

PUNJAB SKILLS DEVELOPMENT FUND

TENDER DOCUMENT

PROVISION OF E-TENDERING SOLUTION WITH COMPLETE
DEPLOYMENT, IMPLEMENTATION AND SUPPORT

March 2019



Submission Date for RFP: April 15, 2019 before 11:00 AM

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II, Lahore Pakistan

Phone: +92-42-35752408-10

Fax: +92-42-35752190



Skills For Success

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1- Invitation to Bids

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from established firms/companies for **Provision of E-Tendering Solution with Complete Deployment, Implementation and Support** (hereafter called as bidders) to PSDF. All interested and eligible bidders are requested to go through the Tender document and provide relevant information along with supporting documents mentioned in this tender document.

2- Instruction to Bidders

The selection of **Goods & Services** will be based on **Quality & Cost Based Selection (QCBS) Method** through **Single Stage Two Envelopes** bidding procedure.

- a) The bid shall be a single package consisting of two separate envelopes, containing separately Technical and Financial proposals. The envelopes shall be marked as **(Provision of E-Tendering Solution with Complete Deployment, Implementation and Support to PSDF)** “Technical Proposal” and “Financial Proposal”
- b) In the first instance, the “Technical Proposal” shall be opened and envelope marked as “Financial Proposal” shall be retained unopened in the custody of PSDF.
- c) PSDF shall evaluate Technical Proposal in a manner prescribed in section – **10** given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.
- d) During the technical evaluation no amendments in Technical Proposal shall be permitted.
- e) After the evaluation and approval of the technical proposals, the fund shall open the financial proposals of the technically responsive bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- f) The financial bids found technically non-responsive shall be returned un-opened to respective bidders.
- g) The Technical and Financial Proposal will be evaluated based on PSDF’s evaluation criteria as provided in section – **10** and **11** of document.
- h) This document has different sections carrying information of eligibility, technical evaluation and terms of references, conditions of tender, type of contract etc. to assist potential bidders to develop their Technical Proposals. Bidders those found eligible and qualify in technical evaluation will be short-listed for financial bid opening.
- i) Contract shall be awarded on quality and cost-based method with combined evaluation of the Technical and Financial Proposals. **The weight of quality shall be 80% and 20 % weightage shall be given to cost.**
- j) Passing criteria for Technical Evaluation shall be minimum 65 marks.

3- Conditions for Eligibility

The successful bidder, fulfilling the following criteria, will be considered as an eligible bidder for the evaluation process;

1. The Firm/Company must be regular tax-payer (Last year tax return 16-17 or 17-18)
2. Provide NTN, GST/PST details, if applicable. (Copy of Registration is required)
3. Evidence of the firm/company's registration/incorporation is required. (Copy of certificate required)
4. Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution/any organizations (Declaration on stamp paper)
5. Bidding Vendor must be Tier 1 Partner of the principal of Solution provider.
6. Minimum 3 Implementation of similar product (Copies of contracts or purchase orders issued by clients are required).
7. Compliance to the following SLA **Annexure F** (signed and stamped on letter head is required)
8. A signed and stamped letter is required by the bidding organization that their proposed solution completely complies with all the requirements mentioned in the **Terms of Reference/ Scope of Work** in this document (signed and stamped on letter head is required)
9. A joint venture of any kind is not allowed to participate in the bid. (Please provide a declaration on letterhead)

Any, failure to provide information as per the above mentioned or fulfillment under the requirement of, "Eligibility Criteria Checklist" bidder shall be deemed to be or declared ineligible for the bidding process and its technical evaluation will not be carried out.

Note: Please mark/flag the supporting documents for Eligibility Criteria Checklist.

4- Terms of Reference/Scope of Work

a. Project Objective

Objective is to ensure process efficiency, reduced cycle time, transparency, reduced cost with standardized buying, promote paper-less environment & error free business awards.

b. Project Scope

Automation of entire procurement process from publishing of 3 quotes, tendering, EOI, RFQ, Pre-Qualification etc. till the Award (including automated generation of proceeding files and appendices).

Following functionalities are in scope including but not limited to;

1. SAAS based solution (Inclusive of Application Hosting/licenses (Client and Server), and no data storage limitation), 30 Users Licenses & unlimited supplier / TSP registration (Supplier means Vendor, Supplier, Training Service Provider (TSP) and bidder hereinafter referred to as "Supplier").
2. Tender Drafting and Management Approval and Publishing on Websites

3. Supplier Registration and its Master Data Management
4. Bidding and Registration Support for Supplier & PSDF Users, Evaluation Committees (Onsite, Offsite, Remote)
5. Supplier Bidding Functionality
6. Bid Evaluation and Shortlisting Process of PSDF (Technical, Financial etc.), Comparative Report for Trade Group for Commercial Evaluation, Offer Price Calculation using all formulas applicable in procurement rules, auto generation of appendices, or any other mechanism used for evaluation.
7. Grievance Management
8. Tender Award Process
9. Workflow Management
10. Alerts, Notification and E-Signatures for all Users and Suppliers / TSPs
11. Analytics and Customized Reports and Dashboards
12. Application Maintenance, Upgrade and Support
13. Legacy Data Migration (From File Based to E Tendering System)
14. Complete System Configuration
15. Complete Data Export/Archival (PDF) of Complete Tender Data (As required by PSDF)

Brief elaboration of the Scope of work as below:

1. Implement process for all types of procurement including Goods, general services, works, consultancy services, & Training Service Providers etc.
2. Configure purchasing document forms where required with company logo, contact information and other details.
3. Complete Bidding Process through e-tendering including:
 - a. Preparation of Bidding Document (Petty Purchase 3-Quotes, Tendering, EOI, RFP, Pre-Qualification including all procedures & methods as specified in PSDF Procurement Rules 2016 & PPRA). These rules may change time to time, therefore, will be required to be changed accordingly.
 - b. Evaluation i.e. eligibility check, responsiveness, technical evaluation and financial evaluation. (where applicable)
 - c. Conducting grievance process at different stages incorporating complete grievance and its documentation (where applicable)

- d. Commercial evaluation including price comparative with historical data (where applicable)
 - e. Negotiation with the Suppliers / Consultants / TSPs (where applicable)
 - f. Committee Approvals (there are multiple bid evaluation committees i.e. 3-Quotes, sealed bid tenders, individual consultancy {short & large}, consultant selection committee {short & large}, training service selection committee and Grievance & Redressal Committee or any other committee formed by the competent authority)
 - g. Generation of complete proceeding of procurements as per the prescribed formats of procurement department
 - h. Standard and customized reports & dashboards for each stage to track all procurement status and outstanding bids / tenders
 - i. Pre-Qualification process of Suppliers / Consultants / TSPs
 - j. All communication with Suppliers / Consultants / TSPs through E-Solution system.
 - k. Implementation of approval hierarchy based on the PSDF Delegation of Authority Matrix at each stage from committee members and competent authority. (Authority matrix & committee members can be changed from time to time based on management decision. The solution should be flexible enough to accommodate all such revisions.)
4. Collaborative work environment where procurement user, approvers and TSPs / Suppliers / Consultants can interact, and procurement status of each item is available in the system.
 5. Ensure availability of audit trail within the system.
 6. Training for Procurement Users, Vendors, Evaluators and System administrators would be required along with training material and configuration documentation.
 7. The above is the minimum requirement, however the project to be completed as per requirement and to the satisfaction of end users. **Recommendation are required from the bidder to make the process more effective & efficient and to ensure transparency.**
 8. Configurable Eligibility and qualification criteria from each Tender
 9. Training for the Suppliers as per PSDFs requirement
 10. 9 hrs (900 to 1800 PST) x 6 days (Monday to Saturday) online and onsite support for bug fixing and support supplier for filling the tender documents

i. According the SLA Mentioned in Annexure F

c. Project Deliverables

At the commencement of the project, PSDF requires following to be delivered:

1. A complete project plan is required to achieve the milestone / targets.
2. Training plan for buyers and suppliers
3. Agreement & Execution of complete testing plan, Test Cases and UAT for successful testing of the solution
4. E-Tendering solution providing functionalities that meet all business requirements as set out in Project Scope
5. Required Configuration, Templates, Workflows, Reporting and Trainings to achieve the objective.
6. Configuration Manual
7. PSDF customize Standard Operating Procedure (SOPs) for its End Users and TSPs / Suppliers
8. PSDF also requires written documentation of the processes, help manuals and future recommendations associated with this project. The documentation shall consist of the following:
 - a. Help manual for all features and functionalities of the software
 - b. Maintenance & support model
 - c. Technical design document for system customization / customized reports
 - d. Design considerations for future enhancements of system

d. Product compliance with international standards (must provide certificates)

Product must be certified with following Standards (following are the bare minimum standards for the Product)

- ISO/IEC 27001:2013 (Information Security Management System)
- ISO/IEC 20000-1:2011 (Service Management System)
- ISO/IEC 22301:2012 (Business Continuity Management System)
- ISO/IEC 27001:2013 (Information Security Management System)
- ISO/IEC 27018:2014 (Information Security Management System for Personally Identifiable Information in public clouds)
- ISO/IEC 9001:2015 (Quality Management System)
- ISO/IEC 37001:2016 (Anti-Bribery Management System)

e. Communication and Storage Data Encryption:

Encryption feature with a symmetric key (AES 256)

All interactions between users and the server are carried out in encrypted with TLS 1.2 with 256-bit key length.

f. Data Centre & DR Site:

Proposed SAAS solution should reside over a data center and its physically separated DR site as well

g. After Go Live Support

Bidder shall provide 9 hrs. (9.00 to 18.00 PST) x 6 days (Monday to Saturday) online and onsite support for bug fixing and support supplier for filling the tender documents. As per SLA mentioned below.

Important Note: Punjab Skills Development fund may increase or decrease the number of licenses before signing of the contract.

5- General or Special Conditions of Contract

- a) PSDF reserves the right to award or not to award the contract and Bidders who fail to complete and attach all the relevant documents shall deem to be or declared to be ineligible.
- b) No tender document shall be accepted, if not **properly sealed, marked, signed and stamped.**
- c) Bidders to ensure that their bid documents are submitted before the closing time and date of the tender. **Bids received after the closing time and date will NOT be accepted.**
- d) All documents and information received by PSDF from applicants will be treated in strict confidence. Documents submitted to PSDF will not be returned.
- e) All expenses related to participation in this bidding document shall be borne by the bidder.
- f) Documents shall be submitted in hard copies in a sealed envelope marked as “PROPOSAL” for “**Provision of E-Tendering Solution with Complete Deployment, Implementation and Support.**” The envelope containing hard copies of the technical proposal and financial proposal shall be received on the postal address given below.

Procurement Department: -

Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

E-mail: Procurement@psdf.org.pk Phone: +92-42-35752408-10, Fax: +92-42-35752190.

- g) PSDF also reserves the right to verify any information provided by the applicants or may visit business premises to verify the information shared in tender documents.
- h) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- i) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or **before 3 days of bid submission date.** For any other related information please contact the **Procurement Department.**
- j) PSDF shall enter into a formal contract with the successful Bidder only and reserves the right to terminate the contract if the performance of Bidder is unsatisfactory.

*** Although adequate thought has been given in the drafting of this document, errors such as typos may occur without any responsibility on PSDF's part.

6- Form of Contract

- a) The successful bidder shall sign and execute the standard contract of PSDF including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with the mutual consent of both parties.
- b) The duration of the contract shall be three years, If PSDF chooses to cancel the contract during the contract period, a notice period of one month will apply.
- c) The successful company will sign a contract and shall provide the agreed services within the stipulated agreed time of issuance of the Purchase Order.
- d) The penalty shall be imposed on the successful bidder if he fails to deliver the goods/services on agreed terms & conditions mentioned in the bidding document and contract.
- e) In case of any dispute regarding goods/services, the decision of the PSDF shall be final & binding.
- f) The PSDF may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any Firm/Company, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- g) The PSDF undertakes to pay the valid and complete invoice based on the successful performance of the successful bidders within thirty (30) days after the delivery of goods/services.
- h) PSDF will only make the payments in PKR.
- i) All taxes will be deducted in accordance with applicable laws.
- j) The bid shall remain valid for the period of **120 days** from the date of opening.

7- Form of Bid

The Bidders shall follow the Form of Bid specified in **Annex E**.

8- Completion Date

Complete Deployment, Implementation and Support within 12 to 16 weeks from the date of signing of the contract and issuance of PO/SO.

9- Performance Security

- a) The successful bidder will submit a performance guarantee (or any other form of performance security acceptable to PSDF) of 3% of contract value at the time of signing the contract which will be returned after completion of the contract.
- b) Any delay in deployment, Implementation and Support of E-Tendering solution as per agreed time frame will be subject to a penalty of @1% per day, up to a maximum 10% of the total contract value.

10- Technical Evaluation Criteria

This document is governed by the procedure approved by PSDF management and PSDF, Procurement Rule, 2016. The technical proposal of eligible organizations will be evaluated against requirements specified in the in "**Annex – D**".

11- Financial Evaluation Criteria

The Financial Proposals of only eligible bidders with technically qualified will be opened in the presence of all qualified bidders. All bids shall be opened publicly in the presence of bidders or their representatives who may choose to be present, at the time and place announced prior to the financial proposal opening and person designated for PSDF shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening. Please provide information regarding Financials in **Annex – E”**.

12- Submission of Bids (Technical and Financial Proposal): -

A complete bid containing Technical and Financial proposal along with Bid Security, all required information and documentary evidence must be submitted before closing date i.e.- April 15, 2019 at 11:00 AM-. Technical proposals will be publicly opened on the same day April 15, 2019, at 11:30 AM in the presence of bidder’s representatives who wish to attend it. Bid Security of disqualified bidders will be returned after awarding the business to the successful bidder.

a. Bid Security

Bid Security of Rs. 50,000 (Fifty Thousand) in the form of pay order or demand draft favoring Punjab Skills Development Fund shall be submitted along with the proposal. The Bid Security should be valid for a period not less than 6 months and must be enclosed with the financial bid.

b. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in **Annex H** shall be submitted with the proposal.

Annexes

Annex – A Organizational Information

Organization Information			
Sr. #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General / Punjab Sales Tax Number		
5	What is the legal status of your organization? Tick the relevant box (one box only).	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
	Others (Please specify)		
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Eligibility Check List				
Sr. No	Eligibility Criteria Details	Response/Elaboration/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	The Firm/Company must be regular tax-payer	(Last year tax return 16-17 or 17-18)	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide NTN, GST/PST details, if applicable.	(Copy of Registration is required)	<input type="checkbox"/>	<input type="checkbox"/>
3	Evidence of the firm/company's registration/incorporation is required	(Copy of registration/certificate required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution/any organizations	(Declaration on stamp paper)	<input type="checkbox"/>	<input type="checkbox"/>
5	Bidding Vendor must be Tier 1 Partner of the principal of Solution provider.	Letter by the principal is required	<input type="checkbox"/>	<input type="checkbox"/>
6	Minimum 3 Implementation of similar product	Copies of contracts or purchase orders issued by clients are required	<input type="checkbox"/>	<input type="checkbox"/>
7	Compliance to the following SLA Annexure F	Signed and stamped on letter head is required	<input type="checkbox"/>	<input type="checkbox"/>
8	A signed and stamped letter is required by the bidding organization that their proposed solution completely complies with all the requirements mentioned in the Terms of Reference/ Scope of Work in this document.	Signed and stamped on letter head is required	<input type="checkbox"/>	<input type="checkbox"/>
9	A joint venture of any kind is not allowed to participate in the bid.	(Please provide a declaration on letterhead)		

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s, and duration) Provide data in the sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
2	Start and end dates of providing Goods/Services (For example – Jan 2009 to September 2017)	i.
		ii.
		iii.
		iv.
3	Goods/Services provided to Number of firms/companies	i.
		ii.
		iii.
		iv.

Technical Evaluation Criteria				
S. No.	Descriptions	Total Points	Category Points	Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
1	General Experience	15		
	Worked with above 10 local/international/ Telecom/MNC clients/government and semi government/autonomous bodies/organization		15	Documentary proof (copies of the contractor work order or contact details of clients) should be furnished.
	Worked with less than 10 but more than or equal to 5 locals/international/Telecom/MNC clients/ government/ semi government /autonomous bodies/ organization		10	
	Worked with minimum 3 but less than 5 local/international/Telecom/MNC clients/government/semi government /autonomous bodies/ organization		5	
2	Relevant Experience (Number of Contracts)	25		Documentary proof (copies of the contract or Service Order) should be furnished.
	Providing/Implementing/Supporting & Maintaining Similar Solution; (Total number of assignments/projects more than 10)		25	Note: Each contracted Firm/Organization should be an independent entity. Information related to similar Solution Implementation/Supporting/Developing Experience must be highlighted from the Contract
	Providing/Implementing/Supporting & Maintaining Similar Solution; (Total number of assignments/projects more than 5 but less than or equal to 10)		15	
	Providing/Implementing/Supporting & Maintaining Similar Solution; (Total number of assignments/projects equal or more than 3 or more but less than or equal to 5)		10	
3	Financial Capability	20		
	Annual revenue/turnover of the company should be greater than Rs. 50 million		20	Copy of last financial audit report done by ICAP/SBP registered auditing firm or tax return of last year
	If annual revenue/turnover is less than or equal to Rs. 50 million but greater than 40 million		15	
	If annual revenue/turnover is less than or equal Rs.40 million but greater than 30 million		10	
4	Similar Projects done for a public listed organization	20		
	Similar Project implemented for public sector Stock Exchange listed Organization		20	Must provide details of the project/assignment PO/SO or copy of contract.
	Similar Project implemented for any public sector organization		10	
4	Support & Maintenance	10		Documentary details of support and maintenace office on company's letterhead with address of Offices.
	Support Office and Staff that Resides in Lahore		10	Resumes and certificates of the certified engineers of the product that is offered is to be provided
	Support Staff in Resides with in Pakistan but not in Lahore		5	
4	Certified Engineers	10		
	More than or equal to 3 Certified engineers		10	Resumes and certificates of the certified engineers of the product that is offered is to be provided
	2 Certified engineers		7	
	1 Certified engineer		3	
Technical Grand Total (TGT)		100		

Note: Please mark/flag the supporting documents for Technical Evaluation Criteria.

Form of Bid/ Financial Proposal

Sr. No.	Description	Currency	Unit Rate (inclusive of all applicable Taxes)	Total Price (inclusive of all applicable Taxes)
1. INITIAL LICENSE, 1ST YEAR MAINTENANCE AND IMPLEMENTATION COST				
A – SOFTWARE & LICENSE COST (30 Users)				
i)	E-Tendering SAAS Solution (as per TOR/SOW)	PKR		
B – CONSULTANCY / IMPLEMENTATION / TRAINING COST				
i)	Implementation & Training Services Cost	PKR		
C – SUPPORT COST				
i)	On-site Support Annually	PKR		
D – CHANGE REQUEST COST				
i)	*100 Man Days Cost (in case of any change request)	PKR		
Total (X)				

*Above man days cost will be considered for calculation purpose only but in contract the man days cost will be locked which may increase or decrease according to the business need

Sr. No.	Description	Currency	Unit Rate (inclusive of all applicable Taxes)	Total Price (inclusive of all applicable Taxes)
2. ANNUAL RECURRING COST FOR SUBSEQUENT YEARS*				
A – ANNUAL LICENSE COST				
a.	2 ND Year	Any currency		
b.	3 rd Year	Any currency		
B – Annual Support Cost as per SLA				
a.	2 ND Year	PKR		
b.	3 rd Year	PKR		
Total (Y)				

Note: All the costs will be acceptable in PKR only except where specifically mentioned other currencies. Prices in other currencies should be converted to Pakistan Rupees using the selling rates of exchange given by the State Bank of Pakistan as per the bid opening date, however prevailing conversion rate on invoice date will be applied for renewal of subsequent years.

Business Award:

Business will be awarded on the basis of following formula

Financial Component (FC) = (90% of Total (X) + (10% of Total (Y))

Technical Component (TC)= Technical Grand Total (TGT)

Total Evaluation Score = .8 x (TC) + .2 x (FC)

SERVICE LEVEL AGREEMENT

Severity Level	Response/Acknowledgment Time (During Business Hours)	Turn Around Time (During Business Hours)	Turn Around Time (After During Business Hours)	Resolution Time
Severity 1	30 minutes	60 Min	Under 4 hours	4 - 8 hours
Severity 2	1 hour	Within 8 hours	Not applicable	Within 24 hours
Severity 3	1 hour	Within 16 hours	Not applicable	Within 48 hours

NOTE:

*Hours mentioned above our business hours during 9 hrs. (900 to 1800 PST) x 6 days (Monday to Saturday)

*Turn Around Time is the time required for successful firm to engage a team to work on the issue reported.

*Resolution Time is the business hours required for the team for a fix.

Penalty Clauses

Severity 1: 0.5% penalty of the Monthly Support Cost on level 1 severity

Severity 2: 0.2% penalty of the Monthly Support Cost value imposed after every 24 hrs delay

Severity 3: 0.125% penalty of the Monthly Support Cost value imposed after every 48 hrs delay

Severity Level	Description
Severity 1	Services Disruption/outage that effect bidding Process and Subject to create delay in Tendering or Bidding process. Software / Application Bug that leads to service outage.
Severity 2	Services degradation that impacts bidding Process or Subject to create delay in Tendering or Bidding process for he Users. Or Service Disruption with in the Reporting Module which will cause Delay in the System Reporting Software Malfunction that lead to service degradation
Severity 3	Any kind of issue that is affecting one or more than one user

Declaration

Kindly provide the declaration as per format provided below at the end of the proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

Cover Letter for the Submission of Technical Proposal

[Firm/Company letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guide lines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Goods & Services for Provision of E-Tendering Solution with Complete Deployment, Implementation and Support in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We confirm that our product / solution confirms with all the functionalities and required certifications mentioned in the SOW/TOR.

Further, we hereby also declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: