

File No. BJ-561/12/2020-Section 4 - BRDS
Bihar Rural Development Society (BRDS)
Rural Development Department,
Government of Bihar

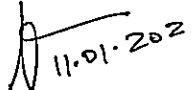
INVITATION FOR BID

Bihar Rural Development Society (BRDS), Rural Development Department, Government of Bihar invites sealed BIDS from eligible bidders for "Supply/Renewal of 1800(Approx) Digital Signature Certificates (DSCs) for BRDS." The bid document is available on the Website www.rdd.bih.nic.in & www.brds.bih.nic.in at tender section and could be downloaded by interested bidders. Bidders who are interested to bid and have downloaded the bid form must submit a demand draft of INR 2,000/- as the price (non-refundable) of bid document at the time of submission of their bids.

All bids must be accompanied by a bid security as specified in the bid document and must be delivered in the office of BRDS by Feb. 10, 2021, 15.00 Hrs. Late bids will be reject.

| Sr. | Information | Details |
|-----|---|---|
| 1. | Name of the Assignment | "Supply/Renewal of 1800(Approx) Digital Signature Certificates (DSCs) for BRDS." |
| 2. | Last date for downloading of Bidding Document | Feb. 10, 2021 |
| 3. | Last Date and Time for receipt of Bids | Feb. 10, 2021, 15.00 Hrs |
| 4. | Date and Time of opening of Technical bids | Feb. 10, 2021, 15.30 Hrs |
| 5. | Date and time of Pre Bid Meeting | Jan. 23, 2021, 15.00 Hrs |
| 6. | Place of opening of bids | Bihar Rural Development Society 2 nd Floor, RED Cross Building North of Gandhi Maidan Patna-800001, Bihar (India) Phone No: +91-612-2219005 Email address: bisps.dpd@gmail.com |

BRDS reserves the right to accept or reject any bid and to annul the bidding process or reject all bids at any time prior to contract award.


11.01.2021
CEO

Bihar Rural Development Society
Date: 12.01.2021

REQUEST FOR PROPOSAL (RFP)

FOR

**SUPPLY/RENEWAL of 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
2nd Floor, RED Cross Building
North of Gandhi Maidan
Patna-800001, Bihar (India)



128

Table of Contents

| | |
|---|-------|
| SECTION I: INVITATION TO BIDDERS | 3 |
| SECTION II: RFP DATASHEET | 4 |
| SECTION III: SCOPE OF WORK | 5 |
| SECTION IV: ELIGIBILITY CRITERIA OF BIDDERS | 6 |
| SECTION V: SELECTION PROCEDURE - OPENING AND EVALUATION OF BIDS | 7-9 |
| SECTION VI: GENERAL CONDITIONS OF WORK | 10-14 |
| Annexure I: Format for Financial Bid | 15-16 |
| Annexure II: Technical Bid Format | 17 |
| Annexure III: Detail Information Regarding Orders executed | 18 |
| Annexure IV: Technical Bid Covering Letter | 19 |

119

SECTION - I: INVITATION TO BIDDERS

1. The Bihar Rural Development Society (BRDS), Rural Development Department, Government of Bihar (Purchaser) now invites sealed bids (two bid system) from eligible & qualified Bidders for **“Supply/Renewal of 1800(Approx) Digital Signature Certificates (DSCs) for BRDS.”**
2. The bid document is available on the website www.rdd.bih.nic.in and www.brds.bih.nic.in at tender section and can be freely downloaded by interested bidders. “The bidders, who have downloaded the bid documents, shall be solely responsible for checking the website for any addendum/amendment/corrigendum issued subsequently to the bid document and take into consideration the same while preparing and submitting the bids”.

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 & www.brds.bih.nic.in) and the tender fee of Rs. 2,000/ 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 Feb 10th, 2021 up to 15:00 hrs. At the following address:

CEO,
Bihar Rural Development Society
2nd 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-
CEO

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 | SUPPLY/RENEWAL OF DIGITAL SIGNATURE CERTIFICATES (DSCs) FOR BRDS |
| 2. | Cost of Bid Document | Rs. 2,000/- Paid through DD, in favour of "CEO, BRDS, Bihar" payable at Patna |
| 3. | Date of Publishing of RFP | Jan 13th, 2021 |
| 4. | Pre Bid Meeting | Jan 23rd, 2021 at 03:00 PM |
| 5. | Last Date and Time for Submission of Bids | Feb 10th, 2021 till 3:00 PM |
| 6. | Bid Security / Earnest Money Deposit (EMD) | Rs. 30,000/- (Rs. Thirty thousand 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 | Feb 10th, 2021 at 3:30 PM CEO, Bihar Rural Development Society 2 nd 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 nd 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. 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 7250731604.



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 details of Validity of your contract with controller of Certifying Authorities.
7. Provide all related support for DSC to all levels as and when required.
8. The details of the DSC are: -
 - a) Category of Applicant: Government
 - b) Class of Certificate Required: Class III
 - 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
9. 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 mention.

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. Bidders Circle/ Regional office at Patna
4. Average annual turnover of the agency must be minimum Rs.15.0 lakhs in the last three financial years.
5. Work experience of issuing and support of DSCs with Government / PSUs/ Authority /Board /State Owned Corporations/Societies during the period of last two years.
6. The bidding company must have GST Registration.
7. The firm should not be Blacklisted/debarred/terminated from any Govt. Dept./Organizations in any contract. The firm should attach a self certified copy in this regard.
8. Only bids received on behalf of a single company will be considered. Bidding as a consortium will not be allowed.

b

115

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 tender fee and bid security is not found in the envelope, 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 Tender fee and 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.

5. Opening & Evaluation of Technical Bid

- a) BRDS will form a Selection Committee for evaluation and ranking of Bids received. This committee will undertake evaluation & opening of bids, final selection of the company, negotiations (if any) on various terms and conditions, etc.
- b) All the Bids received will be scrutinized to assess the eligibility based on the qualifying criteria. Those Bids which do not meet the qualifying criteria will be rejected at any stage of detection.
- c) At the opening of Technical Bids, Bidder representatives who choose to attend will sign an Attendance Sheet.



C

119

d) Each Technical Bid will be checked to confirm that it has remained sealed.

e) The eligibility criteria will be first evaluated as per Request for Bid for each bidder. Scrutiny of the tender document will be done by the Selection Committee to determine whether the documents have been properly signed, Bid Security Deposit paid and all relevant papers submitted. Tenders not conforming to such requirements will be prima facie rejected. All the bids proposals 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 qualified for further Financial/ Commercial Evaluation.

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 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 Selection Committee's representative.

7. Evaluation of Financial Bids

7.1 Selection Committee will review the detailed content of each Financial Bid. During the review of Financial Bids, the Committee and any Authorized 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 Selection Committee. The award of the contract shall be made to the bidder whose bid has been determined to be the lowest responsive bid, taking into account the factors mentioned in the preceding paragraphs; this need not necessarily be the lowest priced bid received. The successful bidder shall not be required, as a condition of award, to undertake responsibilities for work not stipulated in the bidding document or to modify his bid.

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

8. AWARD OF WORK

- i. The finalization of the Bids 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 and lowest commercially acceptable bid.
 - iii. Variation of Quantities at the Time of awarding the contract, the purchaser reserves the right to increase or decrease, the quantity of Sheets mentioned in the schedule(s) in the "List of Requirements" without any change in the unit price and other terms & conditions quoted by the Bidder.
 - iv. In case of two or more bidders quote same bid price, the contract will be awarded to the bidder whose average annual turn-over is higher.
- b

C113

9. 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.



912

SECTION VI: GENERAL CONDITIONS OF WORK

10. 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.

11. 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.

12. 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.

13. 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 | 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 | Bidders Circle/ Regional office at Patna | | | |
| 4 | Average annual turnover of the agency must be minimum Rs.15.0 lakhs in the last three financial years. | | | |

| 5 | Work experience of issuing and support of DSCs with Government / PSUs/ Authority /Board /State Owned Corporations/Societies during the period of last two years | | | |
|--------------------------------|---|-----------------------------|--|-------------------------|
| 6 | The bidding company must have GST Registration | | | |
| 7 | The firm should not be Blacklisted/debarred/terminated from any Govt. Dept./Organizations in any contract. | | | |
| 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 |
| E. Tender Fee & EMD | | | | |
| 6 | EMD Enclosed (Rs.30,000/) | | | |
| 7 | Tender Document Fee (Rs. 2,000/) | | | |

[Handwritten signature]

14. 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. 30,000/- (Thirty thousand 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 5% 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.

15. 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.2000/- 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. 2nd envelope should contain financial bid in the prescribed format attached with the tender document.

C

19

16. 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
2nd 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.

17. 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.

18. 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.

19. 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.

20. 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
- 

16. 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
2nd 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.

17. 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.

18. 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.

19. 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.

20. 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

107

Annexure I: Format for Financial Bid

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: "SUPPLY/RENEWAL OF 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(GST) | Unit Price (Inclusive of Tax) |
|---------|--|------------|---------------------|-------------------------------|
| 1 | Costs of new Digital Signature Certificates (DSCs) per piece | | | |
| 2 | Renewal costs of per DSC | | | |
| | Grand Total | | | |

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. The contract will be awarded to the Successful bidder, whose bid has been determined as the best technically and average lowest commercially acceptable bid.

106

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. 30000/- (Rs
Thirty thousand) 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 pecified 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 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| E. Tender Fee & EMD | | | | |
| 6 | EMD Enclosed (Rs. 30,000/) | | | |
| 7 | Tender Document Fee (Rs. 2,000/) | | | |

[Handwritten Signature]

Annexure III: Detail Information Regarding Orders executed

| Sl. | Description of work | Reference to order no. and date for completion and delivery as per order | Amount of order | Name of the office/authority by which the order was placed | Date of completion of delivery of the order | Reason for the exemption of order or delay in supplies of order, if any |
|-----|---------------------|--|-----------------|--|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Note.

- a) Bidder should have to appropriately fill each column. Use extra sheet if the space below is insufficient.
- b) Enclose certified copies of the purchase order in chronology.

(Signature)

Printed Name and Designation

Seal

Date

Place

Business Address:

13

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

