

# **Government of Odisha**

**Department of Panchayati Raj & Drinking Water Department**

## **TENDER FOR SUBSCRIPTION OF INTERNET LEASED LINE CONNECTIVITY OF 100 MBPS**



*creating competence and values in rural Odisha*

**Odisha Rural Development and Marketing Society  
Panchayati Raj & Drinking Water Department, Government of Odisha**

SIRD & PR Campus, Unit – VIII, Bhubaneswar, Odisha – 751012  
Tel # 0674-2565870/71, E-mail: [ormashq@gmail.com](mailto:ormashq@gmail.com), URL: [www.ormas.org](http://www.ormas.org)

## Contents

Section – I - BIDDER’S DATA SHEET .....	3
Section – II - Objective and Scope of Assignment.....	4
Section – III - Bidding terms and Qualification Criteria.....	6
Section – IV - Evaluation and Selection Procedure .....	10
Section – V- General Terms and Conditions .....	10
Section – VI- TECHNICAL BID SUBMISSION FORMS .....	14
TECH -1 - COVERING LETTER .....	14
TECH -2 - Bidder’s Organisation (General Details) .....	15
TECH -3 - Bidder Organisation (Financial Details) .....	16
TECH – 4 -BIDDER’S PAST EXPERIENCE DETAILS .....	17
SECTION – VII – ANNEXURES.....	18
ANNEXURE-A - BID SUBMISSION CHECK LIST .....	18
ANNEXURE-B - FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED.....	19
SECTION – VIII – Financial Bid Submission Form.....	20
FIN FORM-1 Covering Letter (In Bidders Letter Head).....	20

## Section – I - BIDDER'S DATA SHEET

Sl. No.	Particular	Details
1.	<b>Name of the Client</b>	<b>Chief Executive Officer, ORMAS Panchayati Raj &amp; Drinking Water Department, Government of Odisha</b>
2.	<b>Name of the Contact Person</b>	<b>Shri Mahendra Ranjan Sahoo, OTAS</b> Deputy CEO (Admin), ORMAS Mobile No. E-mail – <a href="mailto:ormashq@gmail.com">ormashq@gmail.com</a>
3.	<b>Joint Venture/Consortium</b>	<b>Not Allowed</b>
4.	<b>Date of Issue of Notice</b> <b>Website for downloading the tender Document</b>	<b>27.01.2021</b>  <a href="http://www.ormas.org">www.ormas.org</a>
5	<b>Last date for submission of Pre-bid queries through email to <a href="mailto:ormasha@gmail.com">ormasha@gmail.com</a></b>	<b>04.02.2021 by 6 PM</b>
6.	<b>Date of Pre-Bid Meeting</b>	<b>05.02.2021 at 03:30 P.M.</b>
7.	<b>Last Date and Time for submission of Bid</b>	<b>17.02.2021 by 03:30 P.M.</b>
8.	<b>Date &amp; Time for opening of tender</b>	<b>17.02.2021 at 04:00 PM</b>
9.	<b>Declaration of the result</b>	<b>Will be intimated later on</b>
10.	<b>Bid Processing Fee (Non-Refundable)</b>	<b>15,000/-INR + GST-12 % = ₹ 16,800/-</b> in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar
11.	<b>Earnest Money Deposit (EMD) (Refundable)</b>	<b>₹ 50,000/- (Rupees Five thousand)</b> in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar
12.	<b>Address for Submission of Bid</b>	<b>The Chief Executive Officer, ORMAS, SIRD &amp; PR Campus, Unit-8, Bhubaneswar PIN-751012, Odisha</b> Mode of Submission: <b>Speed Post / Registered Post / Dropped in the Tender Box at ORMAS office</b> only to the address as specified above during the office hours only. Submission of bid through other mode and late bid will be out rightly rejected.
13.	<b>Place of Opening of Technical Bid:</b>	<b>Conference Hall of ORMAS, SIRD &amp; PR Campus, Unit-8, Bhubaneswar</b>

-sd/-

*Chief Executive Officer, ORMAS*

## Section – II - Objective and Scope of Assignment

### **1. Introduction:-**

To create different marketing channels for the micro enterprises, rural producers to develop sustainable livelihood through adopting appropriate rural technology, product development & diversification with accepted designs, packaging, certification, branding activities etc, *Government in Panchayati Raj & Drinking Water Department* has created "**Odisha Rural Development and Marketing Society (ORMAS)**" on 14<sup>th</sup> January 1991 and registered under Societies Registration Act-1860, it has been rendering yeomen services in livelihood promotion and rural product marketing in Odisha.

### **2. Scope of Assignment:-**

- i. The Service Provider shall provide Internet leased line connectivity of 100 Mbps symmetric bandwidth without any compression factor (Full Duplex, dedicated (1:1), unshared, and uncompressed) with last mile connectivity on fiber at all the time (24 X 7 X 365) at ORMAS, Bhubaneswar.
- ii. To provide Internet Router Port at ISP Gateway for required Bandwidth and minimum subnet of 08 Public IP addresses including Reverse Lookups configured at these IP's.
- iii. Packet Losses: Less than 1 % (Average over 1000 ping) at any given point of time to any part of Country / ISP Internet gateway.
- iv. Latency: Less than 200ms from ORMAS to ISP's tier 1 or 2 peering point. Latency will be randomly checked on daily basis. In case of non-adherence latency limit, the link will be considered as down with effect from time of detection till the time is restored.
- v. Network Availability (uptime): More than 99.9 % per month.
- vi. National Backbone should be available on the same ISP.
- vii. Reports for performance, monitoring / usage to be submitted by the ISP on monthly basis.
- viii. Downtime Calculation: Downtime shall be calculated as  $(\text{Total Time} - \text{Down Time}) \times 100 / \text{Total Time}$  based on monthly basis. Deduction in payment will be made for downtime in the six monthly bills raised by the ISP.
- ix. The response time for attending the faults will be 1 hour after they are reported to the ISP. The ISP will rectify the faults within 12 hours failing which; the bidder will arrange temporary replacements. The services shall be provided 24 X 7 days in a week.
- x. Bidder should have own manpower & technical team for support in Bhubaneswar for O&M for any downtime. (Share the telephone numbers and service escalation matrix with registered local office address, email id, phone numbers).

- xi. The bidder should ensure that the local loop provisioning does not violate any regulations as laid by Government of India / TRAI in respect of such links / networks. Bidder shall be responsible for making all the payments towards the local loop charges /rentals/WPC charges etc.
- xii. The bidder must be able to provide additional bandwidth on demand.
- xiii. Mean Time to Repair (MTTR), Packet loss and Link failover will be calculated from network Management System (NMS) at Institute side or through ISP portal.
- xiv. Downtime penalty in percentage of monthly payment:

<b>Sl. No.</b>	<b>Downtime</b>	<b>Penalty</b>
1.	> = 99.9%	0% of monthly rental
2.	> 99.5 to < 99.9	10% of monthly rental
3.	> 99 to < 99.5	20% of monthly rental
4.	> 98.5 to < 99	30% of monthly rental
5.	> 98 to < 98.5	50% of monthly rental
6.	> 95 to < 98	70% of monthly rental
7.	< 95%	100% of monthly rental

- xv. Downtime due to the following situations will not be considered for the purpose of penalty:
  - a. Link down due to power failure/ natural calamity/ or any situation which are beyond the control of service provider.
  - b. Due to schedule maintenance by the Service Provider, with prior approval of Institute.
- xvi. The scope of the work includes supply, installation and commissioning of related hardware and software for setting up internet connection at ORMAS, Bhubaneswar. The scope of work also includes configuration of all related hardware and software including any training to the operation team of the ORMAS, if required. The service provider shall accomplish any jobs, services that are not mentioned above but are required for completion of project, without any extra charges for completeness of the work under contract. Please note that price quoted would include conveyance and any other incidental charges.
- xvii. The interested bidder should visit the office during working hours to ascertain the compatibility of the existing network system.

## Section – III - Bidding terms and Qualification Criteria

### **1. Evaluation of Eligibility Criteria:-**

The eligibility of the bidders' will be evaluated as per the requirements specified in the tender documents and adopting the qualifying criteria spelt out in this paper. The Bidders are required to submit all required documents in support of the eligibility criteria specified and the required data and information as required for evaluation.

### **2. Eligibility Criteria:-**

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

<b>Sl. No</b>	<b>Eligibility Criteria</b>	<b>Documents required</b>
1.	The bidder must be registered in India as a Limited Company/ Partnership/ Sole Proprietorship under relevant acts and must be in business for last <b>5 years</b> from the date of incorporation on last date of the submission of proposal.	1. Proof of Certificate of Incorporation / Registration of the Agency/ Memorandum & Articles of Association 2. Copy of PAN 3. Copy of Goods and Services Tax Identification Number (GSTIN).
2.	The bidder should have an average annual turnover of <b>₹ 50 lakhs</b> from the business (internet lease line) during the last 3 financial years <b>(2017-18, 2018-19 &amp; 2019-20)</b> .	Copies of audited balance sheet for the last three financial years and CA certificate certifying that the bidder should have an average annual turnover more than <b>₹ 50 lakhs</b> during the last three financial years from internet services. (Audited financial statements verified by Chartered Accountant indicating his/her membership no. on his seal)
3.	The bidder must have a valid Category "A" ISP/ UASL license from Government of India	Copy of document showing ISP License No. (with date) along with a copy of the License Agreement for the provision of Internet Service issued by Government of India/ TRAI/ DoT to be submitted.
3.	The bidder should have local office in Odisha.	Valid Address Proof (Copy of Telephone Bill/ PAN/ Electricity Bill/ Rent Agreement etc.)
4.	The bidder should have executed (during last 3 years) at least one project for implementation of internet bandwidth of capacity 100 Mbps or more or two projects of 50 Mbps or three projects of 30 Mbps with Government/ reputed agencies.	Work orders/ Contract Document / Completion of Work Certificates from the previous clients to be submitted.
5.	Bidder has to submit their clientele list.	A list of clients where similar services have been provided in the past three years should be furnished with particulars like name of the organization, bandwidth supplied,

		contract start date, contract end date, name, address & phone number of contact person.
6.	Bidder should have online tools to monitor the link performance.	Provide the details of the online tool.
7.	The bidder should have adequate wireless bandwidth as the backup to provide the service in case of disruption of cable connection.	Technical information of wireless backup system.
8.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Annexure-B.
9.	Bid Processing Fee (Non-Refundable)	<b>15,000/-INR + GST-12 % = ₹ 16,800/-</b> in shape of Banker's Cheque / Demand Draft in favour of " <b>ORMAS</b> " drawn in any scheduled commercial bank payable at Bhubaneswar
10.	Earnest Money Deposit (EMD) (Refundable)	<b>₹ 50,000/- (Rupees Five thousand)</b> in shape of Banker's Cheque / Demand Draft in favour of " <b>ORMAS</b> " drawn in any scheduled commercial bank payable at Bhubaneswar

### **3. Documents to be submitted:-**

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

- i. Filled in Bid Submission Check List in Original (**Annexure-A**)
- ii. Format for affidavit certifying that bidder is not blacklisted (**Annexure-B**)
- iii. Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process.
- iv. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- v. Copy of Certificate of Incorporation/ Registration OF THE Agency/ Memorandum & Articles of Association.
- vi. Copy of PAN.
- vii. Copy of Goods and Services Tax Identification Number (GSTIN).
- viii. Copy of document showing ISP License No. (with date) along with a copy of the License Agreement for the provision of Internet Service issued by Government of India/ TRAI/ DoT to be submitted.
- ix. Copy of Valid Address Proof (Copy of Telephone Bill/ PAN/ Electricity Bill/ Rent Agreement etc.)
- x. General Details of the Bidder(**TECH – 2**)
- xi. Financial Details of the bidder (**TECH – 3**) along with all the financial statements (Balance Sheet etc.) duly signed as per the instruction.
- xii. List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous clients.
- xiii. Financial Bid (FIN FORM-1)

***NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.***

#### **4. Earnest Money Deposit (EMD):-**

The bidder must furnish an Earnest Money Deposit (EMD) amounting to ₹ 50,000/- (Rupees fifty thousand only) in shape of DD/BC from any scheduled commercial bank in favour of "ORMAS" payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded after finalization of the tender. The EMD will be forfeited on account of the following reasons:

- i. Bidder does not respond to requests for clarification of its Bid.
- ii. Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- iii. If the bidder fails to
  - a. agree to decisions of the contract negotiation meeting
  - b. sign the contract in time
- iv. Any other circumstance which holds the interest of the Client during the overall selection process.

#### **5. Performance Security:-**

The EMD of the successful bidder shall be converted to Performance Security for the contract. The performance security of successful bidders shall be refunded after the expiry of the contract period.

#### **6. Language of the Proposal:-**

The proposal and all correspondence and documents shall be written in English.

#### **7. Pre-Bid Clarification pertaining to this document:-**

An interested Agency, requiring any clarification on the document, shall notify ORMAS in writing and send it by e-mail ([ormashq@gmail.com](mailto:ormashq@gmail.com)) indicated in the tender document. All the queries may be sent one day prior to the pre-bid meeting i.e. by **04.02.2021 by 6 P.M.** The queries shall be answered in the meeting and the clarifications shall be uploaded on the website.

Any clarification issued by ORMAS in response to query raised by interested Agencies shall form an integral part of tender document and it may amount to an amendment of relevant clauses of the tender paper.

#### **8. Disqualification:-**

ORMAS may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:



- i. Submitted the application after the response deadline;
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- iv. Submitted an application that is not accompanied by required documentation or is non-responsive;
- v. Failed to provide clarifications related thereto, when sought;
- vi. Submitted more than one application on its own;**
- vii. Was declared ineligible/blacklisted by the Government of India/State/UT Government;
- viii. Is in litigation with Government of India/ Govt. of Odisha.

### **9. Submission of Bid:-**

The tender will have to be submitted in two parts i.e. **Technical Bid** (which includes Tech-1, Tech-2, Tech-3, Tech-4, Annexure-A & B and all eligibility criteria documents) and **Financial Bid** (Only Financial Bid- FIN Form-1). The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their technical and financial bid separately ***in two sealed envelops and*** these two envelops should be put into another cover envelop with proper labeling of following information in bold:-

#### **CONFIDENTIAL/ OPEN ONLY BEFORE THE COMMITTEE**

(Extreme Right hand Side of the Envelope)

**NAME OF THE ASSIGNMENT:  
TENDER NOTICE NUMBER AND DATE:  
DEADLINE FOR SUBMISSION OF BID:**

**To,  
The Chief Executive Officer,  
ORMAS, SIRD & PR Campus,  
Unit-8, Bhubaneswar, Odisha  
Pin- 751012**

**NAME, ADDRESS AND CONTACT NUMBER OF THE BIDDER:**

The Technical & Financial Bid envelops should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. Bidder must submit their Bids through **Registered Post / Speed Post / Courier and dropped in the Tender Box** only to the specified address on or before the last date and time for submission of Bids as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.

## Section – IV - Evaluation and Selection Procedure

In order to select a bidder, ORMAS will constitute an Evaluation Committee to evaluate the proposals submitted for detailed scrutiny. During evaluation of proposals, ORMAS, may, at its discretion, ask the bidders for clarification on their applications. The process for selection is as given below-

### **1. Evaluation process:-**

Scrutiny of eligibility criteria mentioned at pre-pages for responsiveness to the tender will be done by the Evaluation Committee to determine whether the documents have been properly signed, qualification criteria fulfilled and all relevant papers submitted and whether the response to tender is generally in order. The Evaluation Committee can seek additional information from the applicants, if needed. The response to the tender not conforming to requirements, financial turnover requirement, office location and past work record will be rejected. ***The selection of agency will be based on the Least Cost Based Method (LCBS).***

### **2. Allocation of Work:-**

The contract period shall be initially for one year from the date of accepting the terms and conditions by the selected agency which may be renewed further based on the performance. ORMAS reserves the right to extend the same on yearly basis up to one additional years based on periodic reviews to assess the performance during the specified duration of the contract at the same terms and conditions. ORMAS shall be free to curtail the contract at any time during the contract period, without assigning any reason thereon.

## Section – V- General Terms and Conditions

### **1. Validity of the Proposal:-**

The period of validity of proposal is 180 days from the last date of submission of tender.

### **2. Payment Schedule:-**

For all kinds of works no advance payment shall be made. Payments will be made only on quarterly or half yearly basis after satisfactory completion of the work and on submission of authenticated bills to ORMAS.

### **3. Conflict of Interest:-**

ORMAS requires that the Agency provide professional, objective and impartial advice and at all times hold ORMAS's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

#### **4. Confidentiality:-**

Confidentiality shall be maintained for the information relating to the examination, clarification and comparison of the proposal. Violation of this clause may result in the rejection of the proposal.

#### **5. Fraud & Corruption:-**

ORMAS requires that Bidder selected for the particular assignment must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, Government of Odisha:

- a. Defines, for the purposes of this provision, the terms set forth as follows:
  - i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of ORMAS or any personnel of Agencies in contract executions.
  - ii. "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, to ORMAS and includes collusive practice among Respondents (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive ORMAS of the benefits of free and open competition;
  - iii. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution contract.
  - iv. "Collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - v. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the selection process; or (ii) having a conflict of interest; and
  - vi. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the selection process.
- b. Will reject a proposal for award, if it determines that the Agency recommended for the award of the Creative Campaign, has been determined by ORMAS to having been engaged in corrupt, fraudulent or unfair trade practices.
- c. Will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

## **6. Change Orders:-**

ORMAS may at any time before completion of work under project awarded to the Agency, change the work content by increasing / reducing the quantities of the services. In such a case, the Agency will have to perform the service in the increased/decreased quantity at the same contract rates within the time stipulated for providing services to ORMAS.

## **7. Commencement of Contract:-**

The Service Provider shall commence the work from the date of receipt of acceptance of the Letter of Intent (LOI) / work order which shall be accepted by the Service Provider within not more than 10 days from the receipt of the work order or 15 days from the date of issue of said order whichever is earlier.

## **8. Installation and Commissioning:-**

Project shall be completed within 1 weeks from the date of issue of the Letter of Intent (LOI) / Work order. All the aspects of safe delivery, installation, commissioning and uplink of the connectivity shall be the exclusive responsibility of the Service Provider. Agency shall start commissioning of the service within 3 days from date of commissioning order.

## **9. Penalties for delay in commissioning of services:-**

If the Service Provider fails to uplink the connectivity by the specified date, then the penalty at the rate of 1% per week of the total order value subject to maximum of 10% of total order value will be deducted and thereafter the offer shall automatically stands cancelled.

## **10. Service Provider Obligations:-**

The Service Provider shall be responsible for providing the Internet leased line connectivity of 100 Mbps symmetric bandwidth without any compression factor (Full Duplex, dedicated (1:1), unshared, and uncompressed) with last mile connectivity on fiber and to be terminated at UTM at ORMAS campus, at all the time throughout the contract period.

- i. The Service Provider shall be responsible for ORMAS campus, commissioning and configuring of hardware and uplink of connectivity.
- ii. Liaising (if required) with other firm(s) for obtaining point to point connectivity between ISP node and Institute, shall be the responsibility of the Service Provider.
- iii. The Service Provider would insure that the local loop provisioning does not violate any regulations as laid by Government of India / TRAI in respect of such links / networks. Service Provider shall be responsible for making all the payments towards the local loop charges /rentals/WPC charges etc.
- iv. The Service Provider will do preventive maintenance once a quarter for upkeep of the systems running. The schedule will have to be adhered to strictly by him.

**11. Applicable Law:-**

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

**12. Disputes:-**

- i. The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation. During pendency of the dispute(s) requiring resolution, the Agency shall not stop the work and should proceed further with the activities as per scope of work except in case where ORMAS specifically requested the Agency to stop any part of the scope of work.
- ii. In case of disagreement, the same shall be referred to Executive Committee or designated officer of ORMAS. After referring to Executive Committee or designated officer if the said dispute is not resolved, the same shall be referred to the court subject to Bhubaneswar jurisdiction only.

**13. Assignments:-**

The Bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the ORMAS's authorized representative's prior written consent. **Sub-contracting of the services allotted is not allowed in any manner.**

**14. Termination & Withdrawal:-**

- a. Without prejudice to any other right or remedy it may have, either party may terminate this Agreement at any time by giving three month advance notice in writing to the other party.
- b. ORMAS reserves the right to withdraw/ terminate empanelment of applicant in any of following circumstances:
  - i. Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant' organization
  - ii. Information provided to ORMAS is found to be incorrect;
  - iii. Tender conditions are not met within the specified time period;
- c. If the bidder does not execute the contract to the satisfaction of the ORMAS then the ORMAS may invoke any or all of the following clauses.
  - i. Forfeit the Performance Guarantee Amount
  - ii. Terminate the contract without any liability of ORMAS towards the agency.

## Section – VI- TECHNICAL BID SUBMISSION FORMS

### TECH -1 - COVERING LETTER (ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The Chief Executive Officer, ORMAS,  
Panchayati Raj & Drinking Water Department  
SIRD & PR Campus, Unit-VIII, Bhubaneswar - 751012**

**Sub: Submission of tender documents for Internet Leased Line Connectivity**

Ref:- Notice No. \_\_\_\_\_ dated \_\_\_\_\_, ORMAS, Bhubaneswar

Dear Sir,

I, the undersigned, offer to participate in the selection process for **"SUBSCRIPTION OF 100 MBPS INTERNET LEASED LINE CONNECTIVITY"** in accordance with your **TENDER CALL NOTICE** No.: \_\_\_\_\_, dated \_\_\_\_\_.

I attach hereto the response as required by the tender, which constitutes our proposal. The details of the Contact Person on behalf of the bidder are given below:

<b>Name</b>	
<b>Designation</b>	
<b>Address for Communication</b>	
<b>Mobile No.</b>	
<b>E-mail Id</b>	

I confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to client is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its empanelment process.

I fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for undertaking the assignment. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I agree for unconditional acceptance of all the terms and conditions set out in the RFP document.

Yours faithfully,

**Authorized *Signatory with Date and Seal:***

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

TECH -2 - Bidder's Organisation (General Details)

Sl No.	Description	Full Details
<b>1</b>	<b>Name of the Bidder</b>	
<b>2</b>	<b>Address for communication:</b> Tel : Fax: Email id :	
<b>3</b>	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
<b>4</b>	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
<b>5</b>	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	Yes / No
<b>6</b>	<b>Bid Processing Fee Details</b> Amount : BC/DD No. : Date: Name of the Bank:	
<b>7</b>	<b>EMD Details</b> Amount : BC/DD No.: Date: Name of the Bank:	
<b>8</b>	PAN Number	
<b>9</b>	Goods and Services Tax Identification Number (GSTIN)	
<b>10</b>	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	<b>YES</b>

**Authorized Signatory [*In full and initials*]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH -3 - Bidder Organisation (Financial Details)**  
**(To be furnished in the letter head of the Auditor/ Chartered Account)**

The Annual Turnover for the last three consecutive financial years of M/s. \_\_\_\_\_ are given below and certified that the statement is true and correct.

**Financial Information in INR**

Details	FY 2017-18	FY 2018-19	FY 2019-20
Annual Turnover from Internet Services (In Rupees)			
Average Annual Turnover (for the above three years) in Rupees ----->			

***Supporting Documents:***

Audited certified financial statements for the last three FYs (**2017-18, 2018-19 & 2019-20**) (Submission of copies of Profit/ Loss Account and Balance Sheet for the respective financial years is mandatory along with this form). **Provisional Statement of account** shall not be considered.

***Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the tender failing which the Bid will be out rightly rejected. No scanned copy will be entertained.***

\_\_\_\_\_  
***Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)***

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_



## TECH – 4 -BIDDER'S PAST EXPERIENCE DETAILS

(Previous Assignment Details in last 3 years)

### 1. Where assigned for the subscription of internet leased line connection

Sl. no.	Name of the Assignment with details there of	Types of Service Provided (Details of Bandwidth supplied)	Name of the Client with complete address and contact number	Duration of the Assignment	*Contract Value (in INR)	Period (Contract Start and end date)	Status (Completed/ Ongoing/ etc.)
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

**Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (2017-18, 2018-19 & 2019-20) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.**

Authorized Signatory [In full initials with Date and Seal]: \_\_\_\_\_

Communication Address of the Bidder: \_\_\_\_\_

## SECTION – VII – ANNEXURES

### ANNEXURE-A - BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID</b>			
<b>(PART – A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List <b>(ANNEXURE-I)</b>		
2	Covering Letter <b>(TECH -1)</b>		
3	Bid Processing Fee of ₹ <b>16,800/-</b> in form to DD/ BC		
4	EMD of ₹ <b>50,000/-</b> in form of DD/BC		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	General Details of the Bidder <b>(TECH - 2)</b>		
9	Financial details of the bidder <b>(TECH – 3)</b> along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
10	List of completed assignments of similar nature (Past Experience Details) <b>(TECH – 4)</b> along with the copies of work orders for the respective assignments/		
11	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career (Annexure-B)		

**Undertaking:**

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the Bid have been sealed and signed by the authorized representative.*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Signature :** \_\_\_\_\_

ANNEXURE-B - FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

**Affidavit**

I M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for the work of ORMAS would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated this .....Day of....., 2021....

**Authorized Signatory [*In full and initials*]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Signature :** \_\_\_\_\_

To be enclosed in separate sealed envelope.

**SECTION – VIII – Financial Bid Submission Form**  
**FIN FORM-1 Covering Letter (In Bidders Letter Head)**

[Location, Date]

To,

**The Chief Executive Officer, ORMAS,  
Panchayati Raj & Drinking Water Department,  
Government of Odisha, Bhubaneswar, 751012**

**Sub: Submission of Financial Bid for Subscription of Internet Leased Line Connectivity of 100 Mbps for ORMAS**

Sir,

I, the undersigned, offer to provide the services for [*Insert title of assignment*] in accordance with your Tender Call Notice No. \_\_\_\_\_, Dated:\_\_\_\_\_. Our attached Financial Bid is for the sum of [***Insert amount(s) in words and figures\****]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:-

<b>Sl. No.</b>	<b>Particulars</b>	<b>Price Quoted in ₹ (Excluding GST)</b>
1.	Installation and Commissioning Charges (One time Cost)	
2.	Annual Subscription Charges (One year)	
<b>Sub Total Cost ----&gt;</b>		
Add:- GST (as applicable)		
<b>Total Cost -----&gt;</b>		

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

**Authorized Signatory [In full and initials]:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**