**Technical Format (Annexure – II)**

(To be submitted along with price quote)

**Section - A**

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| --- | --- | --- |
| 1 | Name of the Agency/Consultant : |  |
| 2 | Complete Address With Pin Code and Land Mark: |  |
| 3 | Base Phone No.: |  |
| 4 | Mobile No.: |  |
| 5 | Fax No.: |  |
| 6 | Email Id: |  |
| 7 | Year of incorporation: |  |
| 8 | Company Registration No. |  |
| 9 | PAN No. |  |
| 10 | TIN No: |  |
| 11 | Service Tax No: |  |
| 12 | Annual Turnover: |  |
| 13 | Total no staff:   1. Technical 2. Skilled 3. Unskilled |  |
| 14 | List of Past Assignments Details During Last 3 Years  (Major only) |  |
| 15 | List of Sample relevant work enclosed:  a.  b.  c.  d.  e.  f. | ` |
| 16 | Have you worked with any national International organization with similar ToR. If yes, please givedetails of the work done |  |
| 17 | List of Recent Clients: |  |
| 18 | List your software capabilities |  |
| 19 | Contact person Name and Contact Number: |  |

**Section - B**

**Description of Approach, Methodology and Work Plan in Responding to the ToR**

A description of the approach, methodology and work-plan for performing the assignments, including a detail description of the proposed methodology to be followed.

1. **Technical Approach and Methodology**

Please explain your understanding the assignment as outlined in ToR, the technical approach and methodology you would adopt for implementing the tasks to deliver the expected output(s).

***PS: Please do not repeat/copy the ToR here***

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1. **Work Plan**

Please outline the plan for implementation of the Major activities/task of the assignment, i.e. their content & duration, phasing, interrelation and milestones. The proposed work-plan should be consistent with technical approach and methodology.

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Signature and seal of the vendor