

# **Invitation for Expression of Interest (EOI) for Implementation of Barcode based Fertilizer Track & Trace Solution**

**EOI Invite release date: 12<sup>th</sup> September 2014**

**EOI Submission date: 7<sup>th</sup> October 2014**

**Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers (DoF)  
Shastri Bhawan,  
New Delhi – 110001**

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**DISCLAIMER**

- The information contained in this Expression of Interest (“EoI”) or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Department of Fertilizers (DoF), Government of India (the Purchaser) or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this EoI.
- This EoI is not a Contract and is neither an offer nor invitation by the Purchaser to the prospective Bidders or any other person. This EoI includes statements, which reflect various assumptions and assessments arrived at by the Purchaser in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This EoI may not be appropriate for all persons, and it is not possible for the Purchaser, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this EoI. The assumptions, assessments, statements and information contained in this EoI, may not be complete and adequate. Each Bidder should, therefore, conduct his own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EoI and obtain independent advice from appropriate sources.
- The Purchaser also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this EoI.
- The Purchaser may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EoI. The issue of this EoI does not imply that the Purchaser is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for this project and the Purchaser reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Purchaser or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Purchaser shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.
- The Purchaser reserves the right to qualify or disqualify any or all EOI responses without assigning any reasons on the basis of the evaluation of the documentation provided in response to EOI.

## **Section 1: Invitation for EOI**

This is an invitation from Department of Fertilizer (DoF) for submission of Expression of Interest (EOI) for selection of Service Provider to implement, and manage the Automation of fertilizer track and trace solution.

Bidders are advised to study this EoI document carefully before submitting their proposals in response to this EoI Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. Details about the Department of Fertilizer (DoF) can also be studied at the website [www.fert.nic.in](http://www.fert.nic.in).

This EoI document is not transferable.

Name of the Purchaser	Department of Fertilizer, Ministry of Chemicals, Fertilizer and Pharmaceuticals on behalf of President of India
EoI Notice Release Date	12 <sup>th</sup> September'14
EoI validity period	180 days from the last date (deadline) for submission of proposals
Last Date and address for submission of queries (if any)	Date: 18 <sup>th</sup> September'14 E-mail Id: <a href="mailto:abhimanyu.sahoo@nic.in">abhimanyu.sahoo@nic.in</a>  (Queries submitted after last date will not be entertained)
Pre Bid Meeting (Date & Venue)	16:00 hrs on 22 <sup>nd</sup> September'14 DoF Conference Hall, Room No 220 A wing, Shastri Bhavan New Delhi  (one representative per company is allowed to attend pre bid meeting)
Release of response to Pre-bid queries	26 <sup>th</sup> September'14
Last date (deadline) for submission of EoI	15:00 Hrs on 7 <sup>th</sup> October'14
Opening of Bids (Time and Place)	16:00 Hrs on 7 <sup>th</sup> October'14
Place and Date for EoI Presentation of the shortlisted vendors	13 <sup>th</sup> to 15 <sup>th</sup> October'14  Final schedule will be confirmed later
EoI Fee	INR 10,000/- (Indian Rupees Ten Thousand only) in the form of Crossed Demand Draft / banker's cheque from a commercial bank payable at New Delhi in favor of PAO, Department of Fertilizers, New Delhi
Contact Person for queries	Mr. Abhimanyu Sahoo,

**Invitation for EoI for implementation of Fertilizer Track and Trace solution**

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	Under Secretary Tel: 23063587 E-mail Id: abhimanyu.sahoo@nic.in
Addressee and address at which proposal in response to EoI notice is to submitted	Mr. Abhimanyu Sahoo, Under Secretary, DoF Room No 474 , Udyog Bhavan, New Delhi

## Section 2: Overview of existing applications

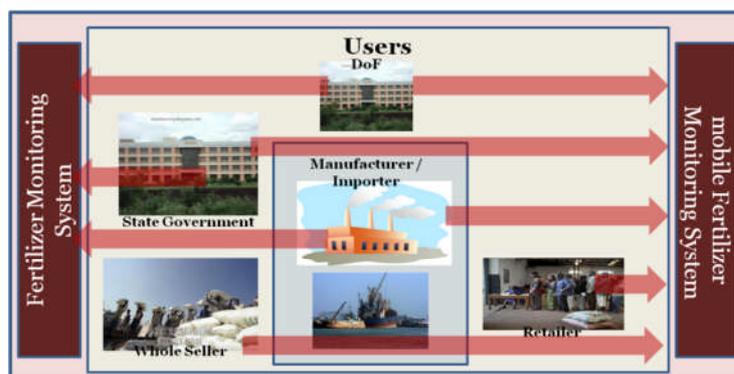
The primary mandate of the Department of Fertilizers (DOF) is to make fertilizers available at affordable rates to the farmers. The “affordable” part of this mandate is exercised by making available fertilizers at subsidized rates to the farmers. At present, while the farmer pays a subsidized retail price, the subsidy is given to the importers/manufacturers so as to ensure availability of fertilizer at all times. Key Stakeholders in the existing supply chain include:

- Department of Fertilizers, Ministry of Chemicals & Fertilizer, Government of India
- Ministry of Agriculture, Government of India
- State Agriculture Departments and their District authorities
- Fertilizer Companies (Both manufacturers and importers) – Public, Private as well as Cooperative Sector
- Fertilizers Dealers (Wholesaler / Retailers)

### Current Technology Landscape

Logical view of current technology landscape at DoF is shown in the figure on right.

As evident from the diagram, two applications are operational viz Fertilizer Monitoring System (FMS) and mobile Fertilizer Monitoring System (mFMS). These applications monitor the movement of fertilizer from manufacturing / port to retailer sales point. The details of both these applications are given below.



### Fertilizer Monitoring System (FMS)

FMS is a monitoring system where in the delivery of the fertilizer supplied by the manufacturing companies are tracked. FMS monitors movement of controlled and decontrolled fertilizer till first point of sale. It monitors the purchase of the raw material for production of fertilizer, fertilizer production, distribution, receive and sales of fertilizers.

FMS (Fertilizer Management System) is operational since 2007. It is a web based system where in companies make entries related to raw material purchased, production details, dispatch etc. It consists of three modules – Company, subsidy payment and the public domain. The company module captures the data at the company end starting from the import of finished goods / raw material and ending with the generation of subsidy claim. Once the claim is generated, the payment module gets activated which deals with the subsidy payment based on the claims raised. Public domain module is a website based interface maintained at [www.urvarak.co.in](http://www.urvarak.co.in) available to the Citizens of India wherein dispatch and sales reports are available for viewing.

FMS captures receipt at the district level as well as the first point sales made by the companies.

### **mobile Fertilizer Monitoring System (mFMS)**

To achieve higher visibility across the fertilizer supply chain mainly at whole seller & retailer level, DoF decided to establish a mobile Fertilizer Monitoring System which will track the receipt of fertilizer by the whole seller /retailer and subsequently the sales of fertilizer made by the retailer. The mFMS is being developed by NIC and is in implementation stage.

mFMS is a web and mobile based application and is operational since Nov 2012 and can be accessed at [www.mfms.nic.in](http://www.mfms.nic.in). In Phase-I of this application, company enter the first point of sale and the system generates SMS, which is delivered to intended recipient. Once the material is received by the whole seller / retailer; the whole seller / retailer is expected to confirm the receipt of fertilizer through a mobile / web interface. The confirmation of fertilizer receipt is recorded at central server and whole seller / retailer acknowledgement are considered as actual fertilizer receipt at ground level. This receipt based system is further linked for computation of balance claim subsidy. Phase-II of mFMS envisages capturing the last mile sales, which includes capturing details of product sold as well as buyer's details.

**Fertilizer Supply & Payment** – Broad steps involved in supply of fertilizer and release of subsidy are indicated in the table below:

<b>Steps</b>	<b>Description</b>
Step 1	Supply of fertilizer in the districts and corresponding data entry in FMS
Step 2	Fertilizer Companies become eligible to claim the On-Account payment (part of the claim) based upon the receipt of fertilizers in the district.. This payment is processed on FMS.
Step 3	Companies sell fertilizer to wholesalers / retailer and enter details both in FMS and mFMS through web interface
Step 4	Wholesalers / retailers acknowledge the receipt of fertilizer through the mobile / web mFMS interface
Step 5	Wholesalers further supply the fertilizer to retailer and use mFMS web / mobile interface to report sales of fertilizer to retailers
Step 6	Retailers acknowledge the receipt of fertilizer through the mFMS mobile / web interface based on which the manufacturer becomes eligible for the balance subsidy
Step 7	The data regarding retailer's acknowledgement is transferred from mFMS to FMS for computation and processing of balance subsidy .
Step 8	Under Implementation - Retailers are required to report retail sales on fertilizer retail sales module – This is presently in pilot phase in 6 districts.  Last mile model in case of Phase II is still under finalization and is still in pilot phase.

### **Limitation of Present System**

- Tracking of each and every fertilizer bag is not happening

- Both the applications are not real time
- Manual data entry
- No parent-child relationship in mFMS transactions and every transaction is independent at all levels
- Transactions are not linked with GPS enabled devices to capture actual location of delivery of fertilizer bags.

### **Fertilizer Sector Horizon**

#### **Stakeholders**

State Government / District Agriculture Officers ~ 700

No of Fertilizer Companies: ~120

No of wholesalers ~ 16000

No of retailers ~ 1.5 lakh (~30% of the retailers contribute to ~70% of the last mile sale)

// A unique Id has been given to all the wholesalers and retailers registered on mFMS

#### **Fertilizer Supply**

Fertilizer Supply per year: ~ 50 Million Metric Ton

Fertilizer Bag Size: 50 Kgs

No of fertilizer bags supplied in a year ~ 100 Cr

#### **Geographical Spread**

No of states including UTs: 36

No of districts ~ 630

### **Section 3: Objectives**

The primary objective of the project is to strengthen the fertilizer supply chain with real time tracking and monitoring. Implementation of Fertilizer Supply Chain Tracking system (FSCTS) will enable tracking of the dispatch, distribution and sale of fertilizer across India and monitor the inventory at various sale points including the district warehouse, wholesalers and retailers.

Implementation of FSCTS will help DoF to estimate the availability of fertilizers at each sale point and enable DoF for better planning and movement of the fertilizers to the state / districts.

FSCTS would also be able to check leakages and pilferages of fertilizers to non-agricultural sectors by providing real-time abnormal sales reports with certain retailers.

### **Section 4: Scope of Work**

The tracking of fertilizer bags with Barcode based Supply Chain Management System i.e. FSCTS project is envisaged to be implemented on BOOT (Build, Own, Operate, Transfer) basis initially for a period of 5 years extendable up to another 2 years.

During the BOOT period, the successful bidder will own and operate the FSCTS and will be paid for the services based on the last mile receipt / sale of each fertilizer bag.

At the end of the BOOT period, the successful bidder must transfer the complete infrastructure of FSCTS, including the hardware, software, barcode scanners and data centre infrastructure, at the cost of INR 1 to DoF in order to keep the implemented system fully operational.

DoF envisages a tracking system where each bag of fertilizer supplied, which is eligible for government subsidy, can be traced across the supply chain points. The subsidy to be paid by the government will be linked with the scanning of fertilizer bag at wholesalers/retailer end. This would introduce transparency in fertilizer chain by near real-time data flow related to fertilizer bags dispatched, traced at intermediate check points and finally tracking the bag till the end point of sale.

Each fertilizer bag will be tagged with a barcode at the manufacturing site/port. The fertilizer bag then will be scanned at certain number of pre-defined locations during the movement from plant/port to the retailer's outlet. These locations may include manufacturers/port dispatch point, district ware house, wholesaler's and retailer's receipt & sales point (s). The information pertaining to the bag's movement would need to be steamed to a centralized application. The application would facilitate the DoF in monitoring of imports, plant dispatches, fertilizer availability at all levels in supply chain, fertilizer movement, receipt, storage and sale of fertilizers to wholesale dealers, finally at point of sale at retailer. The track and trace at the point of sale will give a Digital Latitude Longitude repository of the nation on a Map. In places where the country does not have a telecommunication channel to capture the Latitude Longitude of the point of sale, the Service Provider is expected to device a solution to capture the same using another application which can be uploaded as a batch or other process.

To prevent fertilizer diversion from retail markets, each retail point (last point-of-sale) would be equipped with a handheld scanner, wired or wireless / mobile device. This would allow the retailers to quickly and efficiently scan fertilizer bags and to generate invoices.

The unique technology coding on the bags would mean that each bag would be accounted for, from the manufacturing to the farm-gate, tracking entry and exit of fertilizer bags from the warehouses and retail markets.

The success of ICT automation project such as this is hugely dependent on 'end-user adoption'. Effectively, the programme works only if the key stakeholders are 'bought in' to the effort and value the benefits that it promises, both to them and to the larger community/ ecosystem.

The bidder will offer training, information and advice to stakeholders and assist in scanning and invoicing, where necessary, to ensure and enforce the complete and proper tracking of all fertilizer movement. The bidder's personnel would engage in a concerted training and outreach effort to 'educate' all stakeholders on key aspects of the programme. They would ensure adequate presence at key transaction points of the supply chain to ensure there are no 'hiccups'. Dealers and retailers would be trained and assisted with scanning and invoicing the tracked fertilizer bags by organizing workshops at district level. The Service Provider would ensure that scanning and other transactional equipment remains operative at all times.

Interactions with stakeholders would also allow the service provider to gain a better perspective of what needs improvement to ensure smooth service delivery. Where required, central application may be customized to meet programme objectives. Mobile telephony, local radio and broadcast media may be used to spread awareness amongst the farming community at large about the programme, and a multi-lingual call centre will be available to answer any enquiries and offer guidance.

Also, a mobile enabled application for buyer and State Government officials may be provided to capture some details of the fertilizer bag they have received to cross check the originality of the product, which they may use whenever they need.

### **The following list highlights the broad areas of scope of work for the bidder:**

1. Study of existing supply chain and detailed analysis on the various possible workflows of fertilizer bag movement
2. Execute a pilot in 10 districts across India (the list of these districts will be shared at RFP stage). The pilot phase is expected to highlight the various implementation challenges which may be resolved before the countrywide roll out. After the successful roll out of the pilot, the bidder is expected to roll out FSCTS in all the districts within 6 months.
3. The selected bidder is expected to develop a central application which would offer near real time tracking of fertilizer bags, provide near real time inventory with wholesaler's and retailer's, stock management and data analytics for real time decision making. The application software will need to be scalable as pilot will cover a very small volume of units that will be track and traced including the touch points.
4. Supply and maintenance of any necessary software for implementation of the tracking solution management and logistics function.
5. Provide end user desktop and mobile based application for use of stakeholders (particularly at retail outlets). Provide Mobile Device Management (MDM) Services and other end user device management services.
6. Implementation of the software for operations in both offline and online mode so that the stakeholders (particularly retailers) can store the data in any device and upload it later in case of a connectivity problem.
7. Tracking of Digital Latitude Longitude repository of the nation on a Map at all the point of sales.
8. Generation and supply of barcodes as and when needed by the different manufacturing companies either at manufacturing site or at ports;

9. Ensuring the safety and quality standards at its facility for the manufacture and supply of barcode.
10. Setting up of primary datacentre, database server and disaster recovery centre at locations mutually agreed upon with DoF. DoF, if desire, may use the services of NIC for setting up of the datacentre and DR site. The same will be indicated during Stage II (i.e. RFP stage).
11. Procurement, Installation, Commissioning of Hardware, System Software & Networking Infrastructure including the last mile equipment (barcode scanners / mobile phones etc) for all the stakeholders (wholesalers / retailers / manufacturing companies etc)
12. Implementation, rollout and maintenance of the hardware and software at all locations. Integration with the existing applications of DoF as and when desired by DoF. The handshake must be proper without any technical glitches.
13. Capturing of the unique identification of the buyer at the time of sales made by the retailer.
14. Setting up of a helpline/call centre (minimum two (2) seater) on a two-shift basis that can be used by the stakeholders as a grievance resolution mechanism.
15. Training, capacity building and change management for the companies, wholesalers and retailers as required and appropriate for the project. The selected bidder's personal would engage in a concerted training and outreach effort to "educate" all stakeholders on key aspects of the programme.
16. Overall operations & maintenance of the system.
17. The selected bidder will be responsible for system availability, performance, resilience and scalability for the entire tenure of the engagement. These may be measured against pre-defined Service Level Agreements (SLAs) which will be linked with financial penalties and/or incentives.

## Section 5: Eligibility & Evaluation Criteria

The methodology proposed to be adopted for selection of vendor will be in two stages comprising of Expression of Interest in the first stage. The second stage of tendering process will comprise of inviting techno-commercial bids by issuance of Request for Proposal (RFP) to the EOI qualified respondents, after evaluation by the committee. The EoI evaluation process based on responses will include conducting of presentations and sharing the required technical expertise and experience with DoF.

### Stage 1: Expression of Interest (Pre-Qualification Criteria)

In this stage, bids shall be evaluated based on the eligibility (pre-qualification criteria) listed below and only those bids which are found eligible against the required criteria, shall be considered for the next stage which is the Final evaluation.

S. No.	Pre-Qualification Criteria	Documents required
1	The bidder shall be a company registered in India under the Companies Act 1956 for at least last 5 years.	Certificate of Incorporation
2	The bidder in its name shall have PAN (Permanent Account Number) with Income Tax authority in India.	PAN details
3	The Bidder should have experience in providing multiple services in the fields of Application, Hardware, Networking, Data Center/DR Operations, Helpdesk, and multilingual call centers.	Self attested project profile from Authorized signatory.
4	Extensive experience in implementing similar tracking projects with at least one project in supply chain domain.  Bidder should show at least one reference of Track and Trace solutions implemented to show adequate understanding of Track and Trace solution across States/UTs.	Project citation along with work order. The value of the project and the no of end points (nodes) at which this solution was implemented is also required to be shared by the bidder.
5	The bidder should have executed at least one Government to citizen transformation project preferably with change management and business process automation of manual processes of minimum INR 100 Crore OR 3 projects each with at least INR 25 Crore in gross value with System Integration or IT Services as a major component of the scope of work in the field of IT Services implemented during last 7 years.	Self attested project profile from Authorized signatory.
6	The bidder must have achieved a minimum annual financial turnover of INR 500 Cr in the last 3 (three) years from similar IT services in the financial year (2010-11, 2011-12, 2012-13). Turnover for year ending 31st March 2014 may also be provided.	Self attested copy of Audited Financial Statements and provisional for 2013-14 may also be provided (if not already audited).  Relevant extracts from the audited financial statements showing turnover details from IT

		services must be highlighted.
7	The Bidder should be CMMi level 5 certified	Copy of Certificate (The certificate should be valid at the date of submission of the bid.)
8	As on date of submission of proposal, the bidder should not be blacklisted by any Central or State Government entity/ PSU in India for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices.	Self attested Certificate from Authorized Signatory

The bidder is required to submit documentary evidence in support of qualifying criteria. The bidders, who meet the above criteria, shall only be considered for evaluation.

**In addition to the above supporting documents, the bidder must share the following details as part of EoI:**

- i. Propose an overall solution for the implementation of bar code based FSCTS; including the suggested changes in business processes, IT implementation and change management strategy. The risks and challenges (if any) foreseen by the bidder in the implementation stage may also be highlighted. [max 500 words]
- ii. Bidder to provide explanation for the preference for IT infrastructure implementation (as in point 11 of Section 4) [max 500 words].
- iii. Bidder to propose as to how it is going to upscale the solution on pan India basis from pilot stage (in 10 districts) within 6 months period. [max 500 words]
- iv. Bidder to provide the scope of work that it is going to undertake/implement in bullet format and also clearly mention what it expects from DoF. [max 500 words]
- v. Bidder to provide list of offices in India. Availability of appropriate skills among staff and number of staff on the payroll must also be provided.
- vi. Bidder to suggest kind of payments it wants for smooth implementation of contract (if it gets opportunity to sign the contract). [max 500 words]

**Stage 2: Request for Proposal (RFP)**

In this stage, bids shall be evaluated for technical and financial scores based on the parameters to be defined in the RFP. **Please note that as stated above, RFP will be issued only to the bidder shortlisted in Stage I.**

## **Section 6: Instructions to Bidder**

DoF plans to enter into a contract on BOOT model for implementation of this project as per the Scope of Work specified in Section 4 of this document. The contract entered into shall be valid for period of **five** years reckoned from date of the award of the contract which is further extendable up to a period of another 2 years.

All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the DoF on the basis of this EOI.

The bidders are required to submit their proposals for the same in accordance with the instructions as mentioned below:

### **i. Cost of EoI document/Application fee**

The cost of EoI document is INR 10,000/- (Indian Rupees Ten Thousand only) This can be downloaded from the website [www.fert.nic.in](http://www.fert.nic.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in) or the bidder can get it issued by paying the demand draft of INR 10,000 from Room No 474, Udyog Bhawan, New Delhi. In case, the EoI document is downloaded from the website, the bidder will have to submit a crossed demand draft / banker's cheque of INR 10,000/- drawn in favour of "PAO, Department of Fertilizers, New Delhi" from any commercial bank and payable at New Delhi.

### **ii. Completeness of response**

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in this EoI document carefully. Submission of bid will be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.
- b) The response to this EoI document should be full and complete in all respects. Failure to furnish all information required by this EoI document or submission of a proposal not substantially responsive to the EoI document in every respect will be at the Bidder's risk and may result in rejection of its proposal.

### **iii. Proposal preparation costs**

- a) The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions, preparation of proposal, in providing any additional information required by DoF to facilitate the evaluation process etc. DoF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) This EoI document does not commit DoF to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this bid.
- c) All materials submitted by the bidder will become the property of DoF and may be returned completely at its sole discretion.

### **iv. Pre-bid meeting**

A pre-bid meeting will be scheduled as per the date and venue mentioned in the Factsheet.

### **v. DoF's right to modify submission deadline**

DoF may, in exceptional circumstances and at its discretion, can extend the deadline for submission of proposals by issuing a corrigendum or by intimating all bidder who have been provided the

proposal documents, in writing or by facsimile, in which case all rights and obligations of the project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

**vi. DoF's right to terminate the process**

- a. DoF may terminate the EoI process at any time and without assigning any reason. DoF makes no commitments, explicit or implied that this process will result in a business transaction with anyone.
- b. This EoI invite does not constitute an offer by DoF. The bidder's participation in this process may result in DoF shortlisting the bidder for Stage II.

**vii. DoF's right to accept / reject all / any proposals**

DoF reserves the right to accept or reject any proposal, and to cancel the bidding process and reject all Bids at any time prior to shortlisting of the potential bidder, 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 DoF' rejection.

**viii. Submission of bids**

- a. The bidders should submit the proposals in the format given in this document.
  - Eligibility criteria including all the information sought as part of response in Original – 1 hard copy + 1 soft copy
  - The bidder should submit soft copy of bid on a non-rewritable CD media in a sealed envelope and should be in a single file in PDF format
  - The CD media must be duly signed using a permanent pen / marker and should bear the name of the bidder.
  - The hardcopy and softcopy of the Eligibility criteria should be in a single sealed envelope, clearly marked as “Pre-qualification Proposal – Shortlisting of the bidders for Implementation of fertilizer bag tracking system (FSCTS)” - DO NOT OPEN BEFORE 15.00 hours on 7<sup>th</sup> October'14.
- b. If the bid is found open, the bid will be liable to be rejected.
- c. The envelope shall also indicate the name and address of the Bidder to enable the proposal to be returned unopened in case it is declared “late”. The envelope shall be addressed to DoF at the address specified in this section.
- d. The proposal shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the Bidder itself.
- e. Any such corrections must be initiated by the person (or persons) who sign(s) the proposals.
- f. All pages of the proposal must be sequentially numbered and shall be signed by the authorized signatory of the Bidder and stamped with seal.

**ix. Venue and deadline for submission**

- a. Proposals must be received as per the details specified in section I of the EoI.
- b. Any proposal received by DoF after the above deadline shall be rejected and returned unopened to the Bidder.
- c. The bids submitted by telex / telegram / fax / e-mail, etc. shall not be considered and no correspondence will be entertained on this matter.
- d. DoF shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on the subject will be entertained.
- e. DoF reserves the right to modify and amend any of the above-stipulated condition/ criterion depending upon project priorities vis-à-vis urgent commitments.

**x. Documents comprising the bid**

- a. Demand Draft of INR 10,000/-
- b. Proposal Covering letter
- c. A power of attorney by the CEO or competent authority authorizing the Bidder to sign / execute the proposal as a binding document and also execute all relevant agreements forming part of EoI.
- d. Supporting documents as per section 5 of this document.

**xi. Notification of short-listing**

- a. Prior to the expiration of the period of proposal validity, the successful Bidders shall be notified by DoF in writing or by fax or email that they have been shortlisted based on EoI evaluation for the next stage.
- b. Only shortlisted Bidders shall be issued the RFP.