

FIN-1

**COVERING LETTER
(In Bidders Letter Head)**

To

[Location, Date]

**The Director
Directorate of Technical Educational and Training, Odisha
Killa Maidan, Buxi Bazar, Kataka– 753001
Phone No-0671(2301061), Fax-0671(2301961)
Email-dteterissa@gmail.com**

Sub: “RFP for establishment of CoE in Manufacturing Process Control and Automation at Govt. ITIs of Odisha” [FINANCIAL BID]

Sir,

I, the undersigned, offer to provide the Goods/Services for [Insert title of assignment] in accordance with your RFP No._____, Dated: _____. Our Financial Bid is for the sum of [*Insert amount(s) in words and figures**]. This amount is inclusive of all the applicable taxes as per GST Act.

I do hereby undertake that, in the event of acceptance of our bid, the supply/services shall be provided with respect to the terms and conditions as stipulated in the RFP document. Equipment wise cost as per format (Annexure) given in the RFP documents are mentioned below:

SL No	Particulars	Total Cost (Rs) (Without Tax)	Total Cost (Rs) (With Applicable Taxes)
1	*Total Cost of the Project [supply of equipment, machinery and software (if any) with their perpetual licenses, tools & tackles, consumables, comprehensive warranty for 60 months and cost of freight, insurance, unloading charges, installation & commissioning charges, civil, electrical and other works (if any) and hand-holding for 36 months (if applicable) etc.] **<u>The bidder must provide equipment wise cost breakup (In Annexure) with this section.</u>		
2	CAMC Charges for 6th year		
3	CAMC Charges for 7th year		
4	CAMC Charges for 8th year		
	GRAND TOTAL		
	**Grand Total (Total Cost without tax) in words (_____)		

***If any discrepancy is found in between total figure and words, then the value mentioned in word shall be final.**

**** Both Price of Goods and CAMC charges (without tax) in the BoQ will be considered for Financial Bid Evaluation.**

Equipment wise cost breakup along with rate of GST in Annexure must be submitted along with this price bid format. The total price of this breakup should match the price at serial -01 of above BOQ.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Annexure
Bill of Quantity (BoQ)
(on Bidders Letterhead)

Name of the Bidder: _____

Sub: RFP for establishment of Centre of Excellence in Manufacturing Process Control and Automation at Govt. ITIs of Odisha [FINANCIAL BID]

SI No	Item description	HSN Code	Price without GST	Rate of GST (%)	Price with GST
1	Cost of Goods				
1.1					
1.2					
1.3					
1.4					
1.5					
	*Bidder may add rows here for submission of item wise rate				
A	Total of Cost of Goods				
2	Cost of Works				
2.1	Required civil, electrical and other works (if any) for installation and commissioning of equipment/machines				
B	Total of Cost of Works				
3	Cost of Services				
3.1	Hand-Holding Charges for 36 months				
C	Total of Cost of Services				
	GRAND TOTAL (A+B+C) (in figure)				

The bidder can add rows below as required.

Notes:

- i. Price must be quoted in INR only. Quoted Price must be fixed for the entire contract period.
- ii. The quoted price should be inclusive of freight, insurance, comprehensive warranty, unloading charges, installation & commissioning charges, civil, electrical and other works, if any etc.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We solemnly affirm that we will strictly adhere to the laws against fraud, corruption and unethical practices, including but not limited to "Prevention of Corruption Act, 1988", during the Request for Proposal (RFP) process and execution of the Contract, in case we are awarded the work. We understand you are not bound to accept any Proposal you receive.

Yours faithfully,
Authorized Signatory [In full and initials]:
Name and Designation of Signatory with Date and Seal: