Expression of Interest (EOI)

Shortlisting of Consulting Agencies to Prepare Implementation Roadmap of Project Management Information System for Department of Water Resources, Government of Odisha

EOI No.: **PMU-12 / 2015-16**
Date: **16.10.2015**

CAD-PIM Directorate
Project Management Unit (OIIAWMIP)
5th Floor, Rajiv Bhawan, Bhubaneswar

Table of Contents

Data Sheet 3
1. Introduction 4
2. Purpose 4
3. Critical Information 4
4. Project Information 4
5. Scope of Work 5
6. Eligibility Criteria 5
7. Completeness of the EOI Document 6
8. Pre-Proposal Meeting 6
9. Responses to Queries and Issue of Corrigendum 7
10. Preparation and Submission of EOI 7
11. Language 8
12. Venue & Deadline for Submission of EOI 8
13. Late EOI Submission 8
14. Short listing Criteria 8
15. Evaluation Process 8
16. Disqualifications 10
17. Notification of Short listing 10
18. Right to Terminate the Process 10
19. Appendix-I: EOI Submission Forms 11
19.1. Form 1: Compliance Sheet 11
19.2. Form 2: Cover Letter 12
19.3. Form 3: Particulars of the Bidder 13
19.4. Form 4: Self Declaration of not being declared ineligible for corrupt & fraudulent practice 14
19.5. Form 5: Self Declaration of not been declared blacklisted 15
19.6. Form 6: Authorization Letter 16
19.7. Form 7: Acceptance of Terms & Conditions Contained In the EOI Document 17
19.8. Form 8: Format for List of Previous Work Orders Executed 18

Data Sheet

SL. No	Information	Details
1.	EOI Enquiry Number	PMU-12 / 2015-16 Dated 16.10.2015.
2.	EOI Type	Single Stage – Single Envelope Selection Procedure
3.	Sale of EOI document	From: **16.10.2015** To: **05.11.2015**.
		Bidders shall download the EOI document from the Odisha Government Web sites www.odisha.gov.in , www.tenders.gov.in and www.dowrodisha.gov.in, during the sale period of the EOI document. Demand Draft of Rs 2000/- (Rupees Two Thousand only) plus VAT in favour of Deputy Director, Dam Safety and Support Services, Bhubaneswar, should accompany the bid.
4.	Last date and Time for submission of queries for clarifications in the e-mail id.	Date: 29.10.2015.
		e-mail id : cepdpmu@gmail.com
5.	Date, Time and Venue of Pre-Proposal Meeting *(The bidders shall be required to send the scanned copy(Demand Draft) of EOI Document fee along with the pre-proposal queries)*	Venue: Conference Hall of CE-cum-PD, 5th Floor, Rajiv Bhawan, PMU.
		Date and Time: 29.10.2015., 11.30 AM
		Contact Person Name: A.K.Mahapatra (Nodal Officer, CAD-PIM) E-Mail Id: cepdpmu@gmail.com Physical Address: EE, Information Management Cell, PMU,
6.	Release of response to Clarifications on EOI	31.10.2015.
7.	Last date for submission of EOI Response	05.11.2015., 3.00 PM
8.	Opening of EOI Responses	05.11.2015., 3.30 PM
9.	Presentation on EOI Proposal by the Bidders (Consultantacy Agencies)	16.11.2015. 11.30 AM
10.	Addressee and Address at which proposal in response to EOI notice is to be submitted:	*The proposal must be submitted to:* Chief Engineer-cum-PD, Project Management Unit (OIIAWMIP) CAD-PIM Directorate, 5th Floor Rajiv Bhawan, Bhubaneswar
11.	Short listing of Consultantacy Agencies and Circulation of RFP	***19.11.2015.***

1. Introduction

The Department of Water Resources (DoWR) is responsible for planning, developing and managing the State's Water Resources. To achieve the objectives, the Department formulates Water Policy and Water Plan and undertakes execution, operation and maintenance of Irrigation projects, Flood Control & Drainage development works, Command Area Development (CAD) activities and allocation of water for various use etc.

Project Management Unit (PMU) of CAD-PIM Directorate of DoWR was created to implement the Orissa Integrated Irrigation Agriculture and Water Management Project (OIIAWMIP) with financial assistance from Asian Development Bank (ADB) with the following aims to achieve:

a) To enhance productivity and sustainability of existing (including near complete) underutilized major, medium and minor (lift) irrigation schemes.

b) To increase income and reduce poverty through productive irrigation in selected river (sub) basins in Odisha.

c) To strengthen the state's institutional and technical capabilities in water resources development, management and planning along with other relevant allied institutions.

2. Purpose

The purpose of this Expression of Interest (EOI) is to shortlist reputed Consulting agencies to prepare Project Management Information System (PMIS) implementation roadmap for DoWR, Govt Odisha. The objective of this EOI document is to provide indicative information about the scope and objective of this activity. The detailed terms and conditions and parameters for selection of the bidding organization will be provided in the Request for Proposal (RFP), which will be circulated to only Consulting agencies shortlisted as per the selection parameters provided in this EOI document.

3. Critical Information

Bidders are advised to study this EOI document carefully before submitting their proposals in response to the EOI notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

The response of EOI must be received not later than time, date and venue mentioned on the Data Sheet. EOI papers that are received after the deadline WILL NOT be considered in this procurement process.

4. Project Information

To strengthen the State's institutional and technical capabilities in water resources development, management and planning along with other relevant allied institutions, it is decided to develop an efficient Project Management Information System (PMIS) for proper monitoring of the projects.
Presently various works covered under Chief Engineer-cum-PD, PMU are as detailed below:

a) Extension, Renovation, and Modernization (ERM) works of 4 Major Projects; HLC Range-I, Machhagaon Canal, Pattamundai Canal, and MCII

b) ERM works of 3 Medium Projects; Kansabahal, Ramial and Kanjhari

c) Restoration of Saline Embankments under Puri, Nimapara, Aul and Khurda Irrigation Division.

d) Improvisation of 750 Minor Lift Irrigation Projects (MLIP)

e) Command Area Development (CAD) Projects.

f) Strengthening of Pani Panchayats.

It is required to develop an effective IT solution in Project Management and Monitoring of all the different types of Projects under the purview of Department of Water Resources.

5. Scope of Work

The consulting agency shall be responsible for execution of the following work:

- To conduct study of prevailing project management processes and IT infrastructure of the DoWR.
- To prepare Gap analysis document, Process optimization document (if need be).
- To prepare the Functional, Technology Readiness and Infrastructure readiness document for enablement of PMIS.
- To prepare a Detailed Project Report (DPR) and Request for Proposal (RFP) to select an implementing agency for PMIS.
- To support in Bidding Process and Project Monitoring till Final Acceptance of PMIS.

6. Eligibility Criteria

The bidder should check carefully the eligibility criteria as mentioned below, based on the supporting documents as per the detailed below:

SL. No	Parameter	Description	Document(s) to be submitted
1	**Legal Entity**	a) The bidder should be a Company/ Firm duly registered under the Indian Companies Act 1956 and operating since last 5 years from the date of publication of EOI b) Service Tax Registration c) Permanent Account Number (PAN) **d) Consortium / sub-contracting are not allowed**	Certificates of Incorporation/ Registration and supporting documents for Service Tax, PAN
2	**Annual Turnover as on 31st Mar 2015**	Annual turnover during each last three financial years (as per the last published Financial Statement), should be minimum **Rs. 5.0 Crore** which should be generated from consultancy (IT/ ERP/ Management) in the field of Public Works, Construction and Manufacturing sector and must have positive net worth in each of the last three financial years.	Profit and Loss Statements certified by CA & Balance Sheets certified by CA for last 3 financial years ending 31.03.2015
3	**Quality Certification**	Valid ISO 9001:2008, ISO 27001 certificates related to above mentioned services as on the last date of submission of EOI.	Copy of Certificates
4	**Technical Capability**	The bidder in last 5 financial years must have successfully executed at least **two** number of consulting assignments related to PMIS each **worth**	Work Order + Completion Certificate from the client

SL. No	Parameter	Description	Document(s) to be submitted
		of 1 Crore for any State Govt / Central Govt / PSU as on 31st Mar 2015.	
5	**Technical Manpower**	The Bidder should have at least 50 Technical Manpower for Consulting assignments	Undertaking by Head-HR
6	**Performance**	The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government or PSU in the country of India. A self-declaration certificate to this effect should be enclosed.	(Form – 4)
7	**Blacklisting**	An undertaking (self certificate) that the bidder hasn't been blacklisted by any Central/ State Government/ PSU institution and there has been no pending litigation with any government department on account of similar services.	(Form – 5)

7. Completeness of the EOI Document

a) Submission of the EOI response shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.

b) Failure to comply with the requirements of any clause of the EOI document may render non-compliant and the EOI Response may be rejected. Bidders must:

- Include all documentation specified in this EOI document;
- Follow the format prescribed in this EOI document and respond to each element in the order as set out in this EOI document.
- Comply with all requirements as set out within this EOI document.

8. Pre-Proposal Meeting

a) Only the bidders / firms, who have submitted the photo / scan copy of EOI document fee in shape of DD/Pay Order in favour of of Deputy Director, Dam Safety and Support Services, Bhubaneswar, are allowed to attend the pre-proposal conference / meeting and submit their pre-proposal queries in the specified format. Bidders who have deposited the document charges are welcome to attend the pre-proposal meeting, even if they do not have any specific queries. Tendering authority shall respond to the queries of only those bidders who have deposited document fee till the day of pre-proposal meeting.

b) Please note that a pre-Proposal Meeting of prospective bidders, who have purchased the EOI/ bidding document, is scheduled as per the details specified in the Data Sheet of this EOI. The objective of this meeting is to address the queries of the prospective bidders related to the Project/ Bidding document.

c) All queries must be sent to the Nodal Officer of the CAD-PIM Directorate by email on or before the date and time specified in the Data Sheet.

d) The CAD-PIM Directorate shall hold a pre-proposal meeting with the prospective applicants.

e) All queries to be raised at the EOI stage will relate to the EOI alone and no queries related to Scope of work and mode of selection will be entertained. These issues will be amply clarified at the RFP stage.

f) All enquiries / clarifications from the applicants, related to this EOI, must be directed in writing exclusively to the contact person notified in the Data Sheet of this EOI document.

g) The preferred mode of delivering written questions to the aforementioned contact person would be through e-mail as mentioned in the Data Sheet. **Telephone calls will not be accepted**. In no event will the CAD-PIM Directorate be responsible for ensuring that bidder's queries have been received by the Directorate. The queries by the bidders will be provided in the following format.

Request for Clarifications Format

Company Name	Person Name	Designation, E-Mail, Contact Number	
Page No	**Clause**	**Sub-Clause / Details**	**Suggestion / Query**

9. Responses to Queries and Issue of Corrigendum

a) After publication of the EOI, the Nodal Officer notified by the CAD-PIM Directorate will begin accepting written questions from the bidders. The Nodal Officer will endeavor to provide timely response to all queries. However, the CAD-PIM Directorate makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the Directorate undertake to answer all the queries that have been posed by the bidders. The responses to the queries from all applicants will be posted online on www.odisha.gov.in, www.dowrodisha.gov.in, and www.tenders.gov.in.

b) At any time prior to the last date for receipt of EOI, the Directorate 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 a corrigendum.

c) The Corrigendum, (if any), & clarifications to the queries from all applicants will be posted online on www.odisha.gov.in, www.dowrodisha.gov.in, and www.tenders.gov.in.

d) Any such corrigendum shall be deemed to be incorporated into this EOI.

e) In order to provide prospective applicants reasonable time for taking the corrigendum into account, CAD-PIM Directorate may, at its discretion, extend the last date for the receipt of EOI Proposals.

10. Preparation and Submission of EOI

a) The bidder shall be responsible for all costs incurred in connection with participation in the EOI process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of EOI response, in providing any additional information required by CAD-PIM Directorate to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. CAD-PIM Directorate will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

b) The bidders shall submit their response as per the format given in this EOI document.

c) The bidders shall submit the EOI document duly signed in the EOI response

d) The sealed outer envelope clearly marked "EOI document for Short listing of Consulting Agencies to Prepare Implementation Roadmap of Project Management Information System

for DoWR, Govt. of Odisha".

e) The outer envelope shall also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder.

f) All the pages of the EOI response paper must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.

g) All pages of the EOI shall be initialed and stamped by the person who signs the bid.

11. Language

The response proposal shall be filled in by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

12. Venue & Deadline for Submission of EOI

Proposals, in its complete form in all respects as specified in the EOI, must be submitted on or before the last date and time of submission of EOI as mentioned in the Data Sheet of the EOI paper at the address specified in the same through registered post/ speed post [India Post] or deposited in the drop box kept at CAD-PIM Directorate premises. No other way of submission of tender paper including submission through courier shall be considered. CAD-PIM Directorate shall not be responsible for any postal delay.

13. Late EOI Submission

a) EOI received after the due date and the specified time (including the extended period, if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.

b) The proposal submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

c) CAD-PIM Directorate shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

d) CAD-PIM Directorate reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities *vis-à-vis* urgent commitments. Such amendments shall be hosted in the Government of Odisha website as mentioned earlier and shall be published in the same newspaper in which the EOI is published.

14. Short listing Criteria

a) CAD-PIM Directorate will shortlist agency(ies) based on the evaluation criteria including a Technical presentation made to an Evaluation Committee

b) Any attempt by applicant to influence the EOI process may result in the rejection of its EOI Proposal

15. Evaluation Process

a) CAD-PIM Directorate will constitute an Evaluation Committee to evaluate the responses of the Applicants.

b) The Evaluation Committee constituted by the Directorate shall evaluate the responses to the EOI and all supporting documents & documentary evidence. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI Proposal. The Committee may seek additional documents as it deems necessary.

c) Each of the responses shall be evaluated to validate compliance of the applicant according to the eligibility criteria, Forms and the supporting documents specified in this document.

d) The decision of the Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.

e) The Evaluation Committee may ask for technical presentation from the applicants to evaluate its suitability for the assignment.

f) The Evaluation Committee reserves the right to reject any or all proposals.

g) The EOI Proposal will be evaluated based on the documentary evidences provided and, marks will be assigned to the proposal based on the following criteria:

Sl. No.	Technical Evaluation Criteria	Maximum Score	Score
1	**Experience**	**40**	
1.1	Project experience (Refer Clause 6, para-4,Technical Capability) during last five years as on 31st Mar 2015	30	• Each Project Worth more than Rs.1.5 Cr. = 15 Marks • Each Project Worth Rs.1.0Cr. to Rs.1.5 Cr.= 10 Marks *(Only Two Projects will be considered for evaluation.)*
1.2	Bidder's experience in executing similar projects, i.e. PMIS, in Works, Water Resources, Rural Development, Construction Projects of any State/ Central Govt. Departments or PSUs.	10	Mark shall be awarded on production of supporting documents of completion from the concerned Govt. authorities.
2	**Technical Presentation**	**40**	
2.1	Understanding of the Purchaser's requirements	5	Marks shall be awarded By the evaluation committee
2.2	Key Performance Areas and Key Deliverables	5	
2.3	Technology Options and Bidders' Experience on the same. Solution Deployment options.	5	
2.4	USPs of the Bidder for the Assignment	5	
2.5	Project execution Strategy and proposed implementation plan (with Time Lines)	10	
2.6	Description of PMIS projects successfully implemented by the Bidder	5	
2.7	Measures taken in the proposed I.T. Solution to integrate with Standard ERP Packages in future	5	
3	**Bidders Profile**	**20**	

3.1	Average Turnover for last three FY in similar experience	10	Between Rs. 5.0 Crores to Rs.10.0 Crores. = 5 Marks More than Rs.10.0 Cr: 10 Marks
3.2	ISO 27001 Certification	5	Valid Certificate as on last date of submission of EOI will get 5 marks
3.3	ISO 9001 Certification	5	Valid Certificate as on last date of submission of EOI will get 5 marks
Total Score		100	

h) Bidders securing more than or equal to 70% marks would be shortlisted for issuance of RFP.

16. Disqualifications

CAD-PIM Directorate may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:

a) Not fulfilled any of the parameters mentioned in Clause-6 (Eligibility Criteria) of the EOI. *(Outright rejection);*

b) Made misleading or false representations in the forms, statements or attachments submitted in proof of the eligibility requirements;

c) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;

d) Submitted a proposal that is not accompanied by required documentation or is nonresponsive;

e) Failed to provide clarifications related thereto, when sought;

f) Submitted more than one Proposal;

g) Declared ineligible by the Government of India/State/UT Government/ PSUs for corrupt and fraudulent practices or blacklisted.

17. Notification of Short listing

CAD-PIM Directorate shall intimate through email to all applicants who have been shortlisted. Only shortlisted applicants will be issued the Request for Proposal (RFP).

18. Right to Terminate the Process

a) CAD-PIM Directorate may terminate the EOI process at any time and without assigning any reason thereof. The Directorate makes no commitment, express or implied, that this process will result in a business transaction with anyone.

b) The submission of EOI paper does not constitute an offer by the CAD-PIM Directorate. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

19. Appendix-I: EOI Submission Forms

19.1. Form 1: Compliance Sheet

EOI No: _____, Date: _____

Please check whether following have been enclosed.

Sl. No	Enclosure description	Enclosed (Yes/No)	Annexure/Attachment/ Page No./ Envelop No. of the enclosure
1.	Copy of Certificate of Incorporation of Company or Registration Firm		
2.	Copy Service Tax Registration & Certificate VAT Registration Certificate		
3.	Copy of PAN No allotted by Income Tax Department		
4.	Copies of Annual audited accounts statements (P&L and Balance Sheets FY 2012-13, 2013-14, 2014-15 certified by a Chartered Accountant		
5.	Bid (Cover) Letter (From 2)		
6.	ISO 9001:2008 , ISO 27001 certification		
7.	Particulars of the Bidder (Form 3)		
8.	Self Declaration that the bidder hasn't been black listed / performance issues by any Govt./PSU (Form 4, Form 5)		
9.	Authorization Letter (Form 6)		
10.	Acceptance of Terms & Conditions Contained In The Tender Document (Form 7)		
11.	Project Experience (Form 8)		
12.	Signed EOI Document		
13.	Signature with Date & Seal		
14.	Name		

Signature of the Bidder
Date:
Place:

Company Seal

19.2. Form 2: Cover Letter

EOI No: _____, Date: _____

<Location, Date>

To

Chief Engineer-cum-PD,
Project Management Unit (OIIAWMIP)
CAD-PIM Directorate, 5th Floor
Rajiv Bhawan, Bhubaneswar

Subject: Submission of the EOI: Short listing of Consulting Agencies to Prepare Implementation Roadmap of Project Management Information System for DoWR, Govt. of Odisha.

Dear Sir/Madam,

We, the undersigned, offer to provide our services against your EOI No. <Insert EOI no> dated <insert date>. We are hereby submitting our Expression of Interest in printed format. We hereby declare that all the information and statements made in this EOI Response are true and accept that any misinterpretation/ misrepresentation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the EOI document. We understand you are not bound to accept any proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours sincerely,

Authorized Signature [*In full and initials*]
Name and Title of Signatory:
Name of Firm:
Address:

Location:
Date:

19.3. Form 3: Particulars of the Bidder

EOI No: _____, Date: _____

1.	Name of the Organization:		
2.	Organization Status of Registration		
3.	Address of Corporate Office		
4.	Address of Office in Odisha (if any)		
5.	Telephone No		Fax No
6.	E-mail Address		
7.	Website		
8.	Registration No of Certificate of Incorporation & Date		
9.	Registration No of Sales Tax/ VAT & Date		
10.	Registration No of Service Tax		
11.	Permanent Account Number of Income Tax & Date of Regn.		
12.	No. of years of proven experience of providing similar Services:		

Signature of witness
Date:
Place:

Signature of the Bidder
Date:
Place:

Company Seal

19.4. Form 4: Self Declaration of not being declared ineligible for corrupt & fraudulent practice

EOI No: _____, Date: _____, Location: _____

To

Chief Engineer-cum-PD,
Project Management Unit (OIIAWMIP)
CAD-PIM Directorate, 5th Floor
Rajiv Bhawan, Bhubaneswar

Dear Sir/Madam,

In response to the invitation of EOI NO. _____ , Date: _____ Ms. /Mr. _____, as a _____, I / We hereby declare that our company _____is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central /State Govt. Department or PSU Organization in India.

Signature of the witness
Date:
Place:

Signature of the Bidder
Date:
Place:

Company Seal

19.5. Form 5: Self Declaration of not been declared blacklisted

EOI No: _____, Date: _____, Location: _____

To

Chief Engineer-cum-PD,
Project Management Unit (OIIAWMIP)
CAD-PIM Directorate, 5th Floor
Rajiv Bhawan, Bhubaneswar

Dear Sir/Madam,

In response to the EOI No. - , Ms./Mr. _____, as a _____, I / We hereby declare that our company _____is having unblemished past record and have not been declared blacklisted by any Central/State Government or PSU institution and there has been no pending litigation with any government department on account of similar services. I/We further declare that our company has not defaulted in executing any Government order in the past.

Signature of witness
Date:
Place:

Signature of the Bidder
Date:
Place:

Company Seal

19.6. Form 6: Authorization Letter

EOI No: _____, Date: _____, Location: _____

To

Chief Engineer-cum-PD,
Project Management Unit (OIIAWMIP)
CAD-PIM Directorate, 5th Floor
Rajiv Bhawan, Bhubaneswar

Dear Sir/Madam,

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with the EOI No**.** _____, Date: _____.

She /He is also authorized to attend meetings & submit any necessary information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

_____
Representative Signature

_____
Signature attested

Company Seal

19.7. Form 7: Acceptance of Terms & Conditions Contained In the EOI Document

EOI No: _____, Date: _____, Location: _____

To

Chief Engineer-cum-PD,
Project Management Unit (OIIAWMIP)
CAD-PIM Directorate, 5th Floor
Rajiv Bhawan, Bhubaneswar

Dear Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the EOI No:_____, Date _____ regarding "Short listing of Consulting Agencies to Prepare Implementation Roadmap of Project Management Information System for DoWR, Govt. of Odisha."

I declare that all the provisions of this EOI Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness
Date:
Place:

Signature of the Bidder
Date:
Place:

Company Seal

19.8. Form 8: Format for List of Previous Work Orders Executed

EOI No: _____, Date: _____

SL. No	Name of Client, Contact Person, Telephone No, Mobile No, e-Mail, Physical Address	Name of Project	Project Start Date and End Date, Brief of Project	Project Cost	Status (Complete/ In Progress/ Delay)

Note: The information provided in the above table must supported by copies of relevant work order and completion certificate.

Signature of witness
Date:
Place:

Signature of the Bidder
Date:
Place:

Company Seal