

U.P. Electronics Corporation Limited



(U.P. Government Undertaking)
10 Ashok Marg, Lucknow-226001

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REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF BUSINESS ASSOCIATE FOR ORGANIZING TRAINING / WORKSHOP AT DISTRICT AND DIVISIONAL HEADQUARTER LEVEL

Reference No. : UPLC:CE&T:CEG:TRG/30-09-2014

Critical Dates

| SN | Particulars | Date | Time |
|----|--------------------------------|-------------------|----------|
| 1 | Proposal Submission Start Date | 30 September 2014 | 11:00 AM |
| 2 | Proposal Submission End Date | 07 October 2014 | 06:00 PM |
| 3 | Proposal Opening Date and Time | 09 October 2014 | 06:00 PM |

Place of Opening of Proposal : UP Electronics Corporation Ltd
10, Ashok Marg,
Lucknow-226001

**Note: - Proposal must be in sealed envelope Addressed to Managing Director,
UP Electronics Corporation Limited, 10, Ashok Marg, Lucknow)**

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Section I –Letter of Invitation

1. Through this Request for Proposal (RFP), it is intended to invite proposals for **SELECTION OF BUSINESS ASSOCIATE FOR ORGANIZING TRAINING / WORKSHOP AT DISTRICT AND DIVISIONAL HEADQUARTER LEVEL**
2. Empanelled Business Associates are advised to study the Proposal document carefully.
3. Submission of Proposal against this offer shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the Proposal document with full understanding and its implications.
4. The Corporation may, at its own discretion, extend the date for submission of Proposal. In such case all the rights and obligations of the Corporation and Business Associates previously subject to the deadline will thereafter be subject to the new deadline as extended.
5. The Proposal document is available on UPLC Office and also on UPLC's website www.uplclko.in. Interested Business Associates may view, obtain / download the Proposal document, seek clarification and submit these Proposal at UPLC Office, up to the date and time mentioned in the table below:-

| | |
|--|--|
| Proposal Reference No. | UPLC:CE&T:CEG:TRG/30-09-2014 |
| Purpose | SELECTION OF BUSINESS ASSOCIATE FOR ORGANIZING TRAINING / WORKSHOP AT DISTRICT AND DIVISIONAL HEADQUARTER LEVEL |
| Date of Publication of Proposal notice | 30 September 2014 on 11:00 AM |
| Last date for submission of Proposal | 07 October 2014 on 06:00 PM |
| Address for submission of Proposal | UP Electronics Corporation Ltd 10, Ashok Marg, Lucknow-226001 |
| Web site address | www.uplclko.in |
| e-mail address | md@uplclko.in , uplclko@gmail.com |
| Proposal Inviting Officer | Shri G.S. Priyadarshi, IAS, Managing Director |
| Date of opening of Proposal | 09 October 2014 at 06:00 PM or afterwards |
| Venue of Opening of Proposal | UP Electronics Corporation Ltd 10, Ashok Marg, Lucknow-226001 |
| Contact numbers | 0522-2286808, 0522-2286809 0522- 4130303 Mob: 09721451214 |
| Fax number | 0522-2288583 |

6. UPLC reserves the right to cancel any or all the Proposal or annul the Proposal process without assigning any reason thereof.
7. All the required duly signed documents must be submitted by the Business Associates in sealed envelope.

8. Issuer of the RFP

The Managing Director

U.P. Electronics Corporation Limited

10, Ashok Marg, Lucknow.

Phone: 0522- 2286808, 2286809 Fax: 0522-2288583

E-mail: md@uplc.in, uplciko@gmail.com

Website: www.uplc.in

9. Any proposal received by UPLC after the deadline for submission of proposals mentioned in above tables will be summarily rejected. UPLC shall not be responsible for any delay, Technical fault or non-receipt of the documents. No further correspondence on the subject will be entertained.

- 10. Amendment of PROPOSAL Document** - At any time till **2 days** before the deadline for submission of Proposal, UPLC may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Business Associate, modify the Proposal Document by amendment. All the amendments made in the document would be informed through the UPLC portal www.uplc.in. All such amendments shall be binding on all the Business Associates. The Business Associates are also advised to visit the aforementioned website on regular basis for checking necessary updates. UPLC also reserves the rights to amend the dates mentioned in the SN 5 of **Section I** of this Proposal Document.

Section II – Scope of Work

Scope of work

- UP Electronics Corporation Limited is nominated as Nodal Agency to organize the e-Governance workshops / training for State Government officials, who are delivering the Citizen Centric Services. The e-Governance Workshop / training will be organized by UPLC in following Divisional headquarters and districts: -

| SN | Revenue Headquarter | SN | Districts |
|----|---------------------|-----|---------------------------|
| 1 | Agra | 1. | Agra |
| | | 2. | Firozabad |
| | | 3. | Mainpuri |
| | | 4. | Mathura |
| 2 | Aligarh | 5. | Aligarh |
| | | 6. | Etah |
| | | 7. | Hathras |
| | | 8. | Kasganj (Kanshiram Nagar) |
| 3 | Saharanpur | 9. | Muzzafarnagar |
| | | 10. | Shamli (Prabuddha Nagar) |
| | | 11. | Saharanpur |
| 4 | Meerut | 12. | Bagpat |
| | | 13. | Bulandshahar |
| | | 14. | Gautam Buddha Nagar |
| | | 15. | Ghaziabad |
| | | 16. | Meerut |
| | | 17. | Hapur (Panchsheel Nagar) |
| 5 | Moradabad | 18. | Sambhal (Bhim Nagar) |
| | | 19. | Bijnore |
| | | 20. | Amroha (J B Nagar) |
| | | 21. | Moradabad |
| | | 22. | Rampur |
| 6 | Jhansi | 23. | Jalaun |

| | | | |
|--|--|-----|----------|
| | | 24. | Jhansi |
| | | 25. | Lalitpur |

- Total allocated budget for each District is ₹85,000/- inclusive of taxes
- Total allocated budget for each divisional headquarter is ₹1,70,000/- inclusive of taxes.
- Business Associate will provide the minimum two Masters Trainers.
- The Selected Business Associates will coordinate with Nodal Officer of executing agency i.e. Centre for e-Governance (CEG).
- The Selected Business Associates will provide Training Tool Kit for each trainee with following items: -
 - One Good Quality Folder
 - One Pen
 - One Note Pad
 - Copy of Presentation CD (provided by CEG / SEMT)
- The District Magistrate of concerned district will decide the Venue for Workshop / Training at District level.
- The training / workshop for Revenue Headquarter level, will organized by Selected Business Associate at reputed Hotel in Divisional Headquarter and entire expenditure of Hotel / venue will be borne by selected Business Associate.
- The training / workshop will be inaugurated by District Magistrate / Divisional Commissioner and photograph of inauguration ceremony will be provided by Business Associate to UPLC.
- The Selected Business Associates will provide good quality lunch and two times (morning & evening) refreshment to every trainee / participants.
- Each Selected Business Associates must ensure to complete all formalities of quality based workshop, in consultation of District Level / Divisional Level Nodal Officer before one day from the commencement of training / workshop.
- The Audio-Visual technique will be used for training / workshop. Therefore, the selected Business Associate will arrange the Laptop, Projector and Projector Screen etc with Trainers.

- The Selected Business Associates will provide feedback form (duly filled by trainee) to CEG through UPLC.
- The Selected Business Associates will provide softcopy of photograph of training / workshop session, its inaugural session etc to CEG through UPLC.
- The Selected Business Associates will provide copies of news paper coverage of workshop / training along with their bills.
- The Selected Business Associates will obtain the “Successful Completion Certificate” of workshop / training from the Nodal Officer of CEG.
- Maximum 06 districts and 02 divisional Headquarter may assign to one Business Associate for organizing the Training / Workshop.

Section III – Qualifying Criteria

This Invitation to request for Proposal is open to all empanelled Business Associate in the Computer Education & Training Division of UP Electronics Corporation Limited, who meeting or exceeding all of the following minimum Qualification criteria. Bidders failing to meet any one of the qualification criteria as mentioned below or not submitting requisite supporting documents / documentary evidence for supporting qualification criteria are liable to be rejected summarily.

The criteria for selection of Business Associate (Training Partners) are given below: -

| S. No. | Clause | Documents Required |
|--------|--|--|
| 1. | The Bidder should be registered in India. The Consortium shall not be entertained. | <ul style="list-style-type: none"> Certificate of Registration / Proprietorship / Partnership Firm. |
| 2. | The Bidder should be empanelled Business Associates in Computer Education & Training Division of UP Electronics Corporation Limited. | <ul style="list-style-type: none"> UPLC's letter for empanelment. |
| 3. | Business Associate has executed minimum one training program to government departments on the behalf of UPLC during their current empanelment period. | <ul style="list-style-type: none"> Copies / details of training. Copies of UPLC's Order. |
| 4. | The Bidder should certify that they have support training mechanism in Divisional Headquarter and Districts mentioned above, either directly through their authorized support training partners. | <ul style="list-style-type: none"> Undertaking from the authorised signatory of the Bidder. |
| 5. | As on date of submission of the proposal, the Bidder shall not be under any declaration of ineligibility for unsatisfactory past performance, corrupt or fraudulent practices, any other unethical business practices or blacklisted either by Ministry/ Department of Government of India/ State Governments. | <ul style="list-style-type: none"> Certificate from the Authorized Signatory to the effect that the Bidder is not blacklisted by any of the Ministry/ Department of Government of India/ State Governments. |

Change in Qualification Criteria

If there is a change in the status of the Bidder with reference to any of the Qualification criteria specified above, during the Bid Process till the award of the work, the Bidder should immediately bring the same to the notice of UPLC.

Section IV – General Terms & Conditions

Validation of interlineations in Bid

The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case the person or persons signing the Bid shall initial such corrections.

Clarification on RFP

- a. A prospective Bidder requiring any clarification on the RFP Document may submit his queries. The queries must be submitted in the following format only to be considered for clarification:

Table: Clarification Format

| Sr. No | Section No. | Clause No. | Page No. | Actual Clause | Clarification Sought |
|--------|-------------|------------|----------|---------------|----------------------|
| .. | .. | .. | .. | .. | .. |

The queries not adhering to the above mentioned format shall not be responded.

Documents Comprising the Bids

The Proposal shall have Two Cover System for this RFP:

- i. Technical Bid.
- ii. Commercial Bid.

Proposal submitted by the Bidder shall comprise the following:

- a. Proposal covering letter and Technical Documents as prescribed in the **Section V** of this RFP.
- b. Commercial proposal (Commercial Bid Covering Letter along with the price bid) as specified in **Section VI** of this RFP.
- c. Any other information that is required to be submitted in the proposal process.

Bidders shall furnish the required information on their Qualification and commercial strengths in the enclosed formats only. **Any deviations with respect to this may make the Bid liable for rejection.**

Procedure for Submission of Bids

Submission of Bids shall be in accordance with the instructions mentioned below:

- a. Each copy of, Qualification Bid, and Commercial Bid of the RFP should be covered in separate sealed covers super-scribing, "Qualification Bid" and "Commercial Bid" respectively. Each copy of each Bid should also be marked as "Original" and "First Copy" as the case may be. All the two copies of each Bid should be put in a single sealed cover super-scribing "Qualification Bid" and

“Commercial Bid” as the case may be. **Please Note that Prices should not be indicated in the Qualification Bid but should only be indicated in the Commercial Bid.**

- b. The two envelopes containing copies of Qualification Bid, and Commercial Bid should be put in another single sealed envelope clearly marked **“Selection of Business Associate for Organizing Training / Workshop at District and Divisional Headquarter Level”**. These envelopes are to be super scribed with RFP Number.
- c. The cover thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
- d. Each copy of the Proposal should be a complete document. The Document should be page numbered and appropriately flagged and must contain the list of contents with page numbers. Different copies must be bound separately. Any deficiency in the documentation may result in the rejection of the Bid.
- e. In case of any discrepancy observed by UPLC in the contents of the submitted original paper Bid Documents with respective copies, the information furnished on original paper Bid Document will prevail over others.
- f. Telex/Telegraphic/Tele-fax/E-mail Bids will not be considered. All out-station Bids, if sent by post, should be sent under registered cover.
- g. If the outer envelope is not sealed and marked as indicated above, UPLC will assume no responsibility for the Bid's being misplaced or premature opening.

Prices

- a. The Prices shall be quoted in Indian Rupees (INR).
- b. Bidder shall quote a fixed price as detailed in the RFP on a single responsibility basis. The payment based on commercial proposal of the Bidder shall be the only payment, payable by UPLC to the selected Bidder for completion of the contractual obligations by the selected Bidder, subject to the terms of payment specified in the RFP. The price would be inclusive of all taxes, duties, charges and levies as applicable.
- c. The Bidder shall indicate the price in the prescribed format, it proposes under the Agreement. In absence of above information as requested, the Bid may be considered incomplete and be summarily rejected. The price components furnished by the Bidder in accordance with format provided in the RFP will be solely for the purpose of facilitating the comparison of Bids by UPLC.
- d. The prices, once offered, must remain fixed and must not be subject to any escalation for any reason whatsoever within the period of Workshop. A proposal submitted with an adjustable price

quotation or conditional proposal may be rejected as non-responsive.

Modification and Withdrawal of Bids

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the proposal form. In case the Bidder wishes to withdraw the Bid after the date of opening of the bids he may do so.

Opening of Bids

Opening of Technical Bid

The Bid shall be opened in the presence of Bidders' representatives (only one) who choose to attend the Bid opening sessions on the specified date, time and address. The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for UPLC, the Bids shall be opened at the same time and location on the next working day.

Evaluation of Qualification Bid

Qualification Bid:

- a. Tender Evaluation Committee [TEC] duly appointed by UPLC shall evaluate the Technical Bids.
- b. Bidders need to fulfill all the Qualification conditions mentioned in Qualification Criteria of the RFP. TEC will examine the Bids to determine whether they are complete, whether the Bid format conforms to the RFP requirements, whether documents have been properly signed, and whether the Bids are generally in order.
- c. Bids of Bidders whose Qualification proposal does not meet the set criteria shall be rejected forthwith.
- d. TEC may seek oral clarifications with the Bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the Bid Documents. The Committee may seek inputs from their professional, technical faculties in the evaluation process.
- e. Conditional Bids will be rejected.
- f. The decisions of the Tender Evaluation Committee on whether the tenders are responsive or non-responsive will be final.
- g. A Bidder, at any stage of tender process or thereafter, in the event of being found after verification by the Tender Inviting Authority, to indulge in concealment or misrepresentation of facts, in respect of the claims of the offer, shall be debarred/black listed.

Bids Not Considered For Evaluation

Bids that are rejected during the Bid opening process due to incomplete documentation or late receipt shall not be considered for further evaluation.

Criteria for Evaluation and Comparison of Technical Bids

- a. Bidders need to fulfill all the qualification conditions mentioned in Qualification Criteria of the RFP. Tender Evaluation Committee [TEC] will examine the Bids to determine whether they are complete, whether the Bid format conforms to the RFP requirements, whether documents have been properly signed, and whether the Bids are generally in order
- b. The Bidder needs to strictly adhere to the formats provided in **section V** and provide information against each of the line items. Any non-conformance shall constitute a deviation from RFP conditions.
- c. All relevant documentary proofs should be submitted along with the offer. Failure to submit the Documents along with the offer could result in disqualification of the Bid.

Opening of Financial Bids

- a. Only the Financial Bids of those firms qualified in the detailed scrutiny and evaluation of the Technical bid conducted by the Tender Evaluation Committee/ Tender Inviting Authority shall be opened in the second round.
- b. The Financial Bid shall be submitted in the format given in this document as Financial Bid Form (**Format – VI**). The Financial Bids submitted in any other formats would be treated as non-responsive and not considered for tabulation and comparison.
- c. The Price offered should be given strictly on the format given in the Financial Bid only. The Bidder must quote all items.
- d. If the contract attracts any statutory deductions, the same will be deducted while settling the payment.
- e. There should not be any hidden costs.

Comparison of Financial Bids

- a) The commercial quotes of the **Lowest** Bidder shall be notified as L1. In case L1 offers to execute the work as per the schedule and location specified in the RFP, the Tender Evaluation Committee [TEC] then shall have the rights to give the order to the L1.

Rectification of Errors

- a. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened. The person signing the proposal form before submission, failing which the figures for such items may not be considered, if any, should initial all corrections.
- b. Arithmetic errors in proposals will be corrected as follows:
In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall proposal price to rise, in which case the proposal price shall govern.

Contacting UPLC

- a. No Bidder shall contact the UPLC on any matter relating to its Bid, from time of opening to the time the work is awarded. If the Bidder wishes to bring additional information to the notice of the RFP Issuing Authority, the same should be done in writing to UPLC. The RFP Issuing Authority reserves the right to decide whether such additional information should be considered or otherwise.
- b. Any effort by a Bidder to influence the RFP Issuing Authority in its decision on Bid evaluation, Bid comparison or contract award may result in disqualification of the Bidder's Bid and also forfeiture of his Bid security.

UPLC's right to vary Scope of Work at the time of Award

UPLC reserves the right to vary allocates the number of districts and divisional headquarters. If any such change cause an increase or decrease in the cost of or the time required for the Bidder's performance of any part of the work under the Contract, whether changed or not changed by the order, an equitable adjustment shall be made in the order Value or time schedule, or both, and the Contract shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within thirty (30) days from date of the Bidder's receipt of UPLC's order for change.

UPLC's Right to Accept Any Bid and to reject any or All Bids

UPLC reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of work, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for UPLC's action.

Confidentiality of the Document

This RFP is a confidential document and the Bidders shall ensure that anything contained in this RFP shall not be disclosed in any manner, whatsoever.

Rejection Criteria

- a. The proposal of a Bidder is liable to be disqualified in the following cases or in case Bidder fails to meet the bidding requirements as indicated in this RFP:
 - i. Proposal not submitted in accordance with the procedure and formats prescribed in this document.
 - ii. During validity of proposal, or its extended period after last date and time for submission of Bids, if any, the Bidder increases the quoted prices.

- iii. The Bidder qualifies the proposal with his own conditions.
 - iv. Proposal is received in incomplete form or Proposal is received after due date and time or Proposal is not accompanied by all the requisite documents.
 - v. Information submitted in qualification proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Agreement_(no matter at what stage) or during the tenure of Agreement including the extension period if any.
 - vi. Commercial proposal is submitted with in the same envelope as Qualification Proposal.
 - vii. Bidder tries to influence the proposal evaluation process by unlawful means at any point of time during the Bid process.
 - viii. In case any Bidder submits multiple proposals or if common interests are found in two or more Bidders, the Bids are likely to be disqualified, unless additional proposals/Bids are withdrawn immediately upon conflict of interest.
- b. Bidders may specifically note that while evaluating the proposals, if it comes to UPLC's knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the Bidders so involved are liable to be disqualified for this Contract as well as for a further period of three years from participation in any of the tenders floated by the UPLC.
 - c. UPLC will reject a proposal for award if it determines that the Bidder recommended for award, or any of its personnel, or its agents or, Vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the Contract in question;

Risk Management

The Selected Business Associate shall at his own expense adopt suitable Risk Management methodology to mitigate all risks assumed by the Selected Business Associate under this work. The Selected Business Associate shall underwrite all the risk related to its personnel deputed under this work as well as all hardware components, tools and any other belongings of the Agency or their personnel during the entire period of their engagement in connection with this work and take all essential steps to reduce and mitigate the risk. UPLC or SEMT / CEG / other Government Offices will have no liability on this account.

Indemnity

- a. The Selected Business Associate shall indemnify UPLC from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the work period out of:

- i. Any negligence or wrongful act or omission by the Selected Business Associate or the Selected Business Associate's Team in connection with or incidental to this Agreement; or
- ii. A breach of any of the terms of The Selected Business Associate's Bid as agreed, the RFP and this Agreement by the Agency or the Agency's Team.
- iii. The indemnity shall be to the extent of 100% in favour of UPLC.

Payment Schedule

- a. Payments will be released by UPLC only on satisfactory acceptance of services by UPLC/CEG.
- b. Payments will be released by UPLC subject to the all mandatory documents submitted by Selected Business Associate. The following Documents are required for payments:
 - Business Associate Bill for payment in original, which indicating all taxes & duties.
 - The copies of photographs in hardcopy and softcopy of inauguration session, during the workshop session and end session of workshop / training
 - Satisfactory Completion Report from Nodal Officer of Concerned Districts / Divisional Headquarters
 - Self Attested Copies of Bills of Training Tool Kit, Lunch & Refreshment, Hotel, Conveyance, Payment to Trainer, Management etc.
- c. All payments to be made to the Selected Business Associate shall be inclusive of all statutory levies, duties, taxes and other charges whenever levied/applicable. Any increase in rates of all applicable direct or indirect taxes (central or state or local), rates, duties, service tax, charges and levies (central or state or local); will be to the account of Selected Business Associate.
- d. The Selected Business Associate shall also bear all personal/income taxes levied or imposed on its personnel on account of payment received under this work. Selected Business Associate shall further bear all income/corporate taxes, levied or imposed on account of payments received by it from the UPLC for the work done under this contract.
- e. The Selected Business Associate has to furnish the evidence for payment of Service Tax to the concerned authority with registration number otherwise Service Tax @ 12.36% will be deducted by UPLC and same will be paid to concerned authority.
- f. Payment to the Selected Business Associate will be subject to deduction of TDS by the UPLC as per provisions of Income Tax Act 1961.

Section V – General Formats

Format 1 – Proposal Covering Letter

[Date]

To,

The Managing Director,

U.P. Electronics Corporation Limited,

10, Ashok Marg, Lucknow - 226 001

0522- 2286808, 2286809 Fax: 0522-2288583

E-mail: md@uplc.in , uplclko@gmail.com

Website: www.uplc.in

Ref: Request for Proposal (RFP): Qualification Bid for ‘Selection of Agency for Business Associate for Organizing Training / Workshop at District and Divisional Headquarter Level’.

Dear Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to organized workshop / training as outlined in the RFP for **Selection of Agency for Business Associate for Organizing Training / Workshop at District and Divisional Headquarter Level**.

We attach hereto the qualification response as required by the RFP, which constitutes our proposal.

We undertake that, if our proposal is accepted, we shall adhere to the scope of work of this RFP or such adjusted plan as may subsequently be mutually agreed between us and the UPLC or its appointed representatives.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP and also agree to abide by this RFP response and it shall remain binding upon us with full force and virtue, this RFP response, together with your written acceptance thereof in your notification of award.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to the UPLC is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the UPLC as to any material fact.

We also agree that you reserve the right in absolute sense to reject all or any of the service specified in the RFP response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our Corporation/Company/ Firm/Organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of **2014**

(Signature)

(In the capacity of)

Duly authorized to sign the RFP Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of Bidder

Witness Signature:

Witness Name:

Witness Address:

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I, certify that I am of the, and that who signed the above Bid is authorized to bind the corporation by authority of its governing body.

Date

(Seal here)

Format 2 - General Information about the Bidder

| Details of the Bidder (Company) | | | | |
|---------------------------------|--|-----------|-----------|-----------|
| 1. | Name of the Bidder | | | |
| 2. | Address of the Bidder | | | |
| 3. | Status of the Company (Public Ltd/Pvt. Ltd/Partnership Firm/Proprietorship Firm) | | | |
| 4. | Details of Registration of the Company | | Date: | |
| | | | Ref. # | |
| 5. | Details of Commencement of Business | | Date: | |
| | | | Ref. # | |
| 6. | Permanent Account Number (PAN) | | | |
| 7. | Name & Designation of the contact person to whom all references shall be made regarding this RFP | | | |
| 8. | Telephone No. (with STD Code) | | | |
| 9. | E-Mail of the contact person: | | | |
| 10. | Fax No. (with STD Code) | | | |
| 11. | Website | | | |
| 12. | Financial Details (as per audited Balance Sheets) (in Lakh) | | | |
| 13. | Year | 2013-2014 | 2012-2013 | 2011-2012 |
| 14. | Turn Over | | | |

Date:

(Seal Here)

Format 3 - Financial Information

Annual Turnover of the Bidder (As per Point 5 of Section II)

| Turnover of the Bidder (Amount INR) | | | | |
|-------------------------------------|-----------------------------|-----------------------------|---|------------------------------------|
| Financial Year 2011-2012 | Financial Year 2012-2013 | Financial Year 2013-2014 | Indicate the page number where the details are provided | Conversion rate (if applicable) |
| | | | | |

Documentary Proof Required:

- Audited Profit and Loss Statement and Balance sheet
- Statutory Auditor Certificate/Certificate from Company Secretary clearly specifying the turnover for the specified years.

Format 5 - Format for Past Experience

Please provide only one citation for each category as per the Qualification criteria in the format provided below as per point 7 of Section II. **The relevant documentary proofs for a citation need to be attached just below the details of the citations in this format.**

| Project Title: | | | |
|---|----------------------|---|--|
| (Attach separate sheet for each Project) | | | |
| Country | | Address | |
| Name of Client | | | |
| Type of Client (Govt./PSU/Others) | | Order Value of the Project / Revenue Generated (in Lacs) | |
| | | Revenue Generated (in Lacs) year-wise (please state the year and the revenue generated) | |
| | | Current Conversion Rate(if applicable) | |
| Duration of the Assignment | | Start Date (month/year): | |
| Location of the Assignment | | Date of successful implementation /completion (month/year): | |
| | | End Date (month/year): | |
| Referrals (Client side): Provide one referral only | Name | | |
| | Designation | | |
| | Role in the Project: | | |
| | Contact Number | | |
| | Email Id | | |
| Brief Description of Project: | | | |

Documentary Proof Required:

- Copy of Work order
- Certificate of successful operation by the client OR self-certificate attested by the client.

Format 6 - Declaration Regarding Clean Track Record

[Date]

To,

The Managing Director,

U.P. Electronics Corporation Limited,

10, Ashok Marg, Lucknow - 226 001

0522- 2286808, 2286809 Fax: 0522-2288583

E-mail: md@uplc.in , uplciko@gmail.com

Website: www.uplc.in

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No. _____] regarding **Selection of Business Associate for Organizing Training / Workshop at District and Divisional Headquarter Level**. I hereby declare that my Company has not been debarred / black listed by any Ministry/Department of Government of India or State Government. I further certify that I am competent officer in my Company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Documentary Proof Required:

- Certificate from the Company Secretary/ Authorized Signatory to the effect that the Bidder is not blacklisted by any Ministry/Department of Government of India or State Government as per the format provided above.

Format 7 – Compliance Matrix

The bidder should opt Yes option for Division Headquarter and Districts for which price is quoted. The bidder should opt option No for which price is not quoted. The financial bid, if submitted by bidder for those Division head Quarter and District as option No, in compliance matrix, will not be considered.

| SN | Division Headquarter | Compliance (Yes / No) |
|----|----------------------|-----------------------|
| 1 | Agra | |
| 2 | Aligarh | |
| 3 | Saharanpur | |
| 4 | Meerut | |
| 5 | Moradabad | |
| 6 | Jhansi | |

| SN | Districts | Compliance (Yes / No) |
|-----|---------------------------|-----------------------|
| 1. | Agra | |
| 2. | Firozabad | |
| 3. | Mainpuri | |
| 4. | Mathura | |
| 5. | Aligarh | |
| 6. | Etah | |
| 7. | Hathras | |
| 8. | Kasganj (Kanshiram Nagar) | |
| 9. | Muzzafarnagar | |
| 10. | Shamli (Prabuddha Nagar) | |
| 11. | Saharanpur | |
| 12. | Bagpat | |
| 13. | Bulandshahar | |
| 14. | Gautam Buddha Nagar | |
| 15. | Ghaziabad | |
| 16. | Meerut | |
| 17. | Hapur (Panchsheel Nagar) | |

| | | |
|-----|----------------------|--|
| 18. | Sambhal (Bhim Nagar) | |
| 19. | Bijnore | |
| 20. | Amroha (J B Nagar) | |
| 21. | Moradabad | |
| 22. | Rampur | |
| 23. | Jalaun | |
| 24. | Jhansi | |
| 25. | Lalitpur | |

Section VI- Format for Response to RFP: Financial Bid

Format 1 - Commercial Bid Letter

To,

The Managing Director,

U.P. Electronics Corporation Limited,

10, Ashok Marg, Lucknow - 226 001

0522- 2286808, 2286809 Fax: 0522-2288583

E-mail: md@uplc.in , uplclko@gmail.com

Website: www.uplc.in

Sir,

Subject: SELECTION OF BUSINESS ASSOCIATE FOR ORGANIZING TRAINING / WORKSHOP AT DISTRICT AND DIVISIONAL HEADQUARTER LEVEL

Reference: RFP No: <RFP REFERENCE NUMBER> Dated <DD/MM/YYYY>

We, the undersigned Bidder, having read and examined in detail the entire RFP in respect of SELECTION OF BUSINESS ASSOCIATE FOR ORGANIZING TRAINING / WORKSHOP AT DISTRICT AND DIVISIONAL HEADQUARTER LEVEL do hereby propose to install, operate & run the aforesaid Workshop / Training specified in the RFP number **<RFP REFERENCE NUMBER> Dated <DD/MM/YYYY>**.

- All the prices mentioned in the RFP are in accordance with the terms as specified in the RFP. All the prices and other terms and conditions of this RFP are valid for a period of 180 calendar days from date of opening of the RFP.
- We hereby confirm that our price for Workshop / Training as detailed in the RFPs is including all taxes. However, all the taxes are quoted separately under relevant sections.
- We have studied the clause relating to Indian Income Tax and hereby declare that if any income tax, surcharge on Income Tax, Service tax, Professional and any other corporate Tax payable under the law, we shall pay the same.
- We further confirm that the prices stated in our Bid are in accordance with your Instruction to Bidders included in RFP.
- We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our RFP, we agree to furnish the same in time to your satisfaction.
- We declare that our Bid Price is for the entire scope of the work as specified in the RFP. These

prices are indicated in **Format 2 (Section VI)** attached as part of the RFP.

- We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the RFP is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a proposal you receive.

We confirm that no Technical deviations are attached here with this commercial offer.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Format 2 – Cost summary

- a. Bidder should provide all prices as per the prescribed format. Bidder should not leave any field blank. In case the field is not applicable, Bidder must indicate “0” (Zero) in all such fields.
- b. **Bidder should provide all prices for only those Division Headquarter and Districts for which bidder opted option YES in Compliance Matrix of Section V.**
- c. All the prices (even for taxes) are to be entered in Indian Rupees only (% values are not allowed)
- d. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and / or payable.
- e. UPLC reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated.
- f. UPLC shall take into account all taxes, duties & levies for the purpose of evaluation
- g. The Bidder needs to account for all Out of Pocket expenses due to Travel, boarding, lodging and other related items.

(Table A)

| SN | Division Headquarter | Basic Price in ₹ | Service Tax @ 12.36% | Total Amount in ₹ |
|----|----------------------|------------------|----------------------|-------------------|
| 1 | Agra | | | |
| 2 | Aligarh | | | |
| 3 | Saharanpur | | | |
| 4 | Meerut | | | |
| 5 | Moradabad | | | |
| 6 | Jhansi | | | |

(Table B)

| SN | Districts | Basic Price in ₹ | Service Tax @ 12.36% | Total Amount in ₹ |
|----|-----------|------------------|----------------------|-------------------|
| 1. | Agra | | | |
| 2. | Firozabad | | | |
| 3. | Mainpuri | | | |
| 4. | Mathura | | | |
| 5. | Aligarh | | | |

| | | | | |
|-----|---------------------------|--|--|--|
| 6. | Etah | | | |
| 7. | Hathras | | | |
| 8. | Kasganj (Kanshiram Nagar) | | | |
| 9. | Muzzafarnagar | | | |
| 10. | Shamli (Prabuddha Nagar) | | | |
| 11. | Saharanpur | | | |
| 12. | Bagpat | | | |
| 13. | Bulandshahar | | | |
| 14. | Gautam Buddha Nagar | | | |
| 15. | Ghaziabad | | | |
| 16. | Meerut | | | |
| 17. | Hapur (Panchsheel Nagar) | | | |
| 18. | Sambhal (Bhim Nagar) | | | |
| 19. | Bijnore | | | |
| 20. | Amroha (J B Nagar) | | | |
| 21. | Moradabad | | | |
| 22. | Rampur | | | |
| 23. | Jalaun | | | |
| 24. | Jhansi | | | |
| 25. | Lalitpur | | | |

Note – The Lowest One (L1) prices for each Division Headquarter (Table A) and each District (Table A), will be considered seperatly.