

Appendix A
Covering Letter

(To be provided on 'Company letter head')

Date:

To:

Ref: Selection of Agency for organizing Deepawali at Ayodhya on 18th October, 2017

Dear Sir,

Being duly authorized to represent and act on behalf of
(hereinafter referred to as "the Bidder"), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (Name of Bidder) for the captioned Project in one (1) original and one (1) duplicate, with the details as per the requirements of the Tender Document, for your evaluation. We confirm that our Proposal is valid for a period of 90 days from _____ (insert Proposal Due Date).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Scope of Work, which forms a part of the Tender Document provided to

us. We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (Name of Bidder)

Duly signed by the Authorized Signatory of the Bidder

(Name, Title and Address of the Authorized Signatory)

Appendix B
Details of Bidder

(To be provided on 'Company letter head')

1	Name of the Work		
2	Name of the Bidder Firm		
3	Registered Office	Address (With Pin Code)	
		Telephone Nos. (With STD Code)	
		Fax Nos. (With STD Code)	
		E-mail ID	
		Website	
4	GSTIN (Copy to be Enclosed)		
5	PAN Card No (Copy to be Enclosed)		
6(a)	Name and designation of the Chief Executive of the firm		
(b)	Address		
7(a)	Name and designation of the authority that is authorized to sign the eBid document		
(b)	Address		
8	Cost of RFP (Details of the DD)		
	EMD amount (Details of the DD)		
9	Other Eligibility documents attached :		
(a)	Documents in evidence of Past Experience		
(i)	List of important clients		
(ii)	Proof of such association like work order copies and certificates from important past clients,		

Appendix C

Financial Capacity of the Bidder (A Chartered Accountant certificate)

Bidder	Turnover			
	2014-15	2015-16	2016-17	Average Annual Turnover

Instructions:

The Bidder shall submit a Chartered Accountant certificate only.

The certificate should:

- (a) **Mention the Average Annual turnover for the last three financial years (2014-15, 2015-16, 2016-17)**
- (b) **Be duly signed by the CA along with his CA Number and stamp.**

Appendix D
Format for Project Data Sheet

Name of the Firm: _____

Project Name:		Country
Project Location Within Country:		Professional Staff Provided by the Firm:
Nature of Client		No. of Staff: No. of Person Months:
Start Date (Month/Year)	Completion Date(Month/Year)	Approx. Value of Services (in INR):
Name of Senior Staff Involved (Project Director, Team Leader) involved and Functions Performed:		
Description of the Project:		
Description of Actual Services provided:		

Appendix E
Format for Bill of Quantities (BOQ)
(Provided separately as an .xls file)