

भारत सरकार
संगणक केन्द्र
सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय
पूर्वी खण्ड-10, रामकृष्ण पुरम्,
नई दिल्ली-110066

Government of India
Computer Centre,
Ministry of Statistics & PI
East Block-10, R K Puram,
New Delhi- 110 066

Dated: 07.11.2013.

TENDER NOTICE:

On behalf of the President of India quotations are invited for “Developing A Web Accessible GIS Database For Socio-Economic Data as a Part of Establishing of National Spatial Data Infrastructure (NSDI) Node” in this Centre from the reputed bidders:

2. The bidder will be selected under the Combined Quality cum Cost Based System method (CQCCBS) with weightings of 70:30 (70% for technical proposal and 30% for financial proposal) and as per procedures described in this RFP.
3. The content of this RFP has been structured as:
 - i) Terms of Reference (TOR) (as per GFR-170):
 - Precise statement of objective.
 - Outline of the task to be carried out.
 - Schedule for completion of tasks.
 - The support or inputs to be provided by the Department to facilitate the Firm.
 - ii) Instruction to Company/Firm
 - iii) Eligibility and pre-qualification criteria.
 - iv) List of key position in Company.
 - v) Bid evaluation.
 - vi) Technical Proposal: Standard Form
 - vii) Financial Proposal: Standard Form
 - viii) Sample of Agreement.

Tender may be addressed to "Under Secretary, Computer Centre, East Block- 10, R.K.Puram, New Delhi-110066.". Last date of receipt of the tender in this Centre is on or before 28.11.2013 till 03.00 PM. The tender will be opened on the same day at 04.00 PM in this Centre.

Any clarification on the RFP can be obtained from the following contact person:

Deputy Director (Economic Census),
Computer Centre,
Ministry of Statistics and Programme Implementation
East Block-10, R.K. Puram, New Delhi-110066
Tel.: 011-26104194, Mob.: 09868226719
Web site: www.mospi.gov.in , Email: meena.ps@nic.in

Yours faithfully,


(SHAKUN PARDASANI)

Under Secretary to the Government of India

Copy to: Shri R.P. Thakur, DD(Web Unit), Computer Centre with the request to upload the above tender along with the enclosed contents both in the Ministry Website and also in the e.procurement.

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1. TERMS OF REFERENCE(TOR)

1.1 Objective:

Computer Centre, Ministry of Statistics and Programme Implementation is required to Establish NSDI Node using Open Source Technologies & Creation/Updation of Meta data on India Geo Portal with OGC/ISO compliant Catalogue Service on Web (CSW). As part of this project, it is proposed to develop a pilot scale GIS database for socio - economic data available with the Ministry of Statistics and Programme Implementation.

1.2 Scope of Work:

Establishment of NSDI Node using Open source technologies & Creation/Updation of Metadata includes following items of work:

- i) Creating a web-enabled GIS database for selected data sets and developing GIS applications for service over the web using open source technologies. The underlying data model should be appropriately prepared and documented to support future maintenance of the database.
- ii) Creation of Meta data tables as per NSDI Metadata Standards.
- iii) Uploading & Updating of Meta data on a web Portal.
- iv) Provision of OGC/ISO-compliant WMS and WFS for sharing of the maps, features, statistical data from the above database.
- v) Transfer of technical knowhow to Computer Centre staff through onsite hands on training for maintenance of the above system.

1.3 To complete this project, Computer Centre intends to hire the services of an experienced organization having expert staff.

1.4 Schedule for completion of Task: Six Month

1.5 Payment: Payment will be made after completion of the project and satisfaction of the users.

1.6 Penalty: If services of firm are not found satisfactory in the specific period, penalty will be imposed of Rs. 10,000/- per month.

2. INSTRUCTION TO FIRM

2.1 Submission of proposal

Bidders are required to submit Technical & Financial Bid in 2 separate envelopes which should be clearly marked as “TECHNICAL BID” & “FINANCIAL BID”. Both Bids should be placed in one envelope which should clearly mark the project name and the Firm name who is submitting the bid.

2.2 Technical Proposals

- i) The technical proposal should contain the resumes of the resources, Average Turnover of the Company in last three financial years(2010-11, 2011-12, 2012-13), Past Experience in work in Government of India with at least one work order ,Team Composition & Deployment and Understanding of TOR.
- ii) The technical proposal should also contain all documentary proof's against the eligibility criterion

2.2.1 Earnest Money Deposit (EMD)

The Bidders must submit an Earnest Money deposit of Rs 10,000/= in the form of a Bank draft along with a Technical proposal.

The EMD shall be in Indian Rupees only. The Bank Draft should be drawn in favor of “Pay and Accounts Officer, Ministry of Statistics and P.I.” and payable at New Delhi.

Unsuccessful Bidder's EMD will be discharged / refunded as promptly as possible, but not later than 30 days after the decision of the financial bid.

The successful Bidder's EMD will be discharged only after the completion of the contract papers.

2.3 Financial Proposals

- i) The bidder should submit the financial bid as per the format indicated in FORM FIN 2 in a separate sealed envelope.

- ii) The quote should be in Indian Rupees and should be inclusive of all taxes as applicable. The Financial Proposal shall be prepared using the attached Standard Forms.

2.4 Authorization of signatory:

The Bid may be signed either by the Principal Officer of the Firm or his duly Authorized Representative. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Representative or the Principal Officer.

2.5 Ownership:

All rights of data and documents generated as part of this product will rest with Computer Centre, Ministry of Statistics and Programme Implementation, R K Puram, New Delhi-66.

2.6 Taxes:

The bidder shall include in Bid Price including taxes as applicable on amounts by clearly indicating the basic cost, taxes and duties separately payable by the Firm under the Contract. All taxes, duties and other impositions as applicable in India shall always be deemed to be included in the Financial Proposal.

(ii) The Financial Proposal shall include all commercial implications and applicable taxes should also be included in the Financial Proposal.

(iii) Bid/Contract price shall remain fixed for the entire Contract period.

2.7 Award of Contract

- i) Computer Centre, Ministry of Statistics and PI shall award the Contract to the selected bidder by issue of Letter of Award (LOA) and notify all bidders who have submitted proposals after award is accepted by the selected bidder.
- ii) The selected bidder is expected to commence the assignment on the date and at the location specified in the LOA/ Contract.

2.8 Performance security

- (i) For the due performance of the assignment in accordance with the terms and conditions specified, the Firm shall on the day or before signing the contract which shall not be later than 30 (thirty) days of the issue of the Letter of Award, furnish to Ministry of Statistics and PI a performance security in the form of an irrevocable Bank Guarantee for an amount equal to ten percent (10%) of cost of the project. This bank guarantee may be discharged after successful completion of Project.
- (ii) The Bank Guarantee/s shall be in favor of the **Pay and Accounts Officer, Ministry of Statistics and Programme Implementation**, issued by the State Bank of India or any Nationalized or schedule Indian Bank, approved by the Reserve Bank of India and acceptable to Ministry of Statistics and PI. The Bank Guarantee/s shall be on the Performa, which shall be furnished by Ministry of Statistics and PI.
- (iii) It is expressly understood and agreed that the performance security is intended to secure performance of entire contract. It is also expressly understood and agreed that the performance security is

not intended to cover all the damages detailed / stipulated in various clauses in the Contract document.

- (iv) If the assignment period, for whatever reason be extended, the bidder, shall at his own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him extended and shall furnish the extended / revised Bank Guarantee to Ministry of Statistics and PI before the expiry date of the Bank Guarantee originally furnished.

2.8.1 Arbitration:

Performance of the contract is governed by the terms & conditions of the contract. In the case of dispute arising upon or in relation to or in connection with the contract between the MOSPI and the firm, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. The decision of the majority of arbitrators shall be final and binding upon both the parties. The detail may be seen at:

http://finmin.nic.in/the_ministry/dept_expenditure/acts_codes/ReqPropS C.pdf.

3. ELIGIBILITY AND PRE-QUALIFICATION CRITERIA

The bidder must be a Company registered under the Indian Companies Act 1956 or a Consortium of such registered companies

The bidder should have been in operation for at least five years as on 15th March, 2013 (Incorporation/ Registration Certificate required)

The bidder must have a minimum turn over for last 3 years INR 2 Crores(i.e. 2009-10, 2010-11, and 2011-12) or more. (Audited Accounts/Certificate from Auditors required for all consortium partners)

The bidder should have proper professional staff to handle these kinds of large similar work. (Employee details/ Resumes required along with certification)

The bidder should have successfully completed at least 2 software design, development and implementation projects for Government of India/PSU over the last 3 years in the area of GIS applications(Copy of work order, Completion Certificate, Contract for each of the mentioned assignments required)

The bidder/Consortium Partner shall have functional Office/Branch Office in Delhi/NCR

Documentary proof is essential for all the above clauses without which the proposal will be rejected. Technical and Financial evaluation will be done only for the bidders who have submitted EMD and are satisfying the above pre-qualification criteria.

4. LIST OF KEY POSITION IN ORGANISATION**(A) – Summary of Project Team****1). Technical/ Managerial Staff**

S. No	Name	Position	Duration of Engagement	Role Description	Nature of Tasks which will be Performed by him/ her
1					
2					
3					
4					
5					

(B) - Format-of Curriculum Vitae (CV) For Proposed Key professional staff

1. Proposed Position [i.e., team leader, trainer – life skills, trainer – business etc.]: _____

2. Name of Firm [*Insert name of firm proposing the staff*]: _____

3. Name of Staff [*Insert full name*]: _____

4. Date of Birth: _____ **Nationality:** _____

5. Education [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. Other Training [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

7. Employment Record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _ To [Year]: _____

Employer: _____

Positions held: _____

8. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand

that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff]
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

5. BID EVALUATION

5.1 Evaluation of Technical Proposals

5.1.1 Proposals which are not supported by adequate proof of the Signatory's Authority or are not accompanied by an EMD will not be evaluated.

5.1.2 The Evaluation Committee shall evaluate the Technical Proposals only for those bidders who satisfy the pre-qualification criteria of RFP. The technical proposals will be evaluated on the basis of their responses to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in RFP. Evaluations will be based on documentary evidence submitted by the bidder with respect to pre-qualification / evaluation / selection criteria. Each responsive proposal will be given a technical score (Ts). Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet. The Technical proposals which are unsigned and incomplete may also not be evaluated.

5.1.3 The proposal shall be rejected if bidder does not fulfill the eligibility criteria or the validity period of the proposal is less than 120 days.

5.1.4 Number of points to be given under each evaluation criteria for **technical evaluation:**

Description of each evaluation criteria	Maximum Marks with Break-up
Experience of the firm for developing in GIS database and related applications	25 Marks
Understanding of TOR	15 Marks

Suitability of Firm for assignment	50 Marks
Capability for transfer of knowledge / timing	10 Marks
Total	100 Marks

5.2 Public Opening and Evaluation of Financial Proposals:

5.2.1 After the technical evaluation is completed, the bidders shall be informed in writing about the time and location for opening the Financial Proposals. Bidder's attendance at the opening of Financial Proposals is optional but it shall be recorded and signed by all present. Financial Proposals shall be opened publicly in the presence of the bidder's representatives who choose to attend. The name of the bidders whose technical proposal is found responsive (i.e. identified bench mark) shall be read out.

5.2.2 The Financial Proposal of the bidders who meet the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals of the bidders who meet the qualifying mark as indicated in the Data Sheet shall be then opened, and the total prices read aloud and recorded.

5.2.3 Financial proposals of only those bidders will be evaluated, who secure a minimum of 60% marks in the technical evaluation.

5.3 Combined Evaluation:

Based on the criteria the combined score shall be obtained by weighing the technical and financial scores and adding them up. On the basis of combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained. The bidder securing the highest combined marks will be considered for award of the contract. Technical Scores will have a weight age of 60%. The Financial Proposals will be allotted a weight age of 40%. The total score shall be obtained by weighing the technical and financial scores and adding them up. On the basis of combined weighted technical and financial score, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest total combined technical and financial score will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The bidder securing the highest combined marks will be considered for award of contract.

6. TECHNICAL PROPOSAL- STANDARD FORMS

TECH FORMS	FORM NAME	X / \checkmark	Mention list of all supporting documents attached (if any)
TECH-1	Letter of Proposal Submission		
TECH-2	Company's Organization and Experience		
	(A). Company's Organization		
	(B). Company's Experience		
TECH-3	Comments or Suggestions on the Terms of Reference		

(On Bidder's Letter-head)

Form Tech 1A: Letter of Proposal Submission

[Location, Date]

To

The Under Secretary,
Computer Centre,
Ministry of Statistics and Programme Implementation,
East Block-10, R K Puram,
New Delhi-110066

Dear Sir

We, the undersigned, offer to provide Services through our Firm for Creation of NSDI Project, in accordance with your Request for Proposal dated 28.11.2013. We are hereby submitting our Proposal, which includes Technical Proposal with EMD and also the Financial Proposal as indicated in clause 8 of Section 2 sealed under a separate envelope.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Firm or Consortium Members]*. We undertake the total responsibility for performance and other liabilities of the , if contract is awarded to us.

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

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Part II Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications agreed by us during Contract negotiations.

We understand that Ministry of Statistics and PI is not bound to accept any Proposal it receives.

We remain,

Yours faithfully,

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

Name and Title of Signatory:

Name of Bidder:

Address:

*** NB: Authorization in form of power of Attorney is required on a non-judicial Stamp Paper.**

Form Tech 1B: Bidder's Authorization Certificate

To,

The Under Secretary,
Computer Centre,
Ministry of Statistics & Programme Implementation
R.K. Puram, New Delhi-110066

<Bidder's Name> _____, <Designation>-
_____ is hereby authorized to sign relevant documents on behalf of
the company in dealing with Proposal of reference <Reference No. & Date>
_____. He is also authorized to attend meetings and submit
technical & financial information as may be required by you in the course of
processing above said proposal.

Thanking you,

Authorized Signatory.

<Company Name>

Seal

Form Tech 1C: Bidder Details and Checklist

1	Company Information	Details
1.1	Company Name	
1.2	Details Address Phone number Email Fax Website	
1.3	Contact Person: Chief Executive/ Head of Operations Name Designation Mobile Number Email Fax	

Form Tech 2: Company's Organization and Experience
(A) - Company's Organization

[Provide here a brief description of the background and organization of your Company/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the Company, objectives of the Company etc. Also if the Company has formed a registered consortium, details of each of the member of the consortium, name of leader, etc shall be provided]

Years	2010-11	2011-12	2012-13	Average
Turnover (INR)				
Profit (INR)				

Attach Incorporation/ Registration Certificate, Audited Account Sheets/ P&L Sheets.

(B) - Company's Experience

Using the format below, provide information on each Assignment/job for which your Company, and each constituent in the case of consortium or joint venture, had legally Contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out Assignment/job similar to the ones requested under this Assignment/job (exact assignment / job details may be submitted). In case of consortium, association of Company, the Company must furnish the following information for each of the consortium member separately)

Company's name: _____

Assignment Name:		Country:	
Location within Country:		Key professional staff Provided by Your Firm / entity(profiles):	
Name of Client:		No. of Staff:	
Address:		No. of Staff-Months; duration of assignment:	
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current INR):	
Name of Associated, if any:		No. of Months of Key professional staff, provided by firm:	
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:			
Narrative Description of Project:			
Description of Actual Services Provided by Your Staff:			

Note: Please provide documentary evidence i.e. copy of work order, Contract for each of above mentioned assignment. The experience shall not be considered for evaluation, if such requisite support documents are not provided with the Proposal

Form Tech 3: Comments and Suggestions on the understanding of the Terms of Reference(TORS)

On the Terms of Reference

Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal inter-alia indicating the charges/ amounts for proposed additions/ deletions.

However, MOSPI is not bound to accept any/all suggestions proposed and may reject any such suggestion.

7. FINANCIAL PROPOSAL- STANDARD FORMS

TECH FORMS	FORM NAME	X / \checkmark	Mention list of all supporting documents attached (if any)
FIN-1	Financial Proposal Submission Form		
FIN-2	Cost		
FIN-3	Bank Guarantee (BG)		

Form Fin 1: Financial Proposal Submission Form

[Location, Date]

To

The Under Secretary,
Computer Centre,
Ministry of Statistics & Programme Implementation
East Block-10, R.K. Puram,
New Delhi-110066

Dear Sir,

We, the undersigned, offer to provide the Assignment/job for Establishment of NSDI Node in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposals (in one sealed envelope) is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all taxes. We hereby confirm that the financial proposals are unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposals.

Our Financial Proposals shall be binding upon us up to expiration of the validity period of the Proposal, i.e. till _____.

Name and Address, Amount and Purpose of Commission relating to the Proposal and Contract execution, if we are awarded the Contract is listed below.

We understand that you are not bound to accept any Proposal you receive.

We remain,

Yours faithfully,
Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:

Form Fin 2: Cost for Creation of NSDI Node**BID PROPOSAL SHEETS**

Name of the work: Creation of NSDI Node

Quotes submitted towards service for “Creation of NSDI Node” Project in Computer Centre, Ministry of Statistics and PI, Government of India, in accordance with the scope of work and terms & conditions mentioned under Scope of Services in clause 5.3, Section 5.

S. No.	Type of Work	Time Line	Cost in INR (₹)	Total Cost in INR (₹)
i.	Developing and web-hosting a GIS database for socio-economic data using open source tools.	6 Month		
ii.	Creation of Meta Data as per NSDI standard and provision of OGC/ISO compliant CSW, WMS and WFS from the above database			
Taxes				
TOTAL COST OF PROJECT (inclusive of all taxes)				

** Extendable up to 3 Months.

(The amount should be inclusive of all Taxes and for the entire scope of services)

Note:

- For the purpose of evaluation for Selection of Bidder, the total cost inclusive of taxes of all the above will be considered.
- Bidder must submit their financial bid for the total scope of work.

Place:

Date:

Signature of the Authorized Signatory

Name:

Designation:

Name & Address of the Bidder:

Form Fin3 :BG

ANNEXURE – C
(Ref. Para 7.4 of Chapter 7)

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The President of India

WHEREAS
(name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract 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 or the sum specified therein.

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

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier 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 the day of, 20.....

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

8. FORMAT OF AGREEMENT

This Contract is made at _____ (place) on the _____ day of the month and year) between **Ministry of Statistics & Programme Implementation**, New Delhi - (hereinafter called **Ministry of Statistics and PI** of the First Party AND _____, having its office _____ (hereinafter called “Company/Firm”) of the Second Party

[NOTE: *If the Company/Firm is a registered Consortium, then after writing the name of the ‘Company/Firm’ indicate “Leader of the Consortium” comprising of various legal entities namely _____ and also enclose a copy of the registered Consortium Deed and Power of Attorney executed by all members in favour of the Leader*]

WHEREAS

(a) The Firm, having represented to **Ministry of Statistics and PI** that it has the required professional skills, personnel and technical resources, has offered to carry out the services in response to the Tender Notice called ‘Request for Proposal’ dated _____ issued by **Ministry of Statistics and PI**;

(b) **Ministry of Statistics and PI** has accepted the Proposal dated _____ submitted by the Firm to provide the services on the terms and conditions set forth in this Contract.

NOW, THEREFORE IN CONSIDERATION OF THE MUTUAL CONVENANTS HEREIN CONTAINED, IT IS HEREBY AGREED between the Parties as follows:

1. The whole contents of RFP Reference No: S-11018/2/2009-CC datedand firm’s Proposal dated _____ shall be deemed to be form an integral part of this Contract:
2. The mutual rights and obligations of **Ministry of Statistics and PI** and the firm shall be as set forth in the Contract, in particular:
 - a. The SCOPE OF WORK will be as per Terms of Reference.

- b. The activities and the deliverables against each activity
- c. The Firm shall carry out and complete the Services within the time frame indicated in RFP in accordance with the provisions of the Contract;
- d. The consideration or Contract Price shall be Rs. _____ inclusive of all taxes.
- e. **Ministry of Statistics and PI** shall make payments to firm in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by _____

In presence of (Witnesses)

1. For and on behalf of [**Ministry Of Statistics and PI**]

(i)

[Authorized Representative]

(ii)

2. for and on behalf of [name of Company]

In presence of (Witnesses)

(i)

[Authorized Representative]

(ii)

[Note: *If the Company is a Consortium, then the Leader of Consortium and other members should sign in the following manner:*]

3. Other Members of the Consortium

(i) [name of member]

[Authorized Representative]

(ii) [name of member]

[Authorized Representative]