

REQUEST FOR PROPOSAL (RFP)

REQUEST FOR PROPOSAL (RFP)

For

Engagement of Resource Agency for Capacity Building &
Technical Support in Survey of Persons with Disabilities in
Uttarakhand

By

Uttarakhand Bahuddeshiya Vitt Vikas Nigam (UBVWN)
Government of Uttarakhand

RFP No.: _____

Date: _____

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Disclaimer for Expression of Interest (EOI)

Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam

1. Neither the Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam nor its employees make any representation or warranty as to the accuracy, reliability, or completeness of the information in this EOI document. Each prospective Bidder should conduct their own investigations and analysis, and verify the accuracy, reliability, and completeness of the information in this EOI document before submission.
2. Neither the Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam nor its employees will have any liability to any prospective Bidder or any other person for any loss, expense, or damage which may arise from or be incurred in connection with anything contained in this EOI document.
3. The Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam reserves the right to reject any or all of the EOIs submitted in response to this EOI document at any stage without assigning any reasons. The Nigam also reserves the right to withdraw or cancel the process at any stage.
4. The Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam also reserves the right to modify, amend, or add to any of the provisions of this EOI document or cancel the present invitation and call for fresh invitations.
5. The Nigam will not be held liable for non-receipt of any correspondence by the Bidders due to network or system-related issues.
6. If any information provided by the Bidder in their application is found to be incorrect or a material misrepresentation of facts, the application will be liable for rejection.
7. In case the due date for application is a holiday declared by the State or Central Government, the next working day will be the due date for submission.
8. Bidders and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during and after the application process. The Nigam reserves the right to reject an application if it determines that the Bidder has engaged in corrupt, fraudulent, coercive, undesirable, or restrictive practices.

Contact Information:

Office of the Managing Director
Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam
Bhagat Singh Colony, Adhohiwala, Dehradun
Email: vikasnigam12@gmail.com
Website: <http://www.ukbvn.org.in/>

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1. Introduction

Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam, a public sector undertaking of the Government of Uttarakhand, hereby commences a process to undertake a comprehensive survey of Persons with Disabilities (PwDs) across the State. The principal objective of this initiative is to compile and maintain an updated and reliable database to facilitate the formulation of policy, the implementation of welfare schemes, and the delivery of targeted support measures.

Pursuant to the foregoing, it has been determined that the execution of this survey will be performed at the grassroots level by a governmental entity. The Women & Child Department has been engaged for this purpose, and will leverage its extensive network of Anganwadi workers to conduct the survey, thereby ensuring the complete and thorough coverage of all households in both urban and rural areas.

In order to ensure the effective and efficient execution of this mandate, the Department intends to empanel a qualified organization or resource agency. This Expression of Interest (EOI) seeks to identify an agency with demonstrated expertise in the domains of social welfare, large-scale community-based surveys, capacity building, technical training, and comprehensive data management.

2. General Terms and Conditions

2.1 Governing Law

This process and any subsequent agreement shall be governed by, and construed in accordance with, the laws of India. The Civil Courts in Dehradun shall have exclusive jurisdiction over all disputes arising from or in connection with this process.

2.2 Confidentiality

- a) Information regarding the examination, clarification, evaluation, and recommendation of proposals shall not be disclosed to any person not officially involved or a retained professional advisor.
- b) The Nigam will treat all information submitted in the proposal as confidential and will require all those with access to it to do the same. The Nigam may only divulge such information if directed by a statutory entity with the legal authority to do so or if necessary to enforce any right or privilege of the Nigam.

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2.3 Legal Fees and Duties

The successful Bidder shall be solely responsible for all stamp duties and any other applicable costs, fees, or levies imposed.

2.4 Change in Laws and Regulation

Unless specified otherwise, if any law, regulation, ordinance, order, or bylaw is enacted or changed after the Invitation for Bids, which affects the delivery date and/or the contract price, then such date and/or price shall be correspondingly increased or decreased to the extent the successful Bidder is affected in its obligations under the Contract.

2.5 Ethical Standard

The Nigam requires that Bidders observe the highest ethical standards. If it is found that the Bidder has engaged in Corrupt / Fraudulent / Collusive / Coercive / Obstructive practices, the following will apply:

- a) It will be a sufficient ground for the Nigam to terminate the contract and initiate black-listing of the Bidder.
- b) The Nigam will reject a proposal for an award if it determines that the Bidder has, directly or through an agent, engaged in such practices in competing for the contract.

2.6 Force Majeure

The successful Bidder shall not be liable for the forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay or failure to perform is the result of a **Force Majeure event**.

- a) **Definition:** Force Majeure is an event or situation beyond the control of the successful Bidder that is not foreseeable, is unavoidable, and is not due to negligence. Such events may include, but are not limited to, acts of the Nigam in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. It does not cover price fluctuations.
- b) **Procedure:** If a Force Majeure situation arises, the successful Bidder must promptly notify the Nigam in writing. The Bidder shall continue to perform its obligations as far as is reasonably practical and seek all reasonable alternative means for performance.

2.7 Change Orders and Contract Amendments

The Nigam may at any time order the successful Bidder to make changes within the general scope of the contract, including:

- a) The place of service delivery.
- b) The related services to be provided.

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If any such change causes an increase or decrease in the cost or time required, an equitable adjustment shall be made to the contract price or the delivery schedule, or both, and the contract shall be amended. Any claim for adjustment must be submitted within 15 days of the Bidder's receipt of the change order.

2.8 Right to Accept and to Reject Any or All Proposals

- a) Notwithstanding anything contained in this EOI, the Nigam reserves the right to accept or reject any proposal, and to annul the empanelment process and reject all proposals at any time without any liability or obligation, and without assigning any reasons.
- b) Misrepresentation or an improper response shall lead to disqualification.
- c) If it is found at any time before or after the signing of the agreement that the Bidder has not met one or more of the pre-qualification conditions or has provided materially incorrect or false information, the Bidder shall be disqualified, and the agreement, if signed, shall be terminated in writing without the Nigam incurring any liability.

2.9 Termination

The Nigam, at its discretion, can terminate the empanelment of an agency before the expiry of the one-year period in the event of the agency's failure to remain eligible, perform as per contract deliverables, or for other relevant reasons provided in writing.

- ❖ **Payment upon Termination:** Nigam may consider making a payment for the part of the work that was performed satisfactorily, based on a **Quantum Merit** assessment. If the agency has deviated from the norms, the Nigam will have the authority to enforce any recovery for payments already made.

2.10 Applicable Laws

1. The Contract shall be interpreted in accordance with the laws prevalent in India.
2. **Compliance with all applicable laws:** The Bidder shall undertake to observe, adhere to, abide by, and comply with all laws in force or that may be made applicable to them, their business, their employees, or their obligations. The Bidder shall indemnify the Nigam and its personnel against any failure or omission on its part to do so.
3. **Compliance in obtaining approvals/permissions/licenses:** The Bidder shall promptly obtain all necessary consents, permissions, and approvals required for the project and shall keep them valid and in force. The Bidder shall indemnify the Nigam and its personnel against any claims or liabilities arising from the Bidder's failure to comply with these obligations.

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4. All legal disputes are subject to the jurisdiction of the Civil Courts in Dehradun only.

2.11 General Terms of Proposal Submission

1. Each Bidder must submit a single proposal.
2. **Sub-contracting, sub-letting, or franchisee arrangements** for the training are **NOT permitted**.
3. The Nigam shall in no case be responsible or liable for the costs/expenses incurred by the Bidder during the application process.
4. Any application saved as a draft but not submitted will be considered null and void.
5. The Nigam shall receive the proposal in accordance with the terms set forth in this EOI.
6. Bidders shall not have a **conflict of interest** that affects the empanelment process or any subsequent work. Any Bidder with a conflict of interest is liable to be disqualified.
7. Any **misrepresentation** shall lead to the disqualification of the Bidder.
8. The Nigam will not return any proposal or information. The Nigam reserves the right to verify all statements and documents submitted, and its failure to do so shall not relieve the Bidder of its obligations.

2.12 Failure to Agree with the Terms & Conditions of the EOI

Failure of the Bidder to agree with the terms and conditions of the EOI shall be sufficient grounds for the annulment of empanelment.

2.13 Right to Accept and to Reject Any or All Proposals

1. Notwithstanding anything contained in this EOI, the Nigam reserves the right to accept or reject any proposal and to annul the Empanelment Process and reject all Proposals at any time without any liability or any obligation, and without assigning any reasons.
2. If it is found during the evaluation of proposals or at any time before or after the execution of the Agreement that the Bidder has not met the pre-qualification conditions or has made a material misrepresentation, the Bidder shall be disqualified, and the Agreement, if signed, shall be liable to be terminated by a written communication from the Nigam to the Bidder, without the Nigam being liable in any manner whatsoever.

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3. Schedule of Events

Sl. No.	Description	Schedule
1	Date of availability of EOI Document	23-8-2025
2	URL of website for downloading of EOI Document	http://www.ukbwn.org.in/
3	Date, time and place for submission of the EOI documents by Speed Post / Registered Post / Courier	31-8-2025 at the office of Managing Director, Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam, Bhagat Singh Colony, Adhoiwala, Dehradun
4	Date, time and place for opening of the EOI document	11.00 AM of 01-09-2025

4. Scope of Work

The selected/shortlisted agency is expected to perform the following tasks, in accordance with the Nigam's approval:

4.1 Documentation and Data Management:

- Documentation of all data.
- Provide handholding support during the survey period, including training, field-level guidance, and troubleshooting.
- Assist in data creation, compilation, validation, and reporting in both manual and digital formats, ensuring the accuracy and completeness of survey information.

4.2 Capacity Building:

- Train data collectors, specifically CDPO/Anganwadi workers in 2 locations (Kumaon & Garhwal Division)

4.3 IEC Campaign:

- Conduct an Information, Education, and Communication (IEC) campaign, including the design, printing, and distribution of materials.

4.4 Technology Development:

- Develop a dedicated mobile application for the collection of survey data.

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4.5 Reporting:

- a) Submit consolidated and fragmented data from the reports to the channelizing agency, broken down by block and district.

4.6 Social Audit:

- a) Undergo a third-party social audit by a central/State government or government-approved body.

5. Eligibility Criteria

5.1 Legal and Operational Existence

The applicant must be a legal entity that has been in existence for a minimum of three (3) years from the date of publication of this Expression of Interest (EOI).

5.2 Financial Stability

The entity must have an average annual turnover of at least **INR 300 Lac** in the last three financial years (2021-22, 2022-23, and 2023-24).

5.3 Relevant Experience

The applicant must have working experience under a Ministry of Social Justice & Empowerment (MoSJE) program. Priority will be given to agencies with experience working with the Government of Uttarakhand. Additionally, experience working in Himalayan states is required.

5.4 Legal Standing

The applicant must be eligible to work in the specified region and must not be blacklisted by any donor agency, state government, central government, government agency, public sector undertaking, autonomous body, or any other competent authority.

5.5 Statutory Compliance

The applicant must not have any outstanding statutory dues at the time of application.

5.6 Desirable Qualifications

- a) Have demonstrable expertise in **capacity building** and **training** of field functionaries at the community level.
- b) Possess adequate human resources, technical capacity, and experience in **data management and reporting**.

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S. No.	Criteria	Minimum Requirement to be Met
1	Number of Years of Existence	3 Years (Registration Certificate must be enclosed)
2	Average Turnover	300 Lacs in the last 3 financial years. Submissions required: a) Audited Financial Reports (Balance Sheet & ITR) for FY 2021-22, 2022-23 & 2023-24. b) Original CA certificate for average turnover for the same period.
3	Not Blacklisted Certificate	Original copy on a Rs 100 Stamp Paper, duly notarized.
4	Past Experience	The bidder must have successfully completed at least three (3) assignments involving large-scale household surveys, social audits, or at least three (3) entire state-level training projects (covering at least 4 Districts) for Government Departments/PSUs/UN agencies during the last five (5) years in Uttarakhand State. a. Work orders and completion certificates must be provided.

It is mandatory for the Applicant to meet all the evaluation criterion points as listed above. If any one or more of the evaluation criteria is not met, then in that case the applicant shall be declared ineligible.

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6. Technical and Financial Evaluation Criteria

The selection will be based on **Quality and Cost Based Selection (QCBS)** with 80% weightage to Technical Proposal and 20% weightage to Financial Proposal.

6.1 Technical

S. No.	Criterion	Description	Detailed Criteria	Weightage (Points)
1	Past Experience with Government Agencies	Evaluation of the organization's work with State or Central Government agencies.	a) Number of years of experience:	20
			i. Less than 1 year: 0 points	
			ii. 1 to 5 years: 5 points	
			ii. Above 5 years: 6 to 10 points	
			b) Projects executed in specific fields: (Training & Capacity Building)	
			i. 1-3 projects: 5 points	
ii. More than 3 projects: 6 to 10 points				
2	Past Experience with Social Welfare / Tribal Department, Uttarakhand	Evaluation of the organization's work with the Tribal Families in, Uttarakhand.	Projects executed:	10
			i. 1-2 projects: 3 points	
			i. 3-5 projects: 6 to 10 points	
iii. Above 6 projects: 6 to 10 points				
3	Human Resources & Leadership Capability	Evaluation of the organization's human resources and leadership.	a) Number of personnel on payroll:	05
			i. 10 to 20 people: 3 points	
			ii. More than 20 people: 5 points	

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**b) Leadership qualities of key personnel:
(CEO/Executive Managing Director/ Project Manager)**

Flexibility and Adaptability:

Evidence of how they have successfully adjusted strategies or plans in response to unforeseen challenges, changing circumstances, or new requirements.

Proactive Approach: Their willingness to go "the extra mile" for the Nigam, demonstrating a proactive and client-centric attitude. This could be shown through examples of past projects where they exceeded expectations.

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Empathy and

Communication: The ability to understand and address the needs and concerns of both the client and their own team. This includes effective communication and the creation of a collaborative work environment.

Problem-Solving: A clear, systematic, and rational approach to identifying and resolving complex issues. specific examples of how they have overcome significant obstacles in previous projects.

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			Team and HR Management: Their capacity to lead and manage a team, ensuring that staff are well-trained, motivated, and utilized effectively to achieve project goals.	
4	Financial Standing	Evaluation of the average turnover from the last three years (2021-2024).	Average Turnover: i. 300 Lacs: 3 points ii. 300-500 Lacs: 5 points iii. 500 to 800 Lacs: 6 to 10 point	10
5	Geographical Presence	Evaluation of the organization's functional presence in the state.	Functional Office in Uttarakhand: (with registered GST & rent/ownership agreement) i. Functional office in the state: 5 points ii. Functional office in more than 6 district in the state: 6 to 10 point	10
6	Project Proposal Review & Presentation	Evaluation of the proposed methodology and execution plan for the project. (To be decided by the evaluation panel.)	a) Project Timeline and Milestones: Detailed and realistic plan with key milestones. - up to 5 Points b) Resource Deployment: Adequacy and readiness of office setup, human resources, and technical capacity. - up to 5 points c) Data Management & Reporting Plan: Proposed approach for data collection, compilation, validation, and submission of fragmented	30

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			and consolidated reports. – up to 10 points	
			d) Capacity Building Plan: Detailed plan for the training and handholding support of field functionaries, including Anganwadi workers.- up to 10 points	
7	Innovative Work		To be decided by the evaluation panel.	5
	Total Marks			100

* All maximum marks will be awarded on a proportionate basis. Marks will be awarded on the basis of the agency's experience, ability to understand the project and best executive plan.

A total of **100 marks** is available for the combined evaluation of the submitted proposal, with 40 marks serving as the cutoff for an invitation to the presentation stage.

1. Only those bidders scoring **80 marks or above** in Technical Evaluation shall qualify for opening of Financial Bids.

2. Financial Evaluation

- The lowest financial bid (L1) will be assigned a financial score of 100.
- Financial scores of other bidders will be calculated as:

$$Sf = 100 \times \frac{L1}{Ln}$$

$$Sf = 100 \times \frac{Ln}{L1}$$
Where Ln = financial quote of bidder under consideration.

3. Final Score (St):

$$St = (0.8 \times \text{Technical Score}) + (0.2 \times \text{Financial Score})$$

$$St = (0.8 \times \text{Technical Score}) + (0.2 \times \text{Financial Score})$$

The bidder with the highest combined score shall be declared as the **Preferred Bidder**. In case of a tie, the bidder with higher technical score shall be selected.

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6.2 Financial

(To be submitted in separate sealed pack envelope)

The organization will have to submit its financial detail for project in question as per given below table along with the financial bid in the same envelop

S. No.	Item	Number	Unit Cost (INR)	Total Cost (INR)
	Documentation and Data Management			
1	a) Printing of Survey Forms (in two sheets with carbon)	3,00,000		
	b) Digital Record Preparation & Maintenance			
	Capacity Building			
2	a) Training of CDPO/Anganwadi Workers (Training duration?)	2 locations (Kumaon & Garhwal Division)		
	IEC Campaign			
3	a) Design, Printing, and Distribution of IEC Material			
	Technology Development			
4	a) Development of Dedicated Mobile Application * Quotation required from a tech company having 10 years of experience in mobile application development and having experience of handling more than 1 Lakhs live customers on a single project.			
	Social Audit			
5	a) Third-party Social Audit by a state/Centre Govt or approved agency			
6	Total Amount (inclusive of all applicable taxes)			

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7. Key deliverables

Sl. No.	Deliverable	Timeline (from date of contract signing)	Output/Report
1	Inception Report including methodology, staffing plan, survey tools	Within 5 days	Report submitted in soft & hard copy
2	Training of CDPOs, Supervisors, AWWs	Within 10 days	Training reports with attendance & materials
3	Pilot Survey in 1 block of each district	Within 15 days	Pilot report with corrections incorporated
4	Full-scale household survey & data collection	Within 20 days	Raw data & progress reports
5	Data entry, validation & creation of digital database	20-45 days	Database handed over
6	Draft Analytical Report (district/block wise)	Within 50 days	Draft report submitted
7	Final Survey Report with recommendations	Within 60 days	Final report submitted & accepted
8	Post-survey handholding & support	Up to 12 months	Maintenance & user support provided

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8. Payment Terms

7.1 The payment to the selected Agency shall be made by the Department subject to satisfactory performance and submission of deliverables as per timelines.

7.2 Payment shall be milestone-based, linked to deliverables as under:

Sl. No.	Milestone / Deliverable	% of Contract Value	Conditions
1	Submission and approval of Inception Report, methodology, and survey tools	10%	Against acceptance of deliverable
2	Completion of training of CDPOs, Supervisors, and AWWs with submission of training report	15%	Subject to Department's approval
3	Completion of pilot survey in one block per district and acceptance of pilot survey report	15%	Subject to incorporation of corrections
4	Completion of household survey and submission of progress reports (district/block wise)	25%	Verified by Department
5	Submission of draft analytical report and digital database	15%	Subject to Department's approval
6	Submission and acceptance of final survey report	15%	Subject to approval of competent authority
7	Handholding support and maintenance for 12 months	5%	To be released quarterly after acceptance of support reports

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9. Other Key Information

- **Name of the Work:** Engagement of Resource Agency for Capacity Building & Technical Support in Survey of Persons with Disabilities in Uttarakhand
- **Name of the Authority Inviting Bids:** Uttarakhand Bahuuddeshiya Vitta Evam Vikas Nigam (UBVVN), Government of Uttarakhand
- **Tender Issuing Office Address:** Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam, Shaheed Bhagat Singh Colony, Adhoiwala, Dehradun, Uttarakhand
- **Method of Selection:** QCBS (80:20)
- **EMD (Earnest Money Deposit):** The bidder is required to submit a refundable Earnest Money Deposit (EMD) of ₹5,00,000/- (Rupees Five Lakh only). The EMD must be submitted via a Demand Draft (DD) made payable to "**Uttarakhand Bahuuddeshiya Vitta Evam Vikas Nigam.**" With the Bid
- **Performance Security:** 5% of contract value in the form of Bank Guarantee, valid till six months after completion of contract
- **Bid Validity:** Proposals shall remain valid for 120 days from the last date of submission
- **Language of Bidding:** English
- **Place of Opening of Bids:** Department HQ, Dehradun

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ANNEXURES

FORM I: COVERING LETTER

(On letterhead)

To,
The Managing Director
Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam
Bhagat Singh Colony, Adhoiwala, Dehradun

Ref: Response to EoI for Engagement of Resource Agency for Capacity Building & Technical Support in Survey of Persons with Disabilities in Uttarakhand

Dear Sir,

We attach here to the response as required. Primary and Secondary contacts for our organization are:

	Primary Contact	Secondary Contact
Name:		
Title:		
Organization Name:		
Address:		
Phone:		
Mobile:		
Fax:		
E-mail:		

We confirm that the information contained in this response or any part thereof, including its exhibits and other documents and instruments delivered or to be delivered to Nigam is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements there in do not in whole or in part mislead the department in its short-listing process.

It is hereby confirmed that I/We are entitled to act on behalf of our company/corporation/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date: Signature: Name: Designation:

Seal/Stamp of Firm

FORM II

LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

Name as on the Registration Certificate:

Name of Registering Authority:

Registration No.: Date of Registration:

Place of Registration:

Legal Constitution of applicant:

Number of years of Existence:

(from date of publishing of this EoI)

Signature

Name

Designation

*** To be submitted on Organization Letter Head**

FORM III

UNDERTAKING ON MAJOR LITIGATION

(On letterhead)

To,
The Managing Director
Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam
Bhagat Singh Colony, Adhoiwala, Dehradun

Sub: Undertaking on Major Litigation

Ref: EoI for Engagement of Resource Agency for Capacity Building & Technical Support in Survey of Persons with Disabilities in Uttarakhand

Sir,

I/We as potential 'Bidder' do hereby state that our company/organization is not involved in any litigation which may impact the performance of the services to be provided by us, if selected by Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam.

Yours faithfully,

(Signature)

Company Secretary/Legal Representative (with authorization)

(Organization/ Company Seal)

Designation

*** To be submitted on Company Letter Head**

FORM IV

UNDERTAKING BLACKLISTING

To,
The Managing Director
Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam
Bhagat Singh Colony, Adhoiwala, Dehradun

Sub: Undertaking on Blacklisting

Ref: EoI for Engagement of Resource Agency for Capacity Building & Technical Support in Survey of Persons with Disabilities in Uttarakhand

Sir,

I/We as potential 'Bidder ' do hereby state that our company/organization is not blacklisted by any donor agency/ State government/ central government/ govt. agency/ public sector undertaking/ autonomous bodies/ any other competent authority.

Yours faithfully,

(Signature)

Company Secretary/Legal Representative (with authorization)

(Organization/ Company Seal)

Designation

***To be submitted on Rs 100 Stamp paper duly notarized**

FORM V

FORMAT FOR SUBMISSION OF PRE-BID QUERIES

Pre-Bid: The Managing Director, Uttarakhand Bahuuddeshiya Vitt Evam Vikas Nigam, Dehradun shall hold a Pre-Bid meeting. The queries can be sent through email in xls or xlsx format. Queries not sent in the required format shall not be entertained.

We, (Name of the organization), will like to submit the following queries.

Pre-bid is scheduled for 27Aug'2025 at Nigam premises at 1100Hrs

Sr. No.	Page No.	Referred Clause	Content	Solution/Suggestion

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FORM VI

DECLARATION AND UNDERTAKING

I, **[Name of Authorized Signatory]**, on behalf of **[Name of Organization/Company]**, hereby declare and confirm the following:

- The information and details furnished in this proposal are accurate and complete to the best of my knowledge and belief.
- We confirm that **[Name of Organization/Company]** has had a functional office in **[Location/State]** since **[Date]** to the present date.
- We have thoroughly reviewed the entire Expression of Interest (EOI) document and fully understand its contents, terms, and conditions, without any ambiguity. We have signed on all pages of the document as confirmation.
- We confirm the availability of adequate manpower with the requisite qualifications and experience to successfully execute this assignment.
- We commit to adhering to all relevant rules, laws, and statutory compliances concerning the payment of minimum wages, social security, and other labor regulations.
- Our organization has not been convicted or penalized by any court in any criminal case.
- Our organization is not currently blacklisted or debarred by any Central or State Government, PSU, or any other government or public body.
- We declare that our organization has not been punished by any government agency for non-compliance with statutory requirements (GST, PAN, TAN, or any other tax), nor is there any pending case against us in this regard.
- We possess all the valid documents and certifications required for this EOI, including the Registration Certificate, MOA, PAN, TAN, GST, and ISO.
- We confirm our acceptance of all terms and conditions specified in the EOI document.

Signature of the Applicant / Authorized Representative

[Name of Authorized Signatory]

Seal / Stamp of the Firm

Date: