Call for Expression of Interest
for
Development and implementation of scheme for undertaking (I) Research & Development, (II) establishment of Food Safety centres and (III) Centres of Excellence

Food Safety and Standards Authority of India [FSSAI]
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“Call for Expression of Interest for Development and implementation of scheme for undertaking (I) Research & Development, (II) establishment of Food Safety Centres and (III) Centers of Excellence”.

The Food Safety and Standard Authority of India (FSSAI) has been established with the mandate of laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import, to ensure availability of safe and wholesome food for human consumption. Research on food safety is a critical mandate of the Authority, under which emerging food safety risks have to be identified and appropriate action initiated.

2. The FSSAI intends to engage a reputed agency for Development and implementation of a scheme for undertaking (I) Research & Development and (II) establishment of Food Safety Centres and (III) Centers of Excellence. The applicant should be a single entity. If more than one institution proposes to collaborate, clear lines of responsibilities need to be laid down.

3. The detailed EOI document indicating the scope of work, qualifying requirements, forms and procedure for submission of proposal for EOI can be obtained from Dr. Shaikh Nadeem Ahmed, Assistant Director (Livestock Products), Food Safety and Standards Authority of India, Ministry of Health & Family Welfare, Government of India, Room No. 414, 4th Floor, FDA Bhawan, Kotla Road, New Delhi-110 002 (Phone No.011-23237433) on or before 30th March, 2011 by 5.00 P.M. with a payment of Rs. 5,000/- (Non-refundable) by Demand Draft/ Pay Order payable at New Delhi in favour of “Senior Accounts officer, Food Safety and Standards Authority of India”. The EOI document can also be downloaded from FSSAI’s website at http://fssai.gov.in which can be submitted along with a sum of Rs. 5,000/- in the manner indicated above at the time of proposal submission. The proposal may be submitted to Dr. Shaikh Nadeem Ahmed, Assistant Director (Livestock Products) or Receipts & Dispatch Section, Food Safety and Standards Authority of India, Ministry of Health & Family Welfare, Govt. of India, 4th Floor, FDA Bhawan, Kotla Road, New Delhi-110 002 on or before 30th March, 2011 by 5.00 P.M. The FSSAI reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reason thereof and no claim/dispute on this aspect shall be entertained.

(S.B.Dongre)
Director (F&VP),
Food Safety & Standards Authority of India,
FDA Bhawan, New Delhi-2
INSTRUCTIONS TO THE APPLICANT

Background

The Food Safety and Standard Authority of India (FSSAI) has the mandate of laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import, to ensure availability of safe and wholesome food for human consumption. As per the provisions laid down under the Act, FSSAI is expected to:

a. provide scientific advice and technical support to the Central Government and the State Governments in matters of framing the policy and rules in areas which have a direct or indirect bearing on food safety and nutrition

b. search, collect, collate, analyse and summarise relevant scientific and technical data particularly relating to; food consumption and the exposure of individuals to risks related to the consumption of food; incidence and prevalence of biological risk; contaminants in food; residues of various contaminants; identification of emerging risks; and introduction of rapid alert system.

c. promote, co-ordinate and issue guidelines for the development of risk assessment methodologies and monitor and conduct and forward messages on the health and nutritional risks of food to the Central Government, State Governments and Commissioners of Food Safety

d. provide scientific and technical advice and assistance to the Central Government and the State Governments in implementation of crisis management procedures with regard to food safety, to draw up a general plan for crisis management and work in close co-operation with the crisis management unit set up by the Central Government in this regard;

e. establish a system of network of organisations with the aim to facilitate scientific co-operation framework by the co-ordination of activities, the exchange of information, the development and implementation of joint projects, the exchange of expertise and best practices in the fields within the Food Authority’s responsibility;

2. Scope of work

The Scope of work for the assignment is at Annexure I.

3. Applicant Status

The applicant should be a single entity and if more than one institution proposes to collaborate, clear lines of responsibilities needs to be laid down to execute such projects applicant must have extensive experience in similar type of work and meet the qualifying requirements as stipulated below.

- The agency should have a minimum five years experience in food sector and adequate exposure to food safety, quality & standards issues/policies at
National level. Documentary evidence and details to be provided to support the experience.

- An agency which has designed and executed at least one similar project for any other regulatory bodies (preferably in food sector) may be given preference. The contract details and value have to be certified by the organization for which the project was executed.
- A minimum annual turnover of Rs. **100/-** lakh during the last three years. However, non-profit organizations registered under Societies Registration Act, 1860 or similar statutes having national experience in similar area of work, may be exempted from the turnover criteria.
- Should have technically qualified and well-experienced strong in-house resource base.
- Should be willing and capable of working with Food Authority for next 3-5 years for successful execution of the work.
- The applicant should furnish an undertaking to the effect that the firm has not been black listed in India or abroad.

### 4. Authorized Signatory

The ‘Applicant’ mentioned in the EOI document shall mean the person who has signed the EOI document forms. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received, shall, as far as possible, be furnished and signed by the Authorized Representative.

### 5. Bid processing fee & Availability of EOI

The EOI document can be obtained from Dr. Shaikh Nadeem Ahmed, Assistant Director (Livestock Products), Food Safety and Standards Authority of India, Ministry of Health & Family Welfare, Government of India, Room No. 414, 4th Floor, FDA Bhawan, Kotla Road, New Delhi-110 002 (Phone No.011-23237433) on or before 30th March, 2011 by 5.00 P.M. with a payment of Rs. 5,000/- by Demand Draft/ Pay Order payable at New Delhi in favour of “Senior Accounts Officer, Food Safety and Standards Authority of India”. The EOI document can also be downloaded from FSSAI’s website at [http://fssai.gov.in](http://fssai.gov.in) which can be submitted along with a sum of Rs. **5,000/=** in the manner indicated above at the time of proposal submission.

### 6. Submission of Proposal

6.1 The proposal complete in all respects shall be submitted in sealed envelope super scribed as “Development and implementation of scheme for undertaking (I) Research & Development and (II) establishment of Food Safety Centres and (III) Centers of Excellence - EOI” to Receipts & Dispatch Section, Food Safety and Standards Authority of India, Ministry of Health & Family Welfare, Govt. of India, 4th Floor, FDA Bhawan, Kotla Road, New Delhi-110 002 on or before 30th March, 2011 by 5.00 P.M.
7. **Documents to accompany EOI**

7.1 The applications shall be accompanied with the following documents:
- Expression of Interest in Form – I.
- Details of experience in similar type of project in Form-II
- Details of Financial status of the applicant in Form –III.
- Details of educational qualification and experience of the team to be deputed for project - Form- IV.
- Any other information sought in the scope of work.

7.2 The applicant, in addition to furnishing complete information in the Forms appended with the documents, shall furnish a detailed document on proposed approach, methodology & work plan for the assignment. The work plan shall include full justification for procedures to be adopted. A time schedule for carrying out each component of the assignment is also to be indicated. FSSAI expects the development of the scheme to be completed within a period of 6 months. Th scheme will be implemented over the next one year in which selected agency is expected to participate.

7.3 Every sheet and all forms complete in all respects shall be signed by the person/ persons duly authorized to sign on behalf of the applicants by affixing the applicant’s rubber stamp. The Power (s) of Attorney supporting/authorizing of the signatory shall be enclosed with the offer. Any / all corrections made in the offer shall be duly authenticated by the signature of the Authorized Signatory.

8. **Amendment to EOI**

At any time prior to the last date for receipt of proposals, the Food Authority, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, the Food Authority may, at its discretion, extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the EOI.

9. **Evaluation**

The procedure of evaluation of the applications is indicated at **Annexure-II**.

10. **Time Period**

Detailed Action Plan for the complete assignment should be submitted within 15 days from the date of award of work. All the tasks as per the scope of work should be completed within 18 months from the date of signing the MOU.
11. **Technical Presentation**

Once the proposals are evaluated, if required, the shortlisted agencies may be asked to make a presentation in the Food Authority at a short notice.

12. **Rejection of EOI**

The application is liable to be rejected if:

a) The application is not covered in proper sealed cover with superscription as indicated in Para 6 above.

b) Not in prescribed form and not containing all required details.

c) Not properly signed.

d) Received after the expiry of due date and time.

e) Offer is received by fax, telegram or e-mail.

f) Bid received without cost of EOI document if downloaded from website.

Further, applicant is required to furnish a declaration regarding exclusion criteria strictly in the format as given at Annexure-III

13. **Disclaimer**

13.1 The Food Authority shall not be responsible for any late receipt for any reason whatsoever. The applications received late will not be considered and returned unopened to the applicant.

13.2 The Food Authority reserves the right

- To reject any / all applications without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Food Authority without assigning any reasons thereof.
- To include any other item in the Scope of work at any time after consultation with applicants or otherwise.
PRE-QUALIFICATION CRITERIA

1. Preliminary examination for the applications

1.1 The Food Authority shall examine the applications to determine whether they are complete, whether the documents have been signed as indicated in this document, whether all Forms as asked have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.

1.2 The Food Authority reserves the right to waive minor deviations in the proposal application if they do not materially affect the capability of the bidder to perform the assignment.

1.3 Prior to detailed evaluation formalities, the Food Authority shall determine the substantial responsiveness of each application to the Invitation documents. A substantially responsive proposal is one which conforms to all the terms and conditions of the Invitation document without any material deviation. A material deviation is one which limits in any way responsibilities and liabilities of the bidder or any right of the employer as required in this document. The Food Authority may waive any minor infirmity or non-conformity in an application which does not constitute material deviation. Non-responsiveness shall run the risk of rejection.

1.4 The evaluation shall be carried out on the basis of data available in the application documents received from the agency in the first instance. No account will be taken of any further documents or clarifications or any such additional information furnished subsequently by the consultant agency. However, the Food Authority reserves the right to call for such clarifications confined in scope to the contents of the application, should such a clarification become necessary for proper judgment in evaluation.

2. Eligibility

The technical bids will be screened on the basis of the following essential eligibility criteria: -

- The agency should have a minimum five years experience in food sector and adequate exposure to food safety, quality & standards issues/policies at National as well as global level. Documentary evidence and details to be provided to support the experience.

- An agency which has designed and executed at least one similar project for any other food regulatory bodies at global level may be given preference. The contract details and value to be certified by the organization for whom the project executed.

- A minimum annual turnover of Rs.100 lakh during the last three years. However, non-profit organizations registered under society Act or similar statutes having national and international experience in the similar area of work, may be considered exempted from the turnover criteria.

- Should have technically qualified and well-experienced strong in-house resource base.

- The agency shall have the ability to collect relevant data/information required for the purpose without imposing any responsibility on the FSSAI.

- Should be willing and capable of staying with Food Authority for successful execution of the framework.
• The applicant should furnish an undertaking to the effect that the firm has not been black listed in India or abroad.

Annexure-I

SCOPE OF WORK

The Food Safety and Standard Authority of India (FSSAI) has been established with mandate of laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import, to ensure availability of safe and wholesome food for human consumption. Under Section 16 (3) (b) & (e) of the Food Safety and Standards Act, 2006, the Food Authority shall search, collate, analyse and summarise relevant scientific and technical data particularly relating to identification of emerging risks, incidence and prevalence of biological risk, introduction of a rapid alert system etc and establish a system of network of organisations with the aim to facilitate a scientific co-operation framework by the co-ordination of activities, the exchange of information, the development and implementation of joint projects, the exchange of expertise and best practices in the fields within the Food Authority’s responsibility. The Authority is also expected to track food safety trends and advise the Government suitably.

Thus establishment of a network of organisations with the aim of facilitating scientific co-operation and research & development on identified food safety issues by the co-ordination of such research activities is a critical mandate of the Authority. The Food Authority has to put in place a reliable system of identifying food safety threats and to undertake the necessary research on these issues in a focussed manner. The objective is to formulate an appropriate scientific remedy in-line with the Act and will be comprehensive, science based and implementable in Indian conditions. The FSSAI invites proposals from experienced agencies to develop and implement a scheme for undertaking (I) Research & Development, (II) establishment of Food Safety Centres and (III) Centers of Excellence in India.

1. Objective of the assignment

FSSAI intends to engage specialized agency of National/International repute for assisting in development of network of institutions for supporting its future research needs and also develop and implement a robust system of disbursing assistance for facilitating contemporary research in the areas of food safety.

2. Scope of work

The agency would be required to carry out the activities indicated below:

(A) Development and institutionalization of Research and Development framework
- Suggest and finalize a strategic research plan for addressing research/referrals needs of FSSAI
- Identification of partner institutions/ Centre of Excellence and develop terms of reference for their functioning
• Assist FSSAI in implementation of the strategic research plan through creation of a network of institutions near term and long term research needs.

• Suggest and finalize a human resource structure at FSSAI that will coordinate the efforts of the designated research and development network and monitor their output.

• Assist in protocol development for monitoring by the FSSAI research team and provide initial monitoring support to ensure sustainability in a long run.

• Conducting a national level workshop for developing protocols for the partners of the network and delivery of the protocol to Authority.

• Assist FSSAI with development of terms of reference and finalizing of agreement with the network partners.

(B) Development and Implementation of financial assistance dispensation system for R&D work by institutions and Scientists

• Suggest and finalize a strategic plan for an extramural funding solicitation mechanism to initiate research to find solutions for food safety concerns.

• Develop and implement an IT based funding solicitation module to expedite the funding process.

• Assist FSSAI in identifying competent research institutes capable of conducting focused research in areas prioritized shortlisted by FSSAI.

• The priorities will be indicative in nature and FSSAI can review and change them depending upon the requirement from time to time.

• Assist FSSAI in sensitization of applicants to submit quality proposal for selection.

• Assist FSSAI in carrying out review of research proposals, selection and award of financial assistance and initial monitoring.

• Assist FSSAI in contract development and signing of MoUs with selected institutions for financial assistance.

The following will be the components of the assignment:

I. **Research & Development:** Based on the research and development mandate of FSSAI, applications for research work will be elicited from institutions across the country. These applications will be competitively evaluated and suitable ones recommended to the FSSAI. The capability of these organizations to write appropriate proposals also need to be developed to ensure completion of the project within the defined time frame. Progress of the work will be reviewed periodically and completion facilitated.

II. **Food Safety Centres:** Food Safety Centres are expected to be located in research organizations and universities spread across the country that have the basic minimum facilities for academic work and food testing. They will function as outreach centres for FSSAI to carry out training to regulatory and other
staff, providing scientific advice in respect of surveillance of food safety, carrying out surveys etc, interpretation of surveillance data etc. The selected institutions will have to be identified on the basis of transparent criteria, the protocol to be followed by them, the deliverables as well as the financial support involved.

III. Centres of Excellence: The institutions to be identified as “Centres of Excellence” will be having national and international reputation in their respective areas. FSSAI will separately enter into a MoU with these institutions, identifying the priorities for research and collaborative work. The selected agency will have to identify suitable institutions based on the mandate and research priorities of FSSAI, the technical excellence and capabilities of the institutions involved and the contents of the MoU to be executed and implemented with these institutions.

The details as mentioned above are indicative only. Any other item/matter not specifically indicated above, which is required to address the FSSAI goals relating to the above said tasks, can be incorporated within the scope of the project. Omission of specific reference to any of the activities in the scope of work shall not relieve the agency of its responsibility to provide such consultancy service.

3. Deliverables

The agency is required to deliver the documents and carry out the tasks as per the scope of work and should clearly state the assumptions made and sources of data. The detailed approach and methodology to carry out the proposed task should form part of the reply to this EOI and should be in the prescribed format. Detailed Action Plan for the complete assignment should be submitted within 15 days from the date of award of work. All the tasks as per the scope of work should be completed within 18 months from the date of signing the MOU.
EVALUATION PROCEDURE

(1) The proposals will be evaluated on the basis of the eligibility criteria at Para 2 of the section on Pre-qualification criteria and will carry maximum marks of 100. The maximum marks for each component of proposal is as under:

<table>
<thead>
<tr>
<th>Eligibility criteria</th>
<th>Max Marks</th>
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</thead>
<tbody>
<tr>
<td>a) Experience in providing consultancy in Food Sector-Domestic and International</td>
<td>20</td>
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<tr>
<td>b) Experience in similar projects related to food safety research, food standards and relevant issues/policies at national as well as global level</td>
<td>20</td>
</tr>
<tr>
<td>c) Plan of Implementation, methodology, time schedules</td>
<td>25</td>
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<tr>
<td>d) Technical and Managerial capability of the organization and Strength of Key team for assignment in terms of qualifications/experience</td>
<td>20</td>
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<tr>
<td>e) Financial strength of the agency in terms of turnover, profit</td>
<td>15</td>
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</table>

(2) The proposals will be scrutinized on the basis of the eligibility criteria. Thereafter the shortlisted agencies may be required to make presentations and/or written submissions to an Evaluation Committee for which they will be given 5 days notice.

(3) The first 3 agencies in descending order of merit so evaluated will be shortlisted for issuance of RFP. The decision of the Evaluation Committee and FSSAI will be final and no further correspondence will be entertained. RFP From the short listed agencies will be further evaluated for selection of the agency for undertaking the assignment.
APPLICANT’S DECLARATION REGARDING THE EXCLUSION CRITERIA

To be completed and signed by the applicant and to be included in the EOI application

Food Safety and Standards Authority of India
Ministry of Health & Family Welfare, Govt. of India,
3rd & 4th Floor, FDA Bhawan,
Kotla Road, New Delhi-110 002

Ref: Call for expressions of interest for Development and implementation of scheme for undertaking (I) Research & Development, (II) establishment of Food Safety Centres and (III) Centers of Excellence

Candidates shall be excluded from participation in a procurement procedure if:

1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matter, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

2. They have been convicted for an offence concerning their professional conduct by judgment which has the force of res judicata;

3. They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

4. They have not fulfilled obligations in respect of payment of social security contribution or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is performed;

5. They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities’ financial interests;

6. Following another procurement procedure or funding procedure financed by the community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

In response to your call for expression of interest, I/We hereby declare that I/we:

- Am/are not in any of the situations excluding me/us from participation contracts (and will produce the corresponding certificates if so requested)
• Agree to abide by the highest ethical standards in the profession and, in particular, have no potential conflict of interest;

• Will inform the Authority immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the project;

• Fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my/our exclusion from this or other contracts funded by the Authority

(Signature of the applicant or of authorized representative)
EOI Letter Proforma

To
S.B. Dongre,
Director (F&VP)
Food Safety and Standards Authority of India,
Ministry of Health & Family Welfare, Govt. of India,
FDA Bhawan, Kotla Road,
New Delhi-110 002

Sub: Expression of Interest for Development and implementation of scheme for undertaking (I) Research & Development, (II) establishment of Food Safety Centres and (III) Centers of Excellence.

Sir,

The undersigned having read and examined in detail all the EOI documents pertaining to the proposals for Development and implementation of scheme for undertaking (I) Research & Development, (II) establishment of Food Safety Centres and (III) Centers of Excellence; do hereby express the interest to do the work as specified in the scope of work.

2. Correspondence details:

3. Documents forming part of EOI

We have enclosed the followings:

- Expression of Interest in Form – I.
- Details of experience in similar type of project and food sector in Form-II
- Details of Financial status of the applicant in Form –III.
- Details of educational qualification and experience of the team to be deputed for project - Form- IV.
- Any other information sought in the scope of work.
4. I/ We hereby declare that my/ our EOI is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)
Name:
Designation:
Seal:
Date:
Place:

Witness:
Signature ________________
Name ________________
Address ________________
Date ________________
# FORM-II

## DETAILS OF EXPERIENCE IN SIMILAR TYPE OF PROJECT AND FOOD SECTOR

A. Companies/Organization related to food sector or similar type of project if any for which the applicant has worked during the **last 3 years**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name &amp; address of the client</th>
<th>Date of start of the work</th>
<th>Date of completion</th>
<th>Website Address</th>
<th>Any other information</th>
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</table>

B. Companies/Organizations in which the applicant is performing the work relating to food sector: -

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<tr>
<th>Sl.No</th>
<th>Name &amp; Address of the Client</th>
<th>Date of starting the work</th>
<th>Period of work to be completed</th>
<th>Any other information</th>
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<td>1.</td>
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Date: -  
Place: -  
(Signature of Applicant)
# FORM-III

**FINANCIAL STATUS OF THE APPLICANT (in case of a Company)**

Fill in the blanks for each of the last three fiscal years, duly certified by Chartered or Public Account or Chamber of Commerce or Banks.

<table>
<thead>
<tr>
<th></th>
<th>2007-08</th>
<th>2008-09</th>
<th>2009-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Share Capital (Rs.)</td>
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<tr>
<td>2. Paid up Capital (Rs.)</td>
<td></td>
<td></td>
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<tr>
<td>3. Free Reserve (Gross) (Rs.)</td>
<td></td>
<td></td>
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<tr>
<td>4. Unallocated Balance Surplus (Rs.)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5. Expenses not written-off (Rs.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Total assets (Rs.)</td>
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<td></td>
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<tr>
<td>7. Total liabilities (Rs.)</td>
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<tr>
<td>8. Current credit resources (Rs.)</td>
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<tr>
<td>9. Contingent Liability (Rs.)</td>
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<tr>
<td>10. Total profit before tax (Rs.)</td>
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<tr>
<td>11. Total profit after tax (Rs.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Total loss (gross) (Rs.)</td>
<td></td>
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<tr>
<td>13. Turnover from contracting during the financial year (Rs.)</td>
<td></td>
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<tr>
<td>14. Bank References and address</td>
<td></td>
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</table>

(Place & Date)  (Name & Signature)
# FORM-IV

## DETAILS OF EDUCATIONAL QUALIFICATION AND EXPERIENCE OF THE TEAM

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Date of Birth</td>
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<tr>
<td>Profession</td>
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<tr>
<td>Nationality</td>
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<tr>
<td>No. of service Years with the applicant</td>
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<tr>
<td>Key Qualification *</td>
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<tr>
<td>Experience Record $</td>
<td></td>
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<tr>
<td>Any important information</td>
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</tbody>
</table>

* Under Key Qualification, outline the person’s academic qualification and other special education, training etc.

$ List all position held by the person since graduation, giving dates, name of employing organization, position held.

Date. . . . . . . . Place . . . . . . . . (Signature of Applicant)
DETAILS OF METHODOLOGY AND DETAILED WORK PLAN/TIME SCHEDULE

- Microsoft Power Point presentation may be prepared indicating details of methodology, detailed work plan/time schedule of activities
- Handouts of presentation (2 slides on each page) may be enclosed as Form-VI with the bid document. Each page of handouts should be signed by authorized signatory as indicated below.

(Place & Date)  (Name & Signature of Authorised Representative)