



EXPRESSION OF INTEREST (EOI)

FOR SELECTION OF AGENCY FOR DEVELOPMENT, DESIGN & PRINTING OF BOYANIKA CALENDARS

(WALL HANGING & TABLE TOP CALENDARS)

Odisha State Handloom W.C.S. Ltd. (Boyanika)
Boyana Bhawan, Unit-III, Kharavela Nagar, Bhubaneswar-751001
Tel: (0674) 2395387
E-mail: boyanikabbsr@yahoo.in

ODISHA STATE HANDLOOM W.C.S. LTD. (BOYANIKA)

HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT, GOVT. OF ODISHA

EXPRESSION OF INTEREST (EOI) FOR SELECTION OF AN AGENCY FOR DEVELOPMENT, DESIGN & PRINTING OF BOYANIKA CALENDARS (WALL HANGING & TABLE TOP CALENDARS)

No. 3293

Date: 29.12.2025

Boyanika invites Expression of Interest (EOI) from eligible, reputed and experienced agencies for development, creative designing, high-resolution multi-colour offset printing and supply of Wall Hanging and Table Top Calendars.

The Bid Document can be downloaded from the website: www.boyanika.com. The last date of receipt of the sealed offers in the office at Boyanika is up to **05.00PM on dt. 05.01.2026** by **Speed Post/ Registered Post** only. The "Technical Bids" will be opened at **03.00PM on dt. 07.01.2026** in presence of the bidders or their authorized representatives. The presentation of shortlisted bidders will be opened on suitable date and time under intimation over email/ letter.

The bidders have to submit documents as specified along with technical bid in conformity with the detail terms & conditions in bid documents.

The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

Sd/-
Managing Director

DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	Odisha State Handlooms W.C.S. Ltd. (Boyanika)
2	Method of Selection	QCBS (Quality-cum-Cost Based Selection)
3	Date of Issue of EOI	29.12.2025
4	Deadline for Submission	Dt.05.01.2026 (05.00PM)
5	Date of Technical Bid Opening	Dt.07.01.2026 (03.00PM)
6	Date of Technical Presentation	To be intimated to technically shortlisted bidders separately.
7	Earnest Money Deposit (EMD) *Refundable subject to satisfactory performance & compliance to laid down conditions.	Rs. 20,000/- (Rupees Twenty Thousand) only in shape of DD favoring Managing Director, Boyanika drawn in any scheduled commercial bank payable at Bhubaneswar.
8	Contact Person	Sri Arta Ranjan Mohapatra Chief Manager (Marketing) Contact: +91-7077630555
9	Postal Address for Submission	Managing Director, Odisha State Handlooms W.C.S. Ltd. (Boyanika) Boyan Bhawan, Unit-III, Kharavela Nagar, Bhubaneswar, Odisha-751001 Phone: 0674-2395387 Email: boyanikabbsr@yahoo.in
10	Mode of Submission	Speed Post/ Registered Post only to the address as specified at Sl. No. 09 during the office hours only. Submission of bid through any other mode and late bid will be rejected.
11	Website to visit for download of bid document.	https://www.boyanika.com/tender/

EXPRESSION OF INTEREST (EOI) FOR SELECTION OF AN AGENCY FOR DEVELOPMENT, DESIGN & PRINTING OF BOYANIKA CALENDARS (WALL HANGING & TABLE TOP CALENDARS)

TERMS OF REFERENCE

1. Introduction

- 1.1. Odisha State Handloom Weavers Co-operative Society Ltd. (Boyanika), an apex society functioning under the administrative control of Handlooms, Textiles & Handicrafts Department, Government of Odisha, represents the rich heritage and artistry of Odisha's Handloom sector. Established in 1956, Boyanika serves as a bridge between Odisha's skilled weavers and a global audience, showcasing the unparalleled craftsmanship and cultural ethos of the region.
- 1.2. With a network of 40 stores spanning Odisha, New Delhi, and Kolkata, Boyanika stands as a symbol of Odisha's vibrant cultural identity and a trusted name for high-quality Handloom products of Odisha. Its offerings include an exquisite array of sarees, fabrics, and garments, each narrating a story of meticulous artistry. Boyanika's essence lies in its authenticity and cultural significance.
- 1.3. The organization collaborates with master weavers and design experts, blending innovation with traditional aesthetics. It plays a pivotal role in empowering weavers through its extensive network of primary weavers' co-operative societies. By providing sustainable livelihoods, ensuring fair trade practices, and uplifting rural communities, Boyanika is not just a brand but a movement for socio-economic transformation.

2. Objective

- 2.1. The objective of this EOI is to engage a professional agency for conceptualization, creative designing, printing and supply of premium quality calendars & calendar cover cases.

3. Duration

- 3.1. The engagement period shall be for 1 (one) year from the date of agreement initially, extendable based on performance.

4. Scope of Work

- 4.1. The selected bidder is required to provide end-to-end services for all aspects of the scope of work for the entire duration of engagement. The detailed scope of work, which inter alia includes but is not limited to the following.
 - 4.1.1. Designing of the Calendar.
 - 4.1.2. Printing & Supply of the Calendars with Cases.
- 4.2. Designing of the Calendar:
 - 4.2.1. To conceptualize and develop month-wise creative designs for Odisha Handloom sarees, ready-made garments, and fabrics, aligned with festivals, seasons, GI tagging,

and product-specific storytelling, strictly through product-only shoots (no model shoots).

- 4.2.2. Descriptive content for each month/ page aligned with the item chosen for the month/page.
- 4.2.3. Cover page & Cover Case design aligned with Boyanika branding.
- 4.2.4. Timeline for Submission of Design will be 5 days from the date of placing of work order.

4.3. Printing & Supply:

- 4.3.1. Wall Hanging Calendar Specifications for printing:
 - 4.3.1.1. Size: 17" x 22.5"
 - 4.3.1.2. Pages: 12 months in 6 pages + 1 cover (both side print)
 - 4.3.1.3. Paper: 170 GSM Natural evolution white
 - 4.3.1.4. Binding: Wiro with hanger
 - 4.3.1.5. Quantity: 5,000 Nos.
- 4.3.2. Table Top Calendar Specifications for printing:
 - 4.3.2.1. Size: 9.5" x 7.5"
 - 4.3.2.2. Pages: 12 months in 6 pages + 1 cover (both side print)
 - 4.3.2.3. Paper: 170 GSM Natural evolution white & 350 GSM Hard Board (tent)
 - 4.3.2.4. Binding: Spiral
 - 4.3.2.5. Quantity: 5,000 Nos.
- 4.3.3. All printing shall be 4-colour printing in high resolution with aqua coating.
- 4.3.4. All items should be supplied to Boyanika along with individual cover case of each Wall Calendar & Table top Calendar with Branding of Boyanika & its Tagline.
- 4.3.5. Timeline for Submission of Printed items (Wall Calendar, Table Top Calendar & Cover Cases) will be 07 days from the date of finalization of Design (to be intimated by Boyanika via Letter/ Email).

5. Eligibility Criteria

- 5.1. The bidder should be a registered legal entity/ firm.
- 5.2. The bidder must have a valid PAN and GST registration, and should have filed returns for the FY 2024-25.
- 5.3. General Work Experience: The agency must have at least five years of relevant experience in creativity, designing, printing & supplying of Calendars/ Diaries/ Coffee Table Books etc. & will be able to produce at least five numbers of valid documents in total as required showing proof of work worth not less than Rs.4,00,000/- (exclusive of GST) each.
- 5.4. Government Work Experience: The agency must have at least two years of relevant experience in creativity, designing, printing & supplying of Calendars/ Diaries/ Coffee Table Books etc. with Govt. of Odisha/ PSUs/ Govt. Societies and Corporations & will be able to produce at least two numbers of valid documents out of total no. of documents, as required showing proof of work, worth not less than Rs.4,00,000/- (exclusive of GST) each.

6. Terms & Conditions for Applying

- 6.1. This Bid document will be received in sealed cover super scribed "Expression of Interest (EOI) for selection of an agency for development, design & printing of Boyanika Calendars (Wall hanging & Table top calendars)" by the office at Odisha State Handlooms W.C.S. Ltd. (Boyanika), Boyana Bhawan, Unit-III, Kharavela Nagar, Bhubaneswar, Odisha-751001 up to 05.00PM on dt.05.01.2026.
- 6.2. The agencies must submit their proposal by Speed Post/ Registered Post only to the address as specified at Sl. No. 09 of the DATA SHEET during the office hour only on or before the last date and time for submission of proposal as specified at Sl.No.04 of the DATA SHEET. Submission of proposal through any other mode and late bid will be rejected. Boyanika will not be responsible for postal delay/ any consequence in receiving of the proposals.
- 6.3. The agency shall deposit earnest money (EMD) as prescribed in the EOI as a guarantee of good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement in schedule time, the same will be forfeited. If the offer of the agency is not accepted, the earnest money will be refunded without any interest.
- 6.4. The above deposit of agency shall remain as security for the due rendering of services. On successful completion of the engagement period, the same will be refunded as per agreement.
- 6.5. Communication by email from the authorized email address of Boyanika (boyanikabbsr@yahoo.in) would be treated as full and final communication in all respect.

7. Selection of Agency

- 7.1. The agency will be selected on the basis of Quality cum Cost Based Selection (QCBS) mode with weightage ratio 70:30 (Technical: Financial) assessed by the designated committee.
- 7.2. The technical bid will be opened first by a designated committee on a pre-decided date and time.
- 7.3. The bidders will be called for interaction with the Evaluation committee where they will present their credentials.
- 7.4. The bidders will be required to present their submitted presentation to showcase their skills & expertise, past work done with Govt. & Non-Govt. organizations as mentioned under points 5.3 & 5.4 above preferably with pictures & more preferably with physical samples, proposed theme & creativity for the said calendars (both wall hanging & table top) and Sample of papers for Calendar (inner & cover) & case printing as described under the Scope of work (point 4) before the designated committee for evaluation within a time period of maximum 20-30 minutes for each bidder.
- 7.5. The technically qualified bidders will be notified about the financial bid opening date and time via letter/ email.
- 7.6. The financial bid of the qualified bidders only will be opened by a designated committee on the pre-decided date and time.
- 7.7. The qualified bidders will be notified of the selection results via letter/ email.

8. Technical Bid

- 8.1. The bidder has to submit the Technical Bid in the prescribed format i.e., covering letter and other information as per the “Annexure-II” along with following documents fulfilling the eligibility criteria.
 - 8.1.1. Earnest Money in form of a demand draft of Rs. 20,000/- (Rupees Twenty Thousand) only in favour of Managing Director, Odisha State Handlooms W.C.S. Ltd. (Boyanika), drawn in any scheduled commercial banks payable at Bhubaneswar.
 - 8.1.2. Valid registration certificate of the bidder.
 - 8.1.3. Copy of GST Registration Certificate and up-to-date returns for the FY 2024-25.
 - 8.1.4. Copy of PAN Card and up to date return copy of Income Tax for the FY 2024-25.
 - 8.1.5. Documents as required to show proof of work against points mentioned under Pt. 5.3 & 5.4.
 - 8.1.6. Detailed profile of the bidder including the list of relevant skilled manpower, their expertise and years of experience.
 - 8.1.7. Power of Attorney in favour of the person signing the bid on behalf of the bidder.
 - 8.1.8. Undertaking in shape of affidavit that: (Annexure-I)
 - 8.1.8.1. No criminal case is pending with the police at the time of submission of bid.
 - 8.1.8.2. Not have been blacklisted by any Central/ State Govt./ any autonomous bodies during the recent past.
 - 8.1.8.3. Regarding trueness and correctness of the information submitted by the firm.
 - 8.1.9. The bid submission checklist (Annexure-V).
- 8.2. The bidders will be required to present their submitted presentation to showcase their skills & expertise, past work done with Govt. & Non-Govt. organizations as mentioned under points 5.3 & 5.4 above preferably with pictures & more preferably with physical samples, proposed theme & creativity for the said calendars (both wall hanging & table top) and Sample of papers for Calendar (inner & cover) & case printing as described under the Scope of work (point 4) before the designated committee for evaluation within a time period of maximum 20-30 minutes for each bidder.
- 8.3. Anyone found guilty of furnishing false information shall be blacklisted by the H.T.&H. Department, Govt. of Odisha and EMD of such agencies shall be forfeited.
- 8.4. **Evaluation of Technical Bid**
 - 8.4.1. The technical bid will be evaluated on the basis of bid documents submitted by the bidders and presentation before the committee considering all aspects of eligibility criteria and experience.
 - 8.4.2. The Technical Bid scoring of bidders shall be out of 100 Marks. The committee members/ technical team shall assess the technical presentation and assign marks.

8.4.3. Scoring Method:

Description of components for marking	Scoring mode	Max. Marks
Past Work experience: Nos of similar projects undertaken	At least five documents as proof of work experience, of kind as described under Point 5.3 - 25 Marks For more than five such documents - Additional 5 marks	30
Past Work experience: Nos of similar projects undertaken	At least two documents as proof of work experience with Government agencies/ PSUs/ any Govt. bodies, of kind as described under Point 5.4 – 20 Marks For more than two such documents- Additional 5 marks	25
Evaluation of Manpower	Detailed profile of bidder including the list of relevant skilled manpower, their expertise and years of experience - 5 Marks	5
Presentation & Sample	Presentation as mentioned under Pt. 8.2.	40
Total		100

8.4.4. **Bench Mark Score**

- 8.4.4.1. The bidder is required to achieve a min. Bench Mark Score of 70 marks.
- 8.4.4.2. The bidder securing less than the Bench Mark score will be rejected outright. Only those bidders that have achieved at least the Bench Mark Score in "Technical Bid" evaluation will qualify for opening of their Financial Bids.

9. Financial Bid

9.1. The Financial Bid shall be the quote including GST for the scope of work mentioned under the Point 4 above, to be submitted in the prescribed format (Annex.-IV) which is to be submitted with the prescribed Covering Letter as per the Annex.-III).

9.2. Evaluation of Financial Bids

- 9.2.1. Financial Bids of the qualified bidders, in achieving the bench mark score of 70 marks in Technical Bid, would be opened on the scheduled date & time.
- 9.2.2. The lowest financial bid will be given a Financial Bid score (FBs) of 100 Marks. The final score of other FBs will be computed as follows:

$$FBs1 = \frac{100 \times FBs}{F1}$$

(F1 = amount of financial bid of bidder under consideration)

9.3. Combined and final Evaluation

- 9.3.1. The offers of the qualified bidders will be finally ranked according to their combined Technical Bid Scores and financial Bid Score as follows:

$$CS = TBs \times Tw + FBs \times Fw$$

9.3.2. Where CS is the combined score and Tw & Fw are weightages assigned to Technical Bid and Financial Bid score that shall be 0.70 & 0.30 respectively i.e. in the weightage ratio of 70:30. **Selection of the bidder shall be solely basing on the highest combined score (CS).**

10. Terms & Conditions for Selected Bidder

- 10.1. Selected bidder has to abide by any conditions /alterations as imposed by the authority time to time.
- 10.2. The selected bidder will nominate a SPOC who shall be stationed at Bhubaneswar and shall be responsible for immediate interaction with the Boyanika office as and when required.
- 10.3. The selected bidder after has to engage best of its skilled & expertise manpower, resources & machinery to execute the work assigned. In case of increased workload, the selected bidder has to increase the manpower to ensure delivery within the timeline as agreed.
- 10.4. If any loss or damage is caused to Boyanika or its Brand & products including its IP rights, usage permissions & data protection, the damage/ loss amount shall be adjusted from the EMD deposit/ amount due to the selected agency.
- 10.5. Applicable income tax, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
- 10.6. Boyanika would not be responsible for arranging any compensation, salary, fooding, transportation, lodging and boarding either at Bhubaneswar or at any other place for the employees/ any other individuals of the selected bidder for any purpose.
- 10.7. The selected bidder may be engaged for other similar projects/ similar assignments like on similar terms and conditions after mutual negotiation.
- 10.8. The selected bidder shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value with deposit of 10% of the contract value in shape of demand draft (DD) towards performance security within 3 days after acceptance of the EOI proposal. The Performance Security includes the amount deposited at EMD with the EOI document.
- 10.9. Failure to comply with the conditions of the agreement, poor performance, non-compliance, or quality failure shall constitute sufficient ground for forfeiture of the performance security.
- 10.10. No interest shall be paid on the Performance Security. The Performance Security shall be refunded after successful completion of the contract / assignment.
- 10.11. In case of breach of any terms & conditions, the performance security deposit of the selected bidder shall be liable to be forfeited besides annulment of the agreement.
- 10.12. Contract Negotiation, if required, will be held at a date, time and address under intimation to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract.

11. Governing Law & Penalty Clauses

- 11.1. The schedule given for delivery is to be strictly adhered to in view of the strict time schedule.
- 11.2. Any unjustified or unacceptable delay in delivery/ execution of the scope of work may result in the cancellation of the contract for pending activities, with Boyanika reserving the right to complete the remaining work through another agency.

- 11.3. Boyanika may deduct such sum from any money from their hands due or become due to the selected bidder.
- 11.4. The payment or deduction of such sums shall not relieve the selected bidder from the obligations and liabilities under the contract of prevailing laws of Government of India/ Government of Odisha.
- 11.5. Failure on selected bidder's part to furnish the deliverables as per the agreed timeline or any deliberate delay will result in liquidated damages @ 0.5% of the total contract value for per day of delay, maximum 10% of contract value besides forfeiture of the Performance Security amount.
- 11.6. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the selected bidder shall be final. The authority reserves the right to reject any or all the offers without assigning any reason thereof.

Dispute Resolution

- 11.7. Any dispute arising out of the EOI, the decision of the Director of Textiles & Handloom, Odisha, shall be final & binding to all.
- 11.8. In case of further dispute, it will be governed by the laws of the court in the jurisdiction of Bhubaneswar, Odisha.

Annexure-I

UNDERTAKING

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding not having any pending judicial proceedings for any criminal offence, non-blacklisting, regarding trueness of the submitted information)

1. I, hereby undertake that, there is no criminal case pending in any Court of Law against our agency or against the Proprietor/ Director/ Persons to be deployed by our agency. I/ we further certify that Proprietor/ Director/ Persons to be deployed by our company have not been convicted of any offence in any Court of Law during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.
2. I, hereby undertake that, our agency has not been blacklisted/ debarred by any of the Central Government/ State Government Department/ Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.
3. I, hereby declare that, all the information and statements provided in the technical proposal are true and correct and I accept that, any misinterpretation contained in it may lead to disqualification of our proposal.

Yours sincerely,

Authorized Signature
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

Annexure-II

TECHNICAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of Tender Inviting Authority]
(Office Address and Location)

Sub:- Expression of Interest (EOI) for selection of an agency for development, design & printing of Boyanika Calendars (Wall hanging & Table top calendars) (Technical Proposal).

Madam,

I, the undersigned, offer to participate in the bidding process to provide services in accordance with your EOI Notice No. 3293 Dated 29.12.2025. We are hereby submitting our proposal via Speed Post/ Registered Post, which includes Technical Proposal sealed in an envelope.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender is found violated by our agency, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours sincerely,

Authorized Signature
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

Sl. No.	Specification	Details
1	Name of the Bidder	
2	Name of the Director/ Proprietor	
3	Full Address of Registered Office (if any)	Postal Address: Contact No.: E-Mail Address:
4	Details of Demand Draft submitted towards EMD	DD No: Date: Amount: (Rs.) Drawn on Bank:
5	Name & Contact No. of the authorized person signing the bid	
6	Bank details	Account Number: Bank and Branch Name: IFS Code:
7	Kindly mention the total number of pages in the tender document	
8	No. of Samples of Previous Work done	
9	Acceptance to all the terms & conditions of the tender (Yes/ No)	

10. Declaration

I, Shri/ Smt./ Ms. _____, Son/ Daughter/ Wife of Shri _____, Proprietor/ Director/ Authorized signatory of _____ (Name of the Service Provider), competent to sign this declaration and execute this tender. I have carefully read and understood all the terms and conditions of this EOI and undertake to abide by them.

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/ fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Representative with seal)

Place: _____

Date _____

Enclosures:

- i. EMD in the form of Demand Draft in original.
- ii. Copy of Tender Document, duly filled Technical Bid & list of Documents as applicable.

Annexure-III

FINANCIAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of Tender Inviting Authority]
(Office Address and Location)

Sub:- Expression of Interest (EOI) for selection of an agency for development, design & printing of Boyanika Calendars (Wall hanging & Table top calendars) (Financial Proposal)

Madam,

I, the undersigned, offer to provide the services for (*insert title of the Service*) in accordance with your EOI No. 3293 Dated 29.12.2025. Our attached financial price is {insert amount(s) in words and figures} for the proposed service}. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the EOI document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

Annexure- IV

FORMAT FOR FINANCIAL PROPOSAL

Sl. No.	Name of the Service to be provided	Financial Quote of Rate per Unit	GST (____%)	Financial Quote inclusive of GST (Amount in figure & word)
1	Fees for the Designing of the Calendar & Cover Case			
2	Fees for the printing & Supply of 5000qty each of Wall Calendar			
3	Fees for the printing & Supply of 5000qty each of Table Top Calendar			
4	Fees for the printing & Supply of 5000qty of Cover Cases for Wall Calendars			
5	Fees for the printing & Supply of 5000qty of Cover Cases for Table Top Calendars			
Total fees for the entire services for Designing, printing & supply of Calendars & Cover Cases				

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/ No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head		
2	EMD (Demand Draft)		
3	Copy of Valid registration certificate of the bidder towards its constitution		
4	Copy of GST Registration Certificate and up-to-date returns for the FY 2024-25.		
5	Copy of PAN Card and up to date return copy of Income Tax for the FY 2024-25.		
6	The copy of Work Completion Certificates/ Work Orders/ Valid documents as required showing proof of work against points mentioned under Pt. 5.3 & 5.4.		
7	Detailed profile of the bidder including the list of relevant skilled manpower, their expertise and years of experience.		
8	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
9	Undertaking for : i) Not having any judicial proceedings pending against the bidder in the court of law. ii) Not have been black-listed by any Central Govt./ State Govt./ any Autonomous Bodies during the recent past. iii) Trueness of information submitted.		
10	Soft copy & Hard Copy of the Presentation		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

It is to be ensured that:

All information has been submitted as per the prescribed format only. Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page. All pages of the proposal need to be sealed and signed by the authorised representative.

Authorised Signatory (in full and initials): _____

Name and Designation with Date and Seal: _____