

INVITATION FOR BIDS
REQUEST FOR PROPOSAL (RFP)
FOR
GPS enabled automated punching system for Fishermen & Fishing Vessels



Date: November 2025

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Table of Contents

1. Introduction.....	3
2. Definitions and Acronyms.....	3
3. Objective of the project.....	4
4. Scope of Work.....	4
5. Scope in Detail.....	5
6. Eligibility Criteria.....	6
7. Period of Completion.....	7
8. Delivery.....	8
9. Transfer of ownership.....	8
10. Evaluation Criteria.....	8
11. Bill of Material.....	9
12. Payment Terms.....	9
13. Termination For Default.....	10
14. AMC (Annual maintenance contract).....	10
15. Submission Deadline.....	9
16. Contact Information.....	9

1. Introduction

The Fisheries Department of Kerala, governed by the Minister for Fisheries, is considered to be one of the most important productive and developing sectors of the state. With total fish production already reaching 19.5 million tonnes in 2024–25, and with marine capture at 4.495 million tonnes in FY 2023-24, India now ranks second globally in fish production, accounting for ~ 8 % of global output. The fisheries and aquaculture sector contributes around 1.09 % to national GVA and over 6.7 % to agricultural GVA, while providing direct employment to approximately 28 million persons.

Fish production in Kerala has reflected steady progress over recent years, driven by both marine and inland contributions. In 2024–25, production is to the tune of 9.27 lakh tonnes, with marine fisheries contributing 6.47 lakh tonnes and inland fisheries 2.80 lakh tonnes. There are 222 fishing villages in the marine and 113 fishery villages in the inland sector, where fishing and related aspects provide livelihood to a vast majority of the population.

Fisheries a promising sector in both the National and State economies, contributes not only to GDP and employment to millions but also stimulates growth in number of fish processing and sea food industries. The industry as a whole, serves as an important employment generator, as it needs much intermediary activities on its supply chain from sea to consumer. Also it supports allied industries such as ice plants, freezing plants, pre-processing & processing establishments, net making units, boat building yards and transportation services. Marine fisheries play an important role in the coastal economy of Kerala.

The Government of Kerala has undertaken various programmes to strengthen marine fisheries sector of the state. Fisheries Department through its plan has taken up initiatives for the implementation of monitoring fishing vessels and fishermen. The Department of Fisheries, Government of Kerala invites proposals from qualified vendors to provide a comprehensive solution for real-time tracking of fishermen and their vessels. This system aims to enhance safety, improve resource management, and support regulatory compliance.

2. Definitions and Acronyms

Sl. No	Term/ Acronym	Description
1.	BLE	BLE stands for Bluetooth Low Energy. It is a wireless communication technology designed for short-range communication with low power consumption

•	NAVIC	NavIC (Navigation with Indian Constellation) is an autonomous satellite navigation system developed by the Indian Space Research Organisation (ISRO)
•	GPS	GPS (Global Positioning System) is a satellite-based navigation system that provides location and time information
4	Geo-fencing	Geo-fencing is a technology that uses to create a virtual geographic boundary
5	LTE/CAT1	LTE Cat 1 (Category 1) is a type of LTE (LongTerm Evolution) technology designed specifically for IoT (Internet of Things) applications
6	IoT	The Internet of Things (IoT) refers to a network of interconnected physical devices that collect and exchange data using embedded sensors, software, and other technologies.

3. Objective of the project

The primary objective of this project is to implement a reliable, scalable, and user friendly punching/tracking system to monitor the vessels and fishermen for safety and accountability. The detailed objectives are;

- **Monitoring of the vessel and fishermen** going into the sea and returning to the shore through real-time tracking and automated data capture.
- **Maintaining a digital account** of all registered vessels and fishermen for easy reference and accountability.
- **Developing a centralized and coordinated decision-support system** to enhance productivity, safety, and efficiency in marine fisheries management.
- **Implementing geo-fencing and route monitoring** to prevent illegal fishing and ensure compliance with marine fishing regulations.
- **Providing communication and support services** to marine fishing vessels to ensure safety, emergency response, and two-way connectivity at sea.(expectation 12nm distance)
- **Enabling accountability in government services** offered to fishermen through digital verification and usage tracking.
- **Integrating future government welfare schemes** such as subsidies for fishing equipment, insurance, health and welfare programs, training, financial assistance, and market access into the unified digital platform.

4. Scope of Work and Location

The successful bidder shall conduct a system requirement study and develop a robust solution that addresses current and future needs, including satellite-based communication requirements. The scope of work includes, but is not limited to, the following:

- A complete solution to get the Number of Fishing Vessels, Number of Fishermen and their details within the fishing vessel/craft at sea at any time of the day and their sail duration of fishing and details of departure and arrival, such as time, date, location etc.
- A proficient application software to capture and retrieve the data, interpretation and generation of meaningful reports.
- The project requires the supply and installation of BLE routers on vessels. These routers must read beacons sent by BLE tags and transmit the data to a server using LTE/CAT1 (most advanced and reliable connectivity). The devices should support both GPS and NAVIC communication. Additionally, they need to include internal storage to store data when outside network coverage and automatically send the information once connectivity is restored. The router will transmit data to the server only within a designated geofencing area to conserve battery life.
- Provision for solar power is preferable to ensure continuous operation.
- Each fisherman will be provided with a BLE-based identity card. These BLE tags will emit beacons every ten seconds to announce their presence. The tags are batteryoperated and will have a life of at least 5years.
- Design, Develop and implement a software platform that integrates with the hardware to provide real-time punching/tracking, data visualization, reports dashboards etc. based on the Role-of different types of users. System shall be able to generate a role based report to monitor the activities periodically (daily/weekly/monthly/yearly) etc.
- Installation and servicing of equipment in fishing vessels and establishment of ground facilities for monitoring.
- Provide comprehensive training for users and ongoing technical support.

The project is planned to be implemented at Neendakara Fishing harbor in Kollam district on piolet basis.

5. Scope in Detail

i. Supply and Installation of BLE Routers on Vessels including all required

mounting kits, accessories, and fixtures necessary for safe and durable deployment in coastal and offshore environments.

ii.Devices: BLE routers must read beacons from BLE tags and transmit data to a server using LTE/CAT1 (most advanced and reliable connectivity). The device should be designed to withstand coastal environmental conditions.

iii.Features:

1. GPS and NAVIC Support: For accurate positioning and tracking.
- 2.Internal Storage: To provide internal storage (with 32 GB or higher) to store data when outside network coverage and automatically transmit once connectivity is restored.
- 3.It should be equipped with an internal battery capable of operating continuously for a period of three years without reliance on an external power source.
- 4.Geo-fencing capability

1. BLE Routers: Installed on vessels.
2. Data Transmission: Via LTE/CAT1 to the server.
3. Alternative Power Source: Solar panels Battery for continuous operation.

a) BLE-Based Identity Cards for Fishermen imprinted with QR coded Aadhaar, emitting beacons every ten seconds with a minimum battery life of 5 year. The cards should be water resistant and should be designed to withstand coastal environmental conditions.

b) Design, Development, and Implementation of Software Platform using Open source solution. The application features should include:

1. User management: Role based user management for monitoring the vessels and fishermen in fishing operation.
2. Provision for getting Real time information on number of vessels and number of fishermen at sea in a particular time or for a time period, with their details.
3. Vessel wise Fishermen wise search for time of departure, time of arrival, place of departure, place of arrival on daily, monthly or yearly base.
4. Configuration of Routers and Fisherman identity card to the application
5. Provision to register all the boats and associate the boat with a router.
6. Management of multiple vessels and fishermen within a single platform.
7. Real-Time Tracking / History tracking: Visualization of vessel location and fisherman details based on given input.

8. Trip tracking: Individual trips can be fully drawn using the coordinates from the router installed on the boat.
 9. Data Visualization: Interactive maps with multiple base maps and overlays of administrative layers.
 10. The application should be scalable, flexible, eco and user friendly to support future requirement of the department.
 11. Auto handshaking of routers with the cloud platform once the boats are at the docks. Once authenticated the routers will start pushing data to the cloud.
 12. Over The Air (OTA)Support for Critical parameter updates as needed.
 13. Reports and dashboards for monitoring higher level officer based on the user roles and permissions.
- c) The bidder shall deploy the application at the State Data Centre and provide technical support for the application, product updates, patches etc. during the period of contract. They shall produce the safe to host certificate from CERT-In empanelled agencies at the time of production deployment and do the periodical audit annually.

All such costs should be factored into the bid prices.

6. A. Eligibility Criteria

The bidder shall meet the following Pre-qualification criteria:

Sl.No.	Pre-Qualification criteria	Documents required
1	The Bidder must be a registered company under the Companies Act, 1956/2013 or a Total Solution Provider (TSP) of Govt. of Kerala, and should have been operational for at least 5 years as on date of submission of the bid.	Copy of Certificate of Incorporation/Registration or Copy of the G.O. (for the TSP's)
2	The Bidder must have an annual turnover of at least Rs. 5 crores in the IT/ITES domain for the last three financial years (FY 2021-22, 2022-23, and 2023-24).	Audited financial statements or a statutory auditor's/CA certificate specifying the annual turnover for the specified years.
3	The Bidder must have executed minimum two IT/ITES projects within the last 5 years, each with a value of at least Rs. 1 crore for	1. Copy of workorder/agreement

	any State/Central Govt. institutions, PSU's in India.	2. Letter from the Client regarding the completion/implementation status
4	The Bidder should not have been blacklisted by any Central/State Government Organization or PSU for any corrupt and fraudulent practice as on bid submission date. An Undertaking by the Authorized Signatory on the letter head of the Bidder should be submitted.	Self-Declaration from the bidder on company letter head.
5	The bidder should have the following certifications: ISO 9001:2015 and CMMI Level 3 or higher	Certificates shall be provided as proof

6. B. Documents Comprising Bid Proposal

The response submitted by the bidder shall comprise the following documents:

- a. Qualification & Technical Proposal
- b. Bid Processing Fee and Earnest Money Deposit/Bid Security
- c. Bid Proposal form
- d. General Information
- e. Financial Capability with supporting documents
- f. Relevant Experience with supporting documents
- g. Self-Declaration
- h. All relevant Certification
- i. Proposal document containing a brief about the organization, its expertise and
- j. documentary evidences.
- k. Financial Proposal

Important dates		
Sl.No	Item	Date
1	Date of publication of RFP	04/11/2025 5PM
2	RFP submission start date	11/11/2025 5 PM
3	Pre-bid meeting (Venue: Fisheries Directorate, Vikasbhavan, Trivandrum)	10/11/2025 12PM
4	Last date of submission	25/11/2025 5PM
5	Technical Bid Opening date	27/11/2025 2PM
6	Financial bid opening date	Will be intimated on completion of technical bid opening formalities.

6.C Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the department will in no case be responsible or liable for these costs, regardless of conduct or outcome of bidding process.

6.D Content of Bidding Document

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents in format or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

6.E Pre-Bid Meeting

A prospective Bidder requiring any clarification of the bidding documents may seek clarifications of his/her queries submitted on or before date mentioned in section. The department will discuss the queries received from the interested bidders in the pre-bid meeting and respond the clarifications by uploading on the website. No further clarification what so

ever will be entertained after the pre- bid meeting date.

6.F Validity of proposal

Proposals shall remain valid for a period of 180 days (one hundred eighty days) after the date of bid opening prescribed in the RFP. A proposal valid for shorter period may be rejected as non responsive. The department may solicit the bidders' consent to an extension of proposal validity (but without the modification in proposals).

6.G Preparation of Proposal

The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any inter lineation, erasures or over writings shall not be valid. The proposal shall be typed or written in indelible ink (if required) and shall be initialled on all pages by authorized representative of the bidder to bind the bidder to the contract. It shall indicate the name and address of the bidder to enable the proposal to be returned in the case it is declared late pursuant, and for matching purposes.

The information submitted must be definitive and specific. Vague terms, incomplete information, counter offers, and 'uncalled for' correspondence shall not be entertained. Alteration / Rewording / Deletion / Correction of any part in the Tender Document are not permitted and if found in any bid proposal, the bid may be liable to be rejected without prior intimation to the bidder.

The technical response should be concise. Any response not as per the specified format may be liable to be rejected. No marketing literature pertaining to the bidder should be enclosed along with the proposal. If enclosed, it may be treated as disqualification.

The bidder is expected to examine carefully all instructions, forms, terms and specifications in the Tender document. Failure to furnish all information required in the Tender Document or submission of a proposal not substantially responsive to the Tender Document in every respect will be at the bidder's risk and shall result in rejection of the proposal.

6.H Opening of Bids

All bids will be opened in the presence of all Bidders or their representatives who choose to attend, The bidder's representative who is present shall sign an attendance register evidencing their attendance. The bidder's names, bid modifications or withdrawal, bid prices, discounts, and the presence or the absence of requisite bid security and such other details, according to the discretion of the department , may consider appropriate, will be announced at the time of opening.

No Bid shall be rejected at the opening, except for late bids, which shall be returned unopened to the bidders. Bids and modification sent that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. The Financial Bids of only those bidders who qualify on the basis of evaluation of technical bid will be opened in the presence of the qualified bidders or their representatives at pre-specified time and date which will be communicated to the qualified bidders well in advance.

6.I Clarification of Bids

During evaluation of bids, department may, at its discretion, ask the Bidder for a clarification of its bid. The department may also ask for rate analysis of any or all items and if rates are found to be unreasonably low or high, the bid shall be treated as nonresponsive and hence liable to be rejected. The request for a clarification and the response shall be in writing.

6.J Preliminary Examination

The department will constitute a Technical Committee for Preliminary examination and technical evaluation of the bids. The Preliminary examination is to determine whether they are complete, whether any computational errors have been made, whether sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

Those bids qualified in the Preliminary examination will be scrutinised for Technical evaluation by the same technical committee prior to the detailed evaluation

The bids which are qualified both in Preliminary examination and technical evaluation will be scrutinised by the Evaluation Committee for financial evaluation.

The evaluation of the department will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one, which confirms to all the terms and conditions of the bidding documents without material deviation. Deviations from or objections or reservations to critical provisions such as those concerning performance security, Warranty, Applicable law and Taxes and duties will have deemed to be material deviations. If a Bid is not substantially responsive, it will be rejected.

Conditional bids are liable to be rejected.

6.K EVALUATION PROCESS

The department will constitute a Technical Committee for Preliminary examination and technical evaluation of the bids and Evaluation Committee for financial evaluation of the bids. . These Committee shall

evaluate the responses to the RFP and all supporting documents, documentary evidence. Inability of a Bidder to submit requisite supporting documents /evidence within a reasonable time provided to it, may lead to the Bidder's Proposal being declared non-responsive.

The decision of the Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

The Committee may ask for meetings with the Bidders to seek clarifications on their proposals. The committee reserves the right to reject any or all Proposals on the basis of any deviations contained in them. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

6. L Signing of Contract

The department will notify the successful Bidder that its bid has been accepted, will send the bidder the Contract Form, incorporating all the draft agreements between two parties. Within 15 days of receipt of the Contract Form or as specified in the work order, the successful bidder shall sign and date the contract and return it to department.

6.M Right to terminate the process

The department reserves the right to accept or reject any tender offer, and to annul the tendering process and reject all tenders at any time prior to award of contract, without thereby incurring any liability to the affected vendor(s) or any obligation to inform the affected vendor(s) of the grounds for such action.

The department makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone.

7.Period of Completion

The project should be completed within 6 months from the date of execution of agreement. The agreement shall be executed within 15 days from the date of receipt of the Letter of award, issued by the tendering authority. If there occur delays, an implementation penalty of 0.5% will be applied for each week of delay for the delayed supply items/services.

8. Delivery Terms, Warranties, Support and Maintenance

The bidder shall bear the cost for packing, transport, insurance, storage, Installation and delivery of all the goods/ hardware for all locations identified by the Authority and as per the scope of work and the delivery schedule. The Goods and services supplied under this Contract shall

conform to the marine standards mentioned in the RFP. All the supplied items (hardware and software) should have 3-year comprehensive warranty, annual maintenance provision and technical support from the bidder. The bidder shall provide the following documentation at the time of implementation.

- Hardware (tracking devices) and installation guidelines
- Software platform with user documentation
- Training materials and sessions
- Ongoing support and maintenance plan

EMD & Performance Guarantee

The selected bidder shall submit the bid fee and EMD, if applicable, as per the provisions of the State Procurement Manual. Performance Bank Guarantee, within 15 days from the issuance of work order, for a value equivalent to 10% of the total cost of the work order also need to be submitted. The Performance Guarantee should be valid for a period of 36 months. The Performance Guarantee shall be kept valid till completion of the project and Warranty period. Any penalties shall be recovered from the Performance Guarantee submitted by the bidder.

Service Levels

This SLA defines the performance standards, support commitments, and service expectations for the software platform and associated hardware deployed under the project. It includes uptime guarantees, incident response timelines, resolution targets, and compliance obligations. The bidder shall keep sufficient spares for the BLE Tag and BLE Routers for ready replacements if a fault is reported by the office. The bidder shall provide a detailed description of the support mechanism for reporting complaints, including channels of communication (e.g., helpdesk, email, phone), ticketing procedures, and response timelines. An escalation matrix with designated contact points at each level shall be submitted to ensure timely resolution of issues. Onsite support must be made available for device replacements and critical hardware interventions, in accordance with the service levels defined in this agreement.

Sl.no	Component	Service Levels	Penalty
1	Web Application	99.5% uptime on a quarterly basis	Rs. 2500/- per day
2	BLE Tag	To be replaced within three business days from the date of fault reporting	Rs. 100/- per day

3	BLE Router	To be replaced within three business days from the date of fault reporting	Rs. 500/- per day
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The deduction of penalties (if any) will be done from the Operations and Maintenance Costs or from the PBG submitted by the bidder.

9. Transfer of ownership

The Vendor shall transfer all titles to the assets and goods procured for the purpose of the project to the Authority at the time of Acceptance of System. This includes all licenses, titles, source code, certificates, hardware, devices, equipment's etc. related to the system designed, developed, installed and maintained by the Vendor. The Vendor is expected to provide ownership right of all those solutions and goods which would be customized by the Vendor for the use of department. For any per-existing work, the Vendor and the department shall be held jointly responsible and its use in any other project by Vendor shall be decided on mutual consent.

Forthwith upon expiry or earlier termination of the Contract and at any other time on demand by the Authority, the Vendor shall deliver to the Authority all documents and data assets(hard and soft copy)provided by or originating from the Authority and all Documents produced by or from or for the Vendor in the course of performing the Services, unless otherwise directed in writing by the Authority at no additional cost. The Vendor shall not, without the prior written consent of the Authority store, copy, distribute or retain any such documents/data.

10. Technical Evaluation Criteria

The bidder shall submit a detailed technical proposal as part of their technical bid, including references to similar projects they have successfully implemented. This should include the Technical Solution Architecture, detailed technical specifications of the proposed products, datasheets, OEM details, Compliance with the Functional requirements etc as indicated in para 6B. The technical proposals will be evaluated based on the following criteria:

- **Technical Competence:** Ability to meet technical requirements and proposed solution's reliability, convertibility and scalability. (**Attach completely filled annexures 1 to 7 along with submitted technical bid**)
- **Experience and References:** Proven track record in executing similar projects and positive references.
- **Cost:** Cost-effectiveness of the proposed solution.

- **Support and Training:** Quality of proposed training and support plan.
- **Operation and maintenance provision**

The bidder shall present a detailed technical demonstration of the proposed solution to the Department. The Department reserves the right to reject any proposal that is deemed unsuitable or technically inadequate, based on its assessment of the presentation and supporting documentation.

11. Bill of Material/BOQ Format (Submit separately as e-financial bid)

Sl No.	Item Description	Quantity	Amount (Rs)
1	Supply and installation of BLE routers for vessels	100 Nos.	
2	Supply of Fisherman Identity Card	1000 Nos.	
3	Base station infrastructure for control and storage (Specify components, capacity and expandability)	1 No.	
3	Design and Development of Software Platform using Open-source solutions	1 No.	
4	Annual SIM Connectivity charges	100 Nos.	
5	Registration and Installation of the devices, Hosting the software in the State Data Centre	Lot	
6	Operations & Maintenance with Warranty and technical support for 5 years for both hardware and software, annual security audit from CERT-	1	

	In empanelled agencies		
7	Other charges if any (Please specify the requirement)	1	
Total			

12. Payment Terms

Sl. No.	Milestone Description	Terms
1	Supply and Installation of BLE Routers and Identity Tags	80% payment against successful delivery, installation, and departmental verification, 20% against Go-Live
2	Software Platform Development and Hosting	80% payment against successful delivery, installation, and departmental verification, 20% against Go-Live & UAT
3	Annual SIM Connectivity charges	100% annual payment will be done by the Department as advance, on production of supporting documents
4	Operations & Maintenance with Warranty and technical support for 5 years for both hardware and software, annual security audit from CERT-In empaneled agencies	Payment will be made annually and will be made after the completion of each year.

13. Termination For Default

- a. The Department may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Bidder, terminate this Contract in whole or in part in any or the following events.
- b. If the Bidder fails to complete the work within the time period(s) specified in the Contract or any extension thereof granted by Department.
- c. If the Bidder fails to perform any other obligation(s) under Contract.
- d. If the Bidder, in either of the above circumstances, does not remedy his failure within a period of 30 days (or such longer period as Department may authorize in writing) after receipt of the default notice from the Department.
- e. As a penalty to the Bidder, Department shall encash the Contract Performance Bank Guarantee or redeem the Performance Guarantee Amount.

14. AMC (Annual maintenance contract) : Quote for AMC must be included; however, it will not be considered for determining the L-1 bidder and shall be taken up separately only after the completion of the guarantee period.

15. Submission Deadline

Proposals must be submitted by **[25/11/2025]**. Late submissions will not be considered.

16. Contact Information

For any inquiries or further information, please contact:

Satheesh Kumar A. P.
Joint Director of Fisheries
Email: jdfhq.tvm@gmail.com
Phone No. 9605806188

This RFP document outlines the requirements and expectations for a real-time tracking system for fishermen and their vessels. Vendors are encouraged to provide detailed and innovative proposals that meet or exceed the outlined specifications.

CHELSASINI V IAS
DIRECTOR OF FISHERIES

ANNEXURE-1

Bidder information sheet

S. No.	Particulars	Details	Page no. (for any attachment)
1.	Name of the Entity/ Organization		
2.	Registered office address Telephone number Fax number Email		
3.	Correspondence Address		
4.	Details of the Contact Person (name, designation, address) Telephone number Fax number Email		
5.	Financial Turnover (for 5 years separately)		
6.	Year and Place of the establishment of the entity/organization		
7.	GST Registration details		

8.	Details of the offices present in Kerala, if any		
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ANNEXURE-2

Performance Bank Guarantee

<Name>

<Designation>

<Address>

<Phone Nos.>, <Fax Nos.>, <emailed>

Whereas, <<name of the supplier and address>>(here in after called “the Bidder”)has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date>to provide Implementation services for <<name of the assignment>> to Purchaser (here in after called “the beneficiary”) And where as it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified there in as security for compliance with its obligations in accordance with the contract;

And whereas we, <Name of Bank>a banking company incorporated and having its head/registered office at <Address of Registered Office> and having one of its office at <Address of Local Office> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of **Rs. <Insert Value>(Rupees<Insert Value in Words> only)** and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavilor argument, any sum or sums within the limits of Rs.

<Insert Value>(Rupees<Insert Value in Words>only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed the re under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until<<Insert Date>> *which is 180 days after expiry of this contract*) Notwithstanding anything contained herein:

I. Our liability under this bank guarantee shall not exceed Rs.<Insert Value>

(Rupees<Insert Value in Words>only).

- II. This bank guarantee shall be valid up to<Insert Expiry Date>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before<Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

ANNEXURE-3

Master Service Agreement

THIS AGREEMENT ("Agreement") is made on this the <***> day of <***> 20... at <***>, India.

BETWEEN-----having its office at ----- India here in as referred to as 'Purchaser' / 'Purchaser' or '-----', which expression shall, unless the context otherwise requires, include its permitted successors and assigns); of the FIRST PART;

A N D

<***>, a Company incorporated under the Companies Act, 1956, having its registered office at <***> (here in as referred to as 'the Implementation Agency/IA' which expression shall, unless the context otherwise requires, include its permitted successors and assigns) of the SECOND PART.

Each of the parties mentioned above are collectively referred to as the 'Parties' and individually as a 'Party'. WHEREAS:

1. Purchaser is desirous to implement the project of e Governance for<Insert the type of project>.
2. In furtherance of the same, Purchaser undertook the selection of a suitable Implementation Agency through a competitive bidding process for implementing the Project and in this behalf issued Request for Proposal(RFP) dated<***>.
3. The successful bidder has been selected as the Implementation Agency on the basis of the bid response set out as Annexure of this Agreement, to undertake the Project of the development and implementation of the solution, its rollout and sustained

operations.

NOW THEREFORE, in consideration on of the mutual covenants, promises, assurances, representations and provisions set forth herein, the Parties hereto agree as follows:

1. In this Agreement words and expressions shall have same meanings as are respectively assigned to them in the Conditions of Tender referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

S/N	Document
1	RFP dated <<***>> issued by Purchaser for <<Name of RFP>> along with Schedules and Annexures;
2	All the subsequently issued corrigenda
3	Technical and financial proposal submitted by the successful bidder, to the extent they along with subsequently issued clarifications furnished by the Implementation Agency in response to the RFP, to the extent they are not inconsistent with any terms of the RFP.
4	Letter of Intent (LOI) issued by Purchaser on <<date>> to the Successful Bidder.

3. In consideration of the Payments to be made by Purchaser to Service Provider as per the terms of RFP, Service Provider hereby covenants with Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects as per the provisions of the RFP Document and subsequent corrigendum.
4. Purchaser hereby covenants to pay Service Provider in consideration of the provisions of the goods and services and the remedying of defects therein the Contract Price as may become payable under the provisions of the Contract mentioned in the manner prescribed in the RFP Document.

IN WITNESS WHEREOF the parties hereto have signed this Agreement on the date and year respectively mentioned against their signature. **Signature on behalf of the** << Purchaser>>

(_____)

Name:

Designation:

Signature on behalf of <<Successful Bidder>>

()

Name:

Designation:

Date:

WITNESSED BY: Name Address Signature

1.

2.

ANNEXURE-4

Covering Letter

{To be submitted on the letter head of the bidder}

To,

<<Designation of Authority>>

<<Bid calling Agency>>

<<Address>>

Dear Sir/Madam,

We, the undersigned, offer <<**Name of RFP**>> in accordance with your RFP dated..... and our Proposal. "We are hereby submitting our Proposal as per the requirements mentioned in the RFP. We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.

- b. We meet the eligibility requirements as stated in this RFP, and we confirm our understanding of our obligation to abide by the policy in regard to corrupt and fraudulent practices.
- c. Our Proposal is binding upon us and subject to any modifications/ amendments Purchaser made before the date of submission.
- d. Our Firm /Company do not face any sanction or any pending disciplinary action from any authority against our Firm /Company.
- e. We understand that the Client is not bound to accept any Proposal that the Client receives. Thanking you,

Authorized Signature {In full and initials with Seal}:

Name and Title of Signatory:

Name of Bidder (Firm/Company's name)

In the capacity of:

Address:

Contact information (phone and e-mail):

Date & Time:

Place :

ANNEXURE-5

Checklist for Eligibility / Qualification Criteria Compliance

S. No.	Eligibility / Qualification Criteria	Documents to be Provided	Compliance (Yes/No)	Reference Document Page Number
1.	<<PQ Criteria 1>>	<<Documents as per PQ Criteria 1>>		
2.	<<PQ Criteria 2>>	<<Documents as per PQ Criteria 2>>		
3.				
4.				
5.				
6.				

ANNEXURE-6**Project Details Template**
Project Details (To be filled for each Project)

S.No	Item	Details
1	Name of the project/ Client	
2	Work Order / Contract No.	
3	Contract Value (In Lakh)	
4	Client Details	
5	Name, Title & Address of the Client who can be contacted	
6	URL	

ANNEXURE-7**Self-Declaration**

{To be submitted on the letter head of the bidder}

To, Date:

<<Designation of Authority>>

<<Bid calling Agency>>

<<Address>>

In response to the RFP Ref. No.

dated _____ for <<name of RFP>>, as an Owner/ Partner/ Director/
Auth. Sign. of _____, I/ We hereby
declare that presently our Company/ firm _____, at the me of
bidding,

- a. Possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Purchaser.
- b. have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document.
- c. is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of me by any State/ Central government/ PSU/ UT.
- d. is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- e. does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of the mentioned contract term preceding the commencement of the Tender Process, or not have been otherwise disqualified pursuant to debarment proceedings;
- f. Does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- g. Will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by Government of Kerala, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Authorized Signature {In full and initials with Seal}:

Name and Title of signatory:

Name of Bidder (Firm/ Company's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

Date & Time: _____

Place:

