

**Selection of Service Provider for Incident Response Retainership**  
**CO-ERM-IT-CSD/2025-2026/IRR dated 9th January, 2026**  
**Annexure - B and C**

**Enter Bidder's Name**

**Instructions**

- 1 . Bidder Has to compulsorily comply for all items.
- 2 . Excel Cells where Bidder has to input values, are unlocked.
- 3 . Print outs of all sheets are required to be duly signed, stamped and submitted.
- 4 . Reference may be made to the RFP for details.
- 5 . The bidder can provide the quotes only in blue  coloured cells.

Bidder's Name	0
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S.No.	Bidder's details		Bidder's response	Reference Page No.
1	The bidder should be a registered entity in India.			
2	Type of the Company (Govt/PSU/Pub.Ltd/Pvt Ltd/ JV etc.)			
3	Date of issue of certificate of Incorporation issued by Registrar of Companies			
4	Issuing Authority of certificate of Incorporation issued by Registrar of Companies			
5	Address of Corporate Office (HQ)			
6	Year of Incorporation			
7	PAN Card no.			
8	GST details like registration No. date of registration			
9	Turnover of bidder in India (i.e. 2022-2023, 2023-2024, 2024-2025) with positive net worth in those three financial years	Turnover (Rupees Crores)	EBITA (Rupees Crores)	
	2022-2023			
	2023-2024			
	2024-2025			
10	Official Web Site (URL) :			
11	Authorized signatory details:	1	2	
	Name			
	Designation			
	Address for communication			
	Phone No. (Office)			
	Fax No. (Office)			
	Mobile No.			
	Email ID			
12	Bidder's contact persons details:	1	2	
	Name			
	Designation			
	Address for communication			
	Phone No. (Office)			
	Fax No. (Office)			
	Mobile No.			
	Email ID			
13	Whether the bidder has submitted annexure A (on bidder's letterhead) ?			
14	Submission of Annexure-B			
15	Submission of Annexure-C			
16	Submission of Annexure-F			
17	Submission of Annexure-H			
18	Submission of Annexure-M			
19	Submission of Annexure-N			
20	Submission of Annexure-O			
21	Details of EMD as bank guarantee	EMD of Rs. 15,00,000/-		
	Amount			
	EMD Details e.g. EMD no. and date of issue			
	Name and address of the issuing Bank:			
22	Whether blacklisted as on 31.10.2025?			
23	Whether all Annexure with evidence submitted (Yes/No)?			

24	Address of office in Mumbai, if any	
25	Any other relevant information bidder would like to submit, which is not covered in the above points: (Furnish details)	

This is to certify that no correction / modification has been done in this sheet and hardcopy matches exactly with softcopy that is being submitted

Signature of Bidder/Bidder's Representative

Stamp and Seal

Date:

Bidder's name	0
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Annexure – C: Eligibility Criteria - Appendix C4 - Provide Certification detail of personnel  
(Multiple certificate holders shall be counted once only)

Sl. No.	Name of Resource	Name of Certification	Certification ID/No.	Certificate Issuance date	Certificate Renewal Date	Reference Page No.(Valid Copy of certificate)
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For agreements as evidence, certified copy of the 1st page and last page of each agreement along with the page containing the required evidence should be enclosed as hardcopy and Scanned copy of complete agreement should be provided in the CD.

This is to certify that no correction / modifications have been done in this sheet and hardcopy matches exactly with softcopy that is being submitted

Signature of Bidder/Bidder's Representative

Stamp and Seal of the Company

<b>Bidder's name</b>	<b>0</b>
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## Annexure - B and C

Annexure – C: Eligibility Criteria - Appendix C5 - Letter of acceptance (LoA) /work order/ purchase order/ contract/ completion certificate/ confirming relevant experience of minimum 7 years in providing the Incident Response Retainership Services as on 31.12.2025.

For agreements as evidence, certified copy of the 1st page and last page of each agreement along with the page containing the required evidence should be enclosed as hardcopy and Scanned copy of complete agreement should be provided in the CD.

This is to certify that no correction / modifications have been done in this sheet and hardcopy matches exactly with softcopy that is being submitted

**Signature of Bidder/Bidder's Representative**

### Stamp and Seal

Bidder's name	0
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**Appendix C6- Client References**

Particulars	Details of Client 1 [C6.1]	Details of Client 2 [C6.2]	Details of Client 3 [C6.3]	Details of Client 4 [C6.4]	Details of Client 5 [C6.5]	Evidence	Reference Page No.
Client Name							
Client address							
Name of the contact person and designation							
Phone number of the contact person							
Official E-mail address of the contact person							
Name of the Project							
Scope of the Project							
Start Date							
End Date							
Current Status (In Progress/Completed)							
Minimum no. of Branches							
Sector (Govt/Regulatory Bodies/BFSI/PSU/Private Companies)							
Value of Purchase Order (In Lakh) (only single work order)							

For agreements as evidence, certified copy of the 1st page and last page of each agreement along with the page containing the required evidence should be enclosed as hardcopy and Scanned copy of complete agreement should be provided in the CD.  
This is to certify that no correction / modifications have been done in this sheet and hardcopy matches exactly with softcopy

Signature of Bidder/Bidder's Representative

Stamp and Seal