

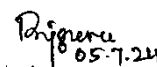
**OFFICE OF THE PRINCIPAL, NIMAPARA AUTONOMOUS COLLEGE,  
NIMAPARA, DISTRICT-PURI, ODISHA**

No-616

Date-05.07.2024

**TENDER CALL NOTICE**

Sealed Tender papers are invited from registered firms/ authorized dealers having valid GST, PAN and Income Tax clearance for procurement of White Board With Installation, Desktop Computers with installation, CBCS Textbooks, Lab Equipment, CCTV Camera and accessories With Installation, Power inverter with Battery and Battery Cover with its Installation, Water Purifier With Installation, Wooden Stools for Lab, Projector with Mounting Stand with Installation out of Assistance for non-civil expenses under Odisha Higher Education Program for Excellence and Equity (OHEPEE), Department of Higher Education, Govt. of Odisha. Details specifications, terms and conditions are available in the college website: [www.nimaparacollege.ac.in](http://www.nimaparacollege.ac.in). The Tender Papers should reach the office of the undersigned on or before 29.07.2024 by 5pm through Regd. Post/Speed Post/Courier. The authority reserves the right to reject or cancel any or all Tender without assigning any reason thereof.

  
05.7.24

Principal  
Nimpara Autonomous College,  
Nimapara, Dist. Puri  
Mob: 09437299263



# **NIMAPARA AUTONOMOUS COLLEGE, NIMAPARA**

**Tender Document**

**For**

**Supply of "Desktop  
Computers" to Nimapara  
Autonomous College**

**Tender Document No:**

**26132902/OHEPEE/2024-25/009**

**Dated: 08/07/2024**

**Issued By:**

Principal,

Nimapara Autonomous College,

AT/PO- Nimapara, District – Puri, Odisha

**PIN CODE - 752106**

EMAIL – [nimaparacollege@gmail.com](mailto:nimaparacollege@gmail.com)

Website – [www.nimaparacollege.ac.in](http://www.nimaparacollege.ac.in)

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### **SECTION 1: SCHEDULE OF RfP**

<b>SL. NO.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
1	RfP No.	26132902/OHEPEE/2024-25/009
2	Date of Issue of RfP	08/07/2024
3	Name & Address of the RfP issuer	Principal, Nimapara Autonomous College, At/PO- Nimapara, District – Puri, Odisha, PIN – 752106
4	Scope of Work	Supply of Desktop Computers Details as per Annexure I at the premises of Nimapara Autonomous College, At/PO- Nimapara, District – Puri, Odisha PIN – 752106
5	Method of Selection	Least Cost Selection Method
6	Deadline for Submission of Pre-Proposal Query	11/07/2024
7	Pre-Proposal Meeting	13/07/2024
8	Issue of Pre-Proposal Clarifications if any	18/7/2024
9	Last date for Submission of Proposals	29/7/2024, 5pm
10	Date of Opening of Technical Proposals	03/8/2024, 11am
11	Date of Opening of Financial Proposals	05/8/2024, 11am
12	Earnest Money Deposit (Refundable for Unsuccessful Firms)	Rs.5000/-
13	Performance Security (To be Submitted by L1 Firm Only)	3% of L1 (Estimate Value)
14	Address for Submission/Opening of such proposals	Nimapara Autonomous College, At/PO- Nimapara, District – Puri, Odisha PIN – 752106
15	Cost/fee of Tender Documents	Rs.500/- in form of a DD drawn in favour of Principal, Nimapara Autonomous College payable at Nimapara

## **NOTICE OF INVITATION**

The Principal of Nimapara Autonomous College hereby invites proposals from reputed eligible firms located within State of Odisha to select supplier for “Supply of Desktop Computers (Details as per Annexure I)” at the college premise.

1. Firm will be selected under “Least Cost Selection” method as per criteria mentioned in the RfP document.
2. The proposal must be complete in all respect as specified in the RfP document and must be accompanied with the required financial instruments as specified in the RfP.
3. The EMD should be submitted in form of a Demand Draft in favour of “Principal, Nimapara Autonomous College, Nimapara”, drawn in any scheduled commercial bank, without which the proposal will be rejected.
4. Performance security is to be submitted after issuing of Lol to the L1 bidder.
5. The proposals will be opened in the presence of the designated / authorized representatives of the interested firm on the scheduled date & time at the specified address as mentioned in the “Schedule of RfP”. Designated / authorized representatives of the interested firm may attend the meeting with due authorization letter on behalf of their firm.
6. Interested firms may obtain the RfP document from the official website of the college ([www.nimaparacollege.ac.in](http://www.nimaparacollege.ac.in)) and submit their proposal in a sealed document as per the instructions mentioned in this RfP document.
7. The interested firms must accept all technical / commercial terms and conditions mentioned in the RfP document.
8. The Principal, Nimapara Autonomous College reserves the right to cancel the RfP at any point of point without prior notice.

## **ELIGIBILITY CRITERIA**

The bidders who are desirous for above work require fulfilling the following conditions:

- ✓ Must be registered under GST Act.
- ✓ Must have average annual turnover for the last three years i.e. 2021-22, 2022-23, & 2023-24 should not be less than Rs 2 Lakhs. The bidder must submit copy of audited balance sheet and profit & loss account certified by the Chartered Accountant along with the acknowledgement of Income tax return as a proof in the technical bid.
- ✓ Should not have been blacklisted by any State Govt. / Central Govt. / PSU in India. A self-declaration is required as per **Annexure IV**.
- ✓ Must have a valid PAN.

### **SECTION 3: SCOPE OF WORK**

1. The scope of work must fulfill the requirements of the college like; supply of required number of items within the specific dateline e.g. within 15 days of issued of the “Supply Order”.
2. The supplier must deliver & install the required items at college campus and no further time should be allowed for supply of the required goods without any valid reason and without the approval of the principal.
3. Once required numbers of items are supplied by the supplier at college campus, the training and demonstration of the items supplied must be given by the supplier.
4. After installation, training and demonstration of the required items are finished; if any issue arises with the item, then the principal of the college should immediately report in writing to the supplier.
5. After all issues are resolved, the supplier will submit the invoice of the college & the college will initiate the payment process within 15 working days of installation of the required items / goods.

## **SECTION 4: INSTRUCTIONS TO INTERESTED FIRMS**

### **PRE-QUALIFICATION CRITERIA**

The participating firms must produce copies of all required supportive documents / information as part of their proposal, failing which the same proposal shall be summarily rejected.

<b>Sl. No.</b>	<b>Basic Requirement</b>	<b>Specific Requirement</b>	<b>Supporting Documents Required</b>
1	Legal Entity	Firm must be a Company as registered under the provisions of the Indian Companies Act, or A Partnership Firm registered under the Indian Partnership Act, or A Limited Liability Partnership registered under the Limited Liability Partnership Act, or A Sole Proprietorship Firms	<ul style="list-style-type: none"><li>✓ Certificate of Incorporation / Registration</li><li>✓ Partnership deed</li><li>✓ GST Registration</li><li>✓ PAN</li></ul>
2	Experience	Interested firms altogether must have supplied goods as mentioned in the RfP at least once to any of the offices / colleges/ universities.	Supply order copies
3	Turnover	During last three financial years i.e. FY 2021-22, 2022-23, & 2023-24 the average annual turnover of the interested firm should not be less than 10% of the cost estimated by the college	<ul style="list-style-type: none"><li>➤ Audited balance sheet and “Profit &amp; Loss account” along with all schedules certified by a practicing Chartered Accountant.</li><li>➤ Acknowledgement of</li></ul>



			Income tax returns
4	EMD  (EMD of unsuccessful firms will be returned immediately)	The interested firms should submit EMD.  EMD value should be fixed by the college @2% of the total supply order value estimated by the college.	Demand Draft in favor of “Principal of the College”
5	EMD relaxation criteria.	Firms registered under MSME are exempted from submitting the EMD.	Bid Security declaration and MSME / Start Ups proof.
6	Performance Security	3% of the L1 value	<ul style="list-style-type: none"> <li>➤ Demand Draft from a scheduled commercial Bank, Or</li> <li>➤ A Fixed Deposit, Or</li> <li>➤ A Bank Guarantee pledged in the name of “Principal of the College”</li> </ul>
7	Blacklist	The firm should not have been banned / blacklisted / debarred / suspended by the World Bank / Central Govt. / State Govt./ Central or State PSU Origination / Central or State Govt. Universities or Colleges.	Self-Declaration from the Firm as per the prescribed format mentioned at “FORM T4”.

### **VALIDITY OF PROPOSAL**

- The proposal submitted by the interested firms shall remain valid for one year. The authority/Principal reserves the right to procure further requirements of the items specified in the tender from the selected firm within the validity period.

- The proposals submitted by the interested firms will remain valid for one year.
- The selected firms must supply and install desktop computers at the approved rate and within 15 days of receipt of the "Supply Order" from the college.
- Deviation from this requirement may result in disengagement of the selected firm, and the firm securing the L2 position may be invited to install the desktop computers as per the terms and conditions of the RfP.

### **PRE-PROPOSAL QUERIES/MEETING**

- Firms may submit their queries (if any) for the pre-proposal meeting regarding the RfP to the Principal, Nimapara Autonomous College, Nimapara, Dist-Puri, Odisha, exclusively through email at [nimaparacollege@gmail.com](mailto:nimaparacollege@gmail.com) within the specified date and time mentioned in the RfP document.
- Clarifications related to the above queries will be published on the official website of the college, [www.nimaparacollege.ac.in](http://www.nimaparacollege.ac.in), following the pre-proposal meeting according to the schedule outlined in the RfP document.
- The pre-proposal query meeting may be conducted either online or in physical mode, as specified.

### **SUBMISSION OF PROPOSALS**

- Interested firms are strongly advised to thoroughly review all instructions, forms, terms & conditions, and other pertinent information outlined in the RFP document.
- Each page of the proposal should be signed with the official seal of the authorized person.
- The proposal must be comprehensive, properly indexed, and presented in a hard-bound format.
  
- Sealed master envelope, clearly marked with the name, address, phone number, and email ID of the firm along with the RfP name & number, should contain two separate sealed envelopes as follows:
  - ✓ Technical Proposal

- ✓ Financial Proposal

## **Technical Proposal**

- ❖ The sealed "Technical Proposal" must include the required supporting documents arranged in the specified sequence:
- ❖ EMD (Earnest Money Deposit) through Demand Draft.
  - Micro, Small & Medium Enterprises registered with MSME / NSIC with valid category-wise certificates, duly issued by the Government of India, are exempted from submitting the EMD provided they possess valid and category-wise registration certificates on the tender opening date.
  - EMD deposited by unsuccessful firms will be promptly returned.
  - EMD deposited by the selected firm will be returned after the submission of "Performance Security."
    - FORM T1: Technical Proposal Submission Form
    - FORM T2: Organization Details along with:
      - Copy of Certificate of Incorporation/Registration
      - Copy of PAN (Permanent Account Number)
      - Copy of Goods and Services Tax Identification Number (GSTIN)
        - FORM T3: Experience Details
        - FORM T4: Self-declaration from the firm confirming non-blacklisting, debarment, or suspension.
        - FORM T5: Technical Specifications Compliance Sheet
        - FORM T6: Financial Turnover Details along with:
          - Copies of audited balance sheet, Profit & Loss account, and all schedules certified by the Chartered Accountant.
          - Copies of IT Return for the last three financial years (FY 2021-22, 2022-23 & 2023-24)

## **Financial Proposal**

- The sealed "Financial Proposal" must contain:

- Prices and other pertinent information affecting the price, written both in figures and words as per the prescribed format.
- No alterations, modifications, overwriting, or corrections in the format will be accepted.
- The sealed proposal must be delivered to the specified address as per the "Schedule of RfP" strictly through Speed Post/Registered Post/Courier only. The Principal will not be liable for postal delays or delays due to unforeseen circumstances. Proposals submitted through any other mode will not be accepted.

### **OPENING OF PROPOSALS**

- The sealed envelope containing the proposals will be opened by the principal in the presence of the firm or their authorized representative at the specified location, date, and time as detailed in the RfP document.
- Only one representative, with a proper authorization letter from the participating firm, will be permitted to attend the RfP opening meeting. This representative must be duly authorized to represent and act on behalf of the firm during the proposal opening session.

### **DISQUALIFICATION/REJECTION OF PROPOSAL**

- Proposals not conforming to the eligibility criteria and failing to submit the required documents as specified in the RfP.
- Submission of forged documents.
- Proposal submitted without the required Earnest Money Deposit (EMD).
- Proposal not submitted in accordance with the prescribed procedure and formats outlined in the RfP.
- Proposal received in an incomplete form.
- Proposal received after the due date and time stipulated in the RfP.
- Proposal that is not accompanied by all the required documents or information.
- Firm attempting to influence the proposal evaluation process through unlawful, corrupt, or fraudulent means at any point during the bid process.
- Pricing information provided in any irrelevant papers, documents, or presentations, except in the designated "Financial Proposal."

- Involvement of a firm or any person acting on its behalf in corrupt or fraudulent practices.
- Any other condition or situation deemed to be in the paramount interest of the PRINCIPAL during the overall selection process.
- The principal reserves the right to annul any or all of the proposals received at any point in time, with or without assigning any reasons thereof. This decision will be made in the best interest of ensuring a fair and transparent procurement process.

## **EVALUATION OF PROPOSALS**

A two-stage process will be adopted as explained below for evaluation of the proposals:

### **A. Technical Evaluation**

- Technical evaluation of the proposals will assess whether the proposal complies with the prescribed eligibility conditions and if all requisite documents, information, and financial instruments have been properly furnished by the firm.
- The evaluation will verify technical compliance as submitted with the proposal to ensure that the proposed brand and model by the interested firm meet all the required minimum specifications as detailed in "Form T5" of the RfP document.

### **B. Financial Evaluation**

- The financial proposals of the technically qualified firms only will be opened at this stage, in the presence of the technically qualified firm or their authorized representative, on the scheduled date and time as specified in the RfP document.
- The "Least Cost Selection Method" will be followed to evaluate the financial proposals.
- The firm submitting the lowest financial price proposal will be declared as the "L1" (lowest) bidder and will be communicated for further processing leading to the issuance of the "Supply Order."
- The evaluation process will be conducted in accordance with the principles of fairness, transparency, and adherence to the evaluation criteria specified in the RfP document. The selection of the "L1" bidder will be based solely on the financial competitiveness of the proposal among the technically qualified firms.

## **AWARD OF CONTRACT**

Upon completion of the evaluation process:

- The L1 (lowest) bidder will be formally notified by the PRINCIPAL in writing through a "Letter of Intent" (LoI), requesting acknowledgment of the LoI and submission of the "Performance Security" within 15 days of LoI issuance.
- The "Performance Security" provided must be unconditional and irrevocable, as detailed in Paragraph 1 of "Section 4" of the RfP document, and must remain valid throughout the warranty period of the goods.
- After receiving acknowledgment of the LoI along with the required "Performance Security," the PRINCIPAL will proceed to issue the "Supply Order" to the selected firm, detailing the specified requirements as outlined in the RfP document.
- If the L1 bidder withdraws its willingness to supply the required goods after the issuance of the LoI or upon receipt of the acknowledged LoI due to any reason(s), the Earnest Money Deposit (EMD) or Performance Security deposited by the same firm will be forfeited by the PRINCIPAL. Subsequently, the firm securing the L2 position in the financial bid will be awarded the contract upon submission of the required Performance Security amount and EMD.
- Upon issuance of the Supply Order by the college, the concerned firm must supply and install the required number of items within 15 days from the date of the supply order issuance. No further extension of time will be allowed without a valid reason and prior approval from the principal.

## **GENERAL TERMS & CONDITIONS**

Conflict of Interest:

A conflict of interest exists if:

- Firms have a business or family relation, directly or indirectly, with the PRINCIPAL.
- Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha are observed. Interested firms must exercise caution to avoid any conflict of interest with the PRINCIPAL, as this may result in disqualification and breach of contract.

#### Disclosure:

- Firms have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- Firms must disclose if they are or have been subject to any proceedings (such as blacklisting) or arrangements related to bankruptcy, insolvency, or financial standing, including any criminal convictions or professional misconduct.

#### Anti-Corruption Measures:

- Efforts by firms to influence the PRINCIPAL in the evaluation and ranking of financial proposals through unlawful or corrupt means will result in rejection of the proposal.
- Recommendations for contract awards will be rejected if the recommended firm is found to have engaged in corrupt, fraudulent, collusive, or coercive practices during the bidding process.

#### Force Majeure:

- "Force Majeure" refers to unforeseen events beyond the control of the selected firm, not involving fault or negligence, which may prevent or delay contract execution.
- The selected firm must promptly notify the PRINCIPAL in writing of any Force Majeure condition, its cause, and the necessary changes.
- The PRINCIPAL reserves the right to cancel the contract due to prolonged Force Majeure events, with no obligation to compensate the selected firm.

#### Governing Laws:

- The rights and obligations of the PRINCIPAL and the selected firm will be governed by the laws of the Government of India and Government of Odisha.
- All legal disputes will be subject to the jurisdiction of the Orissa High Court, Cuttack.
- Any breaches of the terms and conditions outlined above may result in appropriate actions, including disqualification, contract termination, or legal proceedings, as per the applicable laws and regulations. These terms and conditions are essential to ensure transparency, fairness, and compliance throughout the procurement process.

**SECTION 5: FORMS**

**FORM T-1**

TECHNICAL PROPOSAL SUBMISSION FORM

To,

The Principal,  
Nimapara Autonomous College,  
At/PO – Nimapara, District- Puri, Odisha

Sub: Submission of Technical Proposal to select supplier for " \_\_\_\_\_ " at the college.

REF: RfP No & date issued by the college.

Dear Sir,

I, the undersigned, offer to participate in the selection process to select supplier for " \_\_\_\_\_ " at the college, in accordance with your RFP No: " \_\_\_\_\_ "

I am here by submitting Technical Proposal, which includes EMD, Technical Proposal and Financial Proposal sealed in separate envelopes. I, hereby declare that all the information and statements made in the Technical & Financial Proposals are true and correct. I accept that any misinterpretation contained in it may lead to disqualification of my proposal.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP is found violated, then your College shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal



**FORM T-2**

**ORGANISATION'S DETAILS**

Sl. NO	Particular	Details
1	Name of the Firm	
2	Type of Firm (Proprietary/ Partnership/ Pvt. Ltd. / Public Ltd/ Sole Proprietorship)	
3	Date of Establishment and Experience in business	
4	Registered office Address & Complete postal address	
5	Local office in Odisha (along with address & contact details).	
6	Telephone & e-Mail id of authorized person	
7	G.S.T. Registration No.	
8	PAN No.	
9	Willing to carry out assignments as per the scope of work of the RFP (Yes/No)	
10	Willing to accept all the terms and conditions as specified in the RFP (Yes/No)	

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

**FORM T-3**

**EXPERIENCE DETAILS**

SI. No.	Name of the University/College Department/Office to whom materials supplied	Quantity of Materials Supplied	Date of Receipt Work Order with reference number	Date of supply of goods/items.	Remarks if any
1					
2					
3					
4					

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

**FORM T- 4**

SELF DECLARATION FOR NOT BLACK LISTED

To,

The Principal,  
Nimapara Autonomous College,  
At/PO – Nimapara, District- Puri, Odisha

Sub: Self declaration for not black listed.

Ref: RFP No:

Sir,

I\We.....here by confirm that our firm has not been banned/ blacklisted/ debarred/suspended by the World Bank / Central Govt/ State Govt. / Central or State PSU Origination/Central or State Govt. Universities or Colleges.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

**FORM T-5**

**MINIMUM REQUIRED SPECIFICATIONS COMPLIANCE SHEET**

Interested firm(s) must confirm that, the make and model they are proposing to supply & install is satisfying the below mentioned minimum required technical specifications. Deviations (if any) from the below mentioned minimum required technical specifications, must be clearly indicated by the interested firm(s).

A. For Desktop Computers

SI. No	Minimum Required Specifications	Compliance (Yes/No)	Deviations
1			
2			
3			
4			
5			
6			
7			

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

**FORM T-6**

**FINANCIAL TURNOVER DETAILS**

Financial Turnover of the Organization during Last Three Financial Years

(Certified by a Practicing Chartered Accountant)

Sl. No	Financial Year	Turnover in INR
1	2021-2022	
2	2022-2023	
3	2023-2024	
Average Annual Turnover for the last three years (INR)		

Name of the C A Firm:

Firm Registration No.:

Name of the Chartered Accountant:

Membership No.:

Signature with Seal:

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

**FORM F-1**  
**FINANCIAL PROPOSAL SUBMISSION FORM**

To,

The Principal,  
Nimapara Autonomous College,  
At/PO – Nimapara, District- Puri, Odisha

Sub: Submission of Financial Proposal to select supplier for “Supply & installation of \_\_\_\_\_” at the college.

REF: RfP No & date issued by the college

Dear Madam/Sir,

I, the undersigned, here by submitting the Financial Proposal to select supplier for "Supply & Installation of \_\_\_\_\_" at the college in accordance of RFP No\_. Average Annual Turnover for the last three years (INR)

I, hereby declare that all the financial figures mentioned the Financial Proposal is true and correct. I also accept that any misrepresentation of financial facts and figures may lead to disqualification of my proposal.

Sl. No	Name of the items	Number of items	Remarks
1			
2			
3			

The Other Charges () may include:

1. All necessary accessories like; cables, wires, pipes etc., which are instrumental for installation.
2. The transportation/material handling cost for delivering and installing the required numbers of materials at the college premises.

**Note:**

(A) Total Value: Rs -----

- ✓ The total value indicated in "A" will be considered for the financial bid evaluation. Tax amount will not be considered for evaluation.

% of GST: -----

- ✓ The percentage of GST applicable should be clearly specified.

GST Amount: Rs -----

- ✓ The calculated GST amount based on the total value and GST percentage should be provided separately.

Additional Notes:

- 1) The amount mentioned in "A" (Total Value) will be used for the financial bid evaluation, excluding the tax amount.
- 2) Unit rates or values must be quoted exclusive of any tax and duties. The tax percentage and tax amount should be mentioned separately. The price bid will be evaluated based on the total value of the items exclusive of taxes and duties.
- 3) This clarification ensures that the evaluation of the financial bid focuses solely on the base value of the items, excluding any tax or duty components, to maintain transparency and fairness in the bidding process.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal



SECTION 6

(Certificate of willingness to be submitted by all firms)

To,

The Principal,  
Nimapara Autonomous College,  
At/PO – Nimapara, District- Puri, Odisha

Sub: Submission of Willingness certificate for supply & Installation of Desktop Computers at your college premise.

I am to inform you that my firm (name of the firm with address) is ready to supply and install Desktop Computers, throughout the State of Odisha within 15 days of receipt of work order from the colleges selected under OHEPEE, if my firm is elected as LI, bidder during selection of tender. In the event of my firm's failure to supply and install the required items in the selected L1 cost, my EMO/Performance Security will be forfeited.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal



**ANNEXTURE-1**

List of items to be supplied

Name of the Item	Specifications
DESKTOP COMPUTER	CORE I 7, 2TB HDD, 256 GB SSD, RAM 8GB, MONITOR 19INCH TFT

**ANNEXURE-2**

(Proposal Submission Check List)

SI. No	Description	Submitted (Yes/No)
1	Earnest Money Deposit (EMD)	
2	Copy of Certificate of Incorporation / Registration	
3	Copy of Goods and Services Tax identification Number	
4	Copy of PAN	
5	CA audited copies of Profit & Loss Account and Balance Sheet along with all schedules	
6	Copies of IT Returns for the last three financial years	
7	Technical Proposal Submission Form	
8	Organization's Details	
9	Experience Details	
10	Self-Declaration for not having been blacklisted	
11	Technical Specifications Compliance Sheet	
12	Financial Turnover Details	
13	Financial Proposal Submission Form	
14	Certificate of willingness to be submitted by all firms	