# 7. Annexures

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## **Annexure - 0**: Acknowledgement

**ACKNOWLEDGEMENT**

It is hereby acknowledged that I/We have gone through all the points listed under “Specification, Guidelines, Terms and Conditions” of tender document. I/We totally understand the terms and conditions and agree to abide by the same.

**SIGNATURE OF TENDERER ALONG WITH**

 **SEAL OF THE COMPANY WITH DATE**

## **Annexure - 1:** Financial Information

###

Details furnished below are to be supported duly by figures in Balance Sheet, Profit & Loss Account for the last 5 years as certified by the Chartered Accountant and submitted by the bidder to the Income Tax Department

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| --- | --- | --- | --- | --- | --- |
| **Details** | **2012-2013** | **2013-2014** | **2014-2015** | **2015-2016** | **2016-2017** |
| 1) Gross annual turnoverfor works of similar nature |  |  |  |  |  |
| 2) Profit/Loss |  |  |  |  |  |
| 1. Financial position
	1. Cash
	2. Current assets
	3. Current liabilities
	4. Working capital
	5. Current Assets to Liabilities Ratio
 |  |  |  |  |  |

Documents to be attached along with the above statement:

* 1. Up-to-date Income Tax Clearance Certificate
	2. Certificate of Financial soundness from the bankers of the Bidders
	3. Financial Arrangements for carrying out the proposed work
	4. Any other relevant documents

(Signature of Bidder)

## **Annexure - 2:** Details regarding works of similar nature executed

## in the past 2 years

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. no | Name of the work | Client | Cost of work (in Crores) | Startdate | End date | Details of officer towhom reference can be made |  Remarks |
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Documents to be attached along with the above statement:

1. Purchase orders

 b) Any other relevant documents

(Signature of bidder)

## **Annexure - 3:** Projects of similar nature currently under execution

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. no | Name of the work | Client | Cost of work (in Crores) | Start date | Expected date of completion | Details of officer towhom reference can be made |  Remarks |
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Documents to be attached along with the above statement:

1. Purchase orders

 b) Any other relevant documents

(Signature of bidder)

## **Annexure - 4:** Performance Report for works referred in Annexures - 2 and 3

(Please furnish the following details for each individual project from the Client)

1. Name and location of project:
2. Agreement No.:
3. Estimated Cost
4. Tendered Cost:
5. Date of Start:
6. Date of Completion
	1. Stipulated date:
	2. Actual date:
7. Performance report by client:
8. Quality of Work: (Excellent/Very Good/Good/Fair/Poor)
9. Approach to problem solving: (Excellent/Very Good/Good/Fair/Poor)
10. Resourcefulness: (Excellent/Very Good/Good/Fair/Poor)

Date: (Signature of the client with seal)

## **Annexure - 5:** Structure of the Organization

1. Name and address of bidder:
2. Telephone No./Fax No./Email address :
3. Legal status (Attach copies of original document defining the legal status).
4. An Individual/ Consortium:
5. A Proprietary/ Partnership agency:
6. A Trust:
7. A Limited Company or Corporation:
8. Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)
	1. Registration Number:
	2. Organization/Place of registration:
	3. Date of validity:
9. Names and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
10. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completing the work.
11. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.
12. Have you or your constituent partner(s) been debarred/black listed for tendering in any organization at any time? If so, give details.
13. Area of specialization and Interest
14. Any other information considered necessary but not included above.

## **Annexure - 6:** Details of Technical and Administrative Personnel

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. no | Designation | Total No. of employees in this category | Number available for this project | Name | Qualification | Professional experience | Capacity in which the employee was involved in this work |
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Documents to be attached along with the above statement:

1. Resumes of staff mentioned in above table

 b) Any other relevant documents

(Signature of the bidder)

## **Annexure - 7**: Financial bid

**Staffing cost**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No | Designation | Cost per month per person (in INR) | Number | Cost per month (in INR) |
| 1 | Program manager |  | 1 |  |
| 2 | Architect |  | 1 |  |
| 3 | Coder |  | 4 |  |
| Total | 6 |  |

The above costs are valid for a period of 36 months from the start date of the contract.

Estimate of cloud usage cost per user per month (in INR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The CSolP should submit an estimate of the cloud usage cost per user per month based on data from any existing deployment of the application. A user is one who interacts with the portal on a regular basis and accesses content such as lectures, assignments and forum.

Enclosures:

1. Actual cloud charge invoices from an existing deployment of the MOOC application in a public cloud for the last one year.
2. Actual number of users on the existing deployment over the last one year.
3. Any other supporting document.

## **Annexure - 8**: Checklist

1. Annexures 0 to 8 have been filled completely. yes/no
2. All supporting documents for Annexures 1 to 8 have been obtained. yes/no
3. Forms A, B and C have been filled completely and attached. yes/no
4. Compliance table for all numbered items in this document and Enclosure 1. yes/no
5. The documents for the technical bid (Annexures 0 to 6, Forms A, B, C and all their supporting documents and the compliance table) have been put into one cover superscribed “Technical bid”. yes/no
6. Deviations from the requirements, if any, have been indicated in a separate document in the technical bid. yes/no
7. The documents for the price bid (Annexure 7 and all supporting documents) have been put into a separate cover, sealed and superscribed “Price bid”. yes/no
8. No document pertaining to the price bid in any manner has been included in the technical bid cover. yes/no
9. Both the technical bid cover and the price bid cover have been put inside a bigger sealed cover superscribed “Proposals for Cloud Solution Provider for Massive Open Online Course Application - NPTEL”. yes/no
10. The EMD demand draft for Rs. 2 lakhs in favour of “Registrar, IIT Madras” has been included in the technical bid cover. yes/no

Support documents in Technical bid:

1. Company registration certificate (as described in 3.1.1)
2. Proof of registration with GST authorities like registration number etc.
3. The CSolP must be a certified partner of the CSerP. A suitable certificate from the CSerP should be attached (Section 3.3.4)
4. The application needs to be hosted in a data center physically located in India. Mention the list of data centres available within India. (4.2.19)
5. Annexure 6 should contain the list of personnel with their details to be deployed on this project

Enclosures in financial bid:

1. Actual cloud charge invoices from an existing deployment of the MOOC application in a public cloud for the last one year.
2. Actual number of users on the existing deployment over the last one year.
3. Any other supporting document.