

File No : CCRT/27015/14/2024

**CENTRE FOR CULTURAL RESOURCES AND TRAINING
PLOT NO 15A, SECTOR 7, DWARKA,
NEW DELHI-110075**

REQUEST FOR PROPOSAL

**For Production of 10 Films/documentaries on Stories
collected and uploaded under Digital District Repository
(DDR) Project under Azadi Ka Amrit Mahotsav (AKAM)**

Request for Proposals (RFP)
Guidelines and Tender Document

For

**Production of 10 Films/documentaries on Stories collected
and uploaded under Digital District Repository (DDR)
Project under Azadi Ka Amrit Mahotsav (AKAM)**

Estimated Cost	Estimate as per number of stories
Period of Contract	03 Months
Date of Publishing Tender	26 December, 2024
Clarification Start Date & Time	30 December, 2024 at 10AM
Clarification End Date & Time	18 January, 2025 at 5 PM
Last Date & Time of BID receipt	27 January, 2025 at 3 PM
Date & Time of Short listing of Technical BID	28 January, 2025 at 11 AM
Tender Box for hard copy placed in the office at CCRT, Plot No 15-A, Sector 7, Dwarka, New Delhi 110075.	
NOTE : IF THERE IS DIFFERENCE IN DATE AND TIME MENTIONED ABOVE AND MENTIONED ANYWHERE IN TENDER DOCUMENT, THE ABOVE DATES SHOULD BE TREATED AS FINAL	

Ph No. 25309300; Web Site: www.ccrtindia.gov.in

CENTRE FOR CULTURAL RESOURCES AND TRAINING
15A, SECTOR -7, DWARKA, NEW DELHI 110075

Request For Proposal for Production of 10 Films/Documentaries on Stories Collected and uploaded under Digital District Repository (DDR) Project under Azadi Ka Amrit Mahotsav (AKAM).

CENTRE FOR CULTURAL RESOURCES AND TRAINING (CCRT), is undertaking the production of 10 Films/Documentaries that will highlight 10 best stories out of 100 stories under the Digital District Repository (DDR), an initiative documenting stories at the district level related to India's rich historical and cultural heritage, especially in the context of the Indian freedom struggle. The CCRT invites experienced and qualified production agencies to submit their proposals for producing these films.

Each documentary should have 4-5 minutes duration and must encapsulate the unique historical and cultural essence of individual districts as collected under the DDR, focusing on People & Personalities, Events & Happenings, Hidden Treasures (Built & Natural Heritage), and Living Traditions & Art Forms. Interested bidders who have good experience of production of films/documentaries may submit their bids viz. technical and financial in separate sealed envelopes.

PROCESS OF SELECTION :

CCRT would be detailing the minimum pre-qualification requirements and the process of selection in the RFP.

- A designated Committee would evaluate the quality of Bidders on the criteria mentioned in the RFP based on their proposals received and fulfillment of eligibility criteria (Technical Bid). The technically eligible agencies would be called to make a presentation before a designated Committee at CCRT, 15A, Sector 7, Dwarka, New Delhi.
- Financial Bids of only the short- listed Bidders (who score at least 70 out of 100 in the Technical Bid) would be considered.
- CCRT does not bind itself to accept the lowest or any tender and has a right to refuse any or all the bids without assigning any reason or select any bidder that is in the final evaluation list. CCRT also reserves the right to re- issue the Tender without Tenderers having the right to object against such re-issue. It also reserves the rights to extend the validity period.
- The bidders shall submit their offers strictly in accordance with the Terms & Conditions of the Tender document. Any tender that stipulates conditions contrary to the conditions given in the tender document stands disqualified.
- The Technical & Financial bids should be submitted in the separate sealed envelopes mentioning technical & financial bid over the envelopes and must be deposited in the Office of CENTRE FOR CULTURAL RESOURCES AND TRAINING (CCRT), 15A, Sector-7, Dwarka, New Delhi-110075 up to 03.00 P.M. on 27 January, 2025 and the Technical bids will be opened as per schedule below:- Date: 28 January, 2025 Time:11.00 am and Presentation from the selected

bidders will be held on 28 January, 03 pm onwards. Pre-bid queries : All queries regarding the RFP can be raised by 18 January, 2025 (05.00 pm).

- Any tender received after the deadline for submission of tenders prescribed by CCRT will be rejected. CCRT shall not be responsible for any delay or non- receipt / non- delivery of the documents.
- During opening of the technical and financial bids, all bidders are requested to be present at CCRT, 15A, Secto-7, Dwarka, New Delhi-110075.
- CCRT also reserves the sole right for carrying out amendments/ modification/ changes including any addendum to this RFP. Such amendments/ modification/ changes including any addendum to this RFP shall be notified on the website of CCRT. All prospective bidders must go through the website before submitting the bids.
- CCRT reserves the right to advance/extend the deadline without assigning any reasons thereof.
- The bidder shall bear all costs associated with the preparation and submission of the Tender and CCRT will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

About Digital District Repository (DDR)

The Digital District Repository (DDR) is a landmark initiative by the Ministry of Culture, Government of India, dedicated to unearthing, preserving, and sharing district-level stories that reflect India's vast historical, cultural, and freedom struggle heritage. While mainstream history tends to focus on significant events and prominent figures, DDR captures the essence of India's past through lesser-known local stories—those of individuals, places, and events that played pivotal roles in shaping the nation's independence.

By bringing these stories from districts across India to the forefront, DDR paints a fuller picture of the country's historical narrative, highlighting the grassroots contributions that often go unnoticed. The repository organizes these stories into four main themes, each offering a unique lens on district-specific history:

1. **People & Personalities:** This theme celebrates both renowned and unsung local heroes who made significant contributions to their communities and, in many cases, to the national movement. These narratives highlight the important role of individuals in India's fight for freedom.
2. **Events & Happenings:** This section documents local protests, meetings, and revolts that may not be widely recognized but were instrumental in the larger context of India's struggle for independence.
3. **Hidden Treasures — Built & Natural Heritage:** Beyond India's well-known monuments, this category brings attention to lesser-known historical structures, natural sites, and landmarks in districts that hold cultural and historical significance, many of which contributed to the freedom movement.

4. **Living Traditions & Art Forms:** This theme focuses on the district-specific cultural traditions, festivals, and art forms that not only preserve the cultural identity of local communities but also played key roles in the independence movement.

In partnership with local authorities, DDR is a decentralized effort with district-level committees responsible for collecting, verifying, and submitting these stories. Each committee, consisting of archivists, district information officers, and district informatics officers, ensures that the narratives reflect the unique heritage of each district.

CCRT has organized several events, exhibitions, and workshops to spread awareness about the DDR. These efforts have been instrumental in motivating local historians, academicians, and the general public to contribute towards documenting their district's history. The development of both static and digital exhibitions has allowed for the broader dissemination of this invaluable content. In sum, the Digital District Repository stands as a testament to India's rich, diverse, and often underrepresented local histories. It has contributed immensely to unearthing stories of local heroes, unsung events, and unique cultural heritage across India's vast landscape. The DDR ensures that these stories will not only be preserved for future generations but also celebrated as an integral part of India's freedom and cultural narrative.

Film/Documentary Coverage

The goal of producing 10 films/documentaries is to showcase the 10 best stories selected from the top 100 narratives identified under the Digital District Repository (DDR) project. Each film will delve into one exemplary story, illuminating the rich tapestry of India's district-level heritage and its contributions to the freedom struggle.

The films/documentaries will feature:

1. **In-Depth Narratives** : Each documentary should spotlight a specific story that exemplifies the broader themes of the DDR. This could include notable individuals, impactful events, or unique cultural traditions that represent the spirit of their respective districts.
2. **Historical and Cultural Significance:** The documentaries must place these stories within the context of India's independence movement, emphasizing the local impact and how these narratives contributed to the larger national narrative.
3. **Visual Storytelling:** Through on-site filming in the relevant districts, the documentaries should incorporate interviews with historians, local experts, or family members of key figures, along with dynamic visuals, archival footage, and local landscapes to bring these stories to life.
4. **Diverse Representation:** The films should highlight the diversity of India's geographical and cultural landscape by selecting stories from different states and regions, showcasing the unique contributions and experiences of each district.

To get a better understanding about Digital District Repository (DDR) initiative, refer to <https://amritmahotsav.nic.in/digital-district-repository.htm>

Scope of Work and Responsibilities

1. SCOPE OF WORK (SoW), DELIVERABLES & TIMELINES

The selected agency will be required to make the complete arrangements to undertake following indicative tasks but not limited to, under the supervision and guidance of designated officers for successful completion of the cited event.

S.No	Activity	Broad Scope of Work
1.	Concept & Plan	<p>The CCRT proposes the production of 10 films/documentaries, each with a duration of 4-5 minutes, to capture the essence of the 10 best stories identified under the Digital District Repository (DDR) initiative. To this end, the CCRT invites the services of experienced agencies for the following:</p> <p>a. Development of 10 Films/Documentaries on the selected stories under the DDR initiative, which includes but is not limited to:</p> <ul style="list-style-type: none"> ▪ Comprehensive research on each story. ▪ Video shoots and location scouting as required. ▪ Scriptwriting tailored to the narrative of each film. ▪ Voice-over narration in Hindi. ▪ English dubbing for wider accessibility. ▪ Background music that enhances the storytelling. ▪ Interviews with relevant stakeholders to enrich the narrative. ▪ Incorporation of archival materials to enhance the stories. ▪ Subtitle creation in both Hindi and English. ▪ Editing to ensure a polished final product. ▪ Compilation of stock footage from various agencies as needed. <p>b. Shorter version of 2-3 minutes from the 4 to 5 minutes would be required in two languages (Hindi and English)</p> <p>c. The project must highlight the contribution of Ministries, CCRT, states, various stakeholders, and organizations to DDR.</p> <p>d. All rights of the documentary/film will be with CCRT.</p>

2. **The work/cost include :**

- a.) Concept, script, background music.
- b.) Hiring of all necessary equipment for shooting of these short film (s).
- c.) Hiring of Narrator/ Anchor.
- d.) Will be responsible for post-production.
- e.) Studio hire for editing charges.
- f.) Animation charges, subtitles etc .
- g.) Music compositions and voice over charges.
- h.) Any other charges.
- i) Travel, boarding and lodging for the entire crew.
- j) Any charges for Arial shooting.

(3) **Other Miscellaneous activities/tasks**

The above list is a tentative list and the bidder would be required to undertake any other relevant activity as required by the tendering authority and statutory body and client department for smooth and successful completion of the overall event on prevailing market rates which are not part of initial scope of work.

(4) **Submission of EMD**

Earnest Money Deposit (EMD) amounting to Rs. 1,00,000/- (Rupees One lakhs only) in the form of Demand Draft drawn on a scheduled commercial Bank in favour of “EMD A/c CCRT “payable at New Delhi shall be submitted along with the technical bid. The envelope should be sealed and superscripted EMD for production of Short Film (s) for CCRT.

(5) EMD of bidders not satisfying the eligibility criteria or not selected will be returned back after tender finalization. The successful bidder will have to submit a Performance Security (PS) in the form of ***DD/Bank Guarantee/FDR*** pledged to Director, CCRT, New Delhi for an amount equivalent to 3% of the total cost of the project. PS should be valid for a period of 60 days beyond the date of completion of project.

Technical Evaluation Process:

- The evaluation shall be done out of 100 marks.

(A)			
S.No	Item	Marks	Total Marks
1.	Relevant Experience in Past years: The agency must be in operation in India for past 3 years in the same line of business to be eligible. Experience in Years 3 Years to 5 Years >5 Years	5 10	10
2.	Prior experience of the bidder in production of documentaries/films of 4-5 minutes and more for Ministry of Culture/Education due to the fact CCRT is working in the field of Culture and Education. 1 to 5 6 to 7 >7	5 7 10	10
3.	Average turnover of last 3 years Rs 3 Crores to Rs 4 Crores Above 4 Crores to 5 Crores >Rs 5 Crores above	5 7 10	10
(B) PRESENTATION			
4.	The presentation should include Understanding of current assignment Bidder shall submit a Presentation of the documentary/film concept which shall cover the scope of work mentioned in the RFP. Approach & Methodology Approach & Methodology used in the project Innovative Ideas: New ideas/ innovation which can be integrated with the existing Scope of Work.	70	70
Total			100

Technical Presentation Evaluation Process:

- The presentation with the highest technical marks (as allotted by the Evaluation Committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks.

- The bidders securing a minimum of 70% marks will qualify in the technical evaluation round. Financial Evaluation Process:

Financial Evaluation Process :

- After the technical evaluation is completed, financial bid of the qualified bidders shall be opened.
- Financial proposals of only those bidders will be evaluated. who secure a minimum of 70% marks in the technical evaluation. The proposal with the lowest total bid value as given in FORM FINANCIAL shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their total bid value.

Combined Evaluation Process: Combined Evaluation

- The combined score shall be obtained by weighing the technical and financial scores in the ratio of 70:30 and adding them up. On the basis of combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained.
- The proposal obtaining the highest combined score in evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H 2, H 3, etc. The bidder securing the highest Combined marks will be considered for award of the contract.

Example:

- As an example, the following procedure will be followed. The minimum qualifying marks for technical qualifications are 70 and the weight age of the technical bids and financial bids is kept a 70:30. Assuming that in response to the RFP, 3 proposals, A, B & C are received. The Technical Evaluation Committee awards them 75, 80. and 90 marks respectively. The proposal with the highest technical marks (as allotted by the Evaluation Committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks. Bidders securing 70% marks in this process will be deemed as technically suitable and their financial proposals will be opened after notifying the date and time of bid opening to the successful participants. Assuming that the Evaluation Committee examines the financial proposals and the quoted total bid values are as under:

✓ Proposal Total Bid Value

- A: Rs.120
- B: Rs.100
- C: Rs.110

✓ Using the formula $\frac{LTV}{TBV}$, where LTV stands for Lowest Total Bid Value and TBV stands for Total Bid Value, the Committee will give them the following points for financial proposals:

- A: $100 / 120 = 83$ points
- B : $100 / 100 = 100$ points
- C : $100 / 110 = 91$ points

- ✓ In the combined evaluation. thereafter, the Evaluation Committee will calculate the combined technical and financial score as under:
 - Proposal A : $75 \times 0.70 + 83 \times 0.30 = 77.4$ points.
 - Proposal B : $80 \times 0.70 + 100 \times 0.30 = 86$ points
 - Proposal C : $90 \times 0.70 + 91 \times 0.30 = 90.3$ points.

- ✓ The three proposals in the combined technical and financial evaluation will be ranked as under:
 - Proposal A: 77.4 points: H3
 - Proposal B: 86 points:H2
 - Proposal C: 90.3 points: H1

- ✓ Proposal C at the total bid value of Rs.110 will, therefore, be declared as winner and recommended for approval, to the competent authority.

- ✓ In the event of a tie in the final scores, the agency having the lower financial quote amongst the two would be given preference.

PRE-BID QUALIFYING CRITERIA AND TECHNICAL PROPOSAL

CCRT shall evaluate the capabilities of the Production House based on their profile and also keeping in view of the following criteria. **Production Houses not fulfilling the below mentioned pre bid criteria will not be considered for technical and financial evaluation.**

Minimum Eligibility Criteria

- a) A Bidder can be a company/ partnership firm/other legal entity incorporated/established as per the applicable laws in India.
- b) The Production House must be in operation in India for the last 3 (three) years in the same line of business*. As a proof the agency may submit copy of Work orders with Completion Certificate/ Certificate from the Client of any assignment executed 3 years before the tender due date. (*Same line of business here stands for the business of production of film/ documentary or similar type of work).
- c) The Production House must have executed documentaries/films for Ministry of Culture/Education due to the fact CCRT is working in the field of Culture and Education. (Documentary proof in the form of Work orders with Completion Certificate/ Certificate from the Client in this regard must be submitted).
- d) The Production House must have attained average annual turnover of Rs. 3 crores during of the last three financial years from the same line of business. A CA certificate in this regard must be submitted as proof.
- e) The net worth of the bidder, as on **(date)** should be positive.

Selected bidder with CCRT

The selected bidder shall perform the assignments and carry out their obligation with due diligence and efficiency, in accordance with generally accepted techniques and practice used in the industry. It shall employ appropriate advanced technology and safe and effective equipments, machineries, materials and methods. CCRT reserves the right to inspect the performance of the bidder prior to commencement or in between the work progress. The inspection may cover all areas related to the assigned work order, especially methodology, manpower, infrastructure etc. CCRT reserves the right to cancel the work order issued to the bidder at any time including the time after the completion of the assigned work without assigning any reason.

Performance Security

The successful bidder shall be required to deposit Performance Security equivalent to 3% of the award amount and should remain valid for 6 months beyond the date of completion of all contractual obligations. Performance Security shall be submitted in the form of Demand Draft/ BG/ FDR in favor of EMD A/C, CCRT payable at New Delhi or in the form of Bank Guarantee issued by a scheduled/nationalized bank. Performance Security will be discharged after completion of contractor's performance obligations under the contract. The above security deposit will be liable to be forfeited during the period of contract, in case breach of any terms and conditions of the contracting contractor or failure to provide any services under the contractor loss results from contractor's failure and breach of obligation under the contract.

Payment Term

25% Advance of the total Contract value will be paid to the contractor on signing of the contract against the Bank Guarantee, if demanded by the contractor. Full payment will be released only after successfully completion of the project as mentioned in the contract which shall be examined by the constituted committee of CCRT and submission of Bill in duplicate.

Penalty Clause

The successful bidder shall not refuse to accept CCRT work order under any pretext. The work order can be collected from CCRT office or if convenient to the bidder, it can be mailed to them. The bidder shall start the work within 7 days of the date of the work order.

For three recurrence of default in the discharge of service obligation, CCRT would be free to forfeit the defaulting bidder's security deposit, revocation of bank guarantees and/or termination of the contract for default.

If at any time during performance of the work order, the bidders encounter condition impeding timely performance of the ordered service, the bidder shall promptly notify Director, CCRT in writing of the fact of the delay, its likely duration and its cause (s).

Special Clause:

The master copies of the film(s) and the edited short film(s) will be the sole property of CCRT which would not be used by the bidder in any form without permission from **Director, CCRT.**

Arbitration

CCRT and bidder will make every effort to resolve amicably, by direct negotiation, if any disagreement or dispute arises between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any other matter, the decision of which is specially provided for by the general or the special conditions, such dispute will be referred to two arbitrators, one appointed by each party and the third to be appointed by the Director, CCRT and the awards of the arbitration, as the case may be, will be final and binding on both the parties. The arbitrators or the empire as the case may be, with the consent of parties may modify the time frame for making and publishing the award. Such arbitration will be governed in all respect by the provision of Arbitration and Conciliation Act, 1996 and rules there under and any statutory modification or re-enactment or amendments, thereof. The arbitration proceedings will be held in Delhi.

Applicable Law

The bidders shall be governed by the law and procedures established by Govt. of India within the framework of applicable legislation and enactment made from time to time concerning such financial dealings/processing.

Last date of Submission

27 January, 2025 by 03 PM. Tender will be opened on 28 January, 2025 at 11 AM.
Director, CCRT is authorized to reject any or all offer without assigning any reason thereof.

Rejection of Tender

Tender will be automatically stood cancelled if any undue influence or canvassing for selection is made by the bidder.

**Director
CCRT, New Delhi**

TECHNICAL PROPOSAL
Letter of Proposal
(On Bidder's letter head)

Date:.....

To,

The Director
CCRT, 15A Sector-7,
Dwarka, New Delhi-110075

Subject: Engagement of Agency/Production House for Film/ Documentary.

Dear Sir/ Madam,

1. With reference to your RFP document dated 24.12.2024, we, having examined the Bidding documents and understood their contents, hereby submit our Proposal for the aforesaid Assignment. This proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment.
4. We shall make available to the CCRT any additional information it may find necessary or require to supplement or authenticate the Bid.
5. We acknowledge the right of the CCRT to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises.
7. We declare that:
 - a) We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the CCRT.
 - b) We do not have any conflict of interest in accordance the RFP document;
 - c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice. undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the CCRT or any other public sector enterprise or any government, Central or State; and

- d) We hereby certify that we have taken steps to ensure that inconformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any proposal that you may receive nor to invite the Bidders to Bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.
9. We declare that we are not a Member of any other firm submitting a Proposal for the assignment.
10. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to grave offence that outrages the moral sense of the community.
11. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
12. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
13. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the RFP of the same immediately.
14. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the CCRT in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect to the abovementioned Assignment and the terms and implementation thereof.
15. In the event of our being declared as the successful Bidder, We agree to enter into an Agreement in accordance with the draft that has been provided to us prior to the Proposal Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
16. We have studied all the Bidding Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the CCRT or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.
17. The Fee has been quoted by us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement.

18. We agree and understand that the Proposal is subject to the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our Proposal is not opened.

19. We agree to keep this offer valid for 180 (One hundred eighty) days from the Proposal Due Date specified in the RFP.

20. We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

(Signature of the Authorized signatory)

Place:

(Name and designation of the of the Authorized signatory)

Name and seal of Bidder

FORM I - Particulars of the Bidder

1. Name of the Company:
2. Registered Office:
3. Date of Incorporation:
4. Constitution of Bidder Company:
5. GSTIN (Copy to be closed):
6. PAN (Copy to be closed)
7. Experience in documentary/film making (years) with proof:
8. Date of first assignment:
9. Presence in India:
10. Total no. of employees:
11. No. of employees in documentary making services:
12. Details of contact persons:
13. Any other details:

Name:

Designation:

Contact No.:

Mobile no.:

Email id:

Postal address:

(Signature of Authorized Representative)

FORM II

Financial Capacity of the Bidder

Particulars	Rupees in Crores		
	2023-2024	2022-2023	2021-2022
Annual Turnover			
Average Turnover for 3 years			

(Signature of Authorized signatory with official seal)

This is to certify that the above information has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details annexed.

(Signature. Address. Seal & Membership No. of Chartered Accountant)

FINANCIAL PROPOSAL SUBMISSION FORM

Submission of Proposal against your RFP : _____

Our detailed financial proposal is as follows :

S.No	Particulars	Basic Price	GST as applicable (presently 18%)	Total Cost for the project (C+D)
(A)	(B)	(C)	(D)	(E)
1.	Total cost of providing services as per the ToR and SoW mentioned in the RFP			
Total Cost in words				

1. The prices stated in the bid shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other intellectual property rights.
2. For the purpose of evaluation for Selection of Bidder, the total cost inclusive of taxes of all the above will be considered.
3. No out-of-pocket expenses shall be paid separately unless prior approval for the same has been received from AKAM representative in writing.
4. Bidder must submit their financial bid for the total scope of work.
5. The lump sum rates provided here under shall remain the same for the entire duration of the contract.

(Signature of the Authorized Signatory with official seal)

FORM III

Bidder's Authorization Certificate

To,
The Director
CCRT, 15A, Sector-7
Dwarka, New Delhi-110075

<Bidder's Name> _____ <Designation> _____
is hereby authorized to sign relevant documents on behalf of the Agency in dealing with proposal of reference <Reference No & Date>. <Bidder's Name> is also authorized to attend meetings and submit technical information as may be required by you in the course of processing above said proposal.

Thank you,

Authorised Signatory.

<Agency Name & Seal>