

**INVITATION OF EXPRESSION OF INTEREST-CUM-REQUEST FOR  
PROPOSAL (EOI-CUM-RFP) FOR INSTALLATION  
OF IP BASED CCTV SURVEILLANCE SYSTEM  
IN LOHARDAGA TOWN, JHARKHAND**

**(e-Tendering-Online Only)**

**EOI-CUM-RFP**  
**[TERMS& CONDITIONS]**

**DISTRICT ADMINISTRATION COLLECTORATE**

**LOHARDAGA, PIN- 835302**

**Tel. 06526-224093, 224133**

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**OFFICE OF THE DEPUTY DEVELOPMENT COMMISSINER,  
VIKASH BHAWAN, LOHARDAGA, PIN- 835302**

**DISTRICT ADMINISTRATION LOHARDAGA**

**NOTICE INVITING OF EOI-CUM-RFP**

**(e-Tendering-Online Only)**

**SUB- INVITATION OF EXPRESSION OF INTEREST FOR INSTALLATION OF IP BASEDCCTV SURVEILLANCE SYSTEM IN LOHARDAGA TOWN.**

District administration Lohardaga invites EOIs from reputed firm/manufactory companies for installation of IP based CCTV surveillance in Lohardaga town through [jharkhandtenders.gov.in](http://jharkhandtenders.gov.in).

1	<b>Eoi No.</b>		
2	<b>Name of work</b>	<b>INVITATION OF EXPRESSION OF INTEREST -CUM-REQUEST FOR PROPOSAL FOR INSTALLATION OF IP BASEDCCTV SURVEILLANCE SYSTEM IN LOHARDAGA TOWN</b>	
3	<b>EMD&amp; Processing fee etc.</b>	EMD (Refundable)	Cost of EOI Document
		Rs. 3,00,000/- lakh	Rs.10000/-
Note- Cost of EOI Document and EMD is to be deposited in the form of Demand Draft/NSC/Term Deposit/B.G.of any schedule bank drawn in favour of Deputy Development Commissioner, Vikas Bhawan, Lohardaga			
4	<b>Availability of Eoi document</b>	Office of the Deputy Development Commissioner, Lohardaga	
5	<b>Last Date of Submission of EOI</b>	22 <sup>nd</sup> September 2016 (till 05.00 PM)	
6	<b>Date of opening of the EOI</b>	24 <sup>nd</sup> September 2016 (at 11.30 AM)	
7	<b>Mode of Submission</b>	Online Only	
8	<b>Place of Opening of EOI</b>	Deputy Development Commissioner, Vikas Bhawan, Lohardaga Pin- 835302	

Complete EOI document and Submission process is available on "<http://jharkhandtenders.gov.in>" and documentation part of EOI is also available on official website of district "<http://lohardaga.nic.in>".

EOI Submitted without EMD, cost of EOI document and processing fee, will summarily be rejected.

District reserves the right to have negotiations with any or all. Accept or reject any or all the EOI or annul this process at any time without assigning any reason whatsoever.

Deputy Development Commissioner,  
Lohardaga

## **Instruction to Applicants (IIA)**

### Mode of Submission

The Online EOI is to be submitted in two covers as under:

#### **Envelope- 1**

This envelope shall contain the following:

- Earnest Money Deposit (EMD)
- EOI Document Purchase Slip.
- Acceptance letter for un-conditional acceptance of the EOI condition as per Performa given in this document at Annexure-1
- Brief profile of the applicant showing the following:
  - Name of the owner / Director of the Company with brief organization chart.
  - Memorandum of article of Association in case of a company.

#### **Envelope -2**

This Envelope shall contain the following:

- Complete EOI document as downloaded from website, Price Bid and Corrigendum/Addendum, if any, dully filled in. signed and stamped on each page by applicant. Cutting or over-writing, if any, has to be signed and stamped by the person signing the EOI. All Performa forming part of EOI document has to be dully filled in, signed and stamped by the applicant.
- Copy of power of attorney. Partnership deed/Board resolution duly attested by Notary Public authorizing person who signs & submit the EOI.
- Any other information as required to be submitted along with the EOI.

## 2. INTRODUCTION

District administration Lohardaga intends to establish IP based CCTV Surveillance System in Lohardaga Town, Jharkhand under MPLAD Scheme. The project consists of 4 phases (Phase ii to phase v) in the initial stage Phase II and Phase III will be implemented and after its successful completion of work on next two Phases (Phase IV and V) will be initiated.

On behalf of district administration, Lohardaga "Expression of interest" through e-Tender is invited from reputed and interested firm/manufactures/companies that have experience in supply, installation, testing, commissioning and maintenance of IP based CCTV Surveillance system for Lohardaga town.

**Bidder are directed to take holistic view point**

## 3. Critical Information

Bidders are advised to study this EOI document carefully before submitting their proposal in response to the EOI Notice. Submission of a proposal to this notice shall be deemed to have been done after careful study and examination of this document with full understanding its terms, conditions implications.

1	EOI Ref. No. and Date	
2	Last date for Submission of written queries for Clarification	15.09.2016 (Deputy Development Commissioner, Vikas Bhawan Lohardaga. Pin- 835302)
3	Permissible dates for site visit by prospective bidders	2 <sup>nd</sup> Week of September-2016. (Only 2 authorization person from each bidder through proper authorization are allowed on these two dates to have an understanding on the project site conditions) Evidence of purchase of EOI document is mandatory.
4	Date of pre-proposal briefing	At - Vikas Bhawan Lohardaga
5	Release of response to clarification on <a href="http://www.lohardaga.nic.in">www.lohardaga.nic.in</a>	
6	Last date (deadline) for Online Submission of EOI Proposal	22/09/2016 till 05.00 PM
7	Addressee and Address at which proposal in response to EOI notice is to be submitted	At VikasBhawanLohardaga
8	Opening of Responses/EOI	24/09/2016 at 11:30 AM
9	Short listing of Bidders (Refer para 7)	Will be intimated later

10	Presentation /Demonstration on EOI Proposal by the Bidders	Will be intimated later
11	Bid Document Price	Rs. 10,000/- (Non-refundable)
12	Eligibility for attending pre-proposal briefing	Proof purchase of Bid Document from Vikas Bhawan Lohardaga/ Online receipt.
13	EMD/Bid Security (INR)	3 lakh
14	EMD/Bid Security payable to	DDC Lohardaga
15	Validity of EOI	The EOI Shall be valid for a period of not less than 180 days from the date of last day of submission of bids.
16	Period of Completion of Project	4 Month Only
17	Defects liability period	3 Years from the date of actual Completion
18	Currency and payment	All payment shall be made in INR in accordance with the provision of this EOI
19	Performance Security	An Amount equal to 10% of the bid value shall be deemed to be the performance security which has to be submitted at the time of execution of agreement.

#### **4. Tender Methodology**

All bidders are requested to submit RFP proposal along with EOI proposal through Online only. Top three EOIs will be shortlisted and their RFP will be opened by the selection committee. It is reminded that total cost of project is Rs. 46.90 Lakhs (Forty six lakhs and ninety thousand) only. It will be all inclusive; price Quotation of project should not exceed Rs. 46.90 Lakhs. Bid above Rs. 46.90 lakhs is liable to be rejected. Total marks for EOI is 100 and RFP is of 30 marks. RFP of bidders will be compared on the basis of quality and quantity of items proposed to be supplied by them. Bidder scoring maximum out of (100 +30) marks will be awarded the EOI for execution.

#### **5. Bidder participation**

- Public limited company or private limited company or consortium can submit the EOI. The firms/companies should be registered in state of Jharkhand. The term 'Bidder' used hereinafter would therefore apply to both a single bidder and/or the Consortium

#### **6. Number of EOI submission**

- Each Bidder, individually or should submit only one (1) EOI in duplicate for the project. Any Bidder or member of a Consortium, which submits or participates in more than one EOI for the Project would be disqualified and would also cause the disqualification of the Consortium in which it is a member.

## **7. Technical Qualification Criteria for EOI**

1. The bidder should be original Equipment Manufacturer (OEM) or its authorized agent or any other on behalf of authorized agent.
2. The Company must be well established in the area of Security Surveillance System and must have a valid agreement, established their business.
3. The Company should have sufficient technical expertise and requisite infrastructure to develop/install CCTV&other Security System.
4. The Company should also have the authorization of full support of maintenance and spares as details in this tender document from OEMs
5. The Company should have minimum average annual financial turnover of Rs 10,00,000/- during each of the three year ending 31st March 2016 as shown in audit report by a Chartered Accountant.
6. The Company must have satisfactorily executed 03 similar project each costing not less than Rs. 500000/- or 02 similar projects each costing not less than 7,50,000/- or 01 similar project costing not less than 10,00,000 during the last five years ending 31st March 2016. Similar project shall mean work supply, installation and commissioning of IP Based CCTV Cameras and any of the other security system in the major organization of central Government/State Government/Central Autonomous bodies/State Autonomous bodies/Central public undertaking/State Public Undertaking or other government institute in India. However, Committee reserves right to give a chance to start up firm also
7. Letter of reference from past customers along with contact, address etc. of each customer should be provided in order to show past performance in the execution of projects of a comparable nature and complexity.
8. The Company should provide a bank solvency certificate from any schedule bank of India. It must be in have to Rs. 3,00,000/-
9. The firm should submit VAT registration, PAN Card, Bank A/C details.

## **8. Scope of work-**

District Administration intends to upgrade security arrangement in town through the CCTV surveillance system various important places in the town premises will be covered by IP based CCTV surveillance system with state of the art facilities of monitoring the video relay at the level of different Division besides a central location. The suggested should have the following salient features:

- a. Day & Night online surveillance of different location/Places in Lohardaga town on a 24x7x365 days basis. Connectivity and monitoring from all the sites of installation should be available at I/C Security's room and with S.P office.

- b. The facility of recording at each of the installation should be for minimum period of 24x7 days and redundant recording available at cameralevel, in case power failure. The recording facility available at I/C security's room in respect of the location should be for a minimum period of 60 days.
- c. Storage facility of recording in the back-up storage should be available in I/C Security's room.
- d. The monitoring should consists of a combination of PTZ & camera (Days & Night Vision) and a suitable connectivity and mechanism shall by suggested by the bidder in their document in the EOI.

**9. Objective of the Project:**

1. Live monitoring of the activities at various locations to check overall security of the Lohardaga town area as well as to check alertness of Guards/Personnel on duty and their location.
2. To record the movement of vehicle in the campus
3. Identification of emergencies and response thereon.

**10. Functional Requirement s (Solution)**

The vender should offer one points solution to all the above mentioned security requirement. Part solution received from the bidders will not be entertained. The Bidder shall propose the must suitable integrated system solution. The proposed by the bidders should meet the following basis conditions:

1. The solution must offer a central location to record and view all the cameras
2. The solution should give to record the video on different frame rates for individual camera at one or two locations.
3. The recording or live view of the camera should be available to authorize personnel only.
4. Future possibility of coverage/adding additional location/camera, if required.
5. The recording resolution and frame rate for each camera shall be user programmable.
6. Allthe camera should be provided with suitable surge suppressor against lighting in power, signal & video lines.
7. The System shall be triplex, i.e. it should provide facility of viewing, recording and replay simultaneously. All the data have be stored for minimum period of 2 month.
8. All systems should be compatible with each other i.e. all software can be installed in same machine.
9. For trackingof suspected persons, system should have facility to alert control room through facial recognition software.
10. Facility for tracking of suspected vehicle through automatic number plate recognition system.
11. Facility for replay from camera to control room and from CCTV control room to dial 100 control rooms.
12. The bidder will have to establish finger print control door opening system in control room for resisting un authorized entry.



13. All system should have auto synchronization provision with database
14. Database/Hardware should be compatible with third party software.
15. System should be capable to handle heavy data.
16. System response time should be less than a second.
17. Provision for internal and external backup.
18. System should have LAN/RJ45, wifi (Optional) provision and able to work on local Area Network.
19. All software should be genuine and of the latest version. (Software and hardware patches/update should not be chargeable).
20. An agency has to provide or install all accessories along with device.
21. Database and reports should be customized and software should have a provision to create a customized report.
22. The solution should be scalable with a provision for expansion.
23. The functional requirement is only indicative; the system vendor shall quote latest system available at the time of submitting EOI.
24. Companies/Firms are requested to visit the site at his own cost and prepare a detailed project for requirement of Cameras.
25. Installation includes not only installation of camera but also installation of monitors, computer/servers purchased from the vendor.
26. Installation shall be done under the supervision of authorized representative of district administration Lohardaga
27. Only proposal of branded equipment's such SAMSUNG/PANASONIC/SONY/AXIS/VISIONITE/D-Link etc. have to be submitted. Ensure that all equipment's have ISI certification BIS and eco norms.

**11. Ownership:**

Ownership of data: district administration will own the data, application and its source code whatsoever including supporting classes, modules, etc.

**12. Warranty & Comprehensive Maintenance**

1. The complete system shall be under one three warranty, after successful testing, commissioning and handing over the district administration and defect freed maintenance during the period.
2. Contractor shall make necessary arrangements for keeping the sufficient spares at site to minimize the down time.
3. Training to be given to district administration staff for operation & maintenance, troubleshooting, user level training pertaining to system after successful commissioning. At the same time bidder will have to provide its own staff for operation and maintenance of the system.

### **13. Clarification on EOI Documents**

- Bidders requiring any clarification on the EOI may notify district administration in writing or e-mail.
- The district administration shall endeavour to respond to the questions raised or clarification sought by the bidders. However, the district administration reserves the right not to respond to any question or provide any clarification. In its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the district administration to respond to any question or to provide any clarification.
- The district administration may also on its own, if deemed necessary, issue interpretations and clarification on all Bidders. All clarification and interpretations issued by district administration shall be deemed to be part of the EOI. Verbal clarification and information given by district administration or its employees or representatives shall not in any or manner be binding on the district administration.

### **14. Amendment of EOI Document**

- At any time prior to the last date for receipt of EOI, district administration may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI Document by Addendum/Corrigendum.
- The Addendum/Corrigendum (if any) & clarification to the queries from all Bidders will be posted online at [www.lohardaga.nic.in](http://www.lohardaga.nic.in).
- To give prospective Bidders reasonable time in which to take the Addendum/Corrigendum into account in preparing their EOI, district administration may, at its discretion, extend the last date for the receipt of EOI Proposals.
- Any such Addendum/Corrigendum shall be deemed to be incorporated into this EOI.

### **15. Alternative EOIs by the Bidder**

- The Bidders shall submit offers which comply strictly with the requirements of the EOI document. Alternatives or any modifications shall render the EOI invalid. Bidder/Consortium shall submit only one response to EOI. Alternative/Optional EOI are not accepted.

### **16. Right to Terminate the Process**

- District administration may terminate the EOI process at any time and without assigning any reason. District administration makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- This EOI does not constitute an offer by district administration. The Bidders participation in this process may result in short listing the Bidders.

## **17. Disqualification**

District administration may at sole discretion at any time during the evaluation of EOI, disqualify any bidder. if the bidder has:

- Submitted the EOI documents after the response deadline.
- Submitted the EOI documents Offline mode only.
- Made misleading or false representations in the form, statement and attachments submitted in proof of the eligibility requirements.
- Exhibited a record of poor performance such as abandoning work, not completing the contractual obligations properly, inordinately delaying completion or financial failures, etc. in any project in the preceding three year.
- Submitted an EOI that is not accompanied by required documentation or is non-responsive.
- Failed to provide clarification related thereto, when sought.
- Submitted more than one EOI.
- Declared ineligible by the Government of India/State/UT Government/PSU for corrupt and fraudulent practices or blacklisted.
- Non-Submission of EMD & Bid document fee

## **18. Sealing and Marking of EOIs**

- Not required.

## **19. Submission of EOI**

- The Bidders are expected to submit the EOI through Online Only, before due date and time, covering all the required information in the Performa's wherever provided. Incomplete or late EOI are liable to be out rightly rejected.
- The Bidders should provide all Original Document as uploaded in "<http://jharkhandtenders.gov.in/>" at the time of Opening of EOI and whenever required by administration.

## **20. EOI Submission Format**

- The Entire proposal shall be strictly as per the format specified as in "<http://jharkhandtenders.gov.in/>" this request for Expression of Interest and any deviation may result in the rejection of the EOI proposal.

**21. Validity of EOI**

- The EOI submitted by the Bidder shall remain valid for a period of 180 (One hundred eighty) days after the date of EOI opening prescribed in this EOI. An EOI valid for shorter period may be rejected as non-responsive. District Administration may solicit the Bidder consent to an extension of EOI Proposal validity (but without the modification in the EOI Proposal)

**22. Confidentiality**

- Information relating to the examination, clarification, evaluation and recommendation for the short-listed Bidders shall not be disclosed to any person not officially concerned with the process.

**23. Expression of Interest document should cover the following:**

1. Core business areas of operation, number of years in the business, ownership and organizational structure of the Company.
2. Client references and brief details of the similar projects.
3. Audited financial statement for the last 3 year showing financial capability.
4. Solvency Certificate of Bank.
5. Technical proposal which shall include schematic diagram of the proposed system, flowchart for the control applications, approach paper for the proposed project, etc.

The bids for "Expression of Interest" shall be opened on at 11:30 AM on Dated 24<sup>th</sup> September 2016. If the said date of opening is declared a holiday, the EOI will be opened on the next working days at the same time and date. The participating firms or their representative are at liberty to attend the proceeding of opening of the "**Expression of Interest**"

**24. Evaluation Process**

Shortlisting of vendors will be done after scrutinizing/analysis of the pre-qualification document and EOI. EOI document shall be evaluated based on documentary evidences provided and presentation/demonstration made. The marks will be assigned to the proposal based on following criteria:

Sl.No.	Particulars	Marks for evaluation
1	Bidder's Profile *	50
2	Equipment Brands Proposed to be setup by the bidder. Marking for this evaluation will be the discretion of the committee.	10
3	CVs of the professional engaged by the bidder during assignment	10

4	Presentation/demonstration of the bidder	30
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\*It will be calculated on the basis of these points.

a.	No. of district in which the company is actively working for last 3 year	Nil - 0 Less than 2 district- - 3 3 to 4 district - 6 More than 4 district - 8	8 marks
b	No. of projects of government with which organization worked	Nil - 0 Less than 3 project - 5 More than 3 projects - 8	8 Marks
c	Average annual expenditure for last three financial year as per audited statement (Including all source of funding)	Less than 20 laks - 2 21 to 50 lakh - 5 above 50 lakh - 8	8Marks
d	How many local person attached with the company form Lohardaga Name and address to be attached. The Company shall take their affidavit. They will be the point of contact for any future endeavour	Nil - 0 Less than 5 - 2 More than 5 - 4 More than 10 - 6	6 Marks
e	No. of years for which bidder is ready to give assistance in the project after defects liability period.	Below 1 year - 0 1-2 year - 2 2- 3 year - 5	5 Marks
f	Whether the company received any International/National/State level awards	No - 0 Yes - 2	5Marks
g	Whether company office or branch office situated in Lohardaga	Nil - 0 Yes - 4	4 Marks
h	No. of year of experience in installation of CCTV (Submit proof thereof)	Nil - 0 Less than 3 year - 4 3 to 5 year - 5 More than 5 year - 6	6 Marks

Bidders shall present/Demonstrate their understanding of the objective, of the project, approach and methodology for carrying out the project activities and obtaining the expected output.

## 25. Inspection of site by the Bidder

- Bidders are advised to inspect and examine the site.

## **26. Award of EOI**

After selection, a Letter of Acceptance shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the letter of acceptance, sign and return the duplicate copy of the letter of acceptance in acknowledgement thereof. In the event the duplicate copy of the letter of acceptance duly signed by the Selected Applicant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the letter of acceptance.

## **27. Execution of Agreement**

After acknowledgement of the letter of acceptance as aforesaid by the Selected Applicant, it shall execute the Agreement within 15 days on the prescribed form. The Selected Applicant shall not be entitled to seek any deviation in the Agreement.

## **28. Cost of Proposal**

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

## **29. Acknowledgement by Applicant**

- 1. It shall be deemed that by submitting the Proposal, the Applicant has:**
  - (a) Made a complete and careful examination of the EOI-cum-RFP;
  - (b) Received all relevant information requested from the Authority;
  - (c) Accepted the risk of inadequacy, error or mistake in the information provided in the EOI-cum-RFP or furnished by or on behalf of the Authority or relating to any of the matters referred to in Clause 2.6 above;
  - (d) Satisfied itself about all matters, things and information, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
  - (e) Acknowledged that it does not have a Conflict of Interest; and
  - (f) Agreed to be bound by the undertaking provided by it under and in terms hereof.
  
- 2. The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to EOI-cum-RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.**

**30. Amount of liquidated damages for delay in completion of work.**

- $1/200^{\text{th}}$  of initial contract price rounded off to the nearest thousand per day.

**31. Maximum limit of liquated damages for delay in completion of work.**

- 10 % of the initial contract price rounded off to the nearest thousand.

### 30. Format of application form

#### (Format of application form)

To  
Deputy Development Commissioner  
Vikas Bhawan Lohardaga, Jharkhand  
Pin- 835302

Sub: Expression of Interest for supply, Installation and Commissioning of IP based CCTV cameras (Security Surveillance System) and other related items/accessories in Lohardaga town.

Dear sir,

This has reference to the advertisement that was published in the .....dated .....for supply and installation of IP based CCTV Cameras and its accessories (Security Surveillance System) in Lohardaga town. We are interested in submitting our Expression of Interest for the same.

We have a submission that we qualify for this work as our company meets all the pre-qualifying criteria indicated by you. The details are as under:

<b>Technical qualification Criteria</b>	<b>Details</b>
The Company must be OEM or its authorized agent.	
The Company must be well established in the area of Security Surveillance System and must be registered with the appropriate authority. If the Company is based abroad they must have an office in India.	
Address of registered office	
Name & Designation of the contact person	
Telephone Nos./Fax/E-mail	
Pan/GIR No. (Please enclose photocopy)	
Sales Tax/VAT/EXCISE Reg. NO. Registration No. (Please enclose Photocopy)	
Service Tax Registration No. (Please enclose Photocopy)	
Banker of Company/firm agency with full address (Attach certified copy of statement of A/C for the last year Telephone Number of Banker	
Proof of financial status in form of audit report, Balance Sheet, Profit & Loss A/C along with all the schedules etc. For the last three financial year. The company should have minimum average Annual turnover of Rs. 10 Lakhs during each of the last three years.	
Income tax return for the last three year (please enclose photocopy)	
The Company must have satisfactorily completed execution of 03 similar projects each costing not less than	



Technical qualification Criteria	Details
Rs. 5,00,000/- or 02 similar projects each costing not less than Rs. 7, 50,000/- or 01 similar project costing not less than Rs. 10,00,000/- during the last five year ending March 2016. Similar project shall mean work of supply, installation and commissioning of IP Based CCTV Cameras and it's Accessories (Security Surveillance System) in the major organization of central Government/ State Government/Central Autonomous bodies/State Autonomous bodies/Central Public Undertaking/State Public Undertaking or other government institutes in India	
Details of clients along with address, telephone and Fax numbers, Amount of contract, Duration of contract (Attach a separate sheet in the following format)	
The company should provide a bank solvency certificate of Rs. 10 Lakh.	
The Company should also have the authorization of full support of maintenance and spares as detailed in this tender document from OEMs.	
Enclose a declaration on your letter head that the tenderer /firm has never been blacklisted or punished by any court for any criminal offence/breach of contract and that no police/criminal case is pending.	
Approach paper for the proposed project	

Sl. No.	Name of client with address. Phone and FAX numbers	Amount of Contract (Rs.)	Duration of contract	
			From	To

We understand that of the details given in support of claims made above are funds to be untenable or unverifiable or both, our bid may be rejected without any reference to us. We further clearly understand that district administration Lohardaga is not obliged to inform us of the reasons of rejection of our bid.

Your faithfully

(\_\_\_\_\_)

Signature, Name, Designation & contact no. of the authorized Signatory.

**Performa 1: Cover Letter**

[On the letterhead of the Bidder or Lead Member in case of a Consortium]

[Date]

To  
Deputy Development Commissioner  
Vikas Bhawan Lohardaga, Jharkhand  
Pin- 835302

Ref: EOI for Design, Supply, Connectivity, Installation, Commissioning & Operation & Maintenance of IP Based CCTV Camera

With reference to your EOI Document dated \_\_\_\_\_, I/we having examined the Document and understood their content, hereby submit my/our EOI for the aforesaid Project. The EOI is unconditional and unqualified.

i. We propose to submit our EOI in individual capacity as.....

or

We propose to submit our as a Consortium of Member as follow:

- \_\_\_\_\_ Lead Member
- \_\_\_\_\_ Consortium Member 1
- \_\_\_\_\_ Consortium Member 2

ii. All information provided in the EOI and in the Appendices is true and correct and the documents accompanying are in original or true copies of their respective originals as the case may be.

iii. This statement is made for the express purpose of qualifying as an Bidder for Design, Supply, Connectivity, Installation, Commissioning, Operation & Maintenance of IP Based Integrated Security and Surveillance System.

iv. We shall make available to district administration any additional information it may find necessary or require to supplement or authenticate the EOI.

v. We acknowledge the right of district administration to reject our EOI without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

vi. We certify that in the last three years, we/any of the Consortium Members have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from an project nor contract nor have any contract terminated for breach on our part.

vii. We declare that:

- We have examined and have no reservations to the EOI Documents, including any Addendum issued by district administration.
- We do not have any conflict of interest in accordance with the EOI document.
- we have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any Agreement entered into with district administration or any other public sector enterprise or any government, Central or State, and
- We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

viii. We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept nor EOI that you may receive nor to invite the Bidders to submit a Proposal for the Project, without incurring any liability to the Bidders.

ix. We believe that we/our Consortium/proposed Consortium satisfy (ies) the eligibility criteria and meet (s) the requirements as specified in the EOI document.

x. We declare that we/any Member of the Consortium are/is not Member of a/any other Consortium submitting an EOI for the Project.

xi. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

xii. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or any of our Associates.

xiii. We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/Managers/employees.

xiv. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate district administration of the same immediately.

xv. We acknowledge that our Consortium would be qualified and short-listed on the basis of technical and/or financial capability of the Consortium. We further agree and acknowledge that the aforesaid obligation shall be in addition to the obligations contained in the EOI Document in respect of Change in Ownership.

xvi. We acknowledge and agree that in the event of a change in control of an Associate whose Technical Capability was taken into consideration for the purposes of short-listing and qualification under and in accordance with the EOI document/RFP/Project Agreement, We shall inform district administration forthwith along with all relevant particulars and district administration may, in its sole

discretion, disqualify our Consortium or withdraw the Letter of Award, as the case may be. We further acknowledge and agree that in the event such change in control occurs after signing of the Project Agreement but prior to Financial Close of the Project, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Project Agreement shall be liable to be terminated without district administration being liable to us in any manner whatsoever.

xvii. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by district administration in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.

xviii. We (including our Consortium Member) hereby certify and confirm that in the preparation and submission of our EOI to Set-up Integrated Security and Surveillance System. We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as ant-competitive. We (including our Consortium Member) further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with this EOI.

xix. We agree and undertake to abide by all the terms and conditions of the EOI Document.

xx. We submit this EOI under and in accordance with the terms of the EOI Document.

On Behalf of (Name of the Bidder/Lead Member)

.....

Signature of the Authorized Person

Name: Designation

Note : Paragraphs in square parenthesis may be omitted, if not applicable.

**Proforma2: Firm Details**

i Details of the Firm/Bidder

- Name of Firm/Bidder : \_\_\_\_\_
- Address : \_\_\_\_\_
- Tel. No. (with code) : \_\_\_\_\_
- Contact person : \_\_\_\_\_
- Name and Designation : \_\_\_\_\_
- Address, Telephone No. and Email address :

ii. Type of Company: [with supporting Document]

iii. Date of incorporation with documentary evidence (or equivalent certificate)

iv. Registration detail of firm with documentary evidence (or equivalent certificate)

v. Service tax registration number and copy of the last return filed (or equivalent certificate) [with supporting]

vi. State whether applying as Sole Bidder or Lead Member of a Consortium.

vii. If the Bidder is Lead Member of a Consortium, state the following for each of the other Member Firms:

- Name of the Firm :
- Legal Status and country of incorporation :
- Registered address and principal place of business ;

viii. Brief description of the firm and organization structure and business.

On Behalf of (Name of the Bidder/Lead Member)

.....

Signature of the Authorized Person

Name:

Designation:

**Performa 3: Detailed experience format**

LIST OF SIMILAR WORKS COMPLETED DURIN THE LAST THREE (3) YEARS

[Formats to be filled for each reference experience/project individually along with verifiable documentary proof)

**Refer Clause 35.2**

<b>Name of the Work &amp; Location</b>	
<b>Client's Name and Complete Address</b>	
<b>Scope of work carried out by the Bidder</b>	
<b>Contract Value for the bidder (in INR)</b>	
<b>Contract value of whole project (in INR)</b>	
<b>Date of tart</b>	
<b>Date of Completion</b>	
<b>Number of outdoor cameras</b>	
<b>Number of indoor cameras</b>	

SEAL AND SIGNATURE OF THE BIDDER

**Note:**

- In support of having completed above works attach self-attested copies of the completion certificate from client indicating the name of work, the description of work done by the Bidder, date of start, date of completion (contractual & actual), value of contract as awarded and as executed by the Bidder and value of material supplied free by the client and escalation amount.

**Performa 4: Declaration by Bidder**

[Affidavit on Non-Judicial Stamp Paper of INR 10 duly attested by Notary/Magistrate]

This is to certify that We, M/s. .... in submission of this offer confirm that:

We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements:

We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.

Business has never been banned with us by any Central/State Government Department/Public Sector Undertaking or Enterprise or Central/State Government.

We have submitted all the supporting documents and furnished the relevant details as per prescribed format.

The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.

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

.....

Signature of the Authorized Person

Name:

Designation:

**Performa 5: Financial Capability**

FORMAT FOR FINANCIAL CAPABILITY OF THE BIDDER

Name of Bidder/Lead Member of Consortium .....

<b>Annual Turnover (in INR)</b>		<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>Name of the Bidder/Lead Member of Consortium</b>				
<b>Name of the Consortium Member, if any</b>				
<b>Average Turnover for 3 years</b>				
<b>Turnover in Security/Surveillance related fields (in INR)</b>		<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>Name of the Bidder/Lead Member of Consortium</b>				
<b>Name of the Consortium Member if any</b>				
<b>Average Turnover for 3 years</b>				

Date:

Signature of the Authorized Person

Name:

Designation:

[Name and rubber seal of the Bidder/Lead Member]

Notes:

- The EOI must be accompanied by the audited Balance Sheet and Profit and Loss Account of the Bidder (of each member in case of a Consortium)for the last 3 (three) Financial Years.
- In case the Bidder or the Consortium member are subsidiary companies, the financial documents (audited Balance Sheet and Profit and Loss Account) of the holding company to be provided.



**Performa- 6 : Power of Attorney**

FORMAT FOR POWER OF ATTORNEY TO AUTHORIZE SIGNATORY

POWER OF ATTORNEY

[ To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant stamp Act. The stamp paper to be in the name of company who is issuing the power of attorney.]

We, M/s. \_\_\_\_\_ (Name of the firm/company with address to the registered office) hereby constitute appoint and authorize Mr/Ms/\_\_\_\_\_ (Name and residential address) who is presently employed with us and holding the position of \_\_\_\_\_, as our Attorney to do in our name and our behalf all or any of the act, deeds or things necessary or incidental to our EOI for the Project \_\_\_\_\_ (name of the Project), including signing and submission of the EOI participating in the meeting, responding to queries, submission of information/document and generally to represent us in all the dealing with Clint or any other Government Agency or any person, in connection with the work until culmination of the process of bidding till the Project agreement is entered into with \_\_\_\_\_ (Client) and thereafter till the expiry of the Project Agreement.

We hereby agree to ratify all acts, deeds and things lawfully done by our attorney pursuant to this power of attorney and all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us.

(Add in the case of a Consortium/Joint Venture

Our firm is a member/Lead Member of the consortium of \_\_\_\_\_ and \_\_\_\_\_

Dated this the \_\_\_\_\_ days of \_\_\_\_\_ 2016

(Signature and name of authorized signatory)

\_\_\_\_\_

and

(Signature and Name in block letters of all the remaining partners of the firm Signatory for the Company)

Seal of firm company

Witness 1:

Witness 2:

Notes:

- To be executed by all the members individually.
- The Mode of execution of the power of attorney should be in accordance with the procedure, if any laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

## Performa 7: Power of Attorney

### FORMAT FOR POWER OF ATTORNEY FOR LEAD MEMBER OF CONSORTIUM

#### POWER OF ATTORNEY

[ To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant stamp Act. The stamp paper to be in the name of company who is issuing the power of attorney.]

Whereas \_\_\_\_\_ has invited Eols for \_\_\_\_\_ (name of the project)

whereas, the Member of the Consortium comprising of M/s. \_\_\_\_\_ the \_\_\_\_\_ and M/s. \_\_\_\_\_ (the respective names and addresses of the registered office to be given) are interested in bidding for the Project and implementing the same in accordance with the terms and conditions contained in the EOI Document.

Whereas, It is necessary for the member of the Consortium to designate one of them as the lead member with all necessary power and authority to do, for and on behalf of the Consortium, all act, deeds and things as may be necessary in connection with the Consortium's EOI for the Project.

#### NOW THIS POWER OF ATTORNEY THAT

We, M/s. \_\_\_\_\_ M/s. \_\_\_\_\_ and M/s. \_\_\_\_\_ hereby designate M/s. \_\_\_\_\_ being one of the member of the Consortium, as per the lead necessary or the Consortium, to do on behalf of the Consortium, all or any of the acts, deeds or things necessary or incidental to the Consortium's EOI for the Project, including submission of the EOI, participating in meeting, responding to queries, submission of information/document and generally to represent the Consortium in all its dealings with Client or any other Government Agency or any person, in connection with the Project until culmination of the process of bidding till the Project Agreement is entered into which Client and thereafter till the expiry of the project Agreement.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us/Consortium.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2016

\_\_\_\_\_  
(Signature)

(Name in Block Letter of Executant) [seal of company

Witness 1

Witness 2

Witness 3

#### Note

- To be executed by all the members individually, in case of a consortium
- The Mode of execution of the power of attorney should be in accordance with the procedure, if any laid down by the applicable law and the charter document of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

## Performa- 8: Manpower Proposal

For successful implementation, operations & operations & maintenance of the project during the 5 year contract period, the bidder may propose the required manpower in the following lines-

Sl. No.	Manpower Category	No. of resource required	Academic qualification required	Certification required if any
1	Project Head			
2	Project Manager			
3	Surveillance Expert			
4	Solution architect (solution, network, hardware)			
5	Data Centre Expert			
6	Handholding staff			
7	Master Trainer			
8	Facilities Management engineer/staff			
9	Any other			

**Performa 9: (BID SECURITY (BANK GUARNANTEE))**

WHEREAS, \_\_\_\_\_ [name of Bidder] (hereinafter called "the Bidder") has submitted his Bid dated\_ [date] for the construction of \_\_\_\_\_ [name of Contract hereinafter called "the Bid"].

KNOW ALL PEOPLE by these presents that We \_\_\_\_\_ [name of Bank of \_\_\_\_\_ [name of country] having our registered office at \_\_\_\_\_ (hereinafter called "the Bank") are bound unto \_\_\_\_\_ [name of Employer's Representative] (hereinafter called "the Employer's Representative") in the sum of \_\_\_\_\_ \*for which payment well and truly to be made to the sad Employer's Representative the Bank itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_, 20

THE CONDITIONS of this obligation are:

- (1) If after Bid opening the Bidder withdraws his bid during the period of Bid validity specified in the Form of Bid;
- OR
- (2) If the Bidder having been notified to the acceptance of his bid by the Employer during the period of Bid Validity:
    - (a) Fail or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
    - (b) Fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders; or
    - (c) Does not accept the correction of the Bid Price.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date \_\_\_\_\_ \*\*days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension (s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

WITNESS \_\_\_\_\_ SEAL \_\_\_\_\_

---

[Signature, name and address]

- \* The Bidder should insert the amount of the guarantee in words and figures denominated in Indian Rupees. This figure should be the same as shown in Clause 16.1 of the Instructions to Bidders.
- \*\* 45 days after the end of the validity period of the Bid. Date should be inserted by the Employer before the Bidding documents are issued.

**Performa 10 : PERFORMANCE BANK GUARANTEE**

TO

\_\_\_\_\_ [name of Employer's Representative]

\_\_\_\_\_ [address of Employer's Representative]

WHEREAS \_\_\_\_\_ [name and address of Contractor] (hereafter called "the Contractor") has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to execute \_\_\_\_\_ (name of Contract and brief description of Works) [hereinafter called "the Contract"]

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total of \_\_\_\_\_ [amount of guarantee]\* \_\_\_\_\_ (in words), such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between your and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 28 days from the date of expiry of the Defect Liability Period.

**Signature and Seal of the guarantor** \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

\*An amount shall be inserted by the Guarantor, representing the percentage the Contract Price specified in the Contract including additional security for unbalanced Bids, if any and denominated in Indian Rupees.

# Performa 11: Letter of Acceptance

(Letter head paper of the Employer's Representative)

\_\_\_\_\_ (Date)

To

\_\_\_\_\_ (Name and address of the Contractor)

\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

This is to notify you that your Bid dated \_\_\_\_\_ for execution of the \_\_\_\_\_ (name of the contract and identification number, as given in the Instructions to Bidders) for the Contract Price of Rupees \_\_\_\_\_ (amount in words and figures), as corrected and modified in accordance with the Instructions to Bidder's is hereby accepted by our agency.

You are hereby requested to furnish Performance Security, in the form detailed for an amount equivalent to Rs. \_\_\_\_\_ within 21 days of the receipt of this letter of acceptance valid up to 28 days from the date of expiry of defects Liability Period i.e. up to \_\_\_\_\_ and sign the contract, failing which action as will be taken.

Yours faithfully,

Authorized signature  
Name and title of Signatory  
(Employer's Representative)

---

1. Delete "corrected and" or "and modified" if only one of these actions applies. Delete as corrected and modified in accordance with the Instructions to Bidders, if corrections or modifications have not been affected.



# Performa 12: Issue of Notice to proceed with the work

(Letter head paper of the Employer's Representative)

\_\_\_\_\_ (Date)

To

\_\_\_\_\_ (Name and address of the Contractor)

\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

Pursuant to your furnishing the requisite security as stipulated and signing of the Contract for

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ at  
a Bid Price of Rs. \_\_\_\_\_

You are hereby instructed to proceed with the execution of the said works in accordance with the contract documents.

Yours faithfully,

Authorized Signature  
Name and title of Signatory  
(Employer's Representative)

# Performa 13: Agreement Form

## Agreement

This agreement, made the \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ (name and address of Employer) [Here in after called "the Employer] and \_\_\_\_\_ (Name and address of contractor) hereinafter called "the Contractor" of the other part.

Whereas the Employer is desirous that the Contractor execute \_\_\_\_\_

(Name and identification number of contract) (Here in after called "the Works") and the Employer has accepted the Bid by the Contractor for the execution and completion of such Work and the remedying of any defects therein, at a cost of Rs \_\_\_\_\_

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying the defects wherein Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The following documents shall be deemed to form and be ready and construed as part of this Agreement viz.
  - (i) Letter of Acceptance
  - (ii) Notice to proceed with the works,
  - (iii) Contractor's EOI
  - (iv) Condition of Contract
  - (v) Contract data
  - (vi) Additional condition

In witnessed whereof the parties there to have caused this Agreement to be executed the day and year first before written.

The Common Seal of \_\_\_\_\_ was hereunto affixed in the presence of:

Signed, Sealed and Delivered by the said \_\_\_\_\_

in the presence of :

Binding Signature of Employer's Representative \_\_\_\_\_

Binding Signature of Contractor \_\_\_\_\_

## Performa 14: Request for proposal

Bidder shall describe the approach and methodology based on its assumptions and past experience. Indicative list of components to be covered as part of approach & methodology. It will be treated as request for proposal (RFP)

### 1. Details of the survey assessment

#### A. Cameras.

Sl.No.	Location	Fixed and PTZ (Dome) CCTV Camera					
		1.3 MP		3 MP		>5MP	
		No.	Brand	No.	Brand	No.	Brand
1							
2							
3							

#### B. Network

Sl.No.	Location	Type of Network	Envisaged Bandwidth
1			
2			
3			

#### C. Integration

Sl.No.	Location	Number of camera to be integrated	Remarks
1			
2			
3			

2. Architecture of surveillance system, command and control centre. Data centre, disaster recovery centre.
3. Recommendation on connectivity
4. Details of operations and maintenance phase
5. Proposed work plan for implementation period
6. Any other details required for comprehensive establishment and successful running of the project.
7. Bidders are free to add any other table. If required