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National Centre for Financial Education
राष्ट्रीय वित्तीय शिक्षा केन्द्र

Expression of Interest (EOI)
For
Engagement Of Agency For Audio Visual Services

National Centre for Financial Education (NCFE)
6th Floor, NISM Bhavan, Plot No. 82, Sector-17, Vashi,
Navi Mumbai - 400 703 Maharashtra
Phone: 022 68265115 Email id: info@ncfe.org.in

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1. INFORMATION AND DATES

Sr.	Particulars	Information/ Dates
1	EOI Inviting Authority	National Centre for Financial Education 6th Floor, NCFE Bhavan, Plot No. 82, Sector-17, Vashi, Navi Mumbai, Maharashtra - 400 703
2	Job Requirement	Engagement Of Agency for Audio Visual Services For NCFE
3	Issue date of the EOI	November 22, 2022 (11.00 AM)
4	Last date for receiving queries (through emails only)	December 02, 2022 (05.00 PM)
5	Last date for submission of proposals	December 13, 2022 (05.00 PM)

2. INVITATION TO EXPRESSION OF INTEREST

Expression of Interest (EOI) is invited from Agencies, meeting the Minimum Qualification Criteria as detailed in this invitation to EOI for 'Engagement Of Agency for Audio Visual Services for NCFE'.

Last date for submission of EOI is **December 13, 2022 (05.00 PM)**

For any queries, you may contact the following:

Sr. Manager, NCFE sunil.upreti@ncfe.org.in 022-68265120	Manager, NCFE karthik.krishnan@ncfe.org.in 022-68265101
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3. INFORMATION FOR AGENCIES

National Centre for Financial Education (NCFE) is a Section 8 (Not for Profit) Company under Companies Act, 2013, promoted by Reserve bank of India (RBI), Securities and Exchange Board of India (SEBI), Insurance Regulatory and Development Authority of India (IRDAI), and Pension Fund Regulatory and Development Authority (PFRDA) to promote Financial Education across India for all sections of the population.

VISION: A financially aware and empowered India.

MISSION: To undertake massive Financial Education campaign to help people manage money more effectively to achieve financial well - being by accessing appropriate financial products and services through regulated entities with fair and transparent machinery for consumer protection and grievance redressal.

For more information, please visit <https://www.ncfe.org.in/>.

Interested Agencies shall submit the following documents:

- i. Cover letter for Bid as per the format given in [Annexure I](#) along with requisite documents mentioned in the Minimum Qualification Criteria.
- ii. Details of Bidder as per the format given in [Annexure II](#).
- iii. Format of No Conviction Letter as per the format given in [Annexure III](#).
- iv. Format of Project Completion Certificate as per the format given in [Annexure IV](#)
- v. Letter of Authorization as per the format given in [Annexure V](#) duly authorizing a person as representative with all powers and authority to represent the Bidder for submission of Bid in response to the EOI.

Bid along with all the requisite documents, to be submitted in a sealed cover superscribing "EOI for Engagement of Agency for Audio Visual services" will be sent to Senior Manager, NCFE, 6th Floor, NISM Bhavan, Plot No. 82, Sector-17, Vashi, Navi Mumbai, Maharashtra - 400 703 on or before due date.

No Bids shall be accepted after the due date and time. Bids received after the last date shall not be opened and no further action shall be taken on such bids. All, or any, incomplete bids shall be rejected without any evaluation.

Please note that Request for Proposal (RFP) shall be issued only to the shortlisted Bidders which satisfy the conditions laid in this EOI.

NCFE reserves the right to reject any or all of the bids received in response to the EOI without assigning any reasons whatsoever.

This document does not constitute an offer, or solicitation of an offer, nor does this document or anything contained herein, shall form a basis of any contract or commitment whatsoever.

The Bidders shall bear all the costs for participation in the tender process including preparation of responses to the EOI etc.

The Bidders shall furnish the details as per the formats enclosed in this document and strictly as per the serial order. The information intended to be supplied should be furnished in such a manner that the same satisfies the need / requirement of EOI under various heads and is self-explanatory.

4. OBJECTIVE AND SCOPE OF WORK

The scope of the work is initially for the period of 3 years from the date of intimation of selected bidder. An essential element of the scope of this project will be to conceptualize and design audio visuals for dissemination of financial literacy messages for all sections of population across the country. Accordingly, it is proposed to develop multiple audio-visuals in English with subtitles in Hindi language or vice versa based on the information and guidelines provided by NCFE. The concept, design and production should be simple and easily understandable by the target audience as mentioned in NSFE 2020:25 document.

The main functions of the bidder will be:

- Conceptualization, design & development and production of audio-visuals including script writing, development of story board etc. The brief will be provided by NCFE.
- Development of audio-visuals and post production activities including editing, music, visual effect, animation etc. as per script approved by NCFE.
- Presentation of creative concepts / artwork before designated committee of NCFE for approval.
- Deliver finished products in pendrive.

The scope of the work consists of :-

1. Video on Financial Education content based on FE Handbook

- i. Bidder will be responsible for production of videos on Financial education content based on FE Handbook (<https://www.ncfe.org.in/resources/downloads>) in 2D Motion character animation format. The purpose of the videos would be to provide information regarding basic financial education to all viewers across the country.
- ii. FE handbook consists of total of seven chapters'. Hence, one video per chapter i.e. total 7 videos shall have to be developed. Each video must be of minimum 5 minutes i.e. total of minimum 35 minutes.
- iii. These videos must be developed in English along with subtitles in Hindi language or vice-versa.
- iv. Bidder will be responsible to meet all the pre-production and post-production costs pertaining to development of animation videos. The pre-production activities include conceptualization, story writing, design of characters with Dialogue, etc. The post-production activities include editing, background music, sound mixing voiceover, special effects etc.
- v. All video contents should be of extremely high quality (Full HD format - minimum resolution of 1920 x 1080 pixels), in a manner allowing the videos to be suitable to be viewed from all the devices.
- vi. Competent talent/voices approved by NCFE should be used for voiceover and dubbing.

2. Corporate Video on NCFE and its Activities

- i. Bidder will be responsible for development of Corporate Video on NCFE and its Activities. The content for the video production should contain brief about NCFE, its structure, functions, vision and mission, programmes, E-LMS, NFLAT capacity building and training activities in the field of financial education, testimonials of participants. The purpose of the video is to provide extensive information regarding NCFE to its stakeholders and viewers.
- ii. The corporate video should be of duration of minimum of 5 minutes.
- iii. These videos must be developed in English along with subtitles in Hindi language or vice-versa.
- iv. Bidder will be responsible to meet all the pre-production and post-production activity costs pertaining to development of corporate video. The pre-production activities include conceptualization, story writing, Screenplay with Dialogue, designing shooting locations, Casting actors, etc . The post-production activities include editing, background music, sound mixing voiceover, special effects etc.
- v. All video contents should be of extremely high quality (4K Ultra HD format -

minimum resolution of 3840 x 2160 pixels), in a manner allowing the videos to be suitable to be viewed from all the devices.

- vi. Competent talent/voices approved by NCFE should be used for voiceover and dubbing.

3. Audio-Visual for E-LMS Promotion

- i. Bidder will be responsible for development of Digital Video on NCFE's e-Learning course (available at <https://ncfe.org.in/e-lms>). The content for the video production should contain brief about E-LMS, course contents, how to access it, process of registration, how to complete the course and get certificate, testimonials of participants etc.. The purpose of the video is to provide extensive information regarding NCFE's e-Learning course to its viewers.
- ii. The video should be of duration of minimum of 3 minutes.
- iii. These videos must be developed in English along with subtitles in Hindi language or vice-versa.
- iv. Bidder will be responsible to meet all the pre-production and post-production activity costs pertaining to development of the said video. The pre-production activities include conceptualization, story writing, Screenplay with Dialogue, designing shooting locations, Casting actors, etc. The post-production activities include editing, background music, sound mixing voiceover, special effects etc.
- v. All video contents should be of extremely high quality (Full HD format - minimum resolution of 1920 x 1080 pixels), in a manner allowing the videos to be suitable to be viewed from all the devices.
- vi. Competent talent/voices approved by NCFE should be used for voiceover and dubbing.

4. Audio-Visual for NFLAT Promotion

- i. Bidder will be responsible for development of Digital Video on NCFE's NFLAT exam (available at <https://ncfe.org.in/NFLAT>). The content for the video production should contain brief about NFLAT, Test categories, Rewards and Recognition, Test syllabus, How to register and Enroll for the test, Reference study materials for the test, Testimonials from past participants and winners etc. The purpose of the videos would be to provide information regarding NFLAT to all viewers across the country.
- ii. The video should be of duration of minimum of 3 minutes.
- iii. These videos must be developed in English along with subtitles in Hindi language or vice-versa.
- iv. Bidder will be responsible to meet all the pre-production and post-production activity costs pertaining to development of the said video. The pre-production activities include conceptualization, story writing, Screenplay with Dialogue, designing shooting locations, Casting actors, etc. The post-production activities include editing, background music, sound mixing voiceover, special effects etc.
- v. All video contents should be of extremely high quality (Full HD format - minimum resolution of 1920 x 1080 pixels), in a manner allowing the videos to be suitable to be viewed from all the devices.
- vi. Competent talent/voices approved by NCFE should be used for voiceover and dubbing.

5. **Audio-Visual for Digital Financial Literacy**

- i. Bidder will be responsible for production of videos on Financial education content based on Digital Financial literacy. The content for the video production will be shared by NCFE with the bidder. The purpose of the videos would be to provide information regarding the digital financial literacy to the viewers.
- ii. The video should be of duration of minimum of 4 minutes.
- iii. These videos must be developed in English along with subtitles in Hindi language or vice-versa.
- iv. Bidder will be responsible to meet all the pre-production and post-production activity costs pertaining to development of the said video. The pre-production activities include conceptualization, story writing, Screenplay with Dialogue, designing shooting locations, Casting actors, etc. The post-production activities include editing, background music, sound mixing voiceover, special effects etc.
- v. All video contents should be of extremely high quality (Full HD format - minimum resolution of 1920 x 1080 pixels), in a manner allowing the videos to be suitable to be viewed from all the devices.
- vi. Competent talent/voices approved by NCFE should be used for voiceover and dubbing.

6. **Event Based Promotional Videos**

- i. Bidder will be responsible for development of 'Event Based Promotional videos' (Eg: NCFE Foundation day, Digital Financial Services day, Financial Literacy Week, Global Money week etc.) as and when required by NCFE. The content for the video production will be shared by NCFE with the bidder. The purpose of the videos would be to provide information regarding the financial sector events conducted by NCFE.
- ii. These videos may be developed in Digital form i.e. Full HD format - minimum resolution of 1920 x 1080 pixels)
- iii. A total of 5 videos may be developed. Each video must be of minimum 2 minutes each i.e. total of minimum 10 minutes.
- iv. These videos must be developed in English along with subtitles in Hindi or vice-versa.
- v. Bidder will be responsible to meet all the pre-production and post-production activity costs pertaining to development of the said video. The pre-production activities include conceptualization, story writing, Screenplay with Dialogue, designing shooting locations, Casting actors, etc. The post-production activities include editing, background music, sound mixing voiceover, special effects etc.
- vi. All video contents should be of extremely high quality (Full HD format - minimum resolution of 1920 x 1080 pixels), in a manner allowing the videos to be suitable to be viewed from all the devices.
- vii. Competent talent/voices approved by NCFE should be used for voiceover and dubbing.

Please Note:

1. NCFE reserves the right to either award the entire scope of work as mentioned in the RFP or a part thereof or none. The decision taken by NCFE in this regard shall be binding on the selected bidder.
2. NCFE shall not accept any units which do not confirm to the above specifications.

DELIVERABLES

SR.	ITEM DESCRIPTION	DURATION
1	Video on Financial Education content based on FE Handbook	Total 7 videos of 5 minutes each i.e. total. 35 minutes minimum
2	Corporate Video on NCFE and its Activities	5 Minutes minimum
3	Audio-visual for E-LMS Promotion	3 Minutes minimum
4	Audio-visual for NFLAT Promotion	3 Minutes minimum
5	Audio-Visual for Digital Financial Literacy	4 Minutes minimum
6	Event Based Promotional videos	5 event videos of minimum 2 minutes each i.e. total of 10 minutes minimum As and when required by NCFE from time to time

Please Note:

1. Above list is only indicative and expands to any and all work that relates to development and production of said above audio-visuals.
2. The selected bidder must have in-house production facility. All other requirements such as creative content etc. will have to be met by the firm. Bidder must have expertise in these works. The entire data will also be sorted/ archived and the selected bidder has the responsibility to provide and maintain the backup, storage and recovery mechanism.
3. The selected bidder shall be responsible for submitting raw footage and final videos after editing in pen drive to NCFE.
4. NCFE shall have all the rights to all the content of deliverables mentioned above. NCFE will have the right to use the same at any later stage in any format and through any medium and through any agency (creative or media) as desired. Changes may or may not be made to the final product.

MILE STONES

The following timeline for Item No1, 2, 3, 4, 5 as stated in deliverables will start from the date of issue of Work Order (WO) or Letter of Intent (LOI) by NCFE.

SR.	PARTICULARS	TIMELINE
1	Submission of Scripts/ Storyboard	Within 5 Working Days from Work Order
2	Development of video/ development of graphics, animation, etc./voice and sound recording/ editing.	Within 10 working Days from Work Order
3	Submission of first-cut of audio-visuals in English language with subtitles in Hindi language or vice-versa.	Within 12 Working Days from Work Order

4	Final delivery of audio visuals	Within 20 Working Days from Work Order
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The following timeline for Item No 6 as stated in deliverables will start from the date of issue of Work Order (WO) or Letter of Intent (LOI) by NCFE.

SR.	PARTICULARS	TIMELINE
1	Submission of Scripts/ Storyboard	Within 2 Working Days from Work Order
2	Development of video/ development of graphics, animation, etc./voice and sound recording/ editing.	Within 3 Working Days from Work Order
3	Submission of first-cut of audio-visuals in English language with subtitles in Hindi language	Within 4 Working Days from Work Order
4	Final delivery of audio visuals	Within 7 Working Days from Work Order

Please Note:

- Agency shall make revisions to the creative content of audio-visuals to the satisfaction of the NCFE. Turnaround time for any approval from NCFE is 5 working days in general. NCFE, at the request of agency, may extend any or all the timelines detailed above. NCFE's decision in this regard shall be final and binding on the agency.
- The selected bidder shall be responsible for submitting raw footage and final videos after editing in pen drive to NCFE.

5. MINIMUM QUALIFICATION CRITERIA

The shortlisting criteria for the Agencies have been provided in the table below:

NCFE reserves the right to verify any of the criteria independently or seek further information.

Sr.	Minimum Qualification/ Eligibility criteria	Proof required
1	The Bidder should be a Company registered under the Companies Act, 1956/2013, Society Registration Act, 1860/ Autonomous Body of Govt. / Partnership Firm in existence for the last 3 years as on 31 st March,2022	Copy of Certificate of Incorporation / Registration / MoA as applicable
2	The Bidder should have a valid PAN and GST Registration in India	Copy of PAN card and GST Registration certificate

3	<p><u>Criteria in respect of Past Experience</u> (i.e. projects of similar nature in the field of Audio - Visual Services)</p> <p>The Bidder should fulfill one of the following criteria in respect of past experience of having successfully completed similar works during last 7 years (The period of 7 years for the purpose of having completed similar works shall be from 31.10.2015 to 31.10.2022).</p> <p>3.1 Completed 3 similar works* costing not less than an amount of INR Twenty Three Lakhs only. OR 3.2 Completed 2 similar works* costing not less than an amount of INR Twenty Nine Lakhs only. OR 3.3 Completed 1 similar work* costing not less than an amount of INR Forty Six Lakhs only.</p> <p>*Similar work means any work related to Development of Audio Visual Services. The cost is inclusive of all taxes (if any) (Note: The above assignments will be deemed completed only on the basis of satisfactory feedback from the clients)</p>	Copy of Work order/ Certificate of completion/ Satisfactory Completion Feedback and Client details including Name, Contactable person, Phone number and email ID
4	<p><u>Criteria in respect of Financial Strength</u></p> <p>The Bidder should have a minimum average annual financial turnover of INR 17,00,000/- (INR Seventeen Lakhs). The average annual turnover of the best three financial years out of the last four years i.e. FY 2018-19, FY 2019-20, FY 2020-21 and FY 2021-22 will be taken into consideration for calculation purposes.</p> <p>(Please Note: Only national contractors firms registered or incorporated in the country will be shortlisted.</p>	Copy of Audited Profit and Loss Statement and Balance sheet / Certificate from a Chartered Accountant certifying the turnover amount for the last 4 years (FY 2018-19, FY 2019-20, FY 2020-21 and FY 2021-22) along with copies of Work orders of requisite amount.
5	<p>The Bidder should not have been blacklisted by central / state Government departments/ undertakings/Financial sector regulators and not involved in any major litigation that may affect or compromise the delivery of service required.</p> <p>The Bidder should not have been penalized or found guilty in court of law.</p> <p>Neither the Bidder nor its proprietor / directors / partners has/have defaulted to any Bank.</p>	No Conviction Letter duly signed as per the Format provided in Annexure III

ANNEXURE I
COVERING LETTER

(to be submitted in Company Letter Head duly stamped and signed)

To
The CEO
National Centre for Financial Education
6th Floor, NCFE Bhavan,
Plot No. 82, Sector-17,
Vashi, Navi Mumbai, Maharashtra - 400 703

Sub: EOI – Application for Engagement for Audio Visual services

Respected Sir,

Having examined your advertisement regarding 'Engagement of Agency for Audio Visual services' dated _____ 2022 inviting bids in response to the EOI, I/We _____, hereby declare that I/We fulfill the minimum eligibility criteria to undertake the assignment in full conformity with the EOI.

We enclose the requisite documents as follows:

- Copy of Certificate of Incorporation/Registration/MoA as applicable
- Copy of PAN card and GST Registration certificate
- Copy of Audited Profit and Loss Statement and Balance sheet/ Certificate from a CA, on turnover of the last four Financial years.
- No Conviction Letter duly signed as per the Format provided in **Annexure III.**
- Copy of Work order and Certificate of completion as per the format provided in **Annexure IV.**
- Copy of Letter of Authorization duly authorizing a person as representative with all powers and authority to represent the Agency for submission of Bid in response to the EOI as per Format provided in **Annexure V.**

We also understand that,

1. Information/data/particulars furnished in our proposal are factually correct. We understand that NCFE reserves the right to accept or reject any or all proposals at any time without assigning any reasons. We agree to abide by all the decision(s) of NCFE in this regard. We have gone through the EOI Document completely and have understood the requirements.
2. Our proposal is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.
3. We have read, understood and accepted all the terms and conditions. We unconditionally accept and abide by the terms & conditions specified therein mentioned in the EOI. Signed Hard copies of the entire EOI document is being attached herewith as a proof of acceptance of the same.

4. We understand not to have any option to raise any objection against any of the said processes defined in the EOI and RFP in any future date.
5. We have the requisite credentials and resources to deliver the services professionally and competently within the prescribed time frame according to the scope, deliverables and costs quoted as part of this proposal.
6. We have adequate have in-house production facility and expertise in these works. The entire data will also be sorted/ archived by us have the responsibility to provide and maintain the backup, storage and recovery mechanism and submit the same whenever demanded by NCFE.
7. We shall be responsible for submitting raw footage and final videos after editing in pen drive to NCFE.
8. NCFE shall have all the rights to all the content of deliverables mentioned above. NCFE will have the right to use the same at any later stage in any format and through any medium and through any agency (creative or media) as desired. Changes may or may not be made to the final product.

I/ We understand that NCFE reserves the right to reject any or all the bids in response to the EOI without assigning any reasons whatsoever.

I/ We hereby declare that all the information and statements made in this bid are true and accept that any misrepresentation contained in it may lead to our disqualification.

Yours faithfully,

Date :

Place :

Signature of Authorized Signatory :

Name of the Authorized Signatory :

Designation :

Name of the Organization :

Seal ...

ANNEXURE II
DETAILS OF THE BIDDER

(to be submitted in Company Letter Head duly stamped and signed)

To
The CEO
National Centre for Financial Education
6th Floor, NCFE Bhavan,
Plot No. 82, Sector-17,
Vashi, Navi Mumbai, Maharashtra - 400 703

Sub: Details of Bidder

Respected Sir,

Having examined your advertisement regarding 'Engagement of Agency for Audio Visual services' dated _____ 2022 inviting bids in response to the EOI, I/We _____, hereby submit the following details:

Brief Profile is as under:

Sr. No.	Brief Contents	Application has to be submitted		
1	Name of the Bidder			
2	Address of the Registered office of the Bidder			
3	Key Management Personnel of the Bidder with their qualification and experience*	Name	Qualification	Experience
4	Turnover (In Rupees) of the Agency for the last 4 financial years / Certificate from a CA	1. FY 2018-19 2. FY2019-20: 3. FY2020-21: 4. FY2021-22:		
5	Number of years of experience in the field of Audio Visual activities.			
6	PAN No. (Copy of the certificate to be attached)			
7	GST Registration No. (Copy of the certificate to be attached)			

*Can use a separate sheet if needed

I/We here by certify that all particulars given above are correct and true to the best of my / our knowledge.

In case at any stage, it is found that the information given by me/us is false/incorrect, NCFE shall have the absolute right to take any action as deemed fit, (including disqualification of proposal and/or black list and debar), without any

prior intimation to me/us.

Yours faithfully,

Date :

Place :

Signature of Authorized Signatory :

Name of the Authorized Signatory :

Designation :

Name of the Organization :

Seal ...

ANNEXURE III
FORMAT OF NO CONVICTION LETTER

(to be submitted in Company Letter Head duly stamped and signed)

To
The CEO
National Centre for Financial Education
6th Floor, NCFE Bhavan,
Plot No. 82, Sector-17,
Vashi, Navi Mumbai, Maharashtra - 400 703

Sub: No Conviction Letter

Respected Sir,

Having examined your advertisement regarding 'Engagement of Agency for Audio Visual services' dated _____ 2022 inviting bids in response to the EOI, I/We _____, hereby submit the No Conviction Letter as follows.

'I/ We the undersigned, having registered office at..... (Address of the registered office) declare that

1. I/ We have never been blacklisted or restricted to apply for any Expression of Interest (EOI) or Request for Proposal (RFP) related activities by any Central / State Government / Departmental undertakings/Financial Sector Regulators/PSUs or Court of law anywhere in the country.'
2. I/ We have never been involved in any major litigation that may affect or compromise the delivery of services required as stated in this EOI.
3. I/ We have never been penalized or found guilty in court of law.
4. I/ We (proprietor / directors / partners) have never been defaulted to any Bank.

On behalf of _____, I/We undertake take full responsibility of the information submitted herewith and I/ We understand that NCFE reserves the right to reject the application without assigning any reasons whatsoever if the above information is found incorrect at any stage of the process.

Date :

Place :

Signature of Authorized Signatory :

Name of the Authorized Signatory :

Designation :

Name of the Organization :

Seal ...

ANNEXURE IV
FORMAT OF PROJECT COMPLETION CERTIFICATE
(on letterhead of Client of Bidder, duly stamped and signed)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s _____ has successfully completed projects on Audio Visual Services. The value of the project is _____.

The project was carried out from _____ to _____.

The performance of the _____ was satisfactory during their tenure with us.

Date :

Place :

Signature of Authorised Signatory :

Name of the Authorised Signatory :

Designation :

Contact Number:

Email id:

Name of the Organisation :

Seal ...

ANNEXURE V
LETTER OF AUTHORIZATION

(to be submitted in Company Letter Head duly stamped and signed)

To
The CEO
National Centre for Financial Education
6th Floor, NCFE Bhavan,
Plot No. 82, Sector-17,
Vashi, Navi Mumbai, Maharashtra - 400 703

Sub: Authorization of Contact Person for submission of EOI

Respected Sir,

I/We,....., in the capacity of
..... (designation) hereby authorize Mr/Ms
....., (Name and designation) to act
as the Contact Person on behalf of our company for submission of EOI for “Engagement
of Agency for Audio-Visual Services”

It is further submitted that the said Contact Person shall use his Signature for submission
of EOI and RFP.

I/We on behalf of our company, undertake to take full responsibility of the bid(s) /
information submitted by the said Contact Person and we shall not hold NCFE
responsible for any wrongful act committed by the Contact Person during the bidding
process.

In case of any change in the Contact Person on a later date, I/We shall inform NCFE by
email and in writing and I/We agree that NCFE may take seven working days to effect the
change in its records.

I/ We hereby declare that all the information and statements made in this bid are true and
accept that any misrepresentation contained in it may lead to our disqualification by
NCFE without assigning any reasons whatsoever at any stage of the process.

Thanking you.

Yours sincerely,

Signature and Seal of Bidder

Name:

Date:

Signed in the capacity of.....

Duly authorized to sign Bids for and on behalf of..... .

CHECKLIST OF ITEMS

Sr.	Particulars	Yes/No
1	Copy of Certificate of Incorporation / Registration / MoA and AoA as applicable.	
2	Copy of PAN card and GST Registration certificate.	
3	Copy of Audited Profit and Loss Statement and Balance sheet and Certificate from Chartered Accountant certifying the turnover amount per annum for the last 4 years (FY 2018-19, FY 2019-20, FY 2020-21 & FY 2021-22).	
4	Copy of Work orders / Certificates of completion along with satisfactory feedback and Client details including Name and Postal Address, Contactable person, Phone number and email ID.	
5	Annexure I to Annexure V	
6	Print out of Expression of Interest document Signed and stamped on each page by authorized signatory.	
7	Resume of Key Management Personnel as mentioned in point number 3 of Annexure II	