

## कृषि निदेशालय उत्तराखण्ड देहरादून।

पत्रांक:- कृ0नि0/3931 /पंजीकरण/AIF/2022-23/दिनांक- 19 सितम्बर, 2022.

- 1- दैनिक समाचार पत्र,अमर उजाला देहरादून।
- 2- दैनिक समाचार पत्र दैनिक जागरण देहरादून।
- 3- दैनिक समाचार पत्र,हिन्दुस्तान देहरादून।
- 4- दैनिक समाचार पत्र,उत्तर उजाला हल्द्वानी।

विषय- कृषि अवसंरचना निधि योजनान्तर्गत प्रस्ताव प्राप्त करने हेतु संस्थाओं/फर्म/एन0जी0ओ0 आदि को सूचीबद्ध/पंजीकरण हेतु विज्ञप्ति के प्रकाशन के सम्बन्ध में।

महोदय,

उपरोक्त विषयक इस निदेशालय द्वारा कृषि अवसंरचना निधि योजनान्तर्गत प्रस्ताव तैयार कर ऋण अनुमोदन एवं वितरण कराने हेतु संस्थाओं/फर्म/एन0जी0ओ0 आदि को सूचीबद्ध/पंजीकरण हेतु Expression of Intrest (EOI) की विज्ञप्ति इस अनुरोध के साथ संलग्न कर प्रेषित की जा रही है कि कृपया इस सूचीबद्ध/पंजीकरण सूचना को न्यूनतम पठनीय साईज अथवा संलग्न साईज में उत्तराखण्ड/दिल्ली संस्करण में समाचार पत्रों में प्रकाशित करवाने का कष्ट करें। तथा विल भुगतान हेतु दो प्रतियों में निदेशालय को प्रेषित करना सुनिश्चित करें।

संलग्न-यथोपरि।

कृषि निदेशक  
उत्तराखण्ड

पत्रांक:- कृ0नि0/3931 / पंजीकरण/AIF/2022-23/तददिनांकित।

प्रतिलिपि:- 1. मुख्य प्रशासनिक अधिकारी भण्डार/कैशियर, कृषि निदेशालय उत्तराखण्ड को इस आशय से कि विज्ञप्ति प्रकाशित कराना सुनिश्चित करें।

2. श्री हरिनन्दन जोशी, कनिष्ठ सहायक, कृषि निदेशालय को इस निर्देश के साथ कि पंजीकरण सम्बन्धी विज्ञप्ति को वेबसाईट [www.agriculture.uk.gov.in](http://www.agriculture.uk.gov.in) पर अपलोड करना सुनिश्चित करें। (संलग्न)

कृषि निदेशक  
उत्तराखण्ड  
19/9

**कृषि निदेशालय उत्तराखण्ड नन्दा की चौकी, प्रेमनगर, देहरादून विज्ञप्ति**  
**कृषि अवसंरचना निधि (AIF) अन्तर्गत पंजीकरण हेतु सूचना संख्या-1**

केन्द्र पोषित कृषि अवसंरचना निधि (AIF) योजना के अन्तर्गत प्रदेश के समस्त जनपदों में प्रस्ताव तैयार कर ऋण अनुमोदन किये जाने हेतु consultant संस्थाओं का **Empanelment** किया जाना है, इन consultant संस्थाओं द्वारा जनपदों में **Project Site** पर **Entrepreneur** को प्रोजेक्ट की डी0पी0आर0 तैयार करने में सहायता तथा **Site** पर क्रियान्वयन का कार्य किया जाना है। इस हेतु संस्थाओं को सूचीबद्ध/पंजीकरण दिनांक से तीन वर्ष तक के लिए किया जाएगा। सूचीबद्ध/पंजीकरण किये जाने हेतु **Expression of Interest (EOI)** एवं आवेदन पत्र जिसका शुल्क **रु० 1000/-** (रुपये एक हजार मात्र) होगा, कृषि निदेशालय उत्तराखण्ड, नन्दा की चौकी, प्रेमनगर देहरादून से किसी भी कार्य दिवस में दिनांक 19 अक्टूबर, 2022 तक (सांय 5:00 बजे तक) प्राप्त किए जा सकते हैं अथवा [www.agriculture.uk.gov.in](http://www.agriculture.uk.gov.in) से टेण्डर डाउनलोड किए गए आवेदन पत्र का प्रिन्ट लेकर **रु० 1000/-** का बैंक ड्राफ्ट कृषि निदेशक, उत्तराखण्ड के नाम पर बनाते हुए आवेदन पत्र के साथ संलग्न कर दिनांक 20 अक्टूबर, 2022 को सांय 5:00 बजे तक सूचीबद्ध/पंजीकरण हेतु डाक के माध्यम से अथवा स्वयं कृषि निदेशालय में रखे बॉक्स में डाले जा सकते हैं। आवेदन पत्र के साथ पंजीकरण राशि **रु० 5000.00** का ड्रॉफ्ट भी उपलब्ध कराना होगा।

  
**कृषि निदेशक**  
 उत्तराखण्ड।

Department of Agriculture

# Request for Expression of Interest (EOI)

Empanelment of Agencies/Consultancy Firms/NGOs – Agriculture Infrastructure Fund

Department of Agriculture  
9-15-2022

### **Disclaimer**

All information provided as a part of this Expression of Interest (EOI) document to the prospective Applicants by the Agriculture Department, Government of Uttarakhand (AD, GoUK), is subject to the terms and conditions set out in this EOI and any addendum to the same (as and when issued in writing). The objective of this EOI document is to provide prospective applicants information to facilitate their Application for EOI. This EOI document does not purport to contain all the information each Applicant may require. Each Applicant is advised to conduct its own due diligence and check the accuracy, reliability and completeness of the information in this EOI document and obtain independent advice from appropriate sources as deemed necessary. AD, GoUK makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EOI document. AD, GoUK may at their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI document. More Knowledge can taken from Agriculture Infrastructure fund operational guideline which is available at **[agriinfra.dac.gov.in](http://agriinfra.dac.gov.in)**

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## 1. Summary

Sr. No.	Information	Details
1	Last date and time for submission of EOI	Date: 20 October 2022, 5 PM
2	EOI Opening	Place: Directorate of Agriculture Uttarakhand, Krishi Bhawan Nanda Ki Chowki Premnagar Dehradun
Contact	Director Agriculture , Department of Uttarakhand Email: dir.agri.uttarakhand@gmail.com Telephone-0135-2972421/22	
Address	Director – Agriculture Department, Krishi Bhawan, Nanda-Ki-Chowki, Premnagar, Dehradun-248007, Uttarakhand. Land Line No: 0135-2972421/ 2972422 Email: dir.agri.uttarakhand@gmail.com	
Contract Type	Rolling director Contract: This is a rolling contract and interested Agencies/Consultancy Firms/NGOs may submit their proposal at the provided email address. The same would be evaluated every quarter, ie, on the last working day of March, June September and December	

Firms may contact: *Shri Suresh Chand*, Deputy Director Agriculture, Uttarakhand, Agriculture Department  
– *Mobile number-09410177765* or any clarification

## 2. Introduction

### 2.1 Background:

Agriculture Department, Government of Uttarakhand (hereinafter referred to as AD, GoUK) invites Applications from prospective bidders in accordance with this EOI document in order to shortlist competent Applicants so that they can subsequently bid for activities under the Agriculture Infrastructure Funds Scheme (AIF) related to supporting in development of Detailed Project Reports under AIF scheme for beneficiaries as applicable.

### 2.2 Project Summary

A brief profile of the Project has been provided as Appendix 1 titled Project Information Memorandum

### 2.3 Brief Description of Bidding Process

— The consultancy /NGO will be empaneled for "project implementation assistance to AD, GoUK". The broad procedure for empanelment of consultants/NGOs constitutes as under.

- Invitation of EOI: AD, GoUK invites the application from eligible consultants to submit their request for proposal to participate in the empanelment procedure.
- Submission of EOI: The participants will submit the EOI to AD, GoUK along with the details as required in the prescribed manner.
- Scrutiny- AD, GoUK will scrutinize all the submissions received based on eligibility criteria.
- Empanelment: The eligible participants would be selected for the Empanelment based on their credentials, competence, eligibility criteria and previous work experience.

### 3. Instructions to Applicants

#### 3.1 Scope of Application

- 3.1.1 The AD wishes to receive Applications for EOI to shortlist experienced and capable Bidders to empanel for the project.
- 3.1.2 Short-listed Applicants would be subsequently invited to submit their Proposal with respect to the Project as outlined in the RFP issued at that point of time.

#### 3.2 Eligible Applicants

3.2.1 **An eligible firm/entity is one which satisfies at least one of the following:**

- The entity is a Company under the Indian Companies Act 1956/2013 or the entity is a partnership Firm /Proprietorship firm/Trust/Society/NGO registered under the relevant act of government

3.2.2 **Technical Qualification Criteria:**

- The firm must be registered and in operating state in consultancy business.
- The Firm must have been engaged as consultant/advisor/NGO for least one similar assignment in India. Similar assignment may include:
  - Projects where the firm has **Operating and managing agri horti infrastructure based projects experience – term completed of project to be atleast 1 year (12 months)** – ongoing and completed projects at least 02 Projects Handled.
  - projects with DPR development for schemes as a key component **term completed of project to be atleast 1 year (12 months)** – ongoing and completed projects
- The empanelled firm has to recruit at least 13 Working Staff in districts of Uttarakhand and should have a local office in Dehradun.

SN	Name of Staff	Designation in the Firm	Area of Expertise	Years of Experience

## 4. Technical Evaluation Criteria:

Total marks for Evaluation: 100 marks

S. No.	Parameters	Max Score	Supporting Documents
A.	Previous Experience of the Bidder	<b>60</b>	Work order or Completion Certificate. Company Registration Certificate.  MSME Organizations providing requisite documentation are exempt from this criterion and would receive full marks
A1	Year Experience of working with central or state Govt. projects in agriculture and allied sector (At least 2 projects) in Infrastructure & Post harvest. 3 Years- 15 > 5Year- 30	30	
A2	Experience of developing DPRs for projects related with Post harvest Infrastructure/Management under Agriculture (At least 2 projects) 2 Projects -10 4 Projects - 20 >5 Projects - 30	30	
<b>B</b>	<b>Manpower availability in Uttarakhand</b>	<b>20</b>	
B1	More than 15 staff	20	
B2	11-15 staff	15	HR Certificate CVs of staff duly signed by Candidate and firm authority.
B3	8-10 staff	10	
B4	Less than 8	5	
<b>C</b>	<b>Turnover</b>	<b>20</b>	Audited balance sheet and P&L sheet for last three years
C1	> 1 crore	20	
C2	50 lakhs – 1 crore	15	
C3	20 lakhs – 50 lakhs	10	
C4	<20 lakhs	5	
<b>Total</b>		<b>100</b>	

*Note: Minimum 60 marks is required to qualify the technical criteria*

## 5. Financial Criteria

- 5.1. The firm must have positive net worth over the last three financial years.(2019-20,2020-21,2021-22)
- 5.2. The firm must submit the declaration of the letter head of qualified statutory chartered accountant.
- 5.3. The consultant Firm should have PAN of income tax department & service tax no. (Attach Income Tax clearance certificate & sales tax certificate of last two years).
- 5.4. The consultant Firm can submit their proposal in JV/consortium. Only lead members credentials shall be assessed.
- 5.5. The Consultant Firm/NGO must not have been blacklisted or debarred or penalized in any Central/State Govt./PSU/ Autonomous bodies. A self-attested declaration this regard shall be made by the Agency/ Firm/NGO along with other documents.

## 6. Period of Empanelment

The empanelment shall be for a period of 3 years and can be extended by AD, based on the requirement, notwithstanding anything contained in this EOI document, AD would have sole irrevocable right to terminate the empanelment and/or increase the number of members of such empanelment and/or issue fresh notice of invitation



for similar empanelment without assigning any reason what similar empanelment without assigning any reason whatsoever.

## 7. Termination of Empanelment

If in the view of AD, the performance of an Empaneled Consultant/NGO is not satisfactory, or the consultant has failed to safeguard the interest of AD, the AD may at its sole discretion, terminate the engagement of the consultant, for project as well as terminate the Firm's empanelment with the AD. In doing so, the AD shall intimate the consultant in writing. The decision of AD in this matter shall be final and binding.

## 8. Award of Work

Procedure for the award of work shall be as follows:

- 8.1. Award of work will be done for either specific projects or for a particular cluster or for a particular block or district
- 8.2. The AD shall identify different priority areas/clusters from time to time within its jurisdiction and at its discretion.
- 8.3. Upon identification, the AD will communicate through a written intimation to the empanelled consultants regarding work identified limited to DPR preparation, submission and availing financial assistance for the project under AIF and the corresponding beneficiary for which the work is to be done.
- 8.4. The work will be awarded to the empanelled consultant chosen by the beneficiary for the support.
- 8.5. The consultant will be selected for the work subject to capping of below described amount for loan disbursed upto Rs. 2.00 Crore of project.
- 8.6. Payment of the facilitation as per above mentioned terms would be done by beneficiary upon successful transfer of financial assistance applied for and successful installation of project.
- 8.7. In case of additional work desired (besides work mentioned in above point no 8.3) by beneficiary, limited RFP would be floated with scope of work
- 8.8. Consultant would be awarded work basis minimum quotation subject to below described amount upto the loan disbursed amount of Rs. 2.00 Crore of project. **Below mentioned honorarium to the consultant firm will be bear by applicant itself after loan sanction & Disbursement.**

S.No.	Loan Disbursed amount	Honorarium (in Rs.)
1	1Crore to 2 Crore	50000
2	50 Lakh to 1 Crore	25000
3	25 Lakh to 50 Lakh	20000
4	15 Lakh to 25 Lakh	15000
5	05 Lakh to 15 Lakh	10000
6	Upto 05 Lakh	5000

## 9. Final Decision-making Authority

The AD reserves the right to accept or reject any application and to annual the process and reject all applications at any time without assigning any reason thereof and without thereby incurring any liability to the

affected applicant or without informing the applicants of the grounds for such action. The AD reserves the right NOT to award work to any or some or all the empanelled consultants.

## 10. Submission Requirement

To be eligible for Empanelment, the applicants shall provide evidence satisfactory to AD regarding their eligibility and of their capability to carry out the required services. In addition, all applications submitted shall include the following information:

- a) EOI purchase fee Rs. 1000/- in the form of demand draft payable in favor of Director Agriculture, Uttarakhand, payable at Dehradun. Any EOI without the requisite fee shall not be accepted and shall be rejected.
- b) Registration fee amount Rs 5,000/- in the form of demand draft payable in favor of Director Agriculture, Uttarakhand, payable at Dehradun. Any EOI without the requisite registration fee shall not be accepted and shall be rejected.
- c) The EOI purchase fee and the registration fee shall be submitted by the bidder in separate envelopes clearly marked and sealed.
- d) Covering Letter;
- e) Copies of original documents duly certified by the competent authority with seal and stamped on each page defining the legal status, structure of organization, place of business of the Firm/entity (Schedule A);
- f) Details of the experience and past performance of the applicant duly certified by the competent authority with seal and stamped on each page on works of a similar nature along with supporting documents (Schedule B);
- g) Details of Key Personnel of the agency (Schedule C);
- h) Copy of Service Tax Registration Certificate and PAN card, Audited Annual Accounts for last three Financial Years;
- i) A self-declaration that the Consultant Firm/NGO has not been black-listed or debarred or penalized in any central/ state govt. / PSU/ Autonomous bodies in this regard shall be made by the consultant firm along with other documents.

The RFQ must be inserted in sealed envelopes, along with applicant's name and address in the left-hand corner of the envelope and superscripted: -

**"Request for Qualification for empanelment of consultants/NGOs for Agriculture Infrastructure Fund Scheme"**

The application along with all forms in appropriate formats and documentary proofs must be in spiral bounded form.

The RFO shall be addressed to the AD, at the following address:

Director Agriculture, Directorate of Agriculture,  
Krishi Bhawan, Nanda-Ki-Chowki, Premnagar,  
Dehradun-248007, Uttarakhand.  
Land Line No: 0135-2972421/ 2972422

*If the envelope is not sealed and marked as mentioned above, AD will not be responsible for any misplacement or premature opening (EOI received vide telefax, mail, cable, or facsimile will be rejected)*

## 11. Language of Application

The language of the application as well as the supporting documents shall be in English.

## **12. Application Submission Date**

The EOI must reach to AD at specified address on or before the stipulated date and time by hand or through speed/Regd. Post or Courier.

## **13. Due date of EOI submission**

EOI must reach the office of the Director Agriculture, AD, by or before 20 October 2022, 5 PM.

This is a rolling contract and interested Agencies/Consultancy Firms/NGOs may submit their proposal at the provided email address. The same would be evaluated every quarter, ie, on the last working day of March, June September and December

## **14. Modification and withdrawal of proposal**

No Modification to the proposal shall be allowed once it is received by AD.

## **15. Jurisdiction**

All disputes whatsoever shall be the jurisdiction of the appropriate court at Dehradun

## **16. Schedule of Application Process**

Last date for submission of Applications EOI is 20 October 2022, 5 PM .

## Appendix 1 - Project Information Memorandum

The Agriculture Department is aiming to identify potential infrastructure projects related to Post Harvest Management across the state Under Agriculture Infrastructure Fund Scheme.. For this purpose, the Department aims to onboard consultants with experience in AIF scheme and DPR development to provide guidance and support to Entrepreneur for timely collection of data and preparation of DPRs. The Consultant is expected to:

- Provide a team of resources to be based at AD's location
- Resources are expected to have in depth knowledge of working on detailed project reports for the government
- Develop DPRs basis data collected and submit reports for all AIF related projects
- Support beneficiaries in submitting DPRs under AIF
- Additional support as needed to have the projects sanctioned
- Collaboration with NABARD, State Cooperative Banks and District Cooperative Banks
- Monitoring of data collection and report submissions
- Loan sanction & Disbursement under project is the responsibility of empanelled firm.
- Honorarium for Loan Sanction and Disbursement of project will be given by Applicant itself.

**Disclaimer:** The details mentioned above are indicative in nature. Specific details may change in due course

Note- Detailed guideline and information about the Agriculture Fund Scheme (AIF) available on portal <https://agriinfra.dac.gov.in>

## Covering Letter

To,  
Director Agriculture,  
Directorate of Agriculture  
Agriculture Department,  
Krishi Bhavan, Nanda Ki Chowki,  
Premnagar, Dehradun, Uttarakhand  
Pin-248001

Dear Sir,

SUBJECT: "Expression of Interest for EMPANELMENT OF FIRMS/ AGENCIES/CONSULTANTS/NGOs by Agriculture Department - Uttarakhand"

Dear Sir,

Having examined the advertisement and application form including guidelines for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for: " Expression of Interest for EMPANELMENT OF FIRMS/ AGENCIES/CONSULTANTS/NGOs by Agriculture Department - Uttarakhand". We also acknowledge to abide by all the terms and conditions as stipulated in the document.

The application is made by us, on behalf of .....  
.. in the individual capacity duly authorized to submit the offer.

We are enclosing Document Purchase Fee of Rs. 1000/\_ and Registration Fee of Rs. 5,000 in the form of Demand Draft (DD No ..... dated ..... drawn on ..... ) payable to the Director Agriculture, Uttarakhand, payable at Dehradun.

We understand that AD reserves the right to reject any application without assigning any reason thereof.

(Signature of Authorized Person)

Date:

Enclosures:

- 1.
- 2.
- 3.
- 4.

Note:

- On the Letterhead of the Applicant or Lead Member of Consortium
- To be signed by the Lead Member in case of a Consortium.

## Schedule A

Information of Applications	
Name of the Application (in full):	
Name of the Contact Person:	
Address:	
Telephone Nos:	
Email:	
Year of incorporation:	
Certificate of Incorporation included (Yes/No)	
Copy of Service Tax Registration furnished (Yes/No)	
Average Annual Turnover of last three years:	
Copy of Audited Annual Accounts to be furnished for last three FY (Yes/No) – Balance Sheet P&L	

**(Signature of Authorized Person)**

**Date:**



## Schedule B – Experience Format

Format for Applicant's Experience of Relevant Project (to be filled separately for each project)

- a. Project Title/Name of Scheme
- b. Project Description
- c. Location of Project (State/Region) (Plain/Hill)
- d. Name of Client
- e. Nature of Service rendered the Applicant
- f. Period of Services rendered by the Applicant (Start date and End date)
- g. Other Information relating of Project

\*Note: Copy of Letter of Award/Completion Certificates Letters should be furnished for each of the projects

**(Signature of Authorized Person)**

**Date:**

## Schedule C – Curriculum Vitae (CV) Format

1	Name of Firm				
2	Name of Staff				
3	Date of Birth				
4	Nationality				
5	Education	<ul style="list-style-type: none"> <li>Course, University, Year of passing – start with most recent</li> </ul>			
6	Membership of Professional Organizations	<ul style="list-style-type: none"> <li></li> </ul>			
7	Training & Publications				
8	Countries of Work Experience				
9	Languages	Language	(excellent, good, fair, poor)		
		Speaking	Reading	Writing	
		English			
		Hindi			
		Xxx			
10		Yyy			
11					
12	Employment Record	Name of Organization	Position Held	Duration	
13	Summary of nature of experience				
14	List of projects on which the personnel has worked on and in which capacity:				
<b>Name of assignment of project:</b> <b>Year:</b> <b>Location:</b> <b>Client:</b> <b>Position held:</b> <b>Activities Performed:</b> <ul style="list-style-type: none"> <li></li> </ul>					
<b>Name of assignment of project:</b> <b>Year:</b> <b>Location:</b> <b>Client:</b> <b>Position held:</b> <b>Activities Performed:</b>					

**Signature of Authorized Person:**

**Date:**

## Schedule D

Undertaking for JV/Consortium on Rs 100 Stamp Paper

## Appendix 2: Format for Power of Attorney for Signing of Bid

(On Rs 100 non-judicial stamp paper)

### Power of Attorney

Know all men by these present, We.....(name and address of the registered office) do hereby constitute, appoint and authorise Mr / Ms.....(name and residential address) who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application for the project titled (name of EOI) in Uttarakhand, including signing and submission of all documents and providing information / responses to the Agriculture Department, Government of Uttarakhand (AD, GoUK), representing us in all matters before the AD, GoUK in all matters in connection with our Application for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2022

For \_\_\_\_\_

(Name, Designation and Address)

Accepted

\_\_\_\_\_ (Signature)

(Name, Title and Address of the Attorney)

Date : \_\_\_\_\_

### Note:

- To be executed by the Lead Member in case of a Consortium.
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- In case the Application is signed by an authorised Director/Partner of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.
- In case the Application is executed outside India, the Applicant has to get necessary authorisation from the Consulate of India. The Applicant shall be required to pay the necessary registration fees at the office of Inspector General of Stamps, if applicable.

### Appendix 3: Letter of Exclusivity

(to be executed on Applicants letter head)

I, we, \_\_\_\_\_, hereby declare that we are/ will not associate with other firm/entity/consortium for submitting an Application for the Project "(name of EOI)" under consideration.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2022

For \_\_\_\_\_

(Name, Designation and Address of the Chief Executive  
Officer of the Bidder (lead agency in case of consortium )

Accepted

\_\_\_\_\_(Signature)

(Name, Title and Address of the Bidder/s)

Date : \_\_\_\_\_

Note:

- To be executed by the Lead Member in case of a Consortium.