

TENDER DOCUMENT

FOR

**DEVELOPMENT, IMPLEMENTATION, OPERATIONAL TRAINING &
SUPPORT**

FOR IMPLEMENTING

STUDENT LIFE CYCLE MODULE

UNDER

COLLEGE MANAGEMENT INFORMATION SYSTEM

FOR



A.N. COLLEGE, PATNA

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A.N. COLLEGE, PATNA
A. Schedule of Expression of Interest

Sl. No.	Items	Details
1.	Tender No.	Dated:
2.	Name of the work	Tender document for "DEVELOPMENT, IMPLEMENTATION, OPERATIONAL TRAINING & SUPPORT FOR IMPLEMENTING STUDENT LIFE CYCLE MODULE FOR A.N. COLLEGE, PATNA
3.	Date of downloading of Bid Document	07.02.2020
4.	Last date and time for Receipt of Bids	22.02.2020 at 03:00 PM
5.	Date and time of opening of Technical Bid and Presentation	24.02.2020
6.	Place of Presentation	A.N. College, Patna
Vendors are requested to read the complete tender documents before submission of Bids.		

Other important information related to Bid

Sl. No.	Information	Details
1.	Cost of Tender Documents: (To be paid offline at the time of submission of the tender)	10000/-
2.	Bid- Security(Earnest Money) To be paid in the form of Bank Draft	100000/-
3.	Contract Performance Security:	200000/-
4.	Financial Bid:	Annexure -I
5.	Undertaking	Annexure-II

COLLEGE MANAGEMENT INFORMATION SYSTEM

B. Broad Scope of the Work

The Agency will have to facilitate for the "Development, Implementation, Operational Training & Support of College Management Information System" for A.N. College, Patna, to Design, Develop and Implement a web application for college Management Information System. Proposed Web Application should have the facility of -

Students Life Cycle Module: The Student Life Cycle Module will include Designing and Development and Implementation of Online system for fee management, online Admission in various courses after 1st year and 1st semester, Designing and keeping records of academic activities and Attendance of the students, internal-Examination Task which includes online submission of feedback Form, online submission of different Fee (Admission, CLC, TC etc)through a secured portal, facility for publication of Attendance Sheet on day to day basis and other activities needed as per required work.

C. INVITATION OF BID

A.N. College, Patna was founded in 1956 in the name of a sagacious and visionary leader, a freedom fighter, a statesman and an able administrator "Bihar Vibhuti" Dr. Anugrah Narayan Sinha. This college imparts holistic education to our students and believes that "Education is not only the learning of facts but the training of mind to think". This college, since 2005 has been accorded "Centre for Potential for Excellence (CPE) status by UGC thrice. It was accredited with Grade 'A' by NAAC in 2005 and in 2011 re-accredited with Grade – 'A'. In the 3rd cycle college has accredited by NAAC with Grade 'A' (3.27/4). The college is fully attuned to face challenges posed by growing demands in the field of higher education. Since its inception in 1956, year by year, this college has scaled new heights and has also grown into a prestigious institution of the state and has also earned accolades at national and international levels. It is a co-educational and multi-disciplinary college. The college has 27 departments including Science, Arts, Humanity, Vocational, Professional, Education and Language courses. Most of these departments run U.G., P.G. and Ph.D. Courses.

A.N. College, Patna invites tenders for "**Development, Implementation, Operational Training & Support for Implementing Student Life Cycle Module under College Management Information System**" from leading, reputed, professionally and financially sound and duly registered companies/agencies/organizations which have required experience in relevant and similar fields for Development, Supply, Implementation and Maintenance of complete College Management solutions. Through this solution, A.N. College, Patna wishes to automate **Students Life Cycle** like admission, attendance, submission of fee and other academic processes of the

college to achieve error free and accelerated work processing within the stipulated time-frame.

Procedure for submission of Tender/EoI (Expression of Interest): Vendors proposing to submit the Tender/EoI, may visit college website www.ancpatna.ac.in for downloading full document of the tender/RFP including details of Scope of Work and the desired prerequisites. The college reserves the right to amend, withdraw or cancel the tender and if any amendment/ updates to the RFP (Request for Proposal) or its Terms and Conditions is made it will be uploaded on official website of the college. The EoI has to be submitted in the prescribed format along with all the supporting documents in compliance with the requirements of the RFP. The companies/firms/organizations will be shortlisted after detailed presentations by them before the designated Committee. The date for presentation shall be intimated on the college website.

Please refer to the below mentioned information and guidelines for submission of the tender/RFP.

General Instructions, Terms and Conditions:

The tender Document can be downloaded from website www.ancpatna.ac.in from 07/02/2020. The tender document fee of **Rs. 10,000/- (Rupees Ten Thousand)** only is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any nationalized bank drawn in favour of the **“Principal, A.N. College, Patna. Payable at Patna”** and it should be submitted along with **EMD of Rs 1,00,000/- (Rupees One lakh)** only and tender documents as per the instructions given below in this tender. The sealed tender papers (Technical bid and Financial bid) should reach in the office of the Principal, A.N. College, Patna latest by 22/02/2020.

1. Incomplete bids, amendments and additions to bids after opening or late bids are liable to be ignored and rejected by A.N. College, Patna
2. The bidder shall be responsible for the delivery of the material('s), its successful demonstration, and providing training as required, as per specifications listed in the tender and at the sites allocated by the college.
- 3.A Demand Draft for **Rs.1,00,000/- (Rupees One Lakh Only)** drawn in favour of the **“Principal, A.N. College, Patna”**, payable at Patna should be submitted towards **Earnest Money Deposit (EMD)** which must accompany the bid. Bids without EMD

will be rejected. The EMD will be refunded to all the unsuccessful bidders only after the work order are placed to the successful bidder. The successful bidder's EMD will be converted to security deposit upon the bidder's acceptance of the award of contract.

4. The bidder's Security may be forfeited:

(a) If the bidder withdraw his bid during the period of bid validity specified in contract/agreement.

(b) If the successful bidder fails to sign contract/agreement within **07 days** of issue of letter of intent.

5. The prices must be quoted in the format as specified in the tender document, and should be inclusive of packing, forwarding, insurances, delivery at sites, duties and taxes.

6. All items, deliverable and price mentioned in the tender document should be valid for acceptance up to a period of **3 months**. The bidders should be ready to extend the validity, if required by the college.

7. The selected bidders shall be responsible for the supply, installation testing and The bidder should commence work as per the scope mentioned in the tender document within **1 week** from the date of issue of final order and/or entering into contract.

8. Bidders should enclose their bids with full details of all latest software and/or solutions proposed for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.

9. A. College, Patna reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the tender document without assigning any reasons whatsoever. A.N. College, Patna also reserves the right to revise or modify or cancel the specifications of the items before the acceptance of any bids.

The sealed bids should be addressed and delivered by registered post or speed post or courier or by hand in the Principal's Office:

The Principal,

A.N. College,

S.K. Puri, Boring Road,

Patna – 800 013

BIHAR, INDIA

The corresponding sealed envelopes should be titled as **“Development, Implementation, Operational Training & Support of College Management Information System (CMIS)”** and all the bids must reach on or before **22/02/2020 (by 03.00 PM.)**. Bids received after the specified time will be rejected and no intimation will be sent in this regard.

The college is not under obligation to accept the lowest bid on any bid and reserves the right of accepting the whole or any part of the bid or portion of the quantity offered; and the bidder shall supply the same at the rate quoted. The Principal on behalf of A.N. College, Patna reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice with-out assigning any reason, whatsoever.

Acceptance of the bid for presentation through PPT shall be communicated through email/speed post to the successful bidders.

The bidder must enclose a copy of **GST Certificate, PAN Card, income tax clearance certificate** and **last 03 years financial statement** and all other details required under eligibility criteria. All bidders should enclose an **affidavit** by the First-Class Magistrate of a **“Warranty Declaration”** of their firm/company’s in their bids as detailed below:

“We shall abide by all the specifications, terms and conditions listed in the tender document.

We warrant all deliverable to be supplied by us as part of the tender shall be free from all defects and faults in material, workmanship. All products and services shall be of the highest quality, material and services of the type ordered, shall be in full conformity with the specifications therein.

We accept that any deviations in the material and/or solutions/software and/or services from that specified in the tender document and the accepted terms are liable to be rejected. The bidder will be bound to supply all the goods in the specified form to the specifications as per the order/contract and demonstrate the same at their own cost.”

D. SCOPE OF WORK (Work-Details)

Student's Life Cycle

The Module of Student Life Cycle on portal will facilitate with Enrollment of Students, Registration of new Students, Attendance in the class, Pre and Post Examination Task, Certificates, Degree Generation, creation of transcript, verification of certificates/degrees and Migration of the Students.

RFID in Library Management -

- To make your library operations more efficient.
- For rapid book issue and return by speeding up & simplifying the process.
- R.F.I.D. (Students, Teachers & Staffs) Library Cards-

Student Management -

- To Improve accuracy of student data, and ensure ready availability of data to the college management,
- To provide teachers to identify quickly student's problem areas and provide redressal.

Attendance Management –

- Attendance
- Absence notification to teachers and parents, &
- Uploading of leave applications.

Maintenance of Detailed Student Records –

- To maintain complete academic records of students.
- To keep track of their examination grades and assignment assessment.
- To add custom remarks to student files along with details of all their grades.
- To make student records available to parents and students via their web portals and mobile apps.

Secure Student Information Storage

- Adequate security for ensuring data security.
- Role-based system access ensures share the relevant portions of the student files with any staff member.

Student Performance Reports –

- Intuitive color-coded charts to quickly understand student, class or batch performance.

Internal Examination Management - Manage exams & assessment.

- To Manage Assignments
- To manage students profile

Admission-

- Admission of students
- Student can check admission status
- After login in student dashboard panel .
- Send Intimation through Email / SMS and fee deposit alerts.

Fee Management-

- Add Fee (one time as well as recursive) Category wise fee definition.
- Fine Management.
- Discount Management (Overall amount ,% age , Particular wise).
- Check Fee Details.
- Create Reports.
- User-defined payment schedules and collection modes.
- Unlimited heads of fee Slab-wise collection option Class/category/student specific fee settings
- Providing information for fee structure for different programs, courses, university departments, colleges for students as per their category/quota (SC, ST, BC I, BC II, General, PH, girls and other categories as applicable from time to time) with dynamic Fees Heads
- Fee concessions if any and linking of scholarships of fee concession with fee collection
- Online/offline fee payment for admission with a secured payment gateway
- Fees transfer in case of upgradation
- Fees refund or settlement
- Integration with Finance Module
- Generation of details of fee collected for various colleges/departments to be transferred in respective colleges/departments after completion of the admission process, if required.
- Generate various MIS related reports

Academic Activities Module:

- Formation of program, branch, section, sub-section,
- Elective wise creation of groups or section
- Creation of Batches for practical classes
- Academic Calendar
- Time Table Generation
- Student's attendance
- Adding or dropping regular/back paper subjects

- Providing updates about attendance and academic performance to the students and their guardians and department heads/college principals
- Online updates about classes or assignments to the students
- Scholarship management
- Student's feedback management
- 12. Providing a login to all the teachers of the university/colleges for updating about assignments
- Disciplinary records of the students to be shared with the parents and the management
- Generate various MIS related reports for future design and development of the module.

Student Information System-

- Check Student data (Academic, Personal, Discount)
- Create student ledger.
- Check class wise analysis report.
- Attendance.
- Student fee Deposit Detail .
- Print I-card .
- Dues Letter.
- One screen Student Analysis

Administration Management-

Empower administrative staff to spend less time on repetitive manual tasks. Automate processes and simplify data flows to make management easier.

Super Admin & Admin Role Based Access

Manage Multiple Departments- Create and manage employees across multiple departments.

Create Multiple Employee Roles - Create multiple roles within departments for more control.

Notice Board -

- Add Notice with Attachment.
- Set Time duration to run on Notice board
- Delete Notice.
- Add Notice Detail.
- Search Notice.

User Management -

- Create user.
- Allot functionality.
- Password Reset.

- Create Old and New Student User.

Messaging system -

- SMS , Email and Inbuilt Messaging System.
- Email and SMS alert .
- Can use SMS gateway or use personal SMS device .
- Send alert and notification to all user and their activity .
- Send message in general class wise ,Transport wise , other ,class and section , all student

Student Attendance & Leave Management -

- Automatic attendance through RFID or Biometric devices.
- Create Report and send Alert when time duration expires.
- If attendance not marked
- In case of time failure / machine students can mark the attendance through their class teacher.
- Check attendance any time.
- Leave Request and grant by Teacher.

E. ELIGIBILITY CRITERIA FOR THE BID

Below mentioned is the minimum Eligibility criteria decided by the university to identify suitable/prospective bidders; whose technical criteria bids will be opened for review by the College evaluation committee.

Sl.No	Eligibility Criteria for the Bidder	Documentary Evidence to be attached
i)	Should be a Government organisation/ Government Undertaking or a company registered under the company Act 1956	For a registered Company Registration Certificate issued by ROC.
ii)	The organization need to have a minimum average turnover of Rs.50.00 Lakh (Fifty Lakh) in the last three (3) financial years and should be profit making company (profit after tax)	I. Purchase Orders/Agreement copies. ii. Last 3 years audited balance sheet (i.e.F.Y.2016-17, 2017-18 and 2018-19)
iii)	The organization should have similar worked with educational institutional	i. Purchase Orders or Agreement copies ii. Institutions name iii. Scope of work & value iv. Contact person's name and contact details
iv)	The bidder should have in-house software development capability and manpower on the company payrolls involved in development and training activities	Details of infrastructure and manpower availability and break-up to be provided

E. Important Technical Information Regarding the Bid

The strategic technical considerations for the envisaged College Management Information System are:

- a) Cloud based system-The information loaded using this CMIS should be hosted in cloud (preferably in State Data Center) for accessibility by the stakeholders using assigned login ID. There should also be a provision of switch over of cloud from vendor to vendor.
- b) Role based & Secured Application: CMIS should be a secured system with defined roles for staff/users of different levels.
- c) Integrated and Secured database: Different components of CMIS should be appropriately integrated and each component should have a secured system.
- d) Access Points: Each concerned branch should have access to the CMIS.
- e) Ownership: The ownership of the database would be of the College.
- f) Back Up: There should be a provision of periodical backup of database with-backup server.
- g) Migration: The complete data from any previous on-line system/agency in operation at the college.
- h)
- i) Time schedule: The time allotted in this tender for completing different functional components of the CMIS should be strictly followed by the vendor and-failure to do so will invite penalty as per terms and conditions of the MOU.
- j) Future Expansion: The solution will be used for automating all the functions of the college as listed above and will be required to meet future expansions in terms of programs, departments, centers, scale of student intake capacity, etc.

F.1.Implementation Methodology

The methodology to be deployed by the bidder to implement the solution will have different work elements and activities. All these activities and work elements should coherently focus on achieving following key results:

- a) Quality of the solution deployed.
- b) User satisfaction while deploying and usage.
- c) Successful implementation in terms of completeness and timely accomplishment of the outcome.

While there are different techniques and tools available as a part of the methodology, followings are expected to be part of the implementation methodology to be adopted by the bidder.

- a) Workshops with different stake holders for capturing business requirements, creating awareness of best practices, communicating the changes, building consensus on system design, for signing off the deliverables etc.
- b) Stakeholder Consultations other than workshops, with those stakeholders who will be identified by the respective departments, for the purpose of critical inputs, review, suggestions etc.
- c) Review Sessions with different stakeholders for signing off the deliverables, walking through the deliverables for facilitating quick understanding, etc.
- d) Internal Review Mechanisms of bidder for ensuring the quality of the solution and the deliverables.
- e) Documentation of Proceedings — recording the developments, discussions, deliverables, using standard methodology and tools available with the solution.
- f) Work Standards / Practices for documentation, configuration, testing, data migration, etc.
- g) Training of teachers and staffs on a continuous basis.

F.2. Training

The successful bidder must provide the training and documentation for all users of the system in the college

Capacity Building-is a highly critical component of Solution rollout. The objective of Capacity Building (CB) initiatives is to equip the users with the right skills, and knowledge to optimally use the IT solution being implemented.

Every user group would have a separate Pre and Post Implementation Training. The Training program would be split into series of sessions for different user groups and across functional areas of the system.

The implementation agency shall be responsible for the following activities as part of the End User and Train the Trainer. Training should include:

- a) Develop overall training plan including formation of user groups and classification.
- b) Develop Location-Wise Training Schedule, Curriculum, and Training Material for Departmental Staff.
- c) Deliver training to end users including carrying out the training effectiveness evaluation.
- d) Measuring the Effectiveness of Knowledge Transfer.

The following activities need to be performed by the bidder as part of Training documentation:

- a) Defining overall training requirements in consultation with college authority
- b) Preparation of training plan, schedule etc.
- c) Make provision of self-guided online training modules accessible over web or offline.
- d) Plan and impart training for trainers.
- e) Preparation of training guides / user manuals for the application and installation manual and administration manual.
- f) Documentation to be provided to the college in electronic medium and Booklet in binding form.

- g) Bidder is required to provide training manuals and interactive video tutorials for all the modules and applications of the customized solution as per the university requirements. The manuals should be updated as and when features/ functionalities in the system changes.
- h) Based on the skills of the users, the bidder has to provide comprehensive training, recommend approach for the same.
- i) Bidder is required to provide application software training to end user. The classroom trainings can be provided at University/College Level / as mutually decided by the bidder and various university Dept./College.

Preparation of online training modules

Use of recommended training tools / software(s) for providing various training is essential. Adequate training material which includes training manuals, quick reference cards etc. should be provided during the training sessions. The recommended training material should be in paper & electronic media with courses on fundamentals, business process overview, job activity training, and delivery options being on-line, instructor led class rooms, etc. Online training modules shall be made available so that users can keep on taking these training in case of eventualities like promotion and transfers. Online should cover all the training as mentioned in above section.

F.3. Refresher Training

The System Integrator shall also be responsible for retraining the above staff whenever changes are made in the application and/or personnel. It is the responsibility of the System Integrator to ensure that the staff from the departments and college involved in the operations is familiar with new versions (if any) of the IT system.

F.4. On-Site Support

The bidder shall also be required to provide onsite support for on-boarding, training and hand-holding.

G. Instructions for submission of Technical & Financial bids

i. Envelope-1:

It should contain two envelopes; one small envelope containing DD towards cost of tender documents Rs 10,000/- (Ten thousand only) as well as EMDRs 1,00,000/- (One lakh only). The Envelope should be written on top as **“Tender Cost + EMD”**. The other envelope shall contain all material, documents as stated above like credential, turnover, reports, photographs, time schedule, management planning etc. in a sealed cover. The bid document along with its annexures downloaded from website (www.ancpatna.ac.in) shall be duly signed on each page by the bidder and should be enclosed along with the envelope. It should be written on top as **“Documents for Technical Bid”**. Both these envelopes should be placed in a cover envelope which should be written on top as **“Envelope-1: Technical Bid”**. In case of no deposit of cost of tender document and EMD, the technical bid of the firm shall not be evaluated and the firm shall be kept out of consideration in further bid process.

ii. Envelope-2:

Financial bid as per the format enclosed in the **Annexure-I** should be packed in a separate envelope and sealed and written on top as **“Envelope-2: Financial Bid”**. Financial bid of only those firms shall be opened who qualify in the technical bid and presentation evaluation.

iii. Envelope-3:

This will contain Envelope-1 and Envelope-2 and shall be sealed. This envelope should be super scribed with the **Name of the project, date & time of submission** and **sent by Regd. Post/Speed Post/Courier or by hand only** at A.N. College, Patna, S.K. Puri, Boring Road, Patna – 800 013, Bihar, which should reach within prescribed time for submission.

Note: Authentication of Bids

The original bid will be signed by a bidder’s person duly authorized to bind the bidder to the contract. A letter of authorization in the name of the person signing the bid shall be supported by a written power-of- attorney accompanying the bid. All pages of the bid including the duplicate copies, except for un-amended printed literature, shall be duly signed and stamped by the per-

II. Financial bid: Before opening of financial bids of those successful bidders in the technical evaluation, their marks obtained shall be made public before them or their authorized representatives.

II. Termination of the bid

- Against all expectation entertained by A.N. College, Patna, if none of the participating firms could be declared by the Selection committee as the winner of the bid, the bidding will be regarded as terminated.
- A.N. College, Patna, reserves right to accept or reject any/ all bidders without assigning any reason (s) thereof.

III. Award of work

The work will be awarded as per recommendation of the Selection Committee.

The decision of the Selection Committee shall be final & binding on participating firms.

VI. Penalty Clause:

Company/firm should maintain safety, accuracy, confidentiality and secrecy while executing the job. For any lapse in security, inaccuracy or mishandling/misuse, or any other found thereafter, penalty equal to 100% of the contract value payable will be imposed on the company/firm and contract will be terminated entailing forfeiture of Performance Security Deposit or will-warrant any other action as deemed fit by A.N. College, Patna.

VII. Terms for Payment:

Terms and conditions for payment will be made after award of the work as per the mutual agreement.

(H) Other Terms & Conditions:

- (i) No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to tender.
- (ii) Hypothetical and conditional tenders will not be entertained.
- (iii) The A.N. College, Patna reserves the right to accept or reject all or any of the tenders without assigning any reason.
- (iv) There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Work orders shall be placed on the firm against the Contract for such quantities as may be decided by the A.N. College, Patna as and when supply of software/hardware is required during the currency of the contact.

ANNEXURE - I
I.FINANCIAL BID

Sl. No.	Particular	Total Amount (INR)
1	IBM/ Lenovo Server X3250 M5	
2.	54584A, XEON E3, 31 E3, 3.1 GHZ, 16 MB CAHE, 32 GB RAM, 8 TB SSD	
3.	UHF RFID Reader / Multi Tag & Longh Range Reading	
4.	UHF RFID Antenna Multiplexer	
5.	UHF RFID Fixed Reader	
6.	TCP and IP UHF Card Dispensar	
7.	RFID Card Machine	
7.	Student RFID I – Card	
8.	Student RFID	
9.	24Por GBPS Managed Switch	
10	9 U Rack with PDU and Mounting Kit	
11.	MIS Software	
12.	Cat 6 E UTP Wire	
13	Access Point 450 MBPS	
Grand Total in Rs.		

ANNEXURE - II

J.Expression of Interest (Eoi) Response Form

(To be compulsorily submitted with Eoi)

Note: Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.

Sl. No.	Description	Details (to be filled by the responder to the Eoi)
1.	Application fee/ cost of tender document (Rs.10000.00)	
2.	EMD (Rs. 100000.00)	
3.	Annexure I- Technical Bid with supporting documents	
4.	Annexure II- Undertaking by the Bidder	
5.	An affidavit by the First-Class Magistrate of a “Warranty Declaration” of their firm/company’s in their bids	
6.	Name of the Company	
7.	Official Address	
8.	Phone no. and Fax No.	
9.	Corporate Headquarters Address with phone no. and fax no.	
10.	E-mail address of contact person	
11.	Website address	
12.	Details of company registration (please enclose attested copies)	
13.	Name of Registration Authority	
14.	Registration no. and year of registration	
15.	Product/service for which registered with validity period	
16.	GST registration no.	
17.	Permanent Account Number (PAN)	
18.	Whether the company complies with the Requirement under the Contract Labour (Registration and Abolition Act)	
19.	Name of Bankers along with Branch (as	

	appearing in MICR Cheque) and Account	
20.	Name of the Authorized Signatory, who is authorized to respond to the EoI	
21.	Audited reports of the last 3 yrs.	
22.	Copies of orders/ agreement of the previous works or orders	
23.	Other Documents provided	
24.	Name and address of the organization/university with which the company has agreement or MOU	

Annexure III

K. UNDERTAKING BY THE BIDDER

I declare that I have gone through the Instructions of the Tender, Pre-Qualification Criteria (PQC), Scope of Supply with Specification, Evaluation Criteria and Terms & Conditions of Price Agreement and I shall abide by these conditions.

(Signature of Bidder with Seal)