



**VIJAYAWADA MUNICIPAL CORPORATION
REQUEST FOR PROPOSALS (RFP)**

RFP No.CE-134643/2018

Date:18-09-2018

Vijayawada Municipal Corporation (VMC) intends to prepare Detailed Project Report (DPR) for construction of HAJ House at Vidyadharapuram, Vijayawada to accommodate all needs of HAJ pilgrims along with Mosque, Office Complex and Shadi Khana. In this regard VMC is inviting Technical and Financial Proposals from reputed and experienced Engineering consultants for preparation of Detailed Project Report and Bid document and to act as a Project Management Consultant.

BID DOCUMENT

A. General	
1.1	Name of the Client: Commissioner, Vijayawada Municipal Corporation Method of selection: Quality and Cost based Selection (QCBS)
1.2	The name of the assignment is: <ul style="list-style-type: none"> <input type="checkbox"/> preparation of Detailed Project Report and Bid document for construction of Haj House at Vidhyadharapuram, Vijayawada <input type="checkbox"/> Functioning as Project Management Consultant.
1.3	Scope of work: See Annexure - A
B. Preparation of Proposals	
2.1	The Proposal shall comprise the following: <u>For FULL TECHNICAL PROPOSAL (FTP):</u> 1st Inner Envelope with the Technical Proposal: 2nd Inner Envelope with the Financial Proposal
2.2	Clarifications may be requested not later than/ day prior to the pre bid conference. The address for requesting clarifications is: All requests for clarifications shall be made online through mail at E-mail engineeringvmc@gmail.com
C. Submission, Opening and Evaluation	
3.1	The Consultants <i>shall</i> submit their Proposals Physically in the O/o The Commissioner, Vijayawada Municipal Corporation, Vijayawada
3.2	The Consultant must submit: (a) Technical Proposal: one (1) hard Copy of the original proposal (b) Financial Proposal : one (1) hard copy of the original proposal <ul style="list-style-type: none"> • Available/Issue of Tender Schedules: 19-09-2018 from 3:00PM to 26-09-2018 • Any clarifications required may be sent through mail on or before 22-09-2018 up to 5:00PM • Last date for Receipt of Bids : Up to 26-09-2018, 3.00 P.M • Opening of Technical Bids : 26-09-2018 at 5.00 P.M onwards • Opening of Financial Bids : After evaluation of technical bids

3.3	Criteria, sub-criteria, and point system for the evaluation of the Full Technical			
	Proposals			
	Sl No	Description	Points	
	(i)	Specific experience of the Consultant (as a firm) relevant to the Assignment: Similar work (Such as commercial complexes, Office Buildings, Multipurpose buildings etc.,) with the project cost of Rs.100.00 Crores	20	
	(iii)	Experience as PMC / Independent Review and Monitoring Agency (IRMA)/ GoI Funded Projects		20
	(iv)	Average Annual Turnover – Rs.10.00 Crores during last 3 years		10
	(v)	Working experience with Municipal Corporations / ULBs		10
	(vi)	Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)		20
	(a)	<i>Technical approach and Methodology</i>		10
	(b)	<i>Work Plan</i>		5
	(c)	<i>Organisation and staffing</i>		5
	(vii)	Key Experts' qualifications and competence for the Assignment		30
	Sl. No	Position	Qualification & Experience	
	a	Team leader	M.Arch/M.Plg (Planning) – 20 Years	10
	b	Architect	B.Arch – 5 Years	4
	c	Estimation Expert	B.Tech (Civil) – 10 Years	4
	d	Structural Engineer	M.Tech (Structures) – 10 Years	4
	e	Electrical/ Mechanical Engineer	B.Tech (Elect.) – 5 Years	2
f	Services Engineer	B.Tech (Civil) – 5 Years	2	

g	Planning Engineer	B.Tech (Planning) – 5 Years	2
h	Infrastructure Design Engineer	B.Tech (Civil) – 5 Years	2

- 3.4 The number of points to be assigned to each of the above positions shall be determined considering the following two sub-criteria and relevant percentage weights:
- 1) General qualifications(general education, training, and experience): 20%
 - 2) Adequacy for the Assignment(relevant education, training, experience in the sector/similar assignments) 80%
- The minimum technical score (St) required to pass is:75 (seventy five)points

3.5 (QC BS only)	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: $T = 0.80$, and $P = 0.20$</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) as following: $S = St \times T\% + Sf \times P\%$.</p>																																		
4	<p>Financial Proposals – The Consultants should quote fee on the following format</p> <p><input type="checkbox"/> DPR - % on estimated contract value (ECV)</p> <p><input type="checkbox"/> PMC - % on estimated contract value (ECV)</p>																																		
5	<p>Time & Payment Schedule</p> <table border="1"> <thead> <tr> <th>Sl No</th><th>Deliverables</th><th>Time Schedule</th><th>Payment Schedule (% on quoted price)</th></tr> </thead> <tbody> <tr> <td colspan="4">A. FEASIBILITY REPORT & DPR</td></tr> <tr> <td>1</td><td>Feasibility Report</td><td>10 Days</td><td>20%</td></tr> <tr> <td>2</td><td>Submission of DPR</td><td>20 Days</td><td>30%</td></tr> <tr> <td>3</td><td>On approval of DPR by Government</td><td>30 Days</td><td>50%</td></tr> <tr> <td colspan="2">TOTAL</td><td>40 Days</td><td>100%</td></tr> <tr> <td colspan="4">B. IRMA (PMC)</td></tr> <tr> <td>1</td><td colspan="3">Payment to the consultant will be made based on the value of work done.</td></tr> </tbody> </table>			Sl No	Deliverables	Time Schedule	Payment Schedule (% on quoted price)	A. FEASIBILITY REPORT & DPR				1	Feasibility Report	10 Days	20%	2	Submission of DPR	20 Days	30%	3	On approval of DPR by Government	30 Days	50%	TOTAL		40 Days	100%	B. IRMA (PMC)				1	Payment to the consultant will be made based on the value of work done.		
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6	<p>WORK ALLOTMENT : Project wise work allocation will be done based on the Highest scorer as per QCBS Method.</p>																																		

Annexure I :
HAJ HOUSE, VIJAYAWADA : SCOPE OF WORK

The State Haj Committee requires various types of facilities in order to discharge its duties. For this purpose, a Haj House building is exclusively required for use by State Haj Committee. The pilgrims also report at the Haj House about 48 hours prior to departure in order to handover the travel documents and confirm the pilgrim's readiness to depart as per the scheduled date.

In view of the various functions to be performed by the State Haj Committee of Andhra Pradesh State, it is proposed to construct a new Haj House for the Muslim Minority population of the State. The proposed Haj House building is planned as a modern structure with all the amenities for the Haj Committee officials and the pilgrims.

As the new capital city is coming up in the Vijayawada-Guntur region of Coastal Andhra Pradesh, it is proposed to locate the Haj House in the city of Vijayawada as it is centrally located and easily accessible to the people of coastal districts as well as Rayalaseema Districts. Moreover, it is in the Central Capital Region of the new state and ideally suited for various other administrative purposes.

A Haj house is expected to have the following features / facilities in the building in order to function as a transit point for the pilgrims; administrative offices, reception lounge, rooms for accommodation of the pilgrims, bathrooms and toilets, waiting hall, Prayer hall ablution area for men and women, kitchen and dining hall, departure hall, ahram wearing room, canteen, kiosks, and miscellaneous facilities including parking.

The objectives and scope of work includes preparation of Detailed Project Report covering all the aspects of planning and design of a modern multi-storied building to function as the Haj House. The methodology to be adopted by the consultant for preparation of a DPR pertaining to a building construction project can be divided into five parts:

- i. Planning
- ii. Architectural Design
- iii. Structural Design

- iv. Cost Estimation
- v. DPR preparation

The tasks to be undertaken by the consultant include but are not limited to the following:

1. Planning

The planning stage involves preparation of topographic map of the site, architectural planning conforming to the local bye-laws, data collection, and engineering investigations. The scope of work in the planning stage is as follows:

- i. Preliminary Survey:** This is the first step in the planning phase of the project. The purpose of preliminary survey is to develop an overall concept of the planning phase subject to the site constraints. The consultant should undertake a reconnaissance survey of the site and identify the access points to the site along with the road widths. Interaction with the various Government Departments must be done in order to assess the land tenure of the site.
- ii. Bye-Laws:** Copies of the building bye-laws must be collected from the ULB / sanctioning authority. The requirements and procedures for water supply, sewerage and electricity connections should be documented. The consultant will also ascertain if any relaxations in the bye-laws is application to the proposed project.
- iii. Topographic Survey:** A detailed topographic survey should be carried out using total station. The boundaries of the site and the adjacent landmarks must be plotted to a suitable scale. A contour map should also be plotted at a suitable contour interval.
- iv. Investigations:** The consultant will undertake soil investigations through an authorized agency for determination of the sub-soil profile and the safe bearing capacity. The ground water potential and depth is also to be determined through sub-surface water prospecting methods.
- v. Suppliers:** A preliminary list of suppliers of building materials like cement, sand, steel, aggregate etc. is to be undertaken in order to determine the lead distances.

- vi. **SSR:** The consultant will obtain from the relevant Department a copy of the standard schedule of rates in vogue in the ULB. For items not listed in the SSR, the consultant will determine the prevailing market rates and document the same. The consultant will also review the prescribed minimum wages and compare them with the SSR. In case of discrepancies, the Consultant would suggest suitable modifications in the SSR in order to ensure that the project does not face hurdles during the execution phase. Prior approval of the ULB would be sought before adopting the revised costs for the purpose of estimations.

2.0 Architectural Design

The consultant will prepare an architectural plan of the proposed Haj House. The task will commence with the preparation of a conceptual accommodating all the mandatory facilities. The consultant will undertake the following tasks during this stage:

- i. **Conceptual Plan:** The consultant will prepare a conceptual plan and preliminary architectural drawings by incorporating all the requirements of the Haj house. The architectural philosophy would be to minimize energy use through maximum utilization of natural lighting. Solar panels for water heating and common area lighting would be encouraged. Energy conservation would be give top priority in the architectural planning and design. Similarly, rainwater harvesting and reuse of treated water would be encouraged to the maximum possible extent depending upon the practicality.

- ii. **Essential Features in the Haj House:** The following facilities are to be provided in the proposed Haj House:

- a. **Administrative Areas:** The following administrative areas are to be provided. Suitable plinth areas may be assigned to each of them.

- ☐ State Haj Committee Office
- ☐ Offices with ante room for Chairman, Executive Officers and members of Haj Committee
- ☐ Conference Hall

- ☐ Offices for the administrative staff of the state Haj Committee
- ☐ Document verification / submission counters
- ☐ Records room

b. Reception Lounge: The reception lounge has to be a large hall for receiving the pilgrims at the time of reporting. The size of the hall should be adequate to accommodate 50 pilgrims at a time.

c. Rooms for accommodation of pilgrims: As the pilgrims are expected to report 48 hours before departure and stay at the Haj house, there should be adequate rooms to accommodate the pilgrims for two days. The accommodation may consist of a combination of family rooms, double rooms and dormitory to accommodate about 900 pilgrims.

d. Bathroom and Toilets: Apart from bathrooms and toilets attached to the family and double rooms, there should be adequate toilets and bathrooms in the common areas and the dormitory area. The bathrooms should have bathing facilities and the toilets should have both Indian and European type of water closets.

e. Waiting Hall: Since a large number of visitors and relatives accompany the pilgrims and also come to visit them during the 48 hours of stay, there should be a large waiting hall with adequate seating arrangement for the visitors.

f. Prayer Hall and ablution area for Men and Women: This is an important component of the Haj house which caters to the daily five prayer needs of the pilgrims. The prayer hall should have separate prayer area and ablution area for men and women with non-interfering entrance and exit. The ablution area should also be sufficient for at least one quarter of the Pilgrims offering prayer in the hall, so that all the pilgrims can perform ablution within 10 minutes prior to the prayer. Similarly the ablution area for women should also be sized. A few toilets in the ablution area are also recommended.

- g. **Kitchen and Dining Hall:** A full-fledged kitchen to cater for the breakfast, lunch and dinner needs of the pilgrims is required in the Haj house. A dining hall where the food can be served is also required in order to keep the rooms free from partaking of food.
 - h. **Departure Hall:** The Haj house should have a large departure hall where counters for all the formalities related to international departure can be completed.
 - i. **Ahram wearing room:** Provision of space for bathing and wearing of ahram for men and women separately should be available in the Haj house.
 - j. **Parking facilities:** Adequate parking facilities for VIP and visitors should be available during the period of departure of the pilgrims.
 - k. **Canteen:** For snacks and tea etc., a canteen is required to serve the needs of the pilgrims and their visitors.
 - l. **Koisks:** About 8 to 10 koisks are to be provided for sale of SIM cards, books and various other pilgrimage related items.
 - m. **Miscellaneous facilities:** Various other miscellaneous facilities like cloak room for depositing luggage, locker facility for depositing valuables, library with Haj related literature, clinic, laundry and Haj training room are also desirable in the Haj house.
- iii. **Landscape Plan:** A detailed landscape plan should be prepared by the landscape architect.
 - iv. **Approval of Administrative Department:** A presentation of the conceptual plan would be made to the relevant authorities and their approval would be sought for the preliminary drawings and architectural designs of the proposed building project. After approval, detailed architectural drawing would be prepared.

3.0 Structural Design

The consultant would undertake the structure design of the structure and prepare 'good for construction' drawings.

i. Analysis and Design: The structural analysis and design should be carried out for each element of the structure. A suitable software package should be utilized for the purpose of structural analysis and design. The design would conform to the relevant BIS code of practice and comply with the requirements of seismic design and wind loads.

ii. Structural Drawings: Detailed structural drawings for the purpose of construction should be prepared.

4.0 Land use Master Plan

The consultant will prepare a land use master plan for the project site. This plan would indicate the total plot area, the total built up area, FSI, Green and open spaces, amenities areas, rainwater harvesting pits, parking space etc.

5.0 Cost Estimation

The cost estimates should be prepared item wise based on the latest SSR. Markets rates should be ascertained and the same used in the cost estimates for items which are not listed in the SSR.

- i. SSR:** The approved SSR must be used for the purpose of cost estimations. For items not listed in the SSR, market rates should be used with prior approval of relevant authorities.
- ii. BOQ:** The consultant would outline detailed technical specifications and prepare the Bill of Quantities.

6.0 Scheduling

A detailed PERT/CPM must be prepared for the execution of all the project components. A fortnightly monitoring plan would be enunciated for effective control of the work progress. Suggestions to overcome delays in the critical path shall be made.

7.0 DPR Preparation

A DPR must be prepared by incorporating all the items mentioned above and submit it to the relevant Government Authority for approval. Other relevant approvals like environmental clearance if required, electricity load allocation, water supply allocation from the ULB, sewerage connection etc. would be obtained.

SCOPE OF WORK OF PMC

The role of a Project Management Consultant is to overlook the EPC contractor's work to ensure compliance with client scope of works. The role of PMC is the most important part in any construction project, whether the project is small or large. Project Management Consultants make sure that every activity is taking place smoothly at every stage of project and this helps in proper execution of work for any construction project. Project Management Consultancies provide effective measures to ensure the quality and efficiency of the project execution.

The scope of work of PMC includes but is not limited to the following:

- 1. Preplanning of Site:** The PMC shall be responsible for obtaining all the relevant approval from statutory bodies for the commencement of work. It shall take steps to overcome hurdles, if any, in the commencement of work by coordinating between the client, the design consultant and the approving authorities.
- 2. Site Set up:** After obtaining the necessary permissions and approvals, the PMC shall undertake the task of site set up. This involves preparing the sites correctly for smooth and efficient execution of the project. This phase involves provision of all site amenities, putting up of sign boards, implementing necessary safety measures, providing communication equipment, and provision of security at the site.
- 3. Coordination with Consultants:** The PMC will be responsible for obtaining the designs and drawings from the consultant, attend to periodic corrections and updating of the drawings and arrange the site visit by the consultants as and when required.
- 4. Documentation:** The PMC will be responsible for the following documentation:
 - i. Tender Documents:** The PMC would prepare the prequalification documents and the detailed tender documents.
 - ii. Bid Document and Contract Documents:** The detailed bidding and evaluation process would be documented in the bid documents. Preparation of contract documents should also be done.

- iii. **Approvals:** The PMC shall obtain all necessary approvals i.e., administrative sanction and technical sanctions from the relevant Government authorities of all its decisions and recommendations.
- 5. **Review of Designs and Working Drawings:** The project management consultant would review all the designs and the working drawings released from time to time by the design engineer.
- 6. **Quantity Analysis and Estimations:** The PMC shall prepare detailed estimates and the BOQ for execution of the project. It will also record deviations and update the BOQ for obtaining permission from the client for variations in the quantities.
- 7. **Project Scheduling:** The PMC shall schedule all the project activities through a PERT Chart / Bar Chart and monitor the progress periodically. The charts would be monitored on a fortnightly basis and measures required to mitigate delays along the critical path would be enunciated.
- 8. **Finalization of Material Suppliers:** The PMC shall follow approved procedures transparently for identifying the material suppliers. It shall formalize the necessary rate contacts with the suppliers and make purchase orders with finalized contractors. It shall also approve the invoice and the submit the same to the client.
- 9. **Monitoring:** The PMC shall be responsible for monitoring of the project from the point of view physical progress, financial progress and quality control. It will monitor all the project activities and programs as per the submitted schedule and report to the concerned authorities on a periodic basis as agreed upon.
 - i. **Measurements:** The PMC would undertake measurement of works against the BOQ and certify the same with respect to quality and quantity and recommend payments on a weekly basis.
 - ii. **Procurement:** The PMC shall formulate and monitor a procurement plan after identifying the agencies for supply of various construction materials.

- iii. Physical and Financial Progress:** A monthly report of physical and financial progress would be prepared with suitable recommendations for release of payments.
- iv. Approval of Bills:** The PMC shall scrutinize all the bills of the contractor and certify the same for payment by the client.
- 10. Technical Supervision:** The PMC shall provide supervision for quality of works, execution as per schedule, ensure safety on the site. It shall also be responsible for ensuring that the labour is provided by all the necessary facilities including insurance, if required.
- 11. Quality Control:** The PMC will undertake total quality control of the project and ensure quality assurance for all components.
- i. Material Testing:** All the construction material used on the project would be tested in accordance to the relevant BIS code of practice and the reports submitted to the Department.
- ii. Quality Assurance:** The PMC would establish standard practice for quality assurance of all the project works. Period testing of the concrete and other components would be done, both a site and at an accredited laboratory. The reports would be submitted to the department every month.
- 12. Reports:** The PMC shall obtain daily reports on the work progress from the contractor and certify the same before submission to the client. It shall also submit weekly and monthly reports on the quality control tests, physical and financial progress of the work.
- 13. Liaison work:** The PMC would liaison with the contractors, Government Authorities, Labour Department and all other statutory bodies in order to ensure smooth progress of the construction activity.
- 14. Post Completion Tasks:** The following post completions tasks shall be undertaken by the PMC:

- i. **As-Built Drawings:** The Project Management Consultant would prepare as-built drawings after completion of the project and submit the same to the Department.
- ii. **Completion Certificate:** The PMC would be responsible to verify the status of all the project components and issue completion certificates.
- iii. **Final Settlement:** The final BOQ would be prepared after completion of the project and recommendation for final payment to the contractors would be made.

15. O & M

Proper O & M practices are essential for the proper functioning of the project components. The PMC would assist the Department in establishment of appropriate O & M schedules and routines. Recommendations pertaining to institutional arrangements for O & M would be made. Finally an O & M manual would be prepared and necessary training imparted to the identified O & M staff.

Note:

The Commissioner, VMC reserves all rights to cancel / reject / modify and amend the RFP as per the requirement.

TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM: (Name of Firm)

To: (Name and Address of Employer)

Ladies/Gentlemen:

Subject: Hiring of Consultancy Service for _____

_____ Technical Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your request for Proposal dated [Date], and our Proposal. We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications
Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

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

Firm's Name: _____

TEAM COMPOSITION AND TASK ASSIGNMENTS

Technical / Managerial Staff

S.No.	Name	Position	Task
1.			
2.			
3.			
4.			
..			
..			

Support Staff

S.No.	Name	Position	Task
1.			
2.			
3.			
4.			
..			
..			

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and Employer references, where appropriate. Use about three-quarters of a page.]

Languages:

[For each language indicate proficiency: excellent, good, or poor; in speaking, reading and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: _____

[Signature of staff member and authorized representative of the Firm]
Day/Month/Year

Full name of staff member: _____

Full name of authorized representatives: _____

Note: CV of each individual should be signed in original by the respective staff member along with the date and endorsed by the authorized representative of the lead firm.

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM: (Name of Firm)

To: (Name and Address of Employer)

Ladies/Gentlemen:

Subject:

_____ Financial Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal date [*Date*], and out (technical and Financial Proposals). we are pleased to inform that we would charge Consultancy fee @.....% on ECV (fees in words and up to 2 decimal only) for preparation of DPR and% on ECV for PMC inclusive of all taxes and inclusive of all out of pocket expenses, site visits, expenses of travel, documentation, communication and local office expenses incurred by consultants for carrying out the Services.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal, i.e., [*Date*].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Address: