**Annexure I**

**Technical Proposal Format**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Item** | **Information/Inputs to be filled/provided by the Agency** |
| **Agency Details** | | |
|  | Name and address of the agency/company, telephone number, fax, mobile number, email address |  |
|  | Type of organization (Whether Proprietorship, partnership firm, company or an association of person) |  |
|  | Name, address, contact no. and email id of the Directors/Proprietor/Partners |  |
|  | Year of formation of the agency/company |  |
|  | IATA Registration Number |  |
|  | Company Identification Number |  |
|  | Permanent Account Number |  |
|  | Goods and Service Tax Number |  |
| **Background and Relevant Experience**  As part of this proposal kindly provide information on the following aspects with documentary evidence: | | |
|  | Since when have you been working in this field |  |
|  | What is the financial strength of your firm (please provide your audited financials and copies of last Income Tax and Service Tax Returns as required by the RFP) |  |
|  | List of clients and successful assignments. Provide list of 4 - 5 credible clients and nature of association with them. Kindly also share letter of award/ appreciation of the concerned clients as proof. | |  |  | | --- | --- | | **Client Name** | **Period of association (since when)** | |  |  | |  |  | |  |  | |  |  | |

**Undertaking**

I/We have read the terms and conditions of RFP and understand that in case of any of the statement furnished by the undersigned is found to be false OR if any / all the terms and conditions are not complied with, my/our Proposal is liable to be cancelled by IUSSTF. I/We agree that the decision of the IUSSTF in this regard would be final and binding on the Proposal.

I/We also certify that, I/We have understood all the terms and conditions indicated in the Proposal document and hereby accept the same completely.

Date : Signature of the authorized signatory of the agency

Place : with official seal/ stamp