



**GOVT. VOCATIONAL HIGHER SECONDARY SCHOOL, CHITRADA
AT/PO-CHITRADA, DIST-MJAYURBHANJ,
ODISHA-757018**

**REQUEST FOR PROPOSAL TO SELECT SUPPLIERS FOR SUPPLY
/INSTALLATION OF IT ITEMS & OTHER GOODS AT THE GOVT.
VOCATIONAL HSS PREMISES.**

RFP NO. - [2025-26/36/26] , Dated:25.05.2026

ISSUED BY

**PRINCIPAL
GOVT. VOCATIONAL HSS, CHITRADA, MAYURBHANJ.**

TABLE OF CONTENTS

Section	Description	Page No
1	Notice for invitation for quotation call/limited Tender	1&2
2	Govt. Letter	3& 4
3	Schedule of RFP	5
4	Standard specification of IT items	6
INSTRUCTION FOR INTERESTED FIRMS		
5	Pre Qualified Criteria	7
	General Terms & conditions	7-8
	Submission of Proposals	8
	Documents/Certificates	8-10
	Opening of Proposals	10
	Evaluation of Proposals	10
	Award of Contract	11
	Disqualification / rejection of proposals	11
	Mode of payment	12
Forms		
6	T1: Technical proposal submission form	13
	T2: Organization's details	14
	T3: Experience details	15
	T4: Self declaration for not black listed	16
	T5: Minimum required specifications compliance sheet	17
	T6: Financial Turnover Details	18
	F1: Financial Proposal Submission Form	19
7	Certificate of Willingness	20
8	Annexure 1: proposal submission check List	21



OFFICE OF THE PRINCIPAL

GOVT. VOCATIONAL H.S.S, CHITRADA, MAYURBHANJ, ODISHA.

Mobile No – 9937458192, 8763342743
Mail -Id :- chitradacollege@gmail.com

Letter No.: 35/26

Date: 25.05.2026

To

The Director,
I & PR Department,
Bhubaneswar.

Sub : Request for release of advertisement in Newspaper through I & PR Department.

Madam/Sir,

It is to request your benign self to publish an **Quotation Call Notice** for purchase of Goods and IT Items for our Govt. Vocational Higher Secondary School in the local daily Newspaper "The Sambad" as per the Govt. Approved rates.

Your kind co-operation in this matter is highly solicited.

Thanking You.

Enclosure:

1. Advertisement copy of Quotation Call Notice

Yours faithfully

[Signature]
Principal

Principal Vs
Govt. Vocational
GVHSS, Chitrada, Mayurbhanj.
Higher Secondary School
Chitrada, Mayurbhanj



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2

QUOTATION CALL NOTICE

Sealed Quotations are invited from the registered firms to supply the IT Items and other goods as per Govt. of Odisha, RDHSE Letter No.1873(18) and Dt. 10.04.2026 .The Quotation must reach the undersigned on or before Dt. 13.06.2026. The details regarding RFP can be viewed from the College Website - “www.chitradacollege.in” .

Principal
26.06.2026
Principal
GVHSS, Chitrada, Mayurbhanj.
Govt. Vocational
Higher Secondary School
Chitrada, Mayurbhanj

REGIONAL DIRECTORATE OF HIGHER SECONDARY EDUCATION, BHUBANESWAR
AT- SME Cell, RNT Campus, Cuttack, PIN-753002

No: Aca/19/2025: 1873 (18) Dt: 10 04 26

From

The Regional Director,
RDHSE, Bhubaneswar

To

The Principal-in-charge,
Govt. Vocational Higher Secondary School,
At- (As per Column-2 of the list in the enclosed format).

Sub: Approval of the Assessing Committee for Utilization of parking money of your GVHSS during 2025-26.

Sir,

With reference to the subject cited above, I would like to communicate the approval of the Assessing Committee in the Directorate of Higher Secondary Education, Odisha, for utilization of parking money of different Govt. Vocational Higher Secondary Schools of Bhubaneswar region during 2025-26, communicated vide DHSE, Odisha letter No.3618/ dt.30.03.2026 as indicated in column-7 of the format against the name of your GVHSS, considering the proposals submitted by you. The Assessing Committee decided that "proposals involving implication up to Rs.50,000/- from non-IT Head and up to a maximum limit of 75% of the available funds under IT Head are to be allowed".

So, you are requested to complete the process of procurement & utilization of approved amount of parking money of your GVHSS strictly adhering to the rules & guidelines issued by the DHSE, Odisha and submit the utilization certificates in OGFR-7A, including the bills/ vouchers with the stock entry certificates signed by the Principal-in-charge, soon after utilization of the approved amount for taking necessary action at this end. Further, you are requested not to incur expenditure beyond the approved amount.

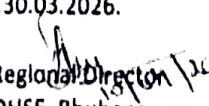
Yours faithfully,


Regional Director,
RDHSE, Bhubaneswar.

Dt. 10-04-26

Memo No. 1874

Copy submitted to the Director, Higher Secondary Education, Odisha, Bhubaneswar for favour of information with reference to the DHSE letter No.3618/ dt.30.03.2026.


Regional Director,
RDHSE, Bhubaneswar.

REGULATIONS FOR UTILIZATION OF PARKING MONEY OF GVHSSs UNDER BHUBANESWAR REGION
DURING 2025-26

PROFORMA


Sl. No	Name of the GVHSS	Trades allotted	Admission Position		Amount in Bank		Amount approved by Committee including GST	
			24-25	25-26	IT Head	Sub Head	IT Head	Sub Head
1	2	3	4	5	6		7	
1	Gopalpur HSS, Gopalpur	INS IT-ITeS	23 20	22 19	89868	399862	37500	30000
2	BANNA HSS, Pahabmdha	OM IT-ITeS	23 33	24 35	269307	598325	18000	15000
3	Chandbali HSS, Chandbali	I & II OM	24 22	24 22		855660	NIL	50000
4	Charampa HSS, Charampa	IT-ITeS I & II	17 07	14 06	464283	280326	252000	50000
5	Chhatra Women's HSS, Bhubaneswar	IT-ITeS CRM	21 24	24 24		545646 including IT Head	NIL	50000
6	Sisua HSS, Unarabahal	CRM SPEFI	24 24	21 23		292522	NIL	50000
7	Adaspur HSS, Adaspur	I & II I & II	14 04	22 12		413971	NIL	50000
8	Kulik HSS, Cuttack	IT-ITeS CP	02 PDEM 08	04 19		821647	NIL	50000
9	Kendrapada Evening HSS, Kendrapada	I & II SPEFI	00 24	16 24		320447	NIL	50000
10	Asi HSS, Asi	IT-ITeS AVT	11 12	11 19		363663 including IT Head	NIL	50000
11	Pattamunda HSS, Pattamunda	Plumbing OM	03 22	00 22		304552	NIL	50000
12	Chatal HSS, Chatal	AVT AGI	09 12	06 12		73216	NIL	40000
13	Chhatrapati HSS, Banapur	I & II I & II	07 22	06 24		678039	NIL	50000
14	Sisua Azma HSS, Balipatna	INS IT-ITeS	15 24	08 23		173782	NIL	50000
15	Sisua HSS, Jharpokharia	OM IT-ITeS	21 24	16 13	106438	308068	37500	10000
16	Muz Matara HSS, Barpada	IT-ITeS SPEFI	00 21	08 03		170893	NIL	50000
17	Utrada HSS, Utrada	IT-ITeS SPEFI	16 09	06 06	398167	629760	44000 NIL	31000
18	Mangala HSS, Kakatipur	IT-ITeS II	24 24	24 24		919227	NIL	50000

SECTION 1: SCHEDULE OF RFP

Sl No.	Particulars	Details
1	Request for proposal No	[2025-26/36/26] , Dated:25.05.2026
2	Date of issue of RFP	28.05.2026
3	Name of RFP Issuer	Principal, Govt. Vocational Higher Secondary School, Chitrada AT/PO-Chitrada, Dist- Mayurbhanj, Odisha-757018
4	Cost of RFP Documents	Rs 200/-(Non-refundable)
5	Scope of Work	Supply & installation of Desktop Computers, Printer, AC, Inverter and other goods at the HSS premises.
6	Method of Selection	Least cost selection method (Priority will be given to quality of the items)
7	Last date for submission of Proposals	13.06.2026
8	Date of Opening of Technical Proposals	20.06.2026
9	Date of Opening of Financial Proposals	Maximum within 3 working days from the date of opening of technical Bids
10	Earnest Money Deposit(EMD): (refundable for Unsuccessful Firms)	2% of the total quoted price
11	Performance Security(To be submitted by the L1 firm only)	3% of the L1 estimated price (Un - conditional and irrevocable)
12	Address/Venue for submission/opening of such proposals	Principal, Govt. Vocational Higher Secondary School, Chitrada AT/PO-Chitrada, Dist- Mayurbhanj, Odisha-757018
13	Date of issue of supply order	Within 7 days from the date of opening of financial proposals
14	Last date of supply of goods by the selected firms	Within 7 days from the date of issue of supply order from the GVHSS , Chitrada
15	Last date of making payment to the firm supply goods to the institution	Within 15 days from the date of supply of goods in good condition and installation of goods in the GVHSS premises and furnish of invoice

Note:

In case of any change in the scheduled date due to any unforeseen event the date may be shifted to the next possible working day or as decided by the Principal.


 Principal /c
 Govt. Vocational
 Higher Secondary School
 Chitrada, Mayurbhanj

STANDARD SPECIFICATIONS OF IT ITEMS & OTHER GOODS TO BE PURCHASED OUT OF SANCTIONED PARKING MONEY FOR 2025-26.

Sl. No	IT Items & other Goods to be procured	Standard or Detailed Specification	Approx. Qnty/Amnt.
1	Computer	Processor Core i3 or above, 8 GB RAM DDR4, 512 SSD with 1 TB HDD optional, OS- Windows 11, 21" LED monitor with 3 years warranty on site.	6
2	Computer Table	Set up for 6 No of Computers	6
3	Laser Printer with Scanner	All in one	1
4	AC for Computer Lab	1.5/2 Ton with 3/5 Star Rating, including Stabilizer.	1
5	Inverter Double Battery	2000VA+ Pure sine Wave inverter	1

GENERAL TERMS & CONDITIONS TO BE FOLLOWED BY THE REPUTED ELIGIBLE FIRMS/AUTHORISED SUPPLIERS INTERESTED TO SUPPLY FOR SUPPLY / INSTALLATION OF ITEMS AT THE GOVT. VOCATIONAL HIGHER SECONDARY SCHOOL PREMISES

1. Pre Qualification Criteria:

i . Interested firms may obtain the RFP documents from the official website i .e www.chitradacollege.in of the Chitrada College,Chitrada and submit their proposal in sealed envelope as per the instructions mentioned in this RFP documents.

ii . Interested firms are advised to study carefully all instructions, forms, term and conditions and other important information mentioned in the RFP document.

iii . The participating firms must produce copies of all the required supporting documents /information as part of their proposal ,failing which the same ; proposal shall be summarily rejected.

iv . The firm should be registered under the provisions of the Indian Companies Act / Indian Partnership Act/The limited liability Partnership Act/A sole proprietorship firms.

2. General Terms Conditions:

i . The E.M.D. amount of 2% of the total quoted price on the number/quantity/ amount of goods / items as fixed /estimated by the HSS is to be submitted by the bidders along with the bid in shape of AC payee demand draft in favour of the Principal, Govt Vocational HSS, Chitrada drawn in any of the nationalized Bank .

ii . EMD relaxation will be allowed to the firms registered under MSME valid registration certificate to that effect should be attached.

iii. The E.M.D is to be returned to the unsuccessful bidders within 07 working days from the date of the issue of supply order to the successful bidder without any interest. The E.M.D of the successful bidders will be returned without any interest after deposit of performance security which is of 3% of the total supply order price of the goods/items as fixed/estimated by the HSS.

iv. The GST @ 2% & IT 1% will be deducted from the gross value, if the grand total exceeds more than 2.5 lakh payable to a single firm as per the guideline of Finance Department.

- v . The firm interested to supply goods / items as mentioned in the RFP altogether must have supplied goods to any of the offices, college/ Schools. Supply order copies may be attached with bid.
- vi . Performance security is to be submitted after issuing of LOI to the L1 bidder.
- vii . The interested firms must accept all technical /commercial terms and conditions mentioned in the RFP document.
- viii . Each page should be signed with official seal of the authorized person.
- ix . The Principal, Govt. Vocational HSS, Chitrada, AT/PO - Chitrada, Dist- Mayurbhanj, Odisha-757018 reserves the right to cancel the RFP at any point of time without assigning any reason thereof.
- x . All legal disputes are subject to the jurisdiction of the Odisha High Court, Cuttack.
- xi . Price of the items including GST must be mentioned.
- xii . Delivery of items will be made at the HSS with no transport cost.

3. Submission of Proposal

The proposals completed in all respect should be submitted to the Principal, Govt. Vocational Higher Secondary School, Chitrada, AT/PO-Chitrada, Dist- Mayurbhanj, Odisha , PIN - 757018 through Speed Post/Registered Post only. The Principal will not be held responsible for any postal delay or due to any unforeseen situation. Delivery in person or through any other mode will not be accepted.

4 . Documents and Certificates

- i . Certificate of incorporation/registration/partnership deed/ GST registration and PAN must be submitted to the effect.
- ii . The cost of RFP of Rs.200/- (Two hundred) only is to be submitted along with the proposal in shape of Bank Draft in favour of the Principal, Govt. Vocational HSS, Chitrada payable in any nationalized Bank. The RFP document cost is non refundable.
- iii . The firm should submit the Audit balance sheet and profit and loss account certificate by practicing chartered accountant along with Income Tax Return of last 03 financial year i.e. 2022-23 2023-24, 2024-25.

iv . A sealed envelope bearing the name, address, phone number and email id of firm along with the RFP name and number should contain two separate sealed envelope i.e:

- a . Envelope for Technical Proposal
- b . Envelope for Financial Proposal

The sealed Envelope for "Technical Proposal" must contain the required supporting documents such as:

- a .The Demand Draft of Rs 200/- in favour of the Principal, Govt. Vocational Higher Secondary School,Chitrada towards the cost of RFP (Non-refundable).
- b .The E.M.D amount of 2% of the total quoted price of the goods/items as fixed/estimated by the college in shape of A/C payee D.D in favour of the Principal, Chitrada College, Chitrada.
- c . Xerox copy of the certificate of registration/ incorporation.
- d . Copy of PAN.
- e . Copy of Goods Services Tax identification Number (GSTIN)
- f . Form-T-1 Technical Proposal submission form.
- g . Form-T-2 Organization details.
- h . Form-T-3 Experience Details.
- i . Form-T-4 Self declaration from the firm confirming not have been banned /black listed/ debarred/ suspended.
- j .Form-T-5 Technical specification compliance sheet.
- k .Form-T-6 Financial Turnover details along with.
- l . Copies of audited balance sheet, profit and loss account and all schedules certified by the Chartered Accountant for the last 3yrs. 2022-23, 2023-24,2024-25.
- m . Copies of IT Returns for the last three financial years 2022-23, 2023-24,2024-25 .
- V. The interested firms are required to quote the items wise Rate, Brand and Model of goods in T-5 & F-1 form.

The sealed Envelope for "Financial Proposal" must contain the required supporting documents such as:

- i . Form F-1 - Financial proposal submission form.
- a . The prices and other information having a bearing on the price shall be written both in figures and words in the prescribed form.
- b .No alternation / modification / overwriting / corrections in the format shall be accepted.

5 . Opening of Proposals

- i . Sealed envelopes containing the proposal will be opened by the principal in the presence of the designated/ authorized representatives of the interested firms on the scheduled date and time at the specified address as mentioned in the schedule of RFP documents.
- ii . Designated/authorized representatives of the interested firm may attend the tender opening meeting with due authorization letter on behalf of their firms.

6. Evaluation of Proposals

A two stage process will be adopted as explained below for evaluation of the proposals.

A. Technical Evaluation

- Technical evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility conditions and the requisite documents/information /financial instruments have been properly furnished by the firm.
- Technical compliance as submitted along with the proposal will be done to determine whether the Brand & model, proposed by the interested firm consists of the all required minimum specifications as mentioned at "FormT-5" of the RFP documents.

B. Financial Evaluation

- The financial proposals of the technically qualified firms only shall be opened at this stage in the presence of the technically qualified firm /their authorized representative on the schedule date and time as mentioned in the RFP document.
- "Least Cost Selection Method" will be followed (Priority will be given to the quality of the goods.

- The firm, who submits the lowest financial price proposal shall be declared as the "L-1" bidder and shall be communicated for further process leading to issue of "Supply Order".

7. Award of Contract

- a . The L1 bidder will be notified by the PRINCIPAL in writing by issuing a "Letter of Intent and will be asked to acknowledge the Letter of Intent (Lol)' and to submit the " Performance Security" within 7 days of issuance of the Lol" .
- b . The "Performance Security is unconditional and irrevocable.
- c . Performance Security amount in mentioned at Section 1 Schedule of RFP and the Performance Security must remain valid till warranty period of the goods.
- d . After receiving the acknowledgement of Lol along with the "Performance Security'. The PRINCIPAL will issue the "Supply Order to the selected firm", for their requirement as specified in the RFP documents.
- e . After issue of "Lol" or after receipt of the acknowledged "Lol", if due to any reasons(s) the L1 bidder withdraws its willingness to supply the required goods then the EMD/Performance Security deposited by the same firm will be forfeited by the PRINCIPAL and firm securing the L2 position in the financial bid will be awarded with contract, after submission of the required Performance Security amount.
- f . One the Supply Order is issued by the college , the concerned firm must supply and install the required number of items within 7 days from the date of issue of the supply order. No further time will be allowed without any valid reason and without prior approval of the same from the Principal.

8 . Disqualification /Rejection of Proposals

The proposal is liable to be disqualified in the following cases as listed below:

- a . Proposals not conforming to the eligibility criteria and not submitting the required documents as mentioned in the RFP".
- b . Submission of forged documents.
- c . Proposal submitted without EMD & cost of RFP.

d. Proposals not submitted in accordance with the procedure and formats as prescribed in the RFP.

e . Proposal received in incomplete form.

f . Proposal received after due date and time.

g . Firm trying to influence the proposal evaluation process unlawful/ corrupt/ fraudulent means at any point of time during the bid process.

h .Price quoting in any irrelevant papers, documents, presentation etc except "Financial Proposal".

i . If a firm is debarred/banned/blacklisted/suspended by the world bank/ Central Govt/State Govt/Central or State PSU organization/Central/State Govt. Colleges or Higher Secondary Schools.

9 . Mode of Payment

i . After receipt and installation of the required items/goods in good conditions from the supplier and completion of the training/demonstration by the supplier in the college campus, the supplier will submit the invoice/bill along with MR to the college & the college will initiate the payment process within 15 working days.

ii . No advance payment will be made in any circumstances.

iii .The payment will be made through NEFT/RTGS /Bank Cheque only to the account details of the supplier furnished in the bill.

.....

***NB: Contact persons in case of any queries /clarification on the RFP document**
Administrative Bursar -8763822640
Account Bursar - 9547129451
Vocational Incharge -9668015428

SECTION 5: FORM

FORM T1: TECHNICAL PROPOSAL SUBMISSION FORM

To,
The principal,
Govt. Vocational Higher Secondary School, Chitrada
At/Po/Via- Chitrada
Dist – Mayurbhanj,
Odisha- 757018

Sub: Submission of technical proposal to select suppliers for “_____” at the Govt. Vocational Higher Secondary School.

REF: RFP No. _____

Dear Sir,

I the undersigned offer to participate in the selection process to select supplier for “supply /installation of _____ (Name of items/goods)” at the college. In accordance with your RFP No: “_____”. I am here by submitting Technical proposal which includes EMD. Technical proposal and financial proposal sealed in separate envelopes. I do hereby declare that all the information and statements made in the Technical & Financial proposals are true and correct. I accept that any misinterpretation contained in it may lead to disqualification of my proposal.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP documents. In case any provision of the RFP are found violated, then your college shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T2: ORGANISATION'S DETAILS

Sl No.	Particulars	Details
1	Name of the firm	
2	Type of Firm (Proprietary/Partnership /Pvt. Ltd./ Public Ltd / Sole Proprietorship)	
3	Date of Establishment and Experience in business (In number of years)	
4	Registered office Address & Complete postal Address	
5	Local office in Odisha (along with address & contact details)	
6	Telephone & e-Mail id of authorized person	
7	G. S.T. Registration No	
8	PAN No.	
9	Willing to carry out assignments as per the Scope of work of the RFP (Yes/No)	
10	Willing to accept all the terms and conditions as specified in the RFP (Yes/No)	

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T3: EXPERIENCE DETAILS

Sl. No	Name of the College / HSS/Department/Office to whom materials supplied	Quantity of Material Supplied	Date of Receipt Work order with reference number	Date of supply of goods/items	Remarks if any

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T4: SELF DECLARATION FOR NOT BLACK LISTED

To,

The principal,
Govt. Vocational Higher Secondary School, Chitrada
At/Po/Via- Chitrada
Dist – Mayurbhanj,
Odisha- 757018

Sub: Self declaration for not black listed.

Ref: RFP No _____

Dear Sir,

I/We _____ Here by confirm that our firm has not been banned / blacklisted / debarred / suspended by the World Bank / Central Govt. / State Govt. Central or PSU Origination / Central or State Govt. Colleges/Higher Secondary School.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T5: MINIMUM REQUIRED SPECIFICATIONS COMPLIANCE SHEET

A . Name of the Goods/Items _____

SI. No	Minimum Required Specification	Compliance (Yes/No)	Deviation

B . Name of the Goods/Items _____

SI. No	Minimum Required Specification	Compliance (Yes/No)	Deviation

C . Name of the Goods/Items _____

SI. No	Minimum Required Specification	Compliance (Yes/No)	Deviation

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T6: FINANCIAL TURNOVER DETAILS

Financial Turnover of the Organization During Last Three Financial Year (Certified By A Practicing Chartered Accountant)

SI No.	Financial Year	Turnover in INR
1	2022-23	
2	2023-24	
3	2024-25	
Average Annual Turnover for the last three years (INR)		

Name of the CA Firm:

Firm Registration No:

Name of the Chartered Accountant:

Membership No:

Signature with Seal:

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

Form F 1: FINANCIAL PROPOSAL SUBMISSION FORM

To,

The principal,
Govt. Vocational Higher Secondary School, Chitrada
At/Po/Via- Chitrada
Dist – Mayurbhanj,
Odisha- 757018

Sub: Submission of Financial Proposal to select Supplier for “ Supply and Installation of _____ ” at the Govt. Vocational HSS,Chitrada.

Ref No.: RFP No. _____

Dear Madam/Sir,

I, the undersigned, here by submitting the financial proposal to select supplier for “ Supply and Installation of _____ at the college in accordance of RFP No _____.

I hereby declare that all the financial figures mentioned the financial proposal is true and correct. I also accept that any miss representation of financial facts and figure may lead to disqualification of my proposal.

SL NO.	Name of the Goods/Items	Brand/Company	Rate Per Unit/Pcs	Remarks
1				
2				
3				

The other charges (*) may include:

1. All necessary accessories like cables, wires, pipes etc. which are instrumental for installation.
2. The transportation of materials handling cost for delivery and installing the required numbers of materials at the college premises.

Yours faithfully,

Authorized Signatory of the firm
with Date and Seal

SECTION 7: (CERTIFICATE OF WILLINGNESS TO BE SUBMITTED BY FIRMS)

To,

The principal,
Govt. Vocational Higher Secondary School, Chitrada
At/Po/Via- Chitrada
Dist – Mayurbhanj,
Odisha- 757018

Sub: Submission of willingness certificate for supply and installation of
_____ at your Govt. Vocational HSS premises.

Sir,

I am to inform you that my firm (name of the firm with address) is ready to supply and install _____ at your college premises within 07 days from the date of receipt of supply order from your college if my firm is selected as L 1, Bidder during selection of tender.

In the event of my firm's failure to supply and install the required items in the selected L1 cost, my EMD/performance security will be forfeited.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

ANNEXURE -1
(PROPOSAL SUBMISSION CHECKLIST)

SI No.	Description	Submitted(Yes/No)
1	Original RFP Document	
2	Receipt/Draft towards cost of RFP Document	
3	Earnest Money Deposit (EMD)	
4	Copy of Certificate of Incorporation/Registration	
5	Copy of Goods and Services Tax Identification Number	
6	Copy of PAN	
7	CA audited copies of profit and loss account and balance sheet along with all schedules	
8	Copies of IT returns for the last three financial years	
9	Technical proposal submission form	
10	Organization's details	
11	Experience details	
12	Self Declaration for not having being blacklisted	
13	Technical specification compliance sheet	
14	Financial turn over details	
15	Financial proposal submission form	
16	Certificate of willingness to be submitted by all firms	

Yours Faithfully,

Authorized Signatory of the
firms with Date and Seal