

**ANNEXURE – A (Letter of Submission)**

The application form is required to be submitted on the company's letter head. The format of application form is as follows

**FORMAT OF APPLICATION FORM**

**(On Applicant Company's Letterhead)**

<reference no. , date>

To,

<< Address>>

**Subject:** Bid Document

Dear Sir,

This has reference to the advertisement published in <Newspaper, Edition, Date> pertaining to the above mentioned subject. We are interested in submitting our Bid Document for the same. We are enclosing demand draft no. <\_\_\_\_\_> dated <\_\_\_\_\_> drawn on <Name of Bank> for Rs..... (in words.....) drawn in favor of State Project Director, SSA payable at "Gangtok" as BID DOCUMENT Security for participating in this BID DOCUMENT. We would like to clearly state that we qualify for this work as our company meets all the pre-qualifying criteria indicated by you in the document. We understand that if the details given in support of claims made by us are found to be untenable or unverifiable or both our bid will be rejected without any reference to us. We further clearly understand that SSA, Sikkim is not obliged to inform us of the reasons of rejection of our bid.

Yours sincerely

<Signature>

*<Name, designation, contact address and telephone number of the authorized signatory>*

**ANNEXURE – B (Organizational profile)**The COMPANY / FIRM / RESPONDENT / ORGANIZATION has to enter the basic information about the Organization in provide format

Sl.no	Details
1	Name of the Firm
2	Registered Office address Telephone Number Fax Number E-mail
3	Correspondence / Contact Address
4	Details of Contact Person (Name, Designation, Address etc.) Telephone Number Fax Number E-mail
5	Is the firm a registered company? If yes, submit Documentary proof. Year and Place of the established of the Company
6	Former name of the company, if any
7	Is the Firm Government / Public Sector Undertaking propriety firm Partnership firm (if yes, give partnership deed) Limited company or limited corporation Member of a group of companies (if yes give the name and address of the parent organization) If the company is subsidiary state what involvement if any, will the parent company have in the project
8	Is the firm registered with sales tax department? If yes, submit valid sales tax registration certificate
9	Is the firm registered with service tax with Central Excise Department (Service Tax Cell)? If yes, Submit valid service tax registration certificate.
10	Is the firm registered under Labour Laws Contract Act? If yes, submit valid registration certificate
11	Number of years of experience:
12	Are you registered with any Government / Department / Public Sector Undertaking (if yes, give details)
13	How many years has your organization been in business under your present name? What were your fields when you established your organization? When did you add new fields (if any)?

### ANNEXURE C-(Checklist for Qualification)

The bidder has to select the Yes / No for the Qualifying criteria as mentioned in table below and attach the self attested copy for the proof of the same. Proof not attested and attached to this section shall be summarily rejected.

Sno	BID DOCUMENT Qualification Criteria	Please Tick
1	Presence of supplier in India	Yes / No ----- (Attach the Proof)
2	Having necessary expertise, manpower and capability to demonstrate the similar job for supplying, installation, operation, maintenance & establishing the Centre equipped with latest equipments	Yes / No ----- (Attach the Proof)
3	The Bidder should have minimum average annual turnover of INR 2 Crores	Yes / No ----- (Attach the Proof)
4	The bidder has not been debarred or disqualified from any assignment, by any State Government Department or Corporation. Bidder should submit an undertaking for the same	Yes / No ----- (Attach the Proof)
5	The bidder has successfully completed atleast 2 projects on turnkey basis of values 200 lakhs	Yes / No ----- (Attach the Proof)
6	The bidder must have past experience of training and software developing and should poses atleast 50+ trainers/developers in pay roll	Yes / No ----- (Attach the Proof)
7	Documentary evidence of current works in Government sector with value not less than 200 lakhs	Yes / No ----- (Attach the Proof)
8	The Bidder should have atleast completed content development in at least one or more regional language for a minimum value of 20 lakhs	Yes / No ----- (Attach the Proof)
9	Documentary Evidence of Computer Training in Government Schools	Yes / No ----- (Attach the Proof)

**ANNEXURE D – (Information about the Organization)**

In this section, the firm is requested to furnish details pertaining to company formation, legal status, place of registration, principal place of business of the company, number of years in the relevant business, and the volume of sales along with the market shares on the related segment. organisational structure along with qualification and experience of key personnel, etc. In case the firm decides to furnish this section, the firm may furnish details about the Technical Capability, Capacity, Market etc, in undertaking similar nature of works. Firm may also submit any other information they desire to furnish on its own to supplement its capabilities

a) Name of the Organisation:

b) Registered Address:

c) Year of Establishment:

d) Details of Registration /Incorporation:

e) Details of the Technical Specialist employed with the Organisation:

<b>Sl. No.</b>	<b>Specialty / Skill-set</b>	<b>No. of People</b>	<b>Average length of service with the Organisation</b>

**f) List of Project Handled:**

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PLACE :

DATE :

SIGNATURE OF AUTHORISED PERSON WITH SEA

### **Annexure – F (Outline of the proposed project)**

In this section the firm expected to furnish a brief on business and execution plan, which should comprise of the specification of technology/ equipments to be used, proposed product range, marketing and utilization of derivative products and the long term association. This chapter will be very concise and should not exceed 10 pages

**ANNEXURE – H**

Formats for Submission of Financial Proposal from Bidders

**The Director  
School Education & Literacy  
Meghalaya, Shillong**

Dear Sir / Madam

We have understood the instructions and terms and conditions mentioned in the BID DOCUMENT and have thoroughly examined the BID DOCUMENT and are fully aware of the scope of work required. We are hereby submitting our “Financial Proposal” as per prescribed format. The amount quoted for the Proposal bid submitted is attached with this letter. Taxes would be inclusive.

**For and behalf of:**

**Signature with Seal:**

**Time**

**Place**

**COST BREAK UP – FINANCIAL**

<b>Sl.no</b>	<b>Item</b>	<b>Rate Quoted (in Rs)</b>
	Capacity Building for at least 320 Teachers	
	Content Development / Learning Materials Development, CAL software development	
	Manpower for the project	