

Expression of Interest for Cloud Based ERP Platform for Startup Odisha March - 2023



Ref No: SO/VII/2022-23//178/1353

Date: 28/03/2023

Startup Odisha
2nd Floor, Tower A, O - Hub,
Odisha Startup Incubation Centre,
SEZ Road, Chandaka Industrial Estate,
Patia, Bhubaneswar, Odisha - 751024
Phone: 1800-345-7100
www.startupodisha.gov.in

EXPRESSION OF INTEREST

Expression of Interest for Cloud Based ERP Platform for Startup Odisha

Startup Odisha invites sealed "Expression of Interest" for Cloud Based ERP Platform for Startup Odisha". Bidders fulfilling the prescribed eligibility criteria of the EOI can access and download the complete EOI Document and other details from www.startupodisha.gov.in.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of EOI	31/03/2023
2	Last Date for Submission of Proposal	15/04/2023 till 2:00 PM
3	Date of Opening of Proposal	17/04/2023 at 12:00 PM
4	Date of Technical Presentation	17/04/2023 at 3:00 PM

The Expression of Interest complete in all respects must reach the undersigned by Speed Post/Registered Post only latest by XX/XX/2023 before 5.00 PM in a sealed envelope clearly mentioning on the top of it "Expression of Interest for Cloud Based ERP Platform for Startup Odisha".

The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

Chief Administrative Officer,
Startup Odisha
2nd Floor, Tower A, O - Hub,
Odisha Startup Incubation Centre,
SEZ Road, Chandaka Industrial Estate,
Patia, Bhubaneswar, Odisha - 751024
Phone: 1800-345-7100
www.startupodisha.gov.in

Chief Administrative Officer,
Startup Odisha

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DISCLAIMER

This Expression of Interest(EoI) is issued by Startup Odisha.

While the information in this EoI has been prepared in good faith, it does not support to be comprehensive or to have been independently verified, neither Startup Odisha nor any of its officers or employees, nor any of their advisers nor agencies accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this EoI or on which this EoI is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this EoI is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Startup Odisha. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this EoI, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This EoI may include certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of Startup Odisha, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this EoI is, or should be relied on as, a promise, representation or warranty.

Startup Odisha shall be the sole and final authority with respect to selection of a bidder for the purpose through this EOI.

Bidder Data Sheet

Sl. No.	Particulars	Details
1	Name of the client	Startup Odisha
2	Availability of EOI Document	www.startupodisha.gov.in
3	Date of Issue of EOI	31/03/2023
4	Last Date for submission of Proposal	15/04/2023 till 2:00 PM
5	Date of opening of Proposal	17/04/2023 at 12:00 PM
6	Date of Technical Presentations	17/04/2023 at 3:00 PM
7	Bid Processing Fee (Non-Refundable)	₹ 10,000/- (Rupees Ten Thousand) + 18% GST in the form of demand draft drawn in favour of - Startup Odisha 2nd Floor, Tower A, O - Hub, Odisha Startup Incubation Centre, SEZ Road, Chandaka Industrial Estate, Patia, Bhubaneswar, Odisha - 751024 Phone: 1800-345-7100 www.startupodisha.gov.in
8	Contact Person	Chief Administrative Officer Startup Odisha 2nd Floor, Tower A, O - Hub, Odisha Startup Incubation Centre, SEZ Road, Chandaka Industrial Estate, Patia, Bhubaneswar, Odisha - 751024
9	Address for Submission of Proposal	Startup Odisha 2nd Floor, Tower A, O - Hub, Odisha Startup Incubation Centre, SEZ Road, Chandaka Industrial Estate, Patia, Bhubaneswar, Odisha - 751024
10	Mode of Submission	Speed Post / Registered Post/Courier only to the address as specified above during the office hour only. Submission of bid through any other mode and late bids will be rejected.
11	Venue of Opening of Proposals and Technical Presentation(on designated date):	Conference Hall Startup Odisha, 2nd Floor, Tower A, O - Hub, Odisha Startup Incubation Centre, SEZ Road, Chandaka Industrial Estate, Patia, Bhubaneswar, Odisha - 751024

Section 1
Introduction and Terms of Reference (ToR)

About the project

The primary objective of this project is to procure a customized Cloud Based ERP Platform for Startup Odisha for centralised management of startup ecosystem in the state. The startup ecosystem includes Startups, Incubation, Accelerators, Investors and other stakeholders. Following is the premise of the management based on which bidders are requested to envisage a flow of processes for functionalization of the proposed ERP platform:

- **Startups:** Startups, upon recognition, assume eligibility (subject to different terms, conditions and evaluation procedures) for grants and benefits under the Odisha Startup Policy. Furthermore, in the new Policy, it is envisaged that the beneficiaries shall be assigned incubators recognized by Startup Odisha.
- **Incubators:** Incubators are, by definition, establishments with the objective of supporting startups with space, mentoring, funding access and opportunities for market access and growth. The policy mandates that incubators be recognized to assume admission within the ambit of the Odisha Startup Policy, which also accords assistance like capital grant and reimbursement of mentoring and utility costs, as well as incentivization of performance based on number of successful startups created.
- **Accelerators:** A startup accelerator is a mentor-based program that provides guidance, support and limited funding in exchange for equity. Accelerator partners will curate business programmes that support early-stage, growth-driven startups through education, mentorship and financing.
- **Investors:** Startup Odisha facilitates opportunities for investing in the State's Startup and Innovation Ecosystem through schemes like Fund of Funds, as well as Angel Syndication opportunities through direct introductions, funding events and programmes. However, assessment of funding readiness is of paramount importance to Startup Odisha for smooth facilitation of such initiatives.
- **Mentors:** To facilitate seamless flow of knowledge and information to Startups for facilitating their growth and development through guided progressions, Startup Odisha has conceptualized a Mentor-Connect Initiative, for which applications from experienced individuals and entities are scrutinized, and post-selection, the selected individuals and entities are called "Mentors" and assigned to Startups.

To this effect, the following functionalities are intended to be integrated into the ERP System:

Sl. No.	Module	Requirement
1	O-Hub Module	<ul style="list-style-type: none">• Application Funnel• Startup Selection• Seat Allocation and Digital Contract Signing• Partner Network, including fixing Appointments and virtual meeting facilitations• Communication and Collaboration with all selected Participants

Sl. No.	Module	Requirement
		<ul style="list-style-type: none"> • Data Room for Data, Documents and Communication • Progress Reporting • Investments and Grants <p>Key Functionalities:</p> <ul style="list-style-type: none"> • A complete toolkit for incubation - seat and meeting room allocations, contract management, resource and mentor management, investor connect management and event calendar • Mentor Matching • Training and Certification Management • Event Management Tools <p>Workplace Tools:</p> <ul style="list-style-type: none"> • Workplace Coordination • Workflow Tool • Email with Storage Features • Messaging • Surveys • Polls • Data Room • Form Builder • Newsletter • Invoicing and Payment Gateway • Reminders • Evaluation Rubrics
2	Mentor Module	<ul style="list-style-type: none"> • Sector-wise Application • Selection • Profiles Database • Engagement Model • Schedule and Management of One-on-One and One-to-Many Interactions virtually • Invoicing and Payment Gateway
3	Investor Module	<p>Application Funnel</p> <ul style="list-style-type: none"> • Manage Deal Flow • Startup Selection • Communication and Collaboration among Startups and Investors • Data Room for Data, Documents and Communication <p>Investment Management</p> <ul style="list-style-type: none"> • Investment, pitches and polling • Campaigns, Commitment, Call for Money and Investment Agreements • Post-investment performance • Manage up-rounds, co-investing and exits <p>Investor Management</p>

Sl. No.	Module	Requirement
		<ul style="list-style-type: none"> • Match interests and expertise in the investment lifecycle • Member Management, Admission, Fees and Renewals • Portfolio Performance • Personal Investment Administration Nomination, Documents, etc. <p>Tools</p> <ul style="list-style-type: none"> • Funding readiness indicator • Go-to-Market Planning • Valuation • Cap Table • Investment Prep Toolkit <p>Reporting</p> <ul style="list-style-type: none"> • Portfolio Performance • Performance Management • Reporting Templates • Create Checklists • Data Collection • Document Comparison • Digital Tracking of Negotiation
4	Startups Module	<p>Recognition and Grant Applications</p> <ul style="list-style-type: none"> • Pre-qualification validation • Proof of Innovation Validation and assignment of recognition • Grant Application • Valuation Report • Rubric for polls by Task Force • Notification Triggers at every point • Assignment to Incubators and permission to use the system through incubator's sub-system on the master platform • Application Trackers <p>Intellectual Property</p> <ul style="list-style-type: none"> • Application • Check with Database • Comments on Application • Further applications and proceedings on External Website • Database of technologies identified from the state and national R&D organizations • Application for using inputs of the database for innovation and R&D
5	Procurement Module	<ul style="list-style-type: none"> • Vendor Registration System • Uploading of Projects: Feasibility Study Stage EOI Stage DPR Stage

Sl. No.	Module	Requirement
		<ul style="list-style-type: none"> • Paperless applications for submissions of Feasibility Study Reports, EOIs and DPRs • Intranet system for evaluators of bids • Awards of Work/Contract
	Incubator Module	Setup and Operations
6	Dashboard	<p>Numerical reports of key trackers to automatically appear on a dashboard. The following to be included:</p> <ul style="list-style-type: none"> • Number of Startups • Number of Grant Recipients • Total value of Grants disbursed • Number of Incubators • Total Number of Seats occupied and Seats Available • Number of Mentors • Number of Mentor Hours dedicated • Number of Investors • Total value of investments into startups • Number of Startup Procurement Contracts signed • Total value of Goods and Services procured from Startups
7	Server and Data Centre	Servers and Data Centres Solution have to be hosted on cloud e.g. Microsoft Azure or equivalent with Startup Odisha having complete access over the resources
8	Assistance/inputs from Startup Odisha	Vendor shall be provided with necessary inputs from Startup Odisha in terms of formulae, theses, strategies and structures for assisting the vendor to come up with algorithms to be put up in the platforms.

Guiding Principles

The Firm should adopt best practices related to various function of ERP solution while developing/implementing the ERP solution.

- The proposed solution must be based on Micro Services Architecture (MSA) principles and must adhere to a SOA based integration model across various applications of the IT portfolio
- The proposed solution should be an Integrated, Scalable, Modular, User-friendly and Accessible
- The proposed solution can be cloud based model or onsite and should have load balancing and distributed deployment capabilities
- The proposed solution must implement role-based access for authentication and authorization to various modules and applications
- The proposed solution must implement latest technologies like Internet of things (IOT), Artificial Intelligence (AI) etc.
- The proposed solution should implement Dashboards and KPIs, Analytics which should help in quick decision making
- The proposed solution must implement BIRT reports for taking export as MS Excel, Word and PDF formats
- The proposed solution must implement multi-level security across various tiers and software layers of the IT platform
- Best practices from the industry must be implemented across the tiers and layers of the proposed solution and across various phases of the software development life cycle.

Section 2
Letter of Invitation

Letter Of Invitation

Eol No:

Dated: XX/XX/2023

Name of the Assignment: Expression of Interest for Cloud Based ERP Platform for Startup Odisha

Startup Odisha (The Startup Odisha) invites sealed proposals from eligible bidders under the process for "Expression of Interest for Cloud Based ERP Platform for Startup Odisha". More details on the proposed study are provided at Section-3: Terms of Reference (ToR) of this EOI Document.

Final firm will be selected under QCBS Selection procedure as prescribed in the EOI Document in accordance with the policies and procedures accompanying the Startup Odisha.

The proposal complete in all respects as specified in the EOI Document must be accompanied with a Non-refundable Demand Draft for an amount of ₹ 10,000/- (**Rupees Ten Thousand only**) + 18% GST towards **Eol Processing Fee** in favour of "**Startup Odisha**", drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.

The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post/Registered Post/Courier only. The Startup Odisha shall not be responsible for postal delay or any other consequence. Submission of proposal through any other mode will be rejected.

The last date and time for submission of proposal complete in all respects is XX/XX/2023 before 2:00 PM and the date of opening of the proposal is XX/XX/2023 in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

This Eol includes following sections:

- Terms of Reference [Section - 1]
- Letter of Invitation [Section - 2]
- Information to the Bidder [Section - 3]
- Submission Forms [Section - 4]

While all information/data given in the EOI are accurate within the consideration of scope of the proposed assignment to the best of the Startup Odisha's knowledge, Startup Odisha holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this EOI. Startup Odisha reserves the right to accept/reject any/all proposals/cancel the entire selection process at any stage without assigning any reason thereof.

**Chief Administrative Officer,
Startup Odisha**

Section 3
Information to the Bidder

Evaluation Criteria:

The agencies are required to produce copies of the required supportive documents/information as part of the evaluation criteria failing which the proposals will be rejected.

Documents to be submitted by agencies are:

Sl. No.	Particulars	Details
1	The Bidder should be a Company/ Firm/ LLP registered in India with a track record of providing legal consulting/advisory services for at least 5 years as on March 31, 2022	Incorporation/ Registration/Incorporation Certificate.
2	The Bidder should have an average turnover of minimum ₹ 1,00,00,000 during last three financial years: <ul style="list-style-type: none">• FY 2019 - 20• FY 2020 - 21• FY 2021 - 22	Certificate from statutory auditor/audited financial statements for the three financial years
3	The agency should be an OEM with own ERP product or be an Authorized OEM implementation partner of an OEM for their products Or In case the agency is OEM authorized partner then should submit the valid OEM authorization letter/certificate	Certified copies of agreement/authorization letter
4	The bidder should have experience of having developed/implemented at least 3(three) ERP system for any Central/State Government Department or affiliated agencies in India in the last three financial years	Work Order/Copy of agreement/ Completion certificate
5	The bidder should have experience of having developed/implemented at least 2(two) ERP system for any reputed private sector organisation in India in the last three financial years	Work Order/Copy of agreement/ Completion certificate
6	Team Strength <ul style="list-style-type: none">1. Project Manager with minimum ten years' experience2. Business Architect with minimum 7 years' experience3. Solutions Architect with minimum 7 years' experience	The agency should submit one CV for each of the mentioned positions
7	Blacklisting Declaration	The agency has to submit a declaration certifying that they have not been blacklisted by any Government agency in the last three financial years.
8	Power of Attorney	Agencies have to submit a Power of Attorney in favour of the authorised signatory

Any kind of consortium/ Joint Venture with other firms is not allowed.

Agencies should submit the required supporting documents as mentioned above. Bids not conforming to the evaluation criteria and non-submission of required documents as listed above will lead to

rejection of the proposal. Submission of forged documents will also result in rejection of the proposal. Agencies are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the EoI Document. The proposal must be complete in all respects, indexed and bound. Each page should be numbered and signed by the authorized representative.

Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to ₹ 10,000 + 18% GST (Ten Thousand Rupees Only) in Demand Draft from any scheduled commercial bank in favour of "**Startup Odisha**" payable at **Bhubaneswar**. Proposals received without bid processing fee will be out rightly rejected.

Validity of the Proposal:

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the technical proposal. Startup Odisha reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

Submission of Proposal:

Bidders must submit their proposals by Registered Post/Speed Post/Courier only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. Startup Odisha will not be responsible for postal delays/any other consequences in receiving the proposal. Startup Odisha will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Startup Odisha.

Proposals complete in all respect should be marked as "**Proposal for Expression of Interest for Cloud Based ERP Platform for Startup Odisha**". with following information in bold:

NAME OF THE PROJECT:
EoI NUMBER AND DATE:
NAME AND ADDRESS OF THE AGENCY:
DEADLINE FOR SUBMISSION OF EoI:

Evaluation of Proposal:

- i. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of supporting documents submitted.
- ii. EOI will be evaluated for short listing inter alia based on their past experience of handling similar assignments, organisational strength like employee count, financial strength of firm and presentation/proposal to the selection committee whose decision will be final.
- iii. Agencies who qualify as per the eligibility conditions will be provided a brief about Startup Odisha.
- iv. The agencies will be required to make a presentation, to a selection committee show-casing their proposals.
- v. Startup Odisha will take up references and reserves the right to pay due heed to the agencies' performance elsewhere and any past experience from Startup Odisha.
- vi. Short listed agencies will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.

Language of Proposals

The proposal and all related correspondence exchanged between the bidder and the Startup Odisha shall be written in the English language. Supporting documents and printed literature that are

part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self- certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Startup Odisha shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the completion of the evaluation process. Undue use by any agency of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of Startup Odisha' antifraud and corruption policy.

Amendment of the EOI Document

At any time before submission of proposals, Startup Odisha may amend the EoI by issuing an addendum through Startup Odisha website. Any such addendum will be binding on all the bidders. To give agencies' reasonable time in which to take an addendum into account in preparing their proposals, Startup Odisha may, at its discretion, extend the deadline for the submission of the proposals.

Startup Odisha's right to accept any proposal, and to reject any or all proposal/s

Startup Odisha reserves the right to accept or reject any proposal, and to annul or amend the evaluation process and reject all proposals at any time without assigning any reason thereof.

Settlement of Disputes

The Startup Odisha and the Bidders shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar and the language of such proceedings and that of all documents and communications between the parties shall be in English. Executive Chairman - Startup Odisha will be the final authority to resolve the dispute arising between and the Startup Odisha and the Firm.

Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Hon'ble High Court, Odisha, Cuttack and Civil Court of Bhubaneswar only.

Disqualification of Proposal

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the EOI During validity of the proposal, or its extended period
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid Proposal is not accompanied by all the requisite documents/information
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process

- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the proposal
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition/situation which holds the paramount interest of the Startup Odisha during the overall section process

Section 5
Technical Proposal Submission Forms

COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To
Chief Administrative Officer,
Startup Odisha

Subject: Expression of Interest for Cloud Based ERP Platform for Startup Odisha

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on xx/xx/xx23 for Expression of Interest for Cloud Based ERP Platform for Startup Odisha, we would like to express interest to carry out the above proposed task. As instructed, we have submitted the following documents in a sealed envelope:

1. Organizational Details(Form - 1)
2. Financial Details(Form - 2)
3. Past Experience Details(Form - 3)
4. Team Summary(Form - 4)
5. CV of key personnel(Form - 5)
6. Blacklisting Declaration(Annexure - 1)
7. Power of Attorney(Annexure - 2)

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

FORM - 1:
Bidder's Organization (General Details)

Sl. No.	Particulars	Details
1	Name of the Firm	
2	Profile of the Firm (Brief Description)	
3	Legal Status of Firm	
4	Country of Incorporation	
5	Registered Office	
6	Year of Incorporation	
7	Year of Commencement of Business	
8	Principal Place of Business	
9	PAN	
10	GST Registration No	
11	Telephone No.	
12	Fax No.	
13	E- Mail Address	
14	Particulars of Authorized Signatory of Bidder	Name: Designation: Telephone No.: Email Address: Mobile: Fax No:

Declaration

We hereby confirm that the details mentioned in the proposal are true and correct as per the records available with the applicant organisation. The undersigned is the authorised signatory of the applicant organisation for this purpose.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Note: Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

FORM -2
Bidder Organization (Financial Details)

Sl. No.	Turnover	Amount(In INR)
1	FY 2019 - 20	
2	FY 2020 - 21	
3	FY 2021 - 22	
Average Annual Turnover		
Supporting Documents: <ul style="list-style-type: none">• Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)• Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected.• No scanned copy will be entertained.		

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory of the bidder [In full initials with Date and Seal]:

Communication Address of the Bidder:

Note: Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

FORM - 3
(BIDDER'S PAST EXPERIENCE DETAILS)

Project Name:		
Country:		Professional Staff Provided by the Firm: No. of Staff: No. of Person Months:
Location within Country		
Name of Startup Odisha and Address		
Start Date (Month/Year):		Value of Services (in INR):
Completion Date (If Applicable) (Month/Year):		
Name of Senior Staff Involved (Project Director, Team Leader) involved and Functions Performed:		
Detailed narrative description of the project:		
Description of Actual Services provided:		

Note: Bidders are advised to use this format for submitting multiple proofs of work/projects

FORM - 4
(Team Summary)

Sl. No.	Name of Resource	Proposed Position	Qualification	Number of years of Experience
1				
2				
3				
4				
5				
6				
7				

FORM - 5
Format of Curriculum Vitae (CV) of Key Personnel

1.	Name of Expert	
2.	Designation	
3.		
4.	Date of Birth	
5.	Years with Firm	
6.	Nationality	
7.	Qualification	
8.	Membership In Professional Associations	
9.	Languages Known	
10.	Employment Record	
	From:	To:
	Employer:	
	Position Held:	
	Details of Task Assigned	
	•	
	From:	To:
	Employer:	
	Position Held:	
	Details of Task Assigned	
	•	
	From:	To:
	Employer:	
	Position Held:	
	Details of Task Assigned	
8.	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned	
	Project Name	
	Year	

	Location	
	Name of Startup Odisha	
	Project Features	
	Position Held	
	Activities Performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Date:

Signature of Key Professional with Date

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

ANNEXURE - 1
BLACKLISTING DECLARATION

[Location, Date]

To Whomsoever It May Concern

We hereby declare that our firm, our associate/group firm has not been blacklisted by any Government/Registered Authority in India. We also acknowledge that in case of any misrepresentation of the information our proposal shall be rejected/terminated by the Employer which shall be binding on us.

Yours Faithfully,

ANNEXURE - 2
FORMAT FOR POWER OF ATTORNEY
(Notarised)

I,....., the(Designation) of (Name of the Organization) in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organization>, <Designation of the person>of the company acting for and on behalf of the company under the authority has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature,
Name & Designation of person executing attorney:
Address of the Bidder: