

# Expression of Interest (EOI)



## Indian Institute of Technology, Kanpur

Kalyanpur, Kanpur, Uttar Pradesh – 208016  
(An Autonomous Institution, Ministry of Education)

**Expression of Interest (EOI) for  
“Empanelment of Event Management Agencies for organizing Workshops, Conferences  
and Meetings etc. for National Quantum Mission”**

**Ref No.: IITK/NQM/EOI/2024-25/02**

**Project/Department  
National Quantum Mission  
(DORD, IIT Kanpur)**

Contact Person:

**For Technical Query:**

Dr. Tanima Hajra  
Email: [tanima@iitk.ac.in](mailto:tanima@iitk.ac.in)  
Tel: 0512-259-4376

**For Commercial Query:**

Purchase Unit (Central Stores)  
Email: [purchase@iitk.ac.in](mailto:purchase@iitk.ac.in)  
Tel: 0512-259-7214

## Chapter – 1 Introduction

**National Quantum Mission(NQM, DORD)**, Indian Institute of Technology Kanpur 208016, UP, India, an Autonomous Institution, Ministry of Education (Ministry of Education, Government of India) invites sealed Expression of Interest (EOI) form leading, reputed, professionally & financially sound and duly registered companies / agencies / organizations with a proven track record and having capabilities for **“Empanelment of Event Management Agencies for organizing Workshops, Conferences and Meetings etc. for National Quantum Mission”**

## Chapter – 2 General Instructions for Bidders

1. The Expression of Interest requires submission of a detailed solution, Technical Requirements, Specifications, and Budgetary quote for **“Empanelment of Event Management Agencies for organizing Workshops, Conferences and Meetings etc. for National Quantum Mission”**.
2. Mandatory Site Survey/Visit & Pre-EOI meeting  
All the interested parties are requested to go through the tentative scope of work detailed in Chapter-3 and seek clarification (if any) **till Feb. 4, 2025** (upto 5:30 PM) before the submission of EOI in order to proper understand the related services required.
3. For any clarification on the proposed work, bidder may seek clarification through only via e-mail before the end date of EOI submission at [tanima@iitk.ac.in](mailto:tanima@iitk.ac.in), for any technical queries related to the requirement. Further clarification (if any) regarding any aspect of the EOI (if any) will be provided to the bidders consequently. Only the queries received on or within the date as mentioned above i.e Feb. 4 , 2025 prior will be entertained and answered. All such clarifications, together with all details on which the clarification had been sought, will be uploaded on the **GeM-CPP** Portal and on the IIT Kanpur website.

Such clarifications shall form part of the EOI document. Bidder can send their queries to:

**For technical:**

Dr Tanima Hajra

Email: [tanima@iitk.ac.in](mailto:tanima@iitk.ac.in)

Tel: +91-512-259-4376

**For Commercial:**

Purchase Unit

Email: [purchase@iitk.ac.in](mailto:purchase@iitk.ac.in)

Tel: +91-512-259-7214

4. **Eligibility Criteria: NQM, IIT Kanpur** has set up minimum eligibility criteria for the bidding purpose. All the interested parties must meet the criteria mentioned at Annexure-T-I, before they apply for the EOI. The bidding parties meeting the criteria must enclose their supporting documents along with their technical proposal failing which their proposal will be summarily rejected and will not be considered any further.
5. **Submission of EOI:** NQM, IIT Kanpur invites EOI (Technical Offer). The Technical Offer/Proposal shall include the proposed Bid of material and services on the basis of requirements. All the items /services required for the project should be suggested and included in the Bill of Material and Services. The complete EOI shall be submitted within the stipulated date & time. No opportunity shall be given to the participant to withdraw any offer at any stage after the submission of the proposal.

6. The EOI document can be downloaded from the Gem-CPP Portal ([URL: https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)). Besides EOI document reference can also be seen on the IIT Kanpur website (<https://www.iitk.ac.in/tenders/>). Prospective Bidders who have not enrolled/registered with the aforesaid Portal shall have to enroll/register for participation
7. Any incomplete EOI received shall not be considered and will be summarily rejected in the very first instance without any recourse to the Bidder and shall not be evaluated. All entries in the EOI should be legible and field clearly, otherwise the proposal is likely to be rejected. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. The cuttings, if any, must be initiated by the authorized signatory.
8. **Period of validity of EOI:** The proposal shall remain valid till 90 days from the date of opening of EOI in exceptional circumstances, **NQM, IIT Kanpur** ask for extending the period of validity and such a request shall be binding on bidders. IIT Kanpur's request and the response to such a request by various bidders shall be in writing.
9. **Evaluation of EOI and call for presentation:** After the opening of the proposal the **NQM, IIT Kanpur** will examine the credentials of the firms based on the submitted documents as per the eligibility criteria detailed in an Annexure T-I and other eligibility criteria as mentioned in EOI document to shortlist the vendors in case the center decides to see further information clarification the same shall be provided by the Bidder.
10. After evaluation of the eligibility criteria, the shortlisted vendors will be required to make a focus presentation on the company expertise and experience in the relevant field products and services with the proposed solution to the technical committee of **NQM, IIT Kanpur**. The date of the presentation will be informed to the shortlisted vendors in advance.
11. Following the presentations based on the proposed acceptable solutions to the **NQM, IIT Kanpur** will finalize the actual requirement along with specification and cost implications and then a tender enquiry with two covers technical and financial BOQ will be floated on GeM-CPP Portal for (Empanelment of Event Management Agencies for organizing Workshops, Conferences and Meetings etc. for National Quantum Mission).
12. It must be noted that this EOI is published for obtaining technical offer for of "**Empanelment of Event Management Agencies for organizing Workshops, Conferences and Meetings etc. for National Quantum Mission**". However, this EOI has been published without any financial commitment (Non-committal EOI).
13. The competent authority of **NQM, IIT Kanpur** is not bound to accept the EOI if any technical discrepancies are found in the EOI. However, it reserves the right to accept/reject the EOI and the decision of the authority in this regard shall be final and binding on the Bidder.
14. Participation in EOI will not be considered as a qualification of the bidder in regular tender inquiry to be published later.
15. **Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, **NQM, IIT Kanpur** reserves the right to add/modify/delete any portion of this document by issuance of a

Corrigendum, which would be published on the IIT Kanpur website and GeM Portal. The corrigendum shall be binding on all bidders and will form part of the bid documents.

16. Right to reject any or all bids: The Competent authority of **NQM, IIT Kanpur** reserves the right to reject any bid and to annul the bidding process and reject all bids at any time or discontinue this EOI process without assigning any reason. At any time any effort by a Bidder or bidder's agent/ consultant or representative whosoever describe to influence the (department) IIT Kanpur/ in anyway concerning scrutiny/ consideration/ evaluation of the bid shall entail rejection of the bid.
17. **Resolution of Disputes:** The Parties shall use their best efforts to negotiate and amicably settle any disputes, controversies, or claims arising out of, or in connection with, the Contract / Purchase Order or its interpretation. If the Parties fail to settle the dispute amicably within thirty (30) Days of the commencement of the negotiations, the dispute shall be settled through arbitration. One (1) sole arbitrator shall be appointed by the Director of IITK, who shall have full powers to make final and binding decisions subject to prevailing laws of India. The appointing authority shall be the Director of IITK. The place of arbitration shall be at Kanpur and the language used in the arbitration proceedings shall be English.
18. Clarifications-If deemed necessary, **NQM, IIT Kanpur** may seek clarifications on any aspect from the participating agency **NQM, IIT Kanpur** will ask the EOI Participants to make a presentation for the purpose of clarification of the tender. All expenses for this purpose, as also for the preparation of documents and other meetings, will be borne by the prospective bidders.
19. **Presentation of solution**-The detail and in-depth presentation of the solution proposed in EOI will be done as such the prospective bidder should provide an extensive solution understanding of the project. The presentation should contain all the points mentioned in the proposed solution. The presentations may be used in the EOI to select the best of available solution(s) for **NQM, IIT Kanpur** project.
20. **RTI applicability**-The information submitted in the response to the EOI may be subjected to public release (As per RTI norms). Vendors responding to this notice assume the risk of public disclosure if confidential information is included.
21. **Disclaimer** -The EOI does not constitute a commitment to offer of a Contract or prospective contract. **NQM, IIT Kanpur** shall not be liable for any cost incurred by any potential vendor / service provider in preparation and submission of information in response to this EOI.

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

## Chapter – 3 Objective of EOI

**The objective of this Expression of Interest (EOI) is Empanelment of Event Management Agencies for organizing Workshops, Conferences and Meetings etc. for National Quantum Mission**

### **Proposed Scope of Work:**

The Project Investigator, MCC, National Quantum Mission (NQM) desires to do empanelment of Event Management Agencies for organising conferences, workshops and meetings etc. at various locations in India:

<b>Broadly the scope of service for the following events in a year</b>			
<b>S. No.</b>	<b>Event</b>	<b>Annual Frequency</b>	<b>Approximately participant size</b>
1.	Mission Governing Board (MGB) Meetings	88	20
2.	Mission Technology Research Council (MTRC)	8	40
3.	Subcommittee Meetings	8	12
4.	Field Visits	12	12
5.	Quantum Technology Research Meetings (QTIM)	2	400
6.	Start-up event	1	200

### **Mandatory Requirement**

- The above events may be held in Cities Delhi NCR, Mumbai, Chennai, Bengaluru, other Tier-I & Tier-II cities of India.
- Broadly the event management agency shall be required to arrange the venue as per the requirements, ticket booking for guests, pickup and drop, lunches and dinners as per requirement, posters banners, registration desk management, collection of registration fees, bags and souvenirs, stationary, arrangements of audio video, recording of events, preparing separate account for each event etc. and any other requirement for successful completion of the event.
- **Duration of Service:** for 3 years.

- **Schedule for completing the assignment:** The work will be assigned to empanelled agencies based on their organising capabilities; the technical human resources available with the agency. The terms and conditions, time period to complete the assigned event, technical deliverables, payments etc. shall be decided based on the mutually agreed terms. A separate MOU/Agreement shall be signed for each assigned event separately between the NQM and the agency.
  
- **Expected minimum Qualification of Agencies for the Empanelment**
  - The applicant must be a legal entity registered eligible to carry out event management business in India. A documentary proof has to be attached.
  - The applicant should have been in operation for at least five years and complied with Indian Statutory Laws. A documentary proof has to be attached.
  - The applicant must have a minimum turnover of at least Rs. Two Crore and having surplus net worth in each of the preceding three audited financial years. A documentary proof has to be attached.
  
- **General Eligibility Criteria**
  - ✓ Applicant must have been incorporated for a minimum of 10 years and the memorandum and articles of association should mention hospitality or Event organizing as the primary line of business.
  - ✓ Applicant must have been GST Registered for a minimum of 10 State.
  - ✓ In case of a Consortium, a maximum of 2 Members—Lead Member and Associate Member is permitted with defined roles and a minimum of 20% holding in the Bidding Entity is required for cumulation of credentials.
  - ✓ Applicant may use the credentials of Affiliates & Associates (group companies which are under the common control of the immediate/ultimate Parent Entity) (refer definition of Affiliate and Associate) for meeting the Financial Eligibility Criteria.
  
- **Award of Contract and Completion of Work**
  - ✓ The PI, MCC, NQM shall award the contract to the empanelled agency by issuance of a work order on mutually agreed rates & terms and conditions based on the type of events. The selected applicant has to furnish the acceptance of purchase order with three days of its issuance. The contract would be valid until the completion of the event. The applicant is expected to deliver services as per MCC, NQM's requirements and satisfaction.

## Chapter – 4 General Eligibility

Applicant must have been incorporated for a minimum of 10 years and the memorandum and articles of association should mention hospitality or Event organizing as the primary line of business.

### Expectations from the Firm:

The Company is expected to thoroughly understand the specific needs of NQM and propose a comprehensive plan. The Company should actively engage with concerned officials, scientists, institutions, and other relevant bodies involved in collation of data and information for preparing river basin management plan and studies.

### Prequalification Criteria

Companies submitting an EOI will be shortlisted either individually or in association with others capable of delivering high-quality professional services in the field. Shortlisted companies may later be invited to participate in the tender process, where they will submit detailed technical and financial proposals. Knowledge and experience in managing event management business in India.

### Evaluation Criteria

S No	Evaluation Criteria	Max Points	Documents Attached (Y/N)
1	<b>Presentation on Understanding of the scope of work</b> Bidders are expected to present their understanding on the proposed work with detailed execution plan	30	
2	Methodology <ul style="list-style-type: none"> <li>• Organising conferences, workshops and meetings etc. at various locations in India.</li> <li>• Specific experience for event management services.</li> <li>• Work plan for the completion of assignment</li> <li>• Monitor, control and preparing separate account for each event by the organizing event</li> </ul>	30	
3	Team Competency <ul style="list-style-type: none"> <li>• Key professionals and associates with their experience and details / List of similar projects undertaken with their completion certificate</li> <li>• Name and details of associates if any with their experience / List of the technical human resources with their qualifications</li> <li>• List of the hardware and software available with the agency</li> <li>• Documentary proof for carrying out three similar works preferably for the Bilateral entities/ International bodies</li> <li>• Brief profile of the applicant including its client(s) to demonstrate the range of client</li> </ul>	20	

4	<b>Financial Strength</b> <ul style="list-style-type: none"> <li>• Minimum turnover of at least Rs. Two Crore and having surplus net worth in each of the preceding three audited financial years</li> <li>• Turnover of the agency in the last three financial years</li> </ul>	10	
		10	

***Please note: All bidders who secure the 60% or more weightage/marks will be shortlisted.***



## Chapter – 5

### Submission of EOI Response

#### 1. EOI Response Format

The Prospective Bidder/Service Provider should submit response to the EOI on <https://eprocure.gov.in/eprocure/app> and also submit the hard copy of the same on the date of presentation with the following information:

- a. The covering letter on the Official Letter Head
- b. Technical Bid- Pre-qualification Criteria (Annexure – I to V)

The EOI should be accompanied by the following information:

- Capability Statement
  - ✓ A document not exceeding two pages.
- Understanding of the Assignment
  - ✓ A brief write-up addressing the scope of work outlined above.
- Company/Organization Profile
  - ✓ Details of current activities and management structure.
- Past Experience in conducting similar works
  - ✓ Copy of Work Orders of similar works rendered by the firm to government/non-governmental/private organizations.
- Evidence of Incorporation
- The company must give an undertaking that no part of the information (including any report/presentation) or any outcome of the project will be used or shared by the firm except for and with NQM.

#### 2. EOI Schedule of Events

The EOI Participants are requested to note that dates mentioned in the schedule of events IIT Kanpur reserves rights to modify these dates at any time.

S No	Event	Timeline
1	Publication of Expression of Interest (EOI)	Jan. 28,2025*
2	End Date of submission of Expression of Interest (EOI)	Feb.18, 2025
3	Opening of Expression of Interest (EOI)	Feb.19, 2025
7	Presentation, Submission of Documents and Discussion with the Prospective Bidder/Service Provider	(Date and Time of Presentation and Discussion with the prospective Bidder/Service Provider will be communicated after opening of EOI.)

\*To = Date of Publication on GeM-CPP Portal

Contact Details:

Email ID: [tanima@iitk.ac.in](mailto:tanima@iitk.ac.in)

Phone Number: **0512-259-4376**

Place of Presentation and Discussion with the Prospective Bidder/Service Provider: **Conference room, C3ihub 2<sup>nd</sup> floor New Technopark building, IIT Kanpur – 208016, Uttar Pradesh, India**

Submission of Documents: **To be done online.**

## **Chapter – 6**

### **Terms and Conditions of Bidding Firms**

- The EOI Participations should accept all the terms and conditions given in the EOI Document. EOI Participants must state categorically whether or not the offer conforms to requirement and schedule of requirements and indicate deviations.
- The eligible and interested vendors may upload the detailed response with EOI in the prescribed format on or before the above prescribed date.
- Response to the EOI from the respondents should be uploaded through GeM-CPP Portal. Respondents should provide one (1) hard copy of document at the time of presentation.
- All information contained herein and the enclosures are confidential information. By accepting this material, the recipient agrees that the information will be held in confidence and will not be reproduced, disclosed or used in whole or in part without prior permission of Indian Institute of Technology Kanpur.
- During evaluation and finalization of the EOI, Indian Institute of Technology Kanpur may at its discretion ask the Prospective Bidder/Service Provider for any clarification on its EOI. The request for clarification and the response shall be through e-mail.
- This EOI is non-commercial.
- Notwithstanding anything contained in any of the clauses in this EOI, Indian Institute of Technology Kanpur reserve it's right to accept or reject any EOI and to annul each or all the EOI processes and reject all the EOI at any time without thereby incurring any liability to the effective Prospective Bidder/ provider or any obligation to inform the affected vendor or vendors of the grounds of Indian Institute Technology Kanpur's action.
- Any assumptions made by the Bidder in response of this request for EOI will be their own risk and cost. Indian Institute of Technology Kanpur will not be liable for any such assumptions/representations made by the vendors.
- The budgetary estimates provided are only indicative of the assessment of current market prices and are not binding on IIT Kanpur.
- The bidders must provide the licenses from competent authorities concerning the scope of work (such as; labour license, EPF, ESI-registration etc).

**Chapter – 7**  
**Indian Institute of Technology, Kanpur**  
**National Quantum Mission and Studies**  
**EOI No Ref. No. IITK / NQM /EOI/ 2024-25 / 02**

**Annexure T-I**

**Technical Bid- Pre-qualification Criteria (Annexure I to VI)**  
**Checklist for Technical Bid**

Mention Page Numbers

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
1.	The prospective Bidder shall be an Indian entity registered and operating in India under the appropriate Laws of India.	Registration Certificate of Business		
2.	Bidder must have GST registration certificate issued by competent authority	Attested copy of registration certificate.		
3.	Bidder must have PAN/TAN/GIR card	Attested copy of PAN/GIR/TAN card		
4.	Bidder's Details	Annexure I [On the letterhead of the Bidder]		
5.	Declaration of Bidder	Annexure II [On the letterhead of the Bidder]		
6.	Declaration of blacklisting/non-blacklisting	Annexure III [On the letterhead of the Bidder]		
7.	Financial Capability of Bidder	Annexure IV [On the letterhead of the Bidder]		
8.	Details of Firm's Experience of Similar services	Annexure V [On the letterhead of the Bidder]		
9.	OEM's Authorization Form	---		
10.	The signed copy of the EOI document as a token of acceptance of RFP terms	On the letterhead of the Bidder		
11.	Documentary proof for carrying out three similar works preferably for the	On the letterhead of the Bidder		

The bidder is required to submit the self-attested photocopies of the following documents along with the Technical Offer/Proposal, failing which their bids may be summarily/out rightly rejected and may not be considered:

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**Indian Institute of Technology, Kanpur**  
**National Quantum Mission and Studies**  
**EOI No Ref. No. IITK / NQM /EOI/ 2024-25 / 02**

**Annexure I**

**Bidder's Details**  
**(On the letter head of the Bidder)**

1	Name of the Firm/ Company		
2	Offered Product Name, Make and Model		
3	Name and Designation of Authorised Signatory		
4	Office Address of the Firm / Communication Address:		
5	Phone No/Mobile No:		
6	E-Mail ID:		
7	GST registration Number:		
8	PAN Number:		
9	Firm's Bank Account details	Bank Account No.:	
		Name of the Bank:	
		IFS Code No.:	
		Name of Branch:	
<b>Particular Details of the Bidders Representative</b>			
10	Contact Person: Mobile No:	Name of Person:	
		Designation:	
		Tele/Mobile No:	
		Email ID:	

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

**Indian Institute of Technology, Kanpur**  
**National Quantum Mission and Studies**  
**EOI No Ref. No. IITK / NQM /EOI/ 2024-25 / 02**

**Annexure II**

**DECLARATION**

**[On the letterhead of the Bidder]**

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ Resident of

\_\_\_\_\_ Proprietor / Director / Authorized Signatory of the Company / Firm, mentioned above, is competent to sign this declaration and execute this EOI document;

I/We hereby certify that I/We have read the entire terms and conditions of the EOI documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), etc.,) I/We shall abide hereby by the terms / conditions / clauses contained therein.

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

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned EOI document(s) in it's totally / Entirely.

**In case any provision of this EOI are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this EOI/bid including the forfeiture of the full said \_\_\_\_\_ deposit absolutely.**

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**Indian Institute of Technology, Kanpur**  
**National Quantum Mission and Studies**  
**EOI No Ref. No. IITK / NQM /EOI/ 2024-25 / 02**

**Annexure III**

**CERTIFICATE**  
**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING**  
**[On the letterhead of the Bidder]**

I /We Proprietor / Partner (s) / Director (s) of M/s .....hereby declare that the firm/ company namely M/S. .... has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S.....was blacklisted or debarred by any Government Department from taking part in Government EOIs for a period of .....years w.e.f..... The period over on ..... And now the firm/ company is entitled to take part in Government EOIs. In case the above information found false I / we are fully aware that the EOI/ contract will be rejected / cancelled by the **National Quantum Mission & Studies (NQM), Indian Institute of Technology, Kanpur** and EMD/Performance Bank Guarantee shall be forfeited. In addition to the above **Indian Institute of Technology, Kanpur** will not be responsible to pay the bills for any completed/ partially completed work.

Signature: .....

Name: .....

Capacity in which as signed: .....

Name & address of the firm: .....

Seal of the firm should be affixed.
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Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.

**Indian Institute of Technology, Kanpur**  
**National Quantum Mission and Studies**  
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**Annexure - IV**

**FINANCIAL CAPABILITY OF BIDDER**

[On the letterhead of the Bidder]

**Annual turnover details of the Bidder from [insert relevant details]**

#	Financial Year	Turnover in Indian Rupees	Document Page No.
A	2021-2022		
B	2022-2023		
C	2023-2024		

\*Audited Balance sheet and profit & Loss account statement of the bidder for each of the above-mentioned financial year shall be submitted as supporting evidence.

1. Please affix the signature of the authorized signatory of the Bidder with name, designation, seal and date here.
2. Please affix the signature of the authorized signatory of the Statutory auditor of the Bidder with name, designation, seal and date here.

Authorized Signatory (Signature In full): \_\_\_\_\_

Authorized Signatory of Statutory Auditor: \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

Stamp of the Firm: \_\_\_\_\_

**Indian Institute of Technology, Kanpur**  
**National Quantum Mission and Studies**  
**EOI No Ref. No. IITK / NQM /EOI/ 2024-25 / 02**

**Annexure - V**

**Details of works of similar type executed by the bidder**  
[On the letterhead of the Bidder]

Sl. No.	Name of the Company	Work Description	Ref. & Date of the order	Work Order Value	Contract Period	Page No

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

- Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to be rejected.
- If necessary, a separate sheet may be used to submit the information.