

**Request for Proposal  
FOR  
HIRING DIGITAL CONTENT DESIGNING AND MANAGEMENT AGENCY.**

*Dated: October 13, 2021*

*Embassy of India, Paris*

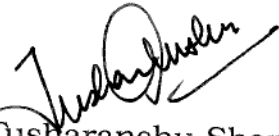
*13-15 RUE ALFRED DEHODENCQ, 75016 PARIS, FRANCE*

**Embassy of India  
Paris**

**NOTICE INVITING BIDS**

Embassy of India invites sealed and separate tenders under two bid systems (Technical & Financial Bid) from established/reputed agencies for selection of a **DIGITAL CONTENT DESIGNING AND MANAGEMENT AGENCY** in respect of the Economic and Commercial Wing of the Embassy of India, Paris for a period of one (1) year, extendable for another one year on same price and subject to mutual agreement.

2. The last date of receipt of offer in sealed envelope is on or before 03<sup>rd</sup> November, 2021 up to 1700 hrs CEST. Tender documents are available on our website <https://www.eoiparis.gov.in/> and [www.eprocure.gov.in](http://www.eprocure.gov.in). Details can also be collected from Economic Wing of the Embassy office- (E mail: [eco2.paris@mea.gov.in](mailto:eco2.paris@mea.gov.in) ); Phone No +33 (0)1 40 50 50 78.
3. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason.

  
(Tusharanshu Sharma)  
Commercial Representative  
Embassy of India, Paris

## **Section 1 : Objective of the RFP :**

The objective of the RFP of the Embassy of India (EOI), Paris is to hire a Digital Content Designing and Management Agency (DCDMA) for collecting and creating digital content like infographics, charts, graphics, videos, powerpoint presentation, animations and related formats both in English and French (where necessary) suited for placing on the digital media platforms like Embassy's website and Twitter, Facebook, YouTube, Instagram etc. handles of the EOI, Paris and developing and creating a bi-monthly digital newsletter on major economic measures and updates and news of economic importance in India and France including content shared by the Embassy.

## **Section 2 : Scope of Work :**

The Scope of the work is as below:

- (a) To conceptualize and develop a strategy to enhance presence of the Embassy of India particularly in France through digital platforms like Embassy's website and its social media handles Facebook, Twitter, Instagram, Youtube etc. and engaging a wider audience through digital media tools available.
- (b) To collect credible and relevant news and articles on foreign policy and economic subjects and convert them into attractive and interpretable high quality digital content for placing on Embassy of India digital media platforms. Economic Wing of the Embassy of India would also feed in the information for developing digital content from time to time.
- (c) The digital content would include infographics, charts, graphics, videos, powerpoint presentation, animations and related formats both in English and French in form of voiceovers and subtitles wherever deemed necessary by the Embassy.
- (d) Promoting Embassy's events and activities particularly on various digital media platforms.
- (e) Designing bi-monthly digital newsletter covering the following:
  - Major economic measures and updates and news of economic importance in India both at Central and decentralized levels.
  - Key economic figures on trade and investment in India and France

- Economic and technological news updates from France.
- Details of concluded and upcoming activities of Embassy of India and its partners
- Any other content shared by the Embassy directly including interviews etc.
- Some editions would also be a theme/sector specific which will be coordinated between the DCDMA and the Embassy of India from time to time.

The content for this magazine would be principally prospected by the DCDMA and shared with the Embassy for its approval and also it would include the content and sources shared by the Embassy.

(f) Atleast 3-4 unique and original content should be conceptualized and designed and adapted each day (including weekends) for placing across various Embassy of India digital platforms. This frequency may go up during specific occasions. The Embassy would have exclusive rights over of all content developed while any liability emanating out of creative content developed would be that of DCDMA.

(g) Regular monitoring on reach and other relevant media parameters of each content post that goes out across various digital platforms.

**Section 3: Validity & Extension of Contract:** The work would be assigned initially for a period of one year which may be extended for a further period of one year at the sole discretion of the Embassy of India, Paris subject on the existing terms and with the written consent of the Agency.

**Section 4: A two bid system (Technical & Financial Bids) will be followed.**

For the purpose of selection of the successful bidder, a two-stage bidding process will be followed.

The response to the present tender is to be submitted in two parts, i.e. the Technical Proposal (as in **Annexure-I**) and the Financial Bid (as in **Annexure-II**) in separate sealed covers. The bidder will have to submit the 'Technical Proposal' separately from the 'Financial Bid'.

The 'Technical Proposal' will contain the exhaustive and comprehensive details of its experience, expertise followed by approach, methodologies, assertions, documents and any other collateral the bidder would want to submit to EOI Paris.

The 'Financial Bid' will contain the pricing information alone for carrying out the scope of the project for a period of 1 year.

The technical bids shall be opened on 05<sup>th</sup> November, 2021 at 1600 hrs CEST in Embassy of India, Paris in presence of those tenderers who may desire to be present at that time. In case due to ongoing COVID 19 restrictions, the bidders will not be in a position to attend bid opening physically, technical bid may be opened through video conferencing facility. The Technical Bid/presentation will be evaluated by Technical Evaluation Committee. The Financial bids would be opened thereafter upon intimation to the technically eligible bidders. Selection of the bidder shall be based on a Quality and Cost Based Selection (QCBS) system. The upper ceiling for financial bid is kept at € 10,000 (Equivalent to INR 8,80,000) including all taxes.

**Section 5: Minimum Eligibility Criteria:**

The agency should be registered with the Registrar of Companies and should hold valid PAN, Sales tax/GST registrations/VAT or their equivalents in their jurisdictions.

**Section 6 : Schedule for Submission of the RFP**

<b>Sl. No.</b>	<b>Details of the process</b>	<b>Timeline</b>
1.	Date of publishing of the RFP and start date for submissions by bidders	13.10.2021
2.	Last date for seeking clarification	22.10.2021
3.	Last date for receipt of bids	03.11.2021
4.	Opening of technical bids	05.11.2021
5.	Opening of financial bids	Open
6.	Award of contract	Open

**Section 7 : Address for communication and submission of Bids**

All communications related to this RFP including the submission of the Proposal shall be addressed to:

Mr. Tusharanshu Sharma  
Commercial representative  
Embassy of India, Paris  
13-15 Rue Alfred Dehodencq  
75016 Paris

Tel: +33 (0) 1 40 50 50 78

E-mail: eco2.paris@mea.gov.in

## **Section 8: Instructions to bidders**

### **8.1 Bid submission Process**

#### **8.1.1 General Terms of Bid Submission**

The bidder should bear all the costs associated with the preparation and submission of his/her bid and EOI Paris will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

**8.1.2. Pre-bid Meeting:** In case of any doubts, Bidders should send by email all their queries, latest by 1700 Hrs. on October 22, 2021 to the email id: eco2.paris@mea.gov.in or meet the Commercial representative at the Embassy office premises on October 22, 2021 at 1500 Hrs. All modifications/addendums/corrigendum issued regarding this bidding process, shall be uploaded on website only and shall not be published in any Newspaper.

The bids are to be submitted in English language as follows:

(a) **Digital Bidding:** The bidder should upload both technical and Financial bids at the CPP portal (<https://eprocure.gov.in/>)

(b) **Physical bidding:** Two copies of the Technical bid are to be submitted, one in original duly signed by the competent authority and the other a copy thereof. One hard copy of the Financial Bid would suffice and no soft copy of the Financial Bid is necessary. Financial bids of only those bidders will be opened who qualify in technical bid. The bids in English language should be signed by the person duly authorized to bind the company to the contract. The signatory should give a declaration and through authenticated documentary evidence establish that the person is empowered to sign the tender documents and bind the company. All pages of the tender documents except printed brochures, if any, are to be signed by the authorized signatory.

The offers submitted should preferably not bear any corrections, alterations, over writings and additions. In such cases, the person/s signing the bid should authenticate such corrections.

The Proposal (Technical Proposal and Financial Bid) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as

necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or persons who sign(s) the Proposal.

An authorized representative of the firm should initial all pages of both Technical and Financial Bid.

The Technical Proposal shall be placed in a sealed envelope clearly marked "HIRING DIGITAL CONTENT DESIGNING AND MANAGEMENT AGENCY- Technical Bid". The Financial Proposal shall be placed in a sealed envelope clearly marked "HIRING DIGITAL CONTENT DESIGNING AND MANAGEMENT AGENCY- Financial Bid". The envelopes should be clearly addressed to Mr. Tusharanshu Sharma, Commercial Representative, Embassy of India, Paris. Both envelopes shall be placed into an outer sealed envelope bearing the submission address and marked "Technical Proposal + Financial Bid" - "Do not open except in presence of the Evaluation Committee."

Outer envelop	Technical Proposal + Financial Bid
Technical Proposal	Technical Proposal (separately sealed envelope)
Financial Bid	Financial Bid (Separately sealed envelope)

**(c) Email Bidding:** As a last resort, Bid can also be sent **through mail** to [eco2.paris@mea.gov.in](mailto:eco2.paris@mea.gov.in), but two PDF documents of technical and financial bid must both be locked and PASSWORD protected. The password should be sent separately by email **on the closing date of the tender** i.e. 03 November, 2021 by the time of closing the bidding (by 1700 hrs CEST) ONLY. **Password must not be sent before that date.** No document sent by mail without password shall be accepted and the bidder would stand disqualified.

Failure to furnish information required by the RFP or submission of a bid not substantially responsive to the RFP in every respect will be at the bidder's risk and may result in rejection of the bid.

Any or all the offers may be accepted or rejected, in full or in part, without assigning any reason whatsoever.

EOI Paris may, at its discretion, abandon the process of the selection associated with this Request for Proposal (RFP) any time before notification of award.

The financial bid will be opened by the internal Evaluation Committee and authorized representatives of the bidding company shall have the option to be present at the time of opening of the financial bid. Only one representative will be allowed to represent any company.

Responses must clearly state the validity period of the bids.

All responses including Technical Proposals and Financial Bids would be deemed to be irrevocable offers / bids from the bidder and may, if accepted by EOI Paris, form the basis for the final contract between EOI Paris and the bidding company.

Bidding companies are advised to attach a letter from an authorized signatory attesting the veracity of the information provided in the response.

EOI Paris reserves the right to accept or reject any and all bids, to revise the RFP, to request one or more re-submissions or clarifications from one or more bidders, or to cancel the process in part or whole. Each party shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP and subsequent presentations and contract negotiation processes.

The bidders submitting the responses should note that they should abide (in true intent and spirit) by all the terms and conditions contained in the RFP. If the responses contain any extraneous conditions put in by the bidders, such bids may be disqualified and may not be considered for the selection process.

The RFP and all supporting documentation/templates are the sole property of EOI Paris.

By submitting a signed bid, the bidder certifies that:

- The bidder has arrived at the prices in its bid without agreement with any other bidder of this RFP for the purpose of restricting competition.
- The prices in the financial bid have not been disclosed and shall not be disclosed to any other bidder of this RFP.
- No attempt by the bidder to induce any other bidder to submit or not to submit a bid for restricting competition has occurred.

Each bidder must indicate whether or not they have any actual or potential conflict of interest related to contracting services with EOI Paris. In case such



conflicts of interest do arise, the bidder must indicate the manner in which such conflicts can be resolved.

EOI Paris is not responsible for any assumptions or judgments made by the bidders for arriving at any type of scope defining and costing etc. EOI Paris at all times will benchmark the performance of the bidder to the RFP documents and the expected service levels as mentioned in these documents. In the event of any deviations from the requirements of these documents, the bidder must make good the same at no extra costs to EOI Paris, in order to achieve the desired service levels as well as meeting the requirements of these documents.

The bidder represents and acknowledges to EOI Paris that it possesses necessary experience, expertise and ability to undertake and fulfil its obligations, under all phases involved in the performance of the provisions of this RFP. Necessary experience includes physical presence in both France and India, French clientele across sizes, sectors and regions, both in France and India.

EOI Paris shall be under no obligation to accept the lowest or any other offer received in response to this RFP and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. EOI Paris reserves the right to make any changes in the terms and conditions of this RFP. EOI Paris will not be obliged to meet or discuss to any representations on the decision.

The bidder is responsible for managing the activities of its personnel and will be accountable for both its own activities and those of its personnel.

EOI Paris shall inform the bidder of all breaches and claims of indemnification and shall grant the bidder sole authority to defend, manage, negotiate or settle such claims; and make available all reasonable assistance in defending the claims (at the expense of the bidder). The written demand by EOI Paris as to the loss / damages mentioned above shall be final, conclusive and binding on the bidder and the bidder shall be liable to pay on demand the actual amount of such loss / damages caused to EOI Paris.

### **8.1.3 Right to accept / reject any applications**

EOI Paris reserves the right to accept or reject any or all applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.

#### **8.1.4 Amendment of RFP document**

- At any time, prior to the deadline for submission of Applications, EOI Paris either on its own or on request of the bidder may amend the RFP documents by issuing addendum or addenda. These addenda shall be posted at the website of EOI Paris and shall be treated as a part of the RFP Documents.
- EOI Paris may, at its discretion, extend the deadline for the submission of applications.

#### **8.2. Preparation of Proposal**

##### **8.2.1 Instructions related to Technical Proposal**

The Technical Proposal should furnish the information as per Annexure – I:

The suitability of bidder for undertaking the job will be decided on the basis of overall capacity of the organization and relevant experience in similar field and capabilities and experience of professionals selected for taking up the task.

Failure to comply with the prescribed requirements for evaluation of the proposals shall make the proposal liable to be rejected and the evaluation of Financial Bid shall not be undertaken.

##### **8.2.2. Instructions related to Financial Bid**

In preparing the financial proposal, bidders are expected to take into account the various requirements and conditions stipulated in this RFP document (in Annexure - II). The Financial Bid should be in the form of a lump-sum quote as service fees which the bidder would charge EOI Paris for the entire Project inclusive of all the costs including taxes, applicable service tax, travel costs, if any, associated with the Project etc. for the entire project duration of one year.

EOI Paris will not reimburse any other expenses other than what is quoted as lump-sum in the Financial Bid. No advance payment will be made and the terms of the payments will be decided per the work order issued by the Embassy to the selected agency.

The Financial Bid shall be only in Euros and be considered valid for 30 days from the date of bidding. The total amount indicated in the financial proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in

the Financial Bid, it shall be considered non-responsive and liable to be rejected.

For the purpose of clarification, it is clarified that the bidder will mention the net cost and the VAT thereof. The EOI Paris will only be responsible for reimbursing the net cost plus VAT quoted in the financial proposal only after the submission of the final report. Bidder must do their due diligence about the tax implications and the EOI Paris will not be liable for any tax incident other than the applicable VAT. No variation on amount of tax/other costs would be accepted in the AMC component for the duration of the contract.

If EOI Paris wishes to extend the validity period of the financial proposals, it may ask the bidder to extend the validity of their proposals for a stated period. bidder, who do not agree, have the right not to extend the validity of their proposals.

### **8.3 Submission, Receipt and Opening of Proposal**

**8.3.1 Withdrawal of Proposals:** No modification or substitution of the submitted Proposal shall be allowed after the due date for submission of proposals. A bidder may withdraw its Proposal after submission, provided that the written notice of the withdrawal is received by EOI Paris before the due date of submission of Proposals. In case a bidder wants to re-submit their Proposal, the bidder shall submit a fresh Proposal, following all the applicable terms and conditions prescribed in this RFP. EOI Paris concludes that there shall be no extra costs associated with the same other than the cost quoted by them.

**8.3.2 Submission deadline:** The completed Technical and Financial Proposal must be delivered at the submission address/CPPP/mail as per aforementioned rules on or before the Bid Submission Date of November 3, 2021 latest by 17h00 (CEST). Any Proposal received after the closing time for submission of proposals will not be considered.

After the deadline for submission of proposals the Technical Proposal shall be opened by the Evaluation Committee set up by EOI Paris to carry out the technical evaluation. The financial bids shall remain sealed till then.

## 8.4 Evaluation of Proposal

### 8.4.1 General

The proposal shall be first evaluated on the basis of its response to the information documents sought in the RFP document. In case of any material deficiencies in providing the information/ documents in technical proposal and in case any assumption or condition is indicated in the financial bid, it shall be considered non- responsive and liable to be rejected.

After the submission of proposal till the contract is awarded, if any bidder wishes to contact the EOI Paris on any matter related to its proposal, it should do so in writing at the proposal submission address mentioned above. Any effort by the firm to influence the EOI Paris during the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the bidder's proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until technical evaluation, is concluded.

### 8.4.2. Evaluation of Technical Proposals

The Evaluation Committee appointed by EOI Paris will carry out the evaluation of proposals on the basis of their responsiveness to the RFP, applying the following evaluation criteria and point system. Each responsive proposal will be given a technical score. Technical Proposals will be evaluated first in terms of responsiveness to the RFP and it will be based on the following criteria:

The technical evaluation of the bidders shall be made on following points:

S No.	Category	Description	Marks
1	Social Media management capabilities	In terms of manpower and digital licenses and tools held	10
2	Availability and skill in Digital Media creation tools and resources	Softwares, skill level of the team etc.	10
3	Clarity and quality of plan to fulfil the objectives of the project	Conceptualization of the plan to meet the objectives	10
4		The process of sourcing	10

		and developing content including layout plans for the digital newsletter	
5	Social Media monitoring capabilities available	In terms of digital monitoring tools and accesses available	10
6	Manpower	As a whole and for the project (may indicate no. of staff that would be dedicated)	10
7	Relevant Experience	Experience in Digital media management and analysis in Govt. in terms of years	10
8		Experience in Social media management and analysis in private sector in terms of years	10
9		Number of projects undertaken in Public Sector	10
10		Number of projects undertaken in Private Sector	10

The minimum qualifying score shall be 70.

A proposal will be considered unresponsive and shall be rejected at this stage if it does not contain the details as required in this RFP document or if it fails to achieve the Minimum Technical Score.

### **8.5. Opening and Evaluation of Financial Bids and Award of Contract**

After Evaluation of Technical Bids by the Evaluation Committee, the EOI Paris shall open the Financial Bids of only the qualified bidders on a specified date. A representative of the bidding company shall have the option to be present at the time of opening of financial bids at EOI Paris. The time and date for the same will be intimated.

The Evaluation Committee of EOI Paris will determine whether the financial bids are complete, unqualified and unconditional. The Financial Proposals shall be opened publicly in the presence of bidder's representatives who have

opted to attend. The name of the bidders, their technical scores and the proposed prices shall be read aloud and recorded when the Financial Bids are opened.

Proposals will be ranked according to their technical scores, after which the bid shall be awarded to the L1 or the lowest financial bidder, provided all conditions are met and in order.

### **8.6 Other Terms & Conditions:**

- Agencies applying for the tender will submit a certificate that the information submitted by them is correct and they will abide by the decision of Embassy. In case the information submitted by the firm is found to be false and/ or incorrect in any manner, the agency can be suspended and/or debarred.
- To assist in Technical evaluation, Embassy reserves the right to call for any clarification from any/all bidder/agency during the evaluation of the bids. Such clarification should be submitted only in writing. However, no other correspondence on bids will be entertained.
- Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.
- The Embassy shall have the sole proprietary rights over the content created/edited/provided by the agency who has been awarded the contract through this tender.
- In all matters related to dispute relating to this tender, the decision of this office will be final and binding upon the firm/agency.

### **8.7 Payment terms:**

- The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
- The agency who has been awarded the contract shall submit the bills within a week of the subsequent month after the expiry of a quarter indicating full description.
- Agencies, which submit the bid, are advised to ensure that the prices/ rates quoted are inclusive of the manpower support required for the execution and continuous monitoring of the project during the Contract period. No deviation in any of the conditions is allowed during the project period. No increase in prices would be allowed during the contract period. Only applicable taxes shall be applied in addition to quoted rates.

- Agency must procure and provide all the hardware required to its project team to enable them to meet the target assignment.
- The Embassy requires that the company engages professionals in the field of journalism, interpretation, graphic designing, video-audio editing, social media analysis to undertake the project and reserves the right to call for the resumes, documents relating to their professional background, expertise and their achievements.

**8.8. No Subcontracting:** The bidder/agency so selected should have the capability to perform the entire scope of the work without outsourcing the same to any third party in any manner.

- Quality of creative and timely providing the content for the digital media handles of the Embassy within the time schedule are of paramount importance and any lapse may lead to cancellation of the contract with the agency without any further notice.
- The agency selected through this tender must provide the Embassy access to all the source code & material/data utilized for the scope of this tender.

**8.9. Performance Guarantee:** The successful bidder shall provide a Performance Guarantee for the due and faithful performance of contract for a sum of 5% of the total contract price before the signing of Agreement. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of contractual obligations. Refusal or inability or delay by successful bidder to supply all deliverables as per scope of work at the contracted rate may result in termination of the contract and forfeiture of Performance Guarantee (PG) as well as disqualification of the bidder from participating in future tenders.

**8.10. PENALTY CLAUSE:** If at any future point of time it is found that the bidder has submitted information which is factually incorrect or if the bidder does not fulfill any of the contractual obligations, Embassy may take a decision to cancel the contract with immediate effect, and/or debar the bidder from bidding prospectively in this and all other tender procedures for a period to be decided by the Embassy and take and other action as deemed necessary. The penalty with respect to its time period shall be quantified by the Embassy at its own discretion/satisfaction.

### **8.11. Liquidated damages and termination:**

In case of quality of service provided by the contractor found wanting / inadequate, the competent authority may terminate the contract agreement after giving 15 days' notice. In that case the competent authority may forfeit the Performance Guarantee deposit.

In case of material breach of any of terms and conditions mentioned in the tender document, the competent authority will have the right to terminate the contract, cancel the work order without assigning any reason and nothing will be payable by this Embassy in that event and the Performance security deposit may also be forfeited.

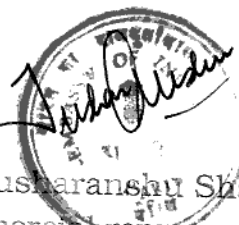
### **8.12. Corrupt or Fraudulent Practices**

EOI Paris requires that bidders under this contract observe the highest standard of ethics.

EOI Paris will reject a bid for award of contract, if it has determined that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

### **8.13. Confidentiality**

The selected bidder may have access to some confidential information for the purpose of the project implementation. The bidder shall take all precautions necessary to keep the information totally confidential and under no circumstances it will be disclosed to any third party or competitors, which shall otherwise render himself liable for disqualification/premature termination of contract apart from other legal action as may be warranted for any laxity on his part. EOI Paris is entitled to be indemnified by the selected bidder for any loss/damage to reputation and / or for any breach of confidentiality before and during the course of contract wherever applicable.



(Mr. Tusharanshu Sharma)  
Commercial representative  
Embassy of India, Paris  
Tel: +33 (0) 1 40 50 50 78  
E-mail: eco2.paris@mea.gov.in

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**Annexure I**

	<b>Document</b>
1.	Copy of Registration with Registrar of Companies
2.	Copy of PAN & GST number as applicable or its equivalent in the jurisdiction of Registration
3.	Copy of Tax returns for the last three years.
4.	Copy of Latest Sales Tax/VAT/GST Clearance Certificate or copy of latest tax deposit challan or equivalents as per legislation
5.	A list of their owners/partners etc. of the agency
6.	Copy of Certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere.
7.	Copies of award of contracts along with Certificate of satisfactory performance from Central Ministries/ Departments/private organizations of repute.
8.	Copy of proof of qualification/additional skills in respect of the team proposed to be employed by the Agency.
9.	Proof of Annual turnover.
10.	Self-certification regarding Manpower employed by Agency

**FINANCIAL BID**

Annual Digital Media Content Designing and Management Contract in respect of Embassy of India, Paris:

Annual rate as per scope of work including one dedicated technician

Excluding taxes: Euros.....

\*Including taxes: Euros.....

\*The including rates are inclusive of all charges, surcharges, taxes, duties etc. including Work Contract Tax/ Service Tax etc. but excluding cost on supply of spare parts.

Taxes may be clearly mentioned separately head wise. Where no tax will be applicable **NIL tax** should be mentioned

BIDDERS SIGNATURE WITH OFFICIAL SEAL/STAMP

**Bidder Details**

a)	Name/Address of Agency including PIN Code	
b)	Registrations Details with date	
c)	Owner's Name	
d)	Income Tax Pan No.	
e)	Service Tax Registration No.	
f)	Telephone No. Office	
	Residence	
	Mobile No.	
g)	Residential Address	
h)	Annual turnover for last three financial years	
i)	List of Major Clients	
j)	Performance Report, If any	
k)	Any Other Information/ Documents which may help in assessing Bidder's abilities	

**Bidder's signature with stamp**