bidding document.

**4. Bid Price**

We declare that our bid prices are for the entire scope of the work as specified in the technical specification and bid documents. These prices are indicated in attached with our proposal as part of the Financial Bid.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature)

Printed Name and Designation

Seal

Date

Place

Business Address:

## Annexure II: Technical Bid Format

Sl. No.	Criteria	Whether Fulfilling Criteria	Documents Attached (Give cheque/DD no and date in case of EMD/tender fee) in brief	Page No of the Annexure
1				
2				
3				
4				
5				
<b>E. Tender Fee &amp; EMD</b>				
6	EMD Enclosed (Rs. 1,00,000/)			
7	Tender Document Fee (Rs. 5,000/)			

### Annexure III: Deviation Statement

1	2	3	4	5	6
Sl. No.	Description of work	Clause of Proposal condition	Originally stated condition in the Proposal	Offered condition in the bid	Deviations in columns 4 & 5

(Signature)

Printed Name and Designation

Seal

Date

Place

Business Address:

**Note:** In case of no deviation, NIL statement in the above Performa should be submitted. At the risk of repetition, it is mentioned that if this statement is not enclosed with the bid document, it would be presumed that the bidder has agreed with all terms and conditions in their entirety.

## Annexure IV – Technical Bid Covering Letter

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Ref: \_\_\_\_\_

Subject \_\_\_\_\_

Dear Sir

We, the undersigned, hereby offer to render the services to Bihar Rural Development Society, Govt. of Bihar, in conformity with the requirements defined in the RFP dated [specify date], and all of its annexure, as well as the Terms and Conditions:

(a)	Name and address of the Applicant/Company	
(b)	Year of Establishment	
(c)	Address of Local Office at Patna	
(d)	No. of Years of Operation in Patna	
(e)	Name of the CEO/Contact person	
(f)	Telephone/Cell No.:	
(g)	Fax	
(h)	Email ID	

We have attached all the documentary evidence as specified and asked in the tender and we confirm that all information provided are true to best of my knowledge and any manipulation found at any stage would lead to disqualification of my bid at any stage.

For any on behalf of \_\_\_\_\_

Authorized Signatory