



Short Tender Notice

**Selection of Agency for
Printing & Supply of Secured Certificate Stationery
for Mee Seva
Commissioner- Electronic Service Delivery**

July - 2017

**Office of the Commissioner, Electronic Service Delivery
Information Technology, Electronics & Communications Department
Government of Telangana, Road No.7, Banjara Hills, Hyderabad - 500034**

1. Invitation for Bidding

1.1. RFP Notice

The Commissioner – Electronic Service Delivery (ESD) Telangana seeks proposals from experienced agencies for participation in short tender for selection of “Agency for Printing & Supplying of Secured Certificate Stationery to Meeseva”.

1.2. Time schedule of various Tender related events:

Issue of Tender call Notice	13.07.2017
Pre-Bid Meeting at ESD	18-07-2014 at 12:30 P.M in the Chambers of Commissioner, ESD.
Bid Closing date and time	24.07.2017 at 03.00 PM.
Bid Opening Date & Time	24.07.2017 at 03.30 PM
Bid Document Price	Rs. 20,000/-
Contact Email	dydir_admin_esd@telangana.gov.in, ao_esd@telangana.gov.in, spm_csc_esd@telangana.gov.in
Reference No.	No. 1383/ESD/MeeSeva/SBSC/2017

For full details regarding RFP Notification please visit www.tg.meeseva.gov.in/ and www.eprocurement.gov.in.

1.3. Other Important Information related to Bid

This section provides important deadlines and associated activities, such as Bid Security information, Implementation cum Performance Guarantee, Warranty Period.

S.N	Item	Description
1.	Bid Security (EMD)	Rs. 2,00,000/- (Rupees Two Lakhs Only) Note: Scanned copy of EMD document should be uploaded on e-Procurement website. The Original Copy of EMD should be submitted to ESD before opening of the pre qualification bids. EMD Validity Period: EMD should be in the form of DD/ BG in the name of “The Commissioner-Electronic Service Delivery, Telangana State, Hyderabad”. The validity period should be 3 months from the date of issue.
2.	Bid Validity Period	60 days from the date of opening of bid.
3.	Project Period	1 year and the same may be extended for further

		period based on satisfactory performance and mutual agreement.
4.	Performance Bank Guarantee Value (in Rupees.)	10% of the Project Value
5.	Performance Bank Guarantee validity period	60 days beyond project period.
6.	Period for submission of Implementation cum Performance Bank Guarantee	Within 7 days from the date of receipt of letter of Notification of Award (NoA).
7.	Period for signing contract	Within 7 days from the date of receipt of letter of Notification of Award.
8.	Penalty for delay in implementation	Please refer penalty clause.
10.	Conditional bids	Not acceptable and liable for rejection and also liable for forfeiture of the EMD.
11.	Transaction Fee	Transaction fee: All the participating Bidders who submit the bids have to pay an amount @ 0.03% of their final bid value through online with a cap of Rs.10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & service tax applicable as levied by Govt. of India on transaction fee through online in favour of The Commissioner-Electronic Service Delivery, Telangana State, Hyderabad . The amount payable to ESD is non refundable. Corpus Fund: Successful Bidder has to pay an amount of 0.04% on quoted value through demand draft in favour of ' The Commissioner-Electronic Service Delivery, Telangana State, Hyderabad ' towards corpus fund at the time of concluding agreement.
12.	Bid submission	On Line submission only. Bidders are requested to submit the bids after issue of minutes of the pre bid meeting duly considering the changes made if any, during the pre bid meeting. Bidders are totally responsible for incorporating/ complying the changes/ amendments issued if any during pre bid meeting in their bid.
13.	Procedure for Bid Submission	Bids shall be submitted through online on www.eprocurement.gov.in platform 1. The participating Bidders in the tender should register themselves free of cost on e-procurement platform in the website www.eprocurement.gov.in .

		<p>2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.</p> <p>3. The Bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.</p> <p>4. The Bidder s should scan and upload the respective documents in Pre Qualification and Technical bid documentation as detailed at Section E & G of the RFP including EMD. The Bidder s shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/ authenticity.</p> <p>5. The rates should be quoted in online only.</p> <p>6. All the quoted price is in Indian Rupees only.</p>
14.	Other conditions	<p>1.After uploading the documents, the copies of the uploaded statements, certificates, documents, original Demand Drafts in respect of Bid Security (except the Price bid/ offer/ break-up of taxes) are to be submitted by the Bidder to the O/o The Commissioner (ESD), Meeseva, Road No.7, Banjarahills, Hyderabad as and when required.</p> <p>Failure to furnish any of the uploaded documents, certificates, will be entitled in rejection of the bid. The ESD shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false/ fabricated/ bogus, the Bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.</p> <p>2. Commissioner-ESD will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.</p> <p>3. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.</p> <p>4. Important Notice to Contractors, Suppliers and Department users</p> <p>(i)In the endeavor to bring total automation of processes in e-Procurement, the Govt. has issued orders vide G.O.Ms.No.13 dated 05.07.2006 permitting integration of electronic Payment Gateway of ICICI/ HDFC/ Axis Banks with e-Procurement platform, which provides a facility to participating suppliers/ contractors to electronically pay the transaction fee</p>

		through online using their credit cards.
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No part of this document can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of User department except to the extent required for submitting bid and no more. The guidelines referred are indicative; the bidder is bound by other appropriate guidelines related to the subject.

2. Qualification Criteria

The eligibility criteria for bidders to participate in the tender and evaluation criteria is as under:

1. Bidder must have registered under companies Act, 1956/2013 & also registered with the Income Tax and Service Tax authorities.
2. Financial Turnover: The Bidder should have a minimum annual turnover of Rs. 10.00 Crs from Printing related works during the last (3) Financial years i.e. 2014-15, 2015-16 and 2016-17. Bidder should have Net profit after tax during each of the last three financial years.
3. Past Experience: should have undertaken printing & supply of Secured stationery of **volume 2 Crore certificates per year** with the relevant security specifications for any one agency Central/State Government/ PSU/Banks in the last 3 years.
4. Should have valid ISO 9001 certificate and same to be submitted in the bid.
5. Should submit make of paper proposed & details of source of paper proposed for printing of secured stationery.
6. Should submit 2 samples of Secured Stationery proposed for supply, which is certified by a Government approved testing agency that all the security features requested in the RFP are available.
7. Should have necessary high end printing equipments of Secured stationery supporting up to 2 Lakhs prints per day and the printing facility should have been approved by IBA (Indian Banks Association). The details of infrastructure available (equipment, make & model, quantity) with bidder for printing of secured stationery to be submitted.
8. Should not be blacklisted by any Central/state Government, Ministry or Agency for breach of Contractual Conditions as on bid calling date. Should also not be entangled in any legal disputes with any Govt. / PSU body.

Note:

- a. Relevant supporting documents for each of the above criteria to be submitted in the bid.
- b. The existing supplier is not allowed to bid as this bid is issued before the due date only due to supplier's default in meeting the contractual obligations.
- c. The tendering agency/ User Department has right to undertake site visit & request for additional information to check the claims made by the bidder with regards to eligibility & technical qualification criteria.

- d. Representations received from the bidders within 2 days from the date of opening of technical bids on the issues related to Pre-qualification/Technical bids evaluation and within a day from the date of opening of commercial bids on the issues related to the commercial bid evaluation will only be accepted. Representations received beyond this period will not be considered and strictly rejected.
- e. The bidder should upload all the required documents with clear visibility, properly ink signed, avoid missing documents and avoid bidding mistakes. In such cases, ESD reserves it's right in seeking clarification from the bidder and may disqualify the bidder for the bidding mistakes, missing documents and for the documents that are not clear.
- f. An applicant shall not have conflict of interest that may affect the bidding process or the Bidder (the "Conflict of Interest"). Any applicant found to have a Conflict of Interest shall be disqualified.
- g. Sub Contracting & Consortium bids is not allowed.

Important Note: The Commissioner (ESD), Meeseva has right to reject any bid without assigning any reason to who so ever concerned.

3. Scope of Work

MeeSeva, easier, faster is an online, web based, transparent and secured citizen-centric service facility to provide convenient access to the citizens without any need for them to go to multiple Government offices for getting their work done. As part of service certificates are issued through MeeSeva with digital signatures of the authorized signatories in consonance with the Information Technology (Amendment) Act, 2008 and Information Technology Rules (Electronic Service Delivery) Rules 2011. These Certificates will be printed on Stationery with identified security features.

The estimated quantity of Secured Certificate Stationery is approximately **100,000 per day** and the variation in quantity is +/- 25%.

3.1. Scope of the Project:

The identified agency shall arrange for printing & supply of Secured Certificate Stationery with following features:

A. Minimum Security features to be embedded into the secured stationery:

Natural shade 120 GSM Parchment paper with Telangana State emblem Water Mark (Dandy) of A-Grade quality Paper and manufactured by A-Grade Paper Manufacturers.

I. Paper Specifications:

S.No.	Particulars	Unit	Value
1	Substance	GSM	120 +/- 4%
2	Thickness	micron	97 +/- 5
3	Bendtsen Smoothness	ML/Min	75 Max
4	Brightness	DS 65/10	91 +/- 3
5	Bulk	CC/ g	1.32 +/- 3%
6	Doublefold	No.s	MD – 24; CD - 12
7	Opacity	%	91.2
8	Moisture	%	3.52
9	Stiffness	gm cm/15 deg C	MD – 5.8; CD – 2.8
10	RH/Temp	% deg C	68/24
11	Shade		Natural Shade

II. Security Features :

- a. Telangana State Emblem with official colour.
- b. Hot foil sampling with Telangana Logo with 12 mm diameter.
- c. High Resolution Border with Micro text Printing.
- d. Guilloche Pattern
- e. Relief/ Numismatic Text.

- f. Invisible emblem of Telangana Government which glows blue under ultra violet light.
 - g. Printing of Serial Number in Fluorescent black ink which glows Green under Ultra Violet light / Ultra Violet Florescent Red.
 - h. Check Digit Feature
 - i. Copy Pantographic feature
 - j. Visible Fluorescent ink printing
 - k. Dual hidden image on backside
 - l. Thermionic Ink spot.
 - m. Quick Response Code (QR Code).
 - n. Bar Code.
- B. Quantity required may vary from time to time. Even in case of requirement is higher by 25% of the estimated requirement the bidder should be in a position to supply.
- C. Commissioner, ESD shall not give any guarantee for a minimum requirement of printing and supply of stationery within the specified time schedule.
- D. Packing : The stationery should be supplied in boxes. Each box shall contain 1000 Base Certificates (internally every 100 certificates should be bundled in a cover) suitably packed to ensure safe delivery to the various destinations in the State of Telangana.
- E. The franchisees submit the requirement of certificates every day to Meeseva Service Providers like SCAs / DeGs under ESD through on line. The SCA will in turn place a consolidated order to the supplier through on line. The payment will be made by SCA. ESD will ensure that the payments are made by SCA in time.
- F. The selected bidder(s) has to deliver the stationery **within 5 to 6 days from the date of placing of the indent**. It is expected that each supply shall be in the range of 50,000 to 2,00,000 certificates. Commissioner ESD posses the right to cancel the order at any time if the supplies are not made in accordance with the schedule
- G. Proprietary ownership: The design of the secured stationery shall be proprietary to Commissioner-ESD.
- H. Confidentiality of the design as per the standard security norms is to be maintained by the Identified Agency. Any deviation/violation of the above shall be liable with penal & legal action against the identified agency.
- I. Any mis-use of MeeSeva Logo, Telangana Govt. logo and Certificate design will attract IPC & CRPC, in addition to suitable penalty will be imposed by Commissioner ESD, Telangana

3.2 Quality Certification Government approved quality testing agency

- 2 certificates in every supply should be randomly selected by the supplier should be sent to a Government approved quality testing agency for compliance with all the specifications of the paper as per this bid. The approval from the testing

agency should be sent along with the consignment. **Any consignment without approval shall be rejected.**

- Commissioner, ESD may at any time randomly select some samples randomly and send for testing to a Government approved quality testing agency for compliance with all the specifications of the paper as per this bid. If the report is negative, a second sample shall be sent for testing. If the report on this sample is also negative, **the contract will be cancelled and Security deposit will be appropriated immediately without any further opportunity. The decision cannot be questioned by the Bidder.**
- **The cost towards Quality testing of samples is to be borne by the bidder.**

3.3 Roles and Responsibilities

The following are the roles and responsibilities of the Department and the Agency:

3.3.1 Role of Commissioner ESD

The role of **Commissioner ESD** includes the following responsibilities in successful implementation of the project:

- i. Signing of Contract Agreement with the Identified Agency.
- ii. To nominate a person to liaise with agency on a single-point-contact basis during the implementation of the project.
- iii. To provide an indication of the required quantity of stationery to be printed to the agency for printing & supply.
- iv. Check the quality parameters/ standards of the work.
- v. Accepting & certifying the deliverables of the identified agency as per RFP.
- vi. Ensuring that payments are made in time by the SCA.

3.3.2 Responsibilities of Selected Vendor:

1. Arrangement of required stationery as per the specifications mentioned by the Department for printing of Secured Certificate Stationery.
2. Timely delivery of Secured Certificate Stationery to the SCA at Hyderabad.
3. Ensure proper mechanism to ensure the quality of the stationery being printed and that the stationery meets all the security specifications of the contract
4. Printing of Secured stationery without any errors
5. Handover the deliverables with due acknowledgement.

4 Instructions to Bidder

4.1 Completeness of Response

- a. Bidders are advised to study all instructions, forms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to this document will be at the Bidder 's risk and may result in rejection of its Proposal.

4.2 Proposal preparation costs & related issues

- a. The Bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by facilitating the evaluation process.
- b. Will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- c. This RFP does not commit to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this RFP.

4.3 Right to Terminate the Tender process

- a. ESD may terminate the RFP process at any time and without assigning any reason. ESD makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by ESD. The Bidder's participation in this process may result in short listing of the Bidder .

4.4 Submission of Responses

- a. The Bidder shall submit the bid through e-Procurement platform only.
- b. The Bidder shall submit (2) proposals – Pre & Technical Qualification Proposal and Financial Proposal as per format given in Appendixes on e-procurement portal.
- c. The original proposal both Technical and Financial shall contain no interlineations or overwriting, except as necessary to correct the errors made by the Bidders themselves. The same authorized representative who has signed the proposal shall initial the corrections.
- d. An authorized representative of the Bidder shall initial all the pages of the original Technical and Financial Proposals. The authorization shall be in the form of written power of attorney accompanying the proposal and supported by any evidence that the representative has been duly authorized to sign.

4.5 Bid Submission Format

- a. The entire proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the RFP proposal.
- b. The documents to be submitted for **Pre & Technical Qualification** are:
 - i. General Information of the Bidder – **Form PQ#1**
 - ii. Financial Turnover – **Form PQ#2**
 - iii. Past experience – **Form PQ#3**
 - iv. Availability of Secured Stationery Infrastructure with bidder .– **Form PQ#4**
 - v. Self Declaration Certificate – **Form PQ#5**
 - vi. Sample copy of Stationery
 - vii. Make of paper proposed & details of source of paper proposed for printing of secured stationery.
 - viii. Valid ISO 9001 certification
 - ix. Bid Security.
- c. The documents to be submitted for **Commercial Proposal** are:
 - i. Financial Proposal Cost Break-up - **Form C#2**

4.6 Venue and deadline for submission

- a. Proposals must be submitted through e Procurement Platform only on or before the last date time given.
- b. Any proposal received by the ESD after the above deadline shall be rejected. The Bidders should take care in uploading their bids & supporting documents well in advance so as to avoid last minute rush & failures. ESD will not entertain any such complaints of failure on the e procurement portal.
- c. The bids submitted by telex/telegram/fax/e-mail, etc. Shall not be considered. No correspondence will be entertained on this matter.
- d. ESD reserves the right to modify and amend any of the above-stipulated condition /criterion depending upon assignment/project priorities vis-à-vis urgent commitments.

4.7 Evaluation Process

- a. The evaluation will be in **2 stages i.e., TQ –Stage 1 & Commercial proposal-Stage 2 submitted by the Bidders.**
- b. The bids shall be evaluated by the Evaluation Committee formed comprising ITE&C Dept, User Dept & ESD.
- c. The Bidder will be shortlisted based on the -Qualification & Technical criteria as given in this tender document.
- d. The Financial Proposals of the Bidders who have qualified in the Technical Evaluation will be evaluated.
- e. The qualifying Financial Proposals as the criterion give in the tender will be opened & arranged in the sequence of Lowest Bid Amount to Highest Bid Amount.

- f. The bidder with overall Lowest quote will be treated as L1 Bidder & be considered for issue LoI/NoA.

5 Award of Contract & Contract Period

- A. The proposals will be arranged lowest bid amount to Highest bid amount. The Bidder with lowest quote is L1 Bidder & will be considered for Award of Contract.
- B. Commissioner ESD desires to have at least two agencies to supply the stationery. Accordingly L2 or L3 etc matching the price of L1 will also be awarded the contract. The requirement will be split on the ration of 70% to first supplier L1 and 30% to the second supplier. Supplier wise requirement will be approved by the Commissioner ESD. The selected bidder has to deliver the stationery to the consignee as may be mentioned by the Commissioner as per the delivery schedule.
- C. The contract period is 1 year from date of signing of Contract Agreement. The identified agency shall sign the contract agreement with Commissioner- ESD.
- D. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

6 Payment Terms & Deliverables

Payment terms:

The payment towards the stationery required shall be made by the agency authorized by Commissioner ESD i.e. SCA directly to the identified supplier as per the indent. Supplier has to acknowledge the receipt of payment and supply the stationery to the extent of the approved quantity to the SCA.

7 Penalty/Service Level Agreements

- i. Commissioner, ESD may at any time during the period of contract get the quality of the stationery assessed from approved quality testing agency. Government approved quality testing agency for compliance with all the specifications of the paper as per this bid. If the report is negative a second sample shall be sent. If the report on this sample is also negative, **the contract will be cancelled and Security deposit will be appropriated immediately without any further opportunity. The decision cannot be questioned by the Bidder.**
- ii. In case if the material inside the box/package found to be damaged/mutilated/less than the quality or quantity specified, the lot will be rejected and bidder will be liable for penalty at double the value of the material in the box.
- iii. For any delay in delivery beyond accepted period for delivery, the vendor will be liable for penalties as below: (Delivery period shall be counted from the date of receipt of demand approval from Commissioner, ESD or any agency authorized by ESD).

- a. For any delay of first one week or part there of – 2 % of the value of that indent.
- b. For additional delay beyond one week, for every one week or part thereof a penalty of 3% of the value of that indent
- c. If the delay exceeds more than 15 days, **Commissioner, ESD will reserve the right to cancel the order without giving any notice by forfeiting/invoking Security deposit.**

8 Bid Submission Procedure

8.1. Compliance & Completeness of Response

- Bidders are advised 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 full and complete in all respects. 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 agency's risk and may result in rejection of its proposal and forfeiture of the bid EMD.
- Failure of the AGENCY to agree with the terms & conditions of the RFP/Contract shall constitute sufficient grounds for the annulment of the award of contract, in which event the contract may be awarded to the next most responsive bidder.
- Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidder must: Include all documentation specified in this RFP;

Follow the format of this RFP and respond to each element in the order as set out in this RFP Comply with all requirements as set out within this RFP.

8.2. Proposal Preparation Costs

- The Bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by ESD to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. ESD will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- This RFP does not commit ESD to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award.

8.3. Amendment of Bidding Document

a. At any time prior to the deadline for submission of bids, ESD, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder , may

modify the bidding documents by amendment. All prospective Bidder those have received the bidding documents will be notified of the amendment and such modification will be binding on all Bidders. In order to allow prospective Bidder reasonable time in which to take the amendment into account in preparing their bids, the ESD, at its discretion, may extend the deadline for the submission of bids. It is vital that Bidder read and fully understand all the requirements included in the RFP.

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

8.4 General Instructions

- While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidder must form their own conclusions about the solution needed to meet the requirements. Bidder and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- All information supplied by Bidder may be treated as contractually binding on the Bidder , on successful award of the assignment by ESD on the basis of this RFP
- No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of ESD. Any notification of preferred AGENCY status by ESD shall not give rise to any enforceable rights by the Agency. ESD may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of ESD.

8.5 General Eligibility

- Bidder marked/ considered by ESD to be ineligible to participate for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
- Breach of general or specific instructions for bidding, general and special conditions of contract with ESD or any of its user organizations may make a firm ineligible to participate in bidding process.
- The selected single AGENCY shall not outsource the work to any other associate / franchisee/ 3rd Party AGENCY under any circumstances. Any violation may invite imposition of sanctions, which shall include forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the Contract for default.
- The bidder shall bear all the cost associated with the preparation and submission of bid including prototype presentation. The client/consultant will in no case be responsible or liable for those costs.

8.6 Right to modify submission deadline

ESD may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an corrigendum or by intimating all Bidders who have been provided the proposal documents, in writing or by facsimile, in which case all rights

and obligations of the project and the Bidder previously subject to the original deadline will thereafter be subject to the deadline as extended.

8.7 Right to terminate the process

- ESD may terminate the RFP process at any time and without assigning any reason. ESD makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- This RFP does not constitute an offer by the ESD. The BIDDER 's participation in this process may result in ESD selecting the BIDDER to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by ESD to execute a contract or to continue negotiations. ESD may terminate negotiations at any time without assigning any reason.

8.8 Earnest Money Deposit and its amount (EMD)

- Bidder shall submit, along with their bids, EMD of Rs.2,00,000 (Rupees Two lakhs only) in the form of a Crossed Demand Draft only drawn from any scheduled/nationalized bank in favour of “The Commissioner, ESD, Meeseva, Govt., of Telangana” payable at Hyderabad, valid for six months from date of the pre – bid meeting. EMD in any other form shall not be entertained.
- The EMD shall be denominated in Indian Rupees only.
- No interest will be payable to the bidder on the amount of the EMD.
- Unsuccessful bidder’s EMD will be discharged/ returned as promptly as possible, but not later than 30 days after the award of the contract to the selected implementation agency.
- The EMD may be forfeited:
 - If a BIDDER withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or
 - In the case of a successful bidder, if the bidder fails to sign the contract for any reason not attributable to the ESD or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the RFP.
 - The EMD shall be submitted with the technical bid in a separately sealed envelope as mentioned in this section. Bids submitted without adequate EMD will be liable for rejection.
 - Bids Submitted with EMD not Valid in the specified period will also be rejected
 - During the bid process, if any information is found wrong / manipulated / hidden in the bid. The decision of ESD regarding forfeiture of the EMD and rejection of bid shall be final & shall not be called upon question under any circumstances.

8.9 Preparation of Bids

- a. The Proposal as well as all related correspondence exchanged by the bidders and ESD shall be written in English language, unless specified otherwise.
- b. In preparing their Proposal, bidders are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- c. The Technical Proposals shall contain an Executive summary giving a brief overview of the manner in which the bidder proposes to achieve the outcomes and the assessment of resources required.
- d. The bidder is expected to submit the Technical Proposal as per the format given in RFP. Submission of the wrong type of Technical Proposal will result in the proposal being deemed non-responsive. The Technical Proposal shall not include any financial information.
- e. The Financial Proposal shall be prepared as per the format given in RFP

8.10 Authentication of Bid

All copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. A letter of authorization shall be supported by a written power of attorney accompanying the bid. All pages of the bid, except for un-amended printed literature, shall be signed and stamped by the person or persons signing the bid.

8.11 Validation of interlineations in Bid

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be counter signed by the person or persons signing the bid.

8.12 Language of Bids

- The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and ESD, shall be written in English language, provided that any printed literature furnished by the bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.
- This bid should be filed in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidder.

8.13 Deadline for submission of Bids

The Consultant at the address specified in the Bid Document not later than the date and time indicated in bid document must receive bids. The Client/Consultant may, at its discretion, extend this deadline for submission of bids by amending the Bidding

Documents, in which case all rights and obligations of the Client/Consultant and Bidder will thereafter be subject to the deadline as extended.

Any bid received by ESD after the bid submission deadline prescribed in the Bid Data Sheet shall be rejected.

8.14 Disqualification of bids

ESD may at its sole discretion and at any time during the processing of tender, disqualify any bidder from the tendering process if the bidder has

- i. Submitted the tender after the prescribed date and time of submission of bids.
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- iii. If found to have a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation or financial failures, etc.
- iv. Submitted bid document, which is not accompanied by required documentation and Earnest Money Deposit (EMD) or non-responsiveness.
- v. Failed to provide clarifications related thereto, when sought.
- vi. If the technical offer contains any price information the offer will be summarily rejected.
- vii. Conditional bids will be summarily rejected.
- viii. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- ix. If found to submit more than one bid.

8.15 Bid Submission Format

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

8.16 Clarification of Bids during Evaluation

During evaluation of the bids, ESD may, at its discretion, ask the bidder for clarification of its bid content and seek information.

Preliminary Examination of the Bids

- Preliminary scrutiny will be made to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected and its

bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

- ESD may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- Prior to the detailed evaluation, ESD will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations.
- If a bid is not substantially responsive, it will be rejected by ESD and may not subsequently be made responsive by the bidder by correction of the nonconformity.

8.17 Contract Finalization and Award

If Evaluation Committee is unable to finalize a service agreement with the bidder ranked first, Evaluation Committee may proceed to the next ranked bidder, and so on until a contract is awarded.

ESD will award the contract to the bidder whose bid has been determined to be substantially responsive and has been determined as the best value bid (a proposal which qualifies in all the two evaluation stages and proves to be the lowest commercial quote), provided further that the bidder has demonstrated that it is qualified to perform services required for the project satisfactorily.

The notification of the award shall constitute signing of the agreement. The signing of agreement will amount to award of contract and bidder will initiate the execution of the work as specified in the agreement. At the same time as ESD notifies the successful bidder that its bid has been accepted, ESD will send the Bidder the proforma for contract, incorporating all agreements between the parties.

8.18 Rights to Accept / Reject any or all Proposals

The Commissioner, ESD(Meeseva) reserves the right to accept or reject any proposal, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or Bidders of the grounds for ESD's action.

8.19 Bid Prices

The bidder shall express their bid price for the information system using the price schedule form provided in the bidding documents. All costs and charges related to the bid shall be expressed in Indian Rupees. The bidder shall give the total composite price inclusive of all Levies & Taxes i.e. GST, packing, forwarding, freight and insurance etc. but excluding Octroi /Entry Tax which will be paid extra as per actual, wherever applicable. Prices of incidental services should also be quoted. The offer shall be firm in Indian Rupees. No Foreign exchange will be made available by the purchaser. Prices indicated in the Price Schedule shall be entered in the following manner:

- The Unit Price quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non - responsive and rejected.
- The price shall be inclusive of Levies and Taxes, packing, forwarding, freight and insurance.
- Price is delivery at point at Hyderabad designated by Commissioner ESD

8.20 Substantially Responsible Bids

A substantially responsive bid is one, which conforms to all the requirements, terms, conditions and specifications of the Request for Proposal. Any attempt by a Bidder to influence it's the bid evaluation process may result in the rejection of the bid.

Overall Evaluation

- Bid evaluation committee will evaluate and compare the bids determined to be substantially responsive. It is bid evaluation committee's intent to select the proposal that is most responsive to the project needs and each proposal will be evaluated using the criteria and process outlined in this section.
- Technical bids shall be examined by the bid evaluation committee with respect to compliance, completeness and suitability of the proposal to the project and only the bids which are in compliance to the mandatory requirements mentioned in the RFP shall be considered as technically qualified.
- Total bid evaluation: Only the commercial bids of those Bidder qualified in the technical evaluation shall be opened. Commercial bids of the other Bidder shall be returned unopened.
- The evaluation shall be strictly based on the information and supporting documents provided by the Bidder. It is the responsibility of the Bidder to provide all supporting documents as listed in RFP and Forms necessary to fulfill the mandatory eligibility criteria.
- The Bidder shall not be contacted by ESD if the Bidder has failed to provide supporting documents in the submitted Bid.
- Commercial Bids of only those Bidders will be opened who have PQ/Technically qualified.
- Final choice of firm for the project shall be made on the basis of conformity to technical qualification, and only L1 bids shall be considered.

8.21 Adjudicator

The Prl. Secretary-ITE&C Dept will be the Adjudicator for contract disputes.

8.22 Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons

not officially concerned with the process, until the award of contract is notified to the successful firm.

8.23 Corrupt / Fraudulent practices

Defines, for the purpose of this provision, the terms set forth below as follows:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of Contract execution and

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract the detriment of the Borrower, and includes collusive practice among Bidder (prior to or after Bid submission) designed to establish Bid prices at artificial noncompetitive levels and to deprive the Borrower of the benefits of free and open competition.

ESD will reject a proposal for award if it determines that the BIDDER recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, Contract(s).

9 General Conditions of Contract (GCC)

9.1 Indemnification

- The BIDDER shall, at its own expense, defend and indemnify the Client against all third-party claims of infringement of intellectual property rights, including patent, trademark, copyright, trade secret or industrial design rights arising from use of the products or any part thereof in the Client’s country.
- The BIDDER shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. If the Client is required to pay compensation to a third party resulting from such infringement, the BIDDER shall be fully responsible thereof, including all expenses and court and legal fees.
- The Client will give notice to the BIDDER of any such claim without delay and ion shall provide reasonable assistance to the BIDDER in disposing of the claim.
- The Client shall indemnify and defend the BIDDER against all third-party claims of infringement of Intellectual Property Rights, including patent, trademark, copyright, trade secret or industrial design rights arising from the use of any information of Software provided to the BIDDER) by the Client under the contract.

9.2 Performance Bank Guarantee

- The implementation agency shall at his own expense, deposit with department, within 2 working days of the date of notice of award of the contract or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized Bank acceptable to department, payable on demand, for the due performance and fulfillment of the contract by the bidder.

- This PBG will be for an amount equivalent to 10% of contract value. All charges whatsoever such as premium, commission, etc. with respect to the PBG shall be borne by the bidder.
- The PBG shall be valid till the end of three months after the expiration of contract period and should be in the format prescribed in this RFP.
- The PBG may be discharged/ returned by department before the expiry of the same as stipulated in this RFP upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the PBG.
- In the event of the bidder being unable to service the contract for whatever reason, department would evoke the PBG.
- Notwithstanding and without prejudice to any rights whatsoever of department under the contract in the matter, the proceeds of the PBG shall be payable to department as compensation for any loss resulting from the bidder's failure to complete its obligations under the contract.
- Department shall notify the bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the BIDDER is in default.
- Department shall also be entitled to make recoveries from the bidder's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

9.3 Prices, Taxes and Duties

Prices charged for deliverables and Services performed under the Contract shall not be increased from the prices quoted by them in its bid.

The bidder shall be entirely responsible for all taxes, duties, license fees, and other such levies.

9.4 Delay in the Bidder Performance

The bidder has to start as per the direction of the client at the designated locations and Services shall be made in accordance with the time schedule prescribed by the Client in the Schedule of Requirements.

If at any time during performance of the Contract, the BIDDER should encounter conditions impeding timely delivery or installation of the Systems or performance of the Services, the bidder shall promptly notify the Client in writing of the fact of the delay, likely duration and its cause(s). As soon as practicable after receipt of the bidder notice, the Client shall evaluate the situation and may at its discretion extend the time for performance, with or without liquidated damages, and revised implementation plan will be prepared by both parties.

Except as provided under GCC Clause, if, bidder fails in the performance of its delivery or installation obligations shall render the liable to the imposition of liquidated damages

pursuant to GCC Clause, unless an extension of time is agreed upon by client without the application of liquidated damages.

9.5 Liquidated Damages

If the bidder fails to deliver Services or install any or all of the systems or if any of the services fail to gain Acceptance within the period(s) specified in the Contract, the Client shall, without prejudice to its other remedies under the Contract, deduct from the performance security, as liquidated damages, a sum equivalent to the percentage of the Contract price specified in SCC. Once the maximum is reached, the Client may consider termination of the Contract. If delivered or installed goods and/or Services cannot be put to use without the undelivered goods/Services, the damages will be calculated using the total price of the goods/services that cannot be put to use.

Application of LD

Liquidated damages shall be assessed as per the millstones as per schedule, submission of deliverables and its acceptance”.

9.6 Termination for Default

The Client, without prejudice to any other remedy for breach of Contract, may terminate this Contract in whole or in part by giving 7 days advance notice; if the bidder fails to deliver any or all of goods/services or to install any or all of the Systems within the period(s) specified in the Contract, or within any extension thereof granted by the Client or if he fails to perform any other significant obligations(s) under this contract. In the event the Client terminates the Contract in whole or in part, the Client may procure, upon such terms and in such manner as it seems appropriate, goods/services similar to those undelivered, and the BIDDER shall be liable to the Client for any excess costs for those similar goods or Services. However, the BIDDER shall continue performance of the contract to the extent not terminated.

9.7 Termination for Insolvency

The Client may at any time terminate the Contract by giving written notice to the bidder, if they become bankrupt or otherwise insolvent. In this event, termination will be without compensation to the bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Client.

9.8 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 its 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 beyond the control of the and not involving bidder’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Client 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 the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client 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.

If an event of Force Majeure continues for a period of one hundred and eighty (180) days or more, the parties may, by mutual agreement, terminate the Contract without either party incurring any further liabilities towards the other with respect to the Contract, other than to effect payment for goods/services already delivered or performed.

9.9 Inspections and Acceptance Test

Inspection: The Client or its representatives shall have the right to inspect the commissioning works or any other work that would be carried as part of contract execution for its quality to confirm their Contract specifications at point of development/delivery and/or at the final place(s) of delivery. The bidder shall arrange necessary systems, people and equipment for such inspections.

Should any inspected or tested or delivered services fail to conform to the Contract specifications or to pass the Acceptance tests as defined jointly in the Project Plan, the Client may reject the services, and the bidder shall either replace the rejected delivered goods/services or make alterations as necessary to meet the specifications free of cost to the Client.

9.10 Resolution of Disputes

The Client and the bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

If, after thirty (30) days from the commencement of such informal negotiations, the Client and the bidder have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified here in. These mechanisms may include, but are not restricted to, conciliation mediated by a third party.

The dispute resolution mechanism shall be as follows:

In case of a dispute or difference arising between the Client and the BIDDER relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, of India, 1996. The place of Arbitration shall be at Hyderabad , Telangana State only.

9.11 Governing Language

The contract shall be written in English. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in same languages.

9.12 No interest for performance Guarantee

No interest shall be paid on the earnest money, security deposit and the amount retained against performance guarantee.

9.13 Notices

Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by telex, email, cable or facsimile and confirmed in writing to the other party's last known address. A notice shall be effective when delivered or tendered to other party whichever is earlier.

10 Table of Sample Forms and Procedures

Bid Letter Form

From:
(Registered name and address of the Agency)

To:
The Commissioner (ESD), Meeseva,
Government of Telangana,
Road No.7, Banjarahills,
Hyderabad-Pin-500034

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide services/execute the works in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your tender call dated.....

Project title:

We undertake to provide services/execute the above project or its part assigned to us in conformity with the said bidding documents for an estimated sum of Rs..... (Total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by ESD or its user organization.

If our bid is accepted, we undertake to Provide services/ execute the work according to the time schedule specified in the bid document, Obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place:
Date:

**Bidder's signature
and seal.**

Bid Security (EMD) Form

I. File No:

II. Project Name:

(To be issued by a bank scheduled in India as having at least one branch in Hyderabad) Whereas..... (Here in after called “the State Level Agency”) has submitted its bid dated..... (Date). For the execution of..... (Here in after called “the Bid”) KNOW ALL MEN by these presents that WE of having our registered office at..... (Here in after called the “Bank”) are bound unto the (hereinafter called “ESD, Govt., Telangana, Hyd.) in the sum of for which payment well and truly to be made to the said ESD itself, its successors and assignees by these presents.

The conditions of this obligation are:

- a. If the State Level Agency withdraws its bid during the period of bid validity or
- b. If the State Level Agency, having been notified of the acceptance of its bid by the ESD during the period of bid validity:
 - 1) fails or refuses to execute the contract form if required; or
 - 2) fails or refuses to furnish the performance security, in accordance with the bid requirement;
- c. State Level Agency submits fabricated documents

We undertake to pay the above amount upon receipt of its first written demand, without the ESD having to substantiate its demand, provided that in its demand the will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee of Rs. -----will remain in force up to..... and any demand in respect thereof should reach the Bank not later than the above date.

Place:
Date :

**Signature of the Bank Official
with seal**

Check List

Compliance/ Agreed/ Enclosed/ Deviation Statement

(To be submitted along with TQ bid)

The following are the particulars of compliance/deviations from the requirements of the tender specifications.

S.No.	Bid document reference	Remarks
1.	EMD	
2.	Form PQ#1	
3.	Form PQ#2	
4.	Form PQ#3	
5.	Form PQ#4	
6.	Form PQ#5	
7.	Relevant Documents as per Eligibility criteria	
8.	Form C#1	
9.	Form C#2	
10.	Scope of Work	
11.	Contract Period	
12.	All terms & conditions of RFP	

The specifications and conditions furnished in the bidding document shall prevail over those of any other document forming a part of our bid, except only to the extent of deviations furnished in this statement.

Place:

Bidder's signature

Date :

and seal

NOTE: For every item appropriate remarks should be indicated like 'no deviation', 'agreed', 'enclosed' etc. as the case may be.

Name of the Bidder:

Form PQ#1 - General Information

Sl.No	Description	Supporting Documents with page nos.
1	Name of the Company/ Firm	:
2	Date of Incorporation (Registration Number & Registering Authority) VAT No., CST No., PAN No.	
3	Legal Status of the Company in India & Nature of Business in India	Public Ltd Company/ Private/ Partnership firm
4	Address of the Registered Office in India	:
5	Date of Commencement of Business	
6	Name & e-mail id, phone number, fax of the Contact Person	Phone: Fax: Email
7	Web-Site	:
8	EMD details	Amount: DD No. & Date Name of the Bank: Valid up to :
9	Proof of purchase of bid document	Receipt No: Date of purchase:

Note:

1. Bidder should submit the copy of RoC & Copy of Service Tax Registration Certificate.

Place:
Date :

**Bidder's signature
and seal.**

Name of the Bidder:

Form PQ#2 - Financial Turnover

(All values in Rs. Crores)

Financial Information of Service provider				
#	Financial Year	Turnover of the firm in		Total Profit after Tax
		Total Turnover of the firm	Total Turnover of the firm from Printing related works.	
	(1)	(2)	(3)	(4)
1	FY.2014-15			
2	FY.2015-16			
3	FY.2016-17			

Note:

1. Turnover in areas other than mentioned above shall not be considered for evaluation.
2. Please attach audited Balance Sheets and IT return statements to confirming the figures mentioned in columns (2).
3. Bidder should submit any of the Audited balance sheet / Profit & Loss statement / certificates from CFO of the Company duly audited by the Chartered Accountant and certified by the Company Secretary for all the above stated three financial years.

Place:
Date :

Bidder's signature
and seal.

Name of the Bidder:

Form PQ#3 - Project Experience

Description of Item	Supporting Document with page number
Name of the Client / Department	
Contact address & details of the department	
Value of the Project	
Date of Start of Work	
Date of Completion of Work	
Description of Work	
Service provider should submit any of the following: i. PO / Work order ii. Work completion certificates / Performance Certificate from client dept. duly signed by the authorized signatory from the Client end. iii. Work satisfactory certificate from the client dept.	
Enclosures submitted: Yes / No	

Note:

1. Please submit supporting documents to support the claim and the certificates must be signed by Senior Executive/ Deputy GM of the organization clearly indicating his/her name, designation and contact details such as Telephone Number, Fax number, email-id etc.
2. Please attach certificate from the client for the successful completion & implementation of project.

Place:

Date :

**Bidder's signature
with seal**

Name of the Bidder:

Form PQ#4 – Availability of Secured Printing Infrastructure

The bidder should submit details of Secured printing infrastructure available.

Place:

Date:

**Bidder's signature
with Seal**

Name of the Bidder:

Form PQ#5- Declaration Regarding Clean Track Record

To:

The Commissioner (ESD), Meeseva,
Government of Telangana,
Road No.7, Banjara Hills,
Hyderabad-Pin-500034

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No._____]. I hereby declare that my company has not been debarred/ black listed as on Bid calling date by any Central or State Government/ Quasi Government Departments or Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Form C#1 - Commercial Proposal Submission Form

[Location, Date]

To: [Name and address of ESD]

Dear Sir:

We, the undersigned, offer to provide the for [Insert title of Assignment] in accordance with your Request for Proposal dated [Insert Date], and our Technical Proposal.

Our attached Financial Proposal is for the sum of [**Insert amount(s) in words and figures**].

This amount is inclusive of the Domestic taxes such as ----- (**Indicate the amounts against each**).

We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations if any, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Name of the Bidder:

Form – C#2

Detailed Commercial Form

Particular	Unit Cost(Rs.)	Taxes	Unit Price (Rs.) including taxes
Each Certificate with all security features mentioned in tender document to be delivered at Hyderabad or any other location within Telangana (If any)			

Grand Total in Words: _____

- All the prices mentioned in Tender are in accordance with the terms as specified in the RFP documents.
- The overall least quote shall be declared as L1.
- The prices should be inclusive of all taxes.

Place:
Date :

Bidder's Signature
and seal.

- **END of DOCUMENT** -