



INVEST INDIA

**NATIONAL INVESTMENT PROMOTION
& FACILITATION AGENCY**

REQUEST FOR PROPOSAL

FOR

**Empanelment of Consulting Organisations *for* Support of Project
Development Cells in Government Ministries & Departments**

Dated: 8th July 2020

Issued by

Invest India

A joint venture between Department for Promotion of Industry and Internal
Trade (DPIIT), Ministry of Commerce and Industry, Industry Associations and
State Governments of India

1st Floor, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi – 110001

Website: www.investindia.gov.in

Document Information:

Document Name	Request for Proposal for Empanelment of Consulting Organisations for Support of Project Development Cells established in the Government Ministries & Departments
Availability of Document	http://investindia.gov.in
Cost of the Document	-NIL -
Contact Officer	Mr. Raja Singh Khurana

Important Timelines

S. No.	Description	Date	Time
1	Publication of this Request for Proposal	8 July 2020	-
2	Query submission	10 July 2020	17:00 HRS
4	Clarification release	11 July 2020	-
5	Bid submission	20 July 2020	17:00 HRS
6	Declaration of prequalified Bidders	21 July 2020	-
7	Technical Presentation and declaration of technically qualified Bidders	22 July 2020	-
8	Opening of financial bids (Abridged Financial Bid and Detailed Financial Bid)	23 July 2020	17:00 HRS

Contents

SECTION 1: Letter of Invitation	7
A. Request for Proposal Data Sheet.....	9
SECTION 2: Instructions to BIDDERS AND TERMS AND CONDITIONS	11
2.1. Introduction.....	12
2.2. Definitions/Abbreviations.....	14
2.3. Documents part of RFP.....	15
2.4. Fraud / Corruption.....	16
2.5. Conflicting activities	17
2.6. Conflicting assignments.....	17
2.7. Conflicting relationships.....	18
2.8. Only one Proposal.....	18
2.9. Bid Validity.....	18
2.10. Scope of Tender	18
2.11. Eligibility Criteria	20
2.12. Bidding Process.....	23
2.13. Award of Contract (Empanelment).....	31
2.14. Confidentiality	32
2.15. Project Process/Work Orders.....	33
2.16. Payment Terms	34
2.17. Penalty.....	35
2.18. Terms & Conditions.....	35
SECTION 3: Annexures	40
A. ABBREVIATIONS	41
B. BID SUBMISSION PROCEDURE.....	42
C. EDUCATIONAL QUALIFICATIONS AND EXPERIENCE.....	45
D. INDICATIVE WORK PROFILES FOR VARIOUS POSITIONS	55
E. TECHNICAL EVALUATION CRITERIA.....	57
F. TEC FORM 1: COVERING LETTER	61
G. TEC FORM 2: TECHNICAL BID	64
H. DETAILED FINANCIAL BID	70
I. ABRIDGED FINANCIAL BID.....	73
J. PROJECT EXECUTION MODEL.....	75
K. PROPOSED CONSULTANTS FOR PROJECT DEVELOPMENT CELL	77
L. ENCLOSURE CHECK-LIST.....	79

M. ELIGIBILITY CRITERIA SHEET 81

N. EMPLOYEE DETAILS..... 87

O. BIDDER’S SUMMARY..... 88

P. SCOPE OF WORK..... 89

Q. PERFORMANCE BANK GUARANTEE..... 93

R. DECLARATION FOR NOT BEING INELIGIBLE ON ACCOUNT OF CORRUPT OR
FRAUDULENT PRACTICES 94

DISCLAIMER

1. This RFP is issued by Invest India, a joint venture between the Department of Industrial Policy & Promotion (DPIIT), Ministry of Commerce and Industry, Industry Associations and State Governments of India.
2. The information contained in this RFP or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of Invest India or any of its employees or advisors, is provided on the terms and conditions set out in this RFP.
3. This RFP is not a contract and is not an offer by Invest India to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by Invest India, in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for Invest India, its employees or advisers to consider the objectives, technical expertise and particular needs of each party, who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
4. Information provided in this RFP to the Bidders is on a wide range of matters and is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of Law. Invest India accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the Laws expressed herein. Invest India, its employees and advisers make no representation or warranties and shall have no liability to any person including any Bidder under any Law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, claims, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way in this selection process. Invest India accepts no liability of any nature, whether resulting from negligence or

otherwise, however caused, arising from reliance of any Bidder upon the statements contained in this RFP.

5. Invest India is entitled, in its absolute discretion, but without being under any obligation, to update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that Invest India is bound to select a Bidder or to appoint the empanelled Bidder, as the case may be, for this project and Invest India reserves the right to reject all or any of the proposals of any Bidder, without assigning any reason whatsoever.
6. Invest India or its authorized officers / representatives / advisors reserve the right, without prior notice, to change the procedure for the selection of the empanelled Bidder or terminate discussions and the delivery of information at any time before the signing of any agreement for the project, without assigning reasons thereof.
7. The RFP does not address concerns relating to diverse investment objectives, financial situation and particular needs of any party. The RFP is not intended to provide the basis for any investment decision and each Bidder must make its / their own independent assessment in respect of various aspects of the techno-economic feasibilities of the project. No person has been authorized by Invest India to give any information or to make any representation not contained in the RFP.
8. Invest India may terminate the bid process at any time and without assigning any reason and makes no commitments, express or implied, that this process will result in a business transaction with anyone.

SECTION 1: LETTER OF INVITATION

Dear Sir/Madam,

1. Invest India invites proposals from reputed organizations/entities in response to this RFP for empanelment for support of Project Development Cells in Government ministries and departments and in undertaking the activities forming a part of the RFP in accordance with the terms and conditions set out under the RFP.
2. A Bidder may be selected based on the criteria and procedure as set out in this RFP.
3. The RFP includes the following sections:
Disclaimer
Section 1 –This Letter of Invitation
Section 2 - Instructions to Bidders and Terms and Conditions
Section 3 - Annexures
4. Bidders are advised to study this RFP document carefully before submitting their proposals. Submission of a proposal in response to this RFP shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
5. The time, date and venue details related to proposal submission are mentioned in the Data Sheet. Proposals that are received after the last date of submission of the proposal will not be considered and evaluated for this project.
6. For any information or clarifications please contact the following:
Mr. Raja Singh Khurana
Invest India, Vigyan Bhawan Annexe
Maulana Azad Road | New Delhi 110011
M: +91-8826493555
E: raja.khurana@investindia.org.in | W: www.investindia.gov.in

Yours faithfully,

Deepak Bagla
CEO and MD
Invest India

A. Request for Proposal Data Sheet

1.	RFP issuing authority	Invest India
	Date of issuance of RFP	8th July 2020
	Reference No.	INV/IND/PDC-RE-1001
2.	Documents forming a part of RFP:	The RFP consists of the following: Disclaimer Section 1 –The Letter of Invitation Section 2 - Instructions to Bidders and Terms and Conditions Section 3 – Annexures
3.	Availability of RFP and related documents	Available at http://investindia.gov.in .
4.	Non-Refundable tender/RFP cost	-NIL-
5.	Earnest Money Deposit	INR 20,00, 000/- (Indian Rupees Twenty Lakh only) for Tier I and INR 50,00,000 (Indian Rupee Fifty Lakh only) for Tier II , in the form of a DD/bankers' cheque/ bank guarantee in favour of Invest India payable at New Delhi.
6.	Technical and Financial Evaluation of Bids	As per clauses 2.12.14, 2.12.15 and Section 3
7.	Pre-bid Meeting:	No pre -bid meeting will be held; all the queries should be submitted over email at procurement@investindia.org.in with a copy to Raja Singh Khurana Invest India Vigyan Bhawan Annexe Maulana Azad Road New Delhi 110011 M: +91-8826493555 E: raja.khurana@investindia.org.in W: www.investindia.gov.in
8.	Timeline for seeking clarifications before the bid submission date:	5 days before last date of submission of bid.
	Address for requesting clarifications and submission of any	All clarifications to be requested only through email to be sent at

	other information in accordance with the terms of the RFP	procurement@investindia.org.in with a copy to raja.khurana@investindia.org.in Raja Singh Khurana Invest India Vigyan Bhawan Annexe Maulana Azad Road New Delhi 110011 M: +91-8826493555 E: raja.khurana@investindia.org.in
9.	Language	The proposal shall be submitted in English only. The Contract to be signed with the Bidder shall be written in English language, which shall be the language that shall govern the contractual relations between Invest India and the empanelled Bidder.
10.	Taxes	As per Clause 2.16 of Section 2
11.	Currency	All amounts, and costs shall be stated in Indian Rupees
12.	Bid Validity	For a period of 180 (one hundred and eighty) days from the last date of bid submission
13.	Address to submit the proposal	The bids shall be submitted at procurement@investindia.org.in with a copy to raja.khurana@investindia.org.in by following procedure prescribed at Annexure - B Invest India Vigyan Bhawan Annexe Maulana Azad Road New Delhi 110011 M: +91-8826493555
14.	Bids submission date:	Not later than the following date and time by email at procurement@investindia.org.in and please do confirm with Invest India receipt of same. Date: 20th July 2020 Before 1700 Hrs
15.	Declaration of pre-qualified Bidders	Date: 21 st July 2020
16.	Declaration of technically qualified Bidders	Date: 22 nd July 2020
17.	Opening of financial bids	Date: 23 rd July 2020 Time: 17:00 HRS

**SECTION 2: INSTRUCTIONS TO BIDDERS AND
TERMS AND CONDITIONS**

2.1. Introduction

- 2.1.2 India the 5th largest economy of the world, envisions becoming a USD 5 trillion economy by 2025. Many initiatives have been undertaken by the Government of India (GOI) to attract Foreign Direct Investments (FDI), encourage local manufacturing and boost exports including investor-friendly policies on FDI, lowered and concessional corporate tax rates, and a host of promotional schemes for various sectors. A special economic stimulus package of INR 20 trillion to catapult Indian economy back on the growth path was announced by the Hon'ble Prime Minister of India, Shri Narendra Modi who further emphasized on the need for undertaking bold reforms across sector to drive the country's push towards being Atma Nirbhar (or self-reliant). Subsequently, the Finance Minister of India, Smt. Nirmala Sitharaman announced a set of relief measures including structural and policy simplification reforms across sectors, highlighting the Government's commitment to provide a predictable policy and regulatory environment for private investments.
- 2.1.3 On June 3, 2020, the Union Cabinet approved setting up of an Empowered Group of Secretaries (EGoS) and Project Development Cells (PDC) in relevant Ministries/ Departments of GoI to attract and fast track FDI. The creation of PDCs aligns with the emphasis on adopting an integrated approach by Central ministries/ Departments and the State Governments to ensure a faster mechanism to facilitate on-ground big tickets investments. An officer not below the rank of a Joint Secretary in each relevant Ministry would be in charge of a PDCs and would be responsible for conceptualising, strategising, implement and disseminating details of investable projects.
- 2.1.4 PDCs would help prepare a shelf of investable projects in coordination with Central and State governments with the key objectives as under:
- Create projects with all approvals, land available for allocation and with the complete Detailed Project Reports (DPRs) for adoption/ investment by investors.
 - Identify issues that need to be resolved in order to attract and finalise investments and put forth these before the EGoS.
 - Undertake in-depth analysis of the foreign investment decision-making process breaking it into sectors / themes to ensure successful marketing of identified projects.
 - Analyse value chain analysis to develop an investment thesis to attract investment.

- Conduct deliberations with leading global companies and detailed economic analysis to assess economic competitiveness and viability of projects.
- Create list of potential companies that can be targeted for each project based on an in-depth understanding of their strategic priorities and investment signals.
- Create high impact collaterals & economic value proposition for pitching to investors
- Lead investor outreach and marketing effort for the identified projects.

2.1.5 The scope of work for the envisaged PDCs would include:

- Identify projects & investors
- Evaluate pipeline of projects
- Compile project list
- Identify incentives for investors
- Assist in Environment Impact Assessment
- Fast track project implementation
- Use online monitoring and reporting tools
- Identify marquee projects
- Interact with potential investors to identify investors Wishlist. policy issues & requests, systemic interventions
- Identify suitable industrial clusters / geographic locations in consultation with potential investors / State Governments

2.1.6 Invest India now invites applications from reputed consulting organizations/ entities for empanelment to support the PDCs in achieving its objectives and in undertaking the activities set out in the RFP.

2.1.7 The empanelled Bidders would be expected to depute its personnel to various ministries and departments during the term of this project. Such support/deputation would be for a definite period and will not amount to any kind of employment relationship on the part of Invest India or respective User Ministry/Departments undertaking the Services of the consultants. The empanelled Bidders shall solely be responsible for all employment obligations in respect of such deputees. The arrangement envisaged is such that the User Ministry/Department hires team of consultants for a defined period of time to provide support to existing officials through payment of fees on person-month basis as pre-finalized rates under this empanelment process.

- 2.1.8 The empanelled Bidders will provide consultancy Services anywhere in India, depending on the requirements of the respective User Ministries/Departments.
- 2.1.9 Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website <http://investindia.gov.in>. The bids are to be submitted as per procedure set out in this RFP.
- 2.1.10 The roles and responsibilities of the empanelled Bidders shall be assigned through the PDC.
- 2.1.11 Invest India reserves the right to disqualify those bids where the quoted rates are extremely low and are materially deviating from prevalent market trend.
- 2.1.12 The Bidders shall bear all costs in connection with the preparation and submission of their proposals, including but not limited to expenses associated with any demonstrations, representations or presentations which may be required by Invest India or any other costs incurred in connection with or relating to its proposal. Invest India shall not be liable in any manner whatsoever for any costs and expenses in connection with the submission of the proposal, regardless of the conduct or outcome of the selection process.
- 2.1.13 Invest India may ask for any additional information in respect of the proposals submitted at any time and the Bidders shall be required to provide the same within the timelines prescribed by Invest India in this regard.

2.2. Definitions/Abbreviations

In this document, the abbreviations are given in the **Annexure-A**. Following terms shall have respective meanings as indicated. Terms abbreviated / defined in the body of the RFP itself shall have the meaning set out to them at such place for the purposes of this RFP:

- 2.2.1. The term Invest India includes successors and assigns of Invest India.
- 2.2.2. “User Ministry/Department” shall mean the central or state government ministry/ department which places the order for hiring of Services of empanelled Bidders pursuant to this RFP.
- 2.2.3. “RFP” shall mean this Request for Proposal dated 8th July 2020 bearing no.

INV/IND/PDC-RE-1001, including the written clarifications and corrigendum issued by Invest India in respect of the RFP, from time to time.

- 2.2.4. "Contract" shall mean the contract entered into between the empanelled Bidder and Invest India/User Ministry/Department setting out the terms and conditions on which the Services shall be provided by the empanelled Bidder and shall include such terms of this RFP as set out under the Contract and all work orders placed on the empanelled Bidder pursuant to the Contract and all attached exhibits and documents referred to therein and all terms and conditions thereof together with any subsequent modifications thereto.
- 2.2.5. "Site" shall mean the location(s) for which the work has been allotted under the Contract/ work order and where the Services are to be delivered by the empanelled Bidder.
- 2.2.6. "Specifications" shall mean and include schedules, details, description, statement of technical data, performance characteristics, standards (Indian as well as international) as applicable and as specified in the RFP.
- 2.2.7. "Bidder(s)" means organizations/entities offering the Services in accordance with the bid submitted by such organizations/entities pursuant to and in accordance with the terms and conditions of the RFP.
- 2.2.8. "Services" means the services required to be rendered by the empanelled Bidder in accordance with the terms of this RFP, Contract and the work orders issued under the Contract from time to time by the User Ministry/Department or Invest India, as the case maybe, including all services associated thereto, to be delivered by the empanelled Bidder.
- 2.2.9. "Law" or "Legislation" shall mean any Act, notification, bye law, rules and regulations, directive, ordinance, circular, order or instruction having the force of law enacted or issued by the Government of India or State Governments or any regulatory authority or political subdivision of government agency, as amended from time to time.

2.3. Documents part of RFP

The RFP for the project consists of the following sections:

Disclaimer

Section 1 - Letter of Invitation

Section 2 - These Instructions to Bidders and Terms and Conditions

Section 3 - Annexures

The prospective Bidders are expected to examine all instructions, forms, terms, project requirements, and other information in the RFP. Failure to furnish any information as required in the RFP or submission of a proposal not substantially in accordance with the RFP will be at the Bidder's risk and may result in rejection of the proposal.

All information supplied by the empanelled Bidder including in response to the RFP as bid submissions as well as throughout the bid evaluation process shall be treated as contractually binding on the empanelled Bidder after successful award, and will be considered as representations on the basis of which the empanelled Bidder is chosen. All proposals and accompanying documentation upon submission to Invest India, shall not be returned at any stage to any Bidder.

2.4. Fraud / Corruption

Invest India requires that the Bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. For the purpose of this clause, the terms set forth, as applicable to the Parties shall be defined as follows:

- a) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value (whether in cash or kind) to influence the action of an official in the selection process or in Contract execution.
- b) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of the Contract and includes but is not limited to (1) a knowing misrepresentation of the truth or concealment of a material fact in order that another person may act to his detriment; (2) a suggestion as to a fact which is not true by one who does not believe it to be true or a false statement made without reasonable ground for believing it to be true; (3) an active concealment of a fact by a person having knowledge or belief of the fact; (4) a promise made without any intention of performing it; (5) a representation made in a reckless and careless manner whether it be true or false; (6) any such act or omission as any Law specifically declares to be fraudulent;
- c) "collusive practices" means a scheme or arrangement between two or more Bidders with or without the knowledge of Invest India, designed to establish prices at artificial, noncompetitive levels;
- d) "coercive practices" means harming or threatening to harm, directly

or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a Contract.

Invest India shall (1) reject a proposal for award if it comes to know that the Bidder recommended for award or otherwise chosen as the empanelled Bidder has, directly or indirectly, including but not limited through an agent, engaged in a corrupt practice, fraudulent practice, collusive practice or coercive practices in competing for the bid and/or in securing award of the Contract; and (2) shall terminate the Contract, if already awarded and will declare the Bidder ineligible, either indefinitely or for a stipulated period of time, to be awarded a Contract, if at any time it determines that the Bidder has, directly or indirectly, including through an agent, engaged in a corrupt practice, fraudulent practice, collusive practice or coercive practice in competing for the bid, and/or in securing award of the Contract.

The empanelled Bidder shall abide by the provisions prohibiting fraudulent practices, collusive practices, coercive practices and corrupt practices.

Bidders shall furnish a declaration as set out under **Annexure - R** for not being ineligible on account of corrupt or fraudulent practices / blacklisted with any of the government authorities, departments or public sector units or local governments and/or set out therein information on commissions and gratuities, if any, paid or to be paid to agents relating to the proposal submitted pursuant to this RFP and/or the Contract along with details of name and address of agents, amount, and purpose.

2.5. Conflicting activities

A Bidder that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a Bidder hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.

2.6. Conflicting assignments

Neither Bidder (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the Bidder. As an example, a Bidder hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and Bidder assisting a client in the privatization on public

assets shall neither purchase nor advise purchasers of, such assets. Similarly, Bidders hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.

2.7. **Conflicting relationships**

The Bidder (including its personnel) that has a business or family relationship with a member of Invest India's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to Invest India throughout the selection process and execution of the Contract.

Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of Invest India, or that may reasonably be perceived as having this effect. Failure to disclose the said situations may lead to the disqualification of the bidder or the termination of its Contract.

2.8. **Only one Proposal**

Each bidder will submit only 1 (one) proposal. If a Bidder submits or participates in more than 1 (one) proposal, all such proposals shall be disqualified.

2.9. **Bid Validity**

All the bids must be valid for a period of 180 (one hundred eighty) days from the last date of bid submission. However, the rates should be valid for the initial/ extended period of empanelment from the date of empanelment. No request will be considered for price revision during the empanelment (Contract) period. If necessary, Invest India will seek extension in the bid validity period beyond 180 (one hundred eighty) days. The Bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their EMD.

2.10. **Scope of Tender**

2.10.1. The Bidders shall have consultants experienced in various disciplines as given in **Annexure-D: "INDICATIVE WORK PROFILES FOR VARIOUS POSITIONS"**. An indicative list of key domains under which the empanelled Bidders would be expected to render Services through their consultants as per the profiles given in **Annexure-D: "INDICATIVE WORK PROFILES FOR VARIOUS**

POSITIONS”, in accordance with the requirements of respective User Ministry/Department, is as under:

- a) Heavy Industries
- b) Textiles
- c) Chemicals and Petrochemicals
- d) Fertilisers
- e) Electronics & Information Technology
- f) Telecommunications
- g) Pharmaceuticals
- h) Food Processing Industries
- i) Petroleum & Natural Gas
- j) Biotechnology
- k) Defence
- l) Steel
- m) Coal
- n) Mines
- o) Housing & Urban Affairs
- p) Road, Transport and Highways
- q) Port and Shipping
- r) Civil Aviation
- s) Renewable Energy
- t) Power
- u) Economic Affairs
- v) D/O Commerce
- w) DPIIT
- x) Railways
- y) Health & Family Welfare
- z) Tourism
- aa) AYUSH
- bb) Fisheries
- cc) Agriculture and Farmer welfare
- dd) Animal Husbandry and Dairying

2.10.2. The empanelment of Bidders will be under 2 (two) tiers, wherein the scope of work for **Tier-I** will be focused more towards supporting PDCs, while that for **Tier-II** will be towards strategy. A Bidder shall apply for empanelment under only 1 (one) of the 2 (two) tiers

2.10.3. Each User Ministry/ Department may select 1 (one) or more consultants of the empanelled Bidders in accordance with its requirements, as per the model given in **Annexure-J: “PROJECT EXECUTION**

MODEL”.**2.11. Eligibility Criteria**

2.11.1 Interested Bidders applying to be empanelled are expected to meet the following pre-qualification criteria. In case the Bidders fail to either meet all these criteria or do not furnish the requisite supporting documents/documentary evidence in support thereof, the bid is liable to be summarily rejected.

A. Tier 1 – Support Consultant

S. No.	Criterion	Supporting documents
1.	The Bidder should be a company registered in India under the Companies Act, 2013 or a partnership firm registered under the Indian Partnership Act 1932 or LLP registered under LLP Act 2008 with their registered office in India and having office in Delhi for the last 3 (three) years as on date of publication of this RFP.	Certificate of incorporation/ registration
2.	The annual turnover of Bidder should be a minimum of INR 100 crores (Indian Rupees One Crore only) in each of the last 3 (three) financial years (FY 2017-18, FY 2018-19, FY 2019-20). The turnover quoted must be from consultancy/professional work (excluding revenue from audit and taxation) undertaken by the Bidder in India.	Certificate from statutory auditor and audited financial statements for the 3 (three) previous financial years and letter of declaration if financial statements are under audit.
3.	The Bidder should not be banned/disqualified/debarred / blacklisted by any Central or State Government institution as on date of publication of this RFP.	Declaration on letter head by authorized signatory

4.	The Bidder should have at least 100 (One Hundred) on-roll employees in India as on date of publication of this RFP.	Undertaking on letter head by the authorized signatory/ HR of the bidder
5.	The Bidder must have successfully handled 1 large scale program (of a basic contract value of at least INR 5 crore (Indian Rupees Five Crore only)) covering Program Management Unit / Technical Support Unit / Knowledge Partnership services for any Government Agencies in last 5 (five) years in India	Completion certificate
6.	The Bidder should have minimum number of resources on their rolls as per qualification & experience in domain area etc. as defined in Annexure-C: “EDUCATIONAL QUALIFICATION & EXPERIENCE”.	Information and supporting document as defined in Annexure-C: - “EDUCATIONAL QUALIFICATION & EXPERIENCE” and Annexure-N:- “EMPLOYEE DETAILS” to be submitted

The bids consisting of documents in support of the above criteria and those required as per “Annexure-G: TECHNICAL BID” and “Annexure-E: TECHNICAL EVALUATION CRITERIA” should be submitted with documents properly page numbered and indexed.

B. Tier – II – Strategy Consulting

S. No.	Criterion	Supporting documents
1	The Bidder should be registered in India under the Companies Act 2013 or a partnership firm registered under the Indian Partnership Act 1932 or LLP registered under LLP Act 2008 with their registered office in India and having office in Delhi for the last 3	Certificate from statutory auditor/ authorized signatory and letter of declaration.

	(three) years as on date of publication of this RFP. The Bidder should have physical offices in more than 30 (thirty) countries with permanent staff including group company offices or branch offices in India or outside of India with access to their knowledge networks. The Bidders must submit power of attorney issued by branch office authorizing the signatory of the bid to act on behalf of the bidders (all the offices must be part of same entity)	
3	The annual turnover of the Bidder should be a minimum of INR 200 crores (Indian Rupees Two Hundred Crore only) in each of the last 3 (three) financial years (FY 2017-18, FY 2018-19, 2019-20). The turnover quoted must be from strategic consultancy/ professional work (excluding revenue from audit and taxation)	Certificate from statutory auditor/ authorized signatory and letter of declaration.
4	The bidder should have completed at least 1 (one) large investment project of project value > \$1 Mn / ₹INR 7 crore (Indian Rupees Seven Crore only) with INR 500 crore (Indian Rupees Five Hundred Crore only) investment with public sector entities, government authorities, ministries or private industry departments in India or outside India in the last 5 years.	Self-certification from Managing Director or equivalent authorized signatory
5	All the global resources including domain area experts of the Bidder should be available for this engagement without any additional costs. For this, the Bidder must provide (i) Letter of Comfort for sharing the global resources, (ii) Proof of Arrangement (e.g. shareholding pattern) along with the bid.	Letter of comfort signed by the Board-level member of the global parent.

6	The Bidder should have minimum number of resources on their rolls as per qualification & experience in domain area etc. as defined in Annexure-C “Educational Qualification & Experience”.	Information and supporting document as defined in Annexure-C - “Educational Qualification & Experience” and Annexure-N - “Employee details” to be submitted
<p>** Self-Certified documentary evidence to be submitted in support of eligibility: To demonstrate eligibility as well as to be scored against the Technical Criteria related to experience, the Bidder needs to submit a copy of the contract / work orders along with completion certificate indicating the details of previous assignment completed, client, value of assignment / proportionate value in use of projects / assignment in process date and year of award. The Managing Director or equivalent authorized signatory of the Bidder shall self-certify if the Bidder has done assignments subject to nondisclosure agreements. In such cases, the Bidder must provide broad details of the assignment for the evaluation committee to ascertain relevance.</p>		

The bids consisting of documents in support of the above criteria and those required as per “Annexure-G: TECHNICAL BID” and “Annexure-E: TECHNICAL EVALUATION CRITERIA” should be submitted with documents properly page numbered and indexed.

2.12. Bidding Process

2.12.1 Preparation of Bids

Bidders are advised to study the RFP carefully. Submission of the bid shall be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement, Specifications in the bidding document with full understanding of its implications. Bids not complying with all the given clauses in this RFP or failure to furnish all information required by the RFP or submission of a bid not substantially responsive to the RFP in every respect will be at the Bidder’s risk and may result in the rejection of bid. All bids submitted are binding on the Bidders in all aspects, including but not limited to committed resources, timelines, deliverables, quality and cost. The Bidder shall be responsible for all liabilities arising out of the inability to meet any commitments as per the bid due to whatever reasons, including additional costs and any penalties

thus incurred. Invest India will not be liable for any additional costs or any other consequences of the Bidder being unable to meet commitments as per the bid submitted.

2.12.2 Pre-bid Meeting

There will be no pre-bid meeting held. The queries can be emailed at procurement@investindia.org.in in MS Word or Excel format carrying details like S. No., referred clause, query/ suggestion. Queries not sent in the required format shall not be entertained.

Invest India shall have no obligation to accept any or all suggestions by the Bidders and/or have them incorporated in the RFP or the Contract. Invest India makes no representation or warranty as to the completeness or accuracy of any response provided to the queries raised or clarifications sought by the Bidders, nor does Invest India undertake to answer all the queries or clarifications that have been posed by the Bidders to Invest India.

2.12.3 Amendment of RFP Documents

- a. Bidders may request for clarifications on any of the RFP documents up to 5 (five) days before the bid submission date. Any request for clarification must be sent in writing, or by standard electronic means to Invest India's address indicated in this RFP. Invest India reserves the right to issue clarifications.
- b. At any time prior to the last date for receipt of bids, Invest India, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by an amendment. The amendment will be notified on Invest India's website and such amendment shall be binding on the prospective Bidders. Publication of the amendment on the website of Invest India shall be deemed to be the receipt of the same by all Bidders.
- c. In order to give prospective Bidders reasonable time to take the amendment into account in preparing their bids, Invest India may, at its discretion, extend the last date for the receipt of bids.
- d. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified in the bid. Withdrawal of a bid during this interval may result in forfeiture of Bidder's EMD.

2.12.4 Language of the Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and Invest India, shall be written in English. **Bidding Cost**

The Bidder shall bear all costs and expenses associated with the

preparation/ submission of bid, presentations/ demonstration during evaluation of the Bid. Invest India will in no case be responsible or liable for any costs, regardless of the conduct or outcome of the bidding process.

2.12.5 Earnest Money Deposit

a. Amount of Earnest Money Deposit

1. The Bidders shall furnish a DD/ bankers cheque/ bank guarantee of an amount of INR 20,00,000/- (Indian Rupees Twenty Lakh only) for **Tier- I** Bidders and INR 50,00,000/- (Indian Rupees Fifty Lakh only) for **Tier -II** Bidders, towards EMD.
2. EMD must be submitted (valid for a period of 180 (one hundred and eighty) days from the last day of bid submission) *of any scheduled nationalized/ commercial bank drawn in favour of "Invest India", payable at New Delhi.*
3. The EMD of all the unsuccessful Bidders shall be returned without interest after declaration of the empanelment.
4. In the absence of a proper EMD, a bid will be rejected straightway.
5. The empanelled Bidder's EMD will be discharged only after the execution of the Contract papers with the empanelled Bidder.

b. Forfeiture of Earnest Money Deposit/Security Deposit

The Earnest Money Deposit can be forfeited if a Bidder:

1. Withdraws its bid during the period of bid validity;
2. Does not accept the correction of errors;
3. In case of the empanelled Bidder, if such empanelled Bidder fails to execute the Contract within the stipulated time;
4. If a Bidder fails to furnish the Bank Guarantee as required to be furnished at the time of signing the Contract.

2.12.6 Authorization Signatory

The bid may be signed either by the authorized signatory of the Bidder, and the bid shall be submitted with a certificate of authority in the form of a written power of attorney/board resolution in File-1, declaring that the signatory has been duly authorized to sign the bid proposal by and on behalf of the Bidder. All pages of the bid being submitted must be signed by the authorized signatory of the Bidder. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall be furnished and signed digitally or physically by the authorized signatory of the Bidder.

2.12.7 Bid Submission

- a. The Bid must contain the name and office address including telephone number(s) of the person(s) who are authorized to submit the bid with

- their signatures. **Bid shall be submitted as per eligibility criteria defined in the RFP.**
- b. Un-signed & un-stamped bids shall not be accepted.
 - c. All pages of the bid being submitted must be signed and sequentially numbered by the Bidder irrespective of the nature of content of the documents.
 - d. Bids NOT submitted as per the specified format and nomenclature will be out rightly rejected.
 - e. Ambiguous bids will be out rightly rejected. Invest India will NOT be responsible for any delay on the part of the Bidder in complying with the terms and conditions of the RFP or submission of the bids.
 - f. Bidders shall indicate their rates in clear/ visible figures as well as in words. In case of a mis-match between words and figures, the rates written in words will prevail.
 - g. Financial bid may be submitted as per Financial bid format (**Annexure-I: “ABRIDGED FINANCIAL BID” & Annexure-H: “DETAILED FINANCIAL BID”**) for the corresponding description and applicable category. A password protected PDF should be submitted for the Financial Bid and the password should not be shared with **Invest India**. Bidders shortlisted after the Technical bid evaluation shall provide the password to Invest India at the time of opening the Financial Bid.
 - h. The interested Bidders may submit their bid to Invest India on or before the time mentioned in the section Important Timeline as per **Annexure-B: “BID SUBMISSION PROCEDURE”** at email id procurement@investindia.org.in.
 - i. Any bid received by Invest India after the prescribed deadline for submission of bids will be summarily rejected and returned unopened to the Bidder. Invest India shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on this subject will be entertained.
 - j. Bids, complete in all respects, must be submitted by the due date and time at procurement@investindia.org.in.
 - k. In the event of the specified date for the submission of Bids being declared a holiday, the bids can be submitted upto the appointed time on the next working day for which Invest India will make necessary provisions.
 - l. Invest India may, at its own discretion, extend the date for submission of bids. In such a case all rights and obligations of Invest India and the Bidders shall be applicable to the extended time frame.
 - m. Bids not quoted as per the format given by Invest India under this RFP will be rejected forthwith.
 - n. No deviation from the Specifications & terms and conditions set out under

- the RFP will be accepted.
- o. The proposal should not merely state the terms and conditions copied from RFP and shall set out the relevant terms and conditions of the proposal of the Bidder. In case terms and conditions of the Contract are not acceptable to any Bidder, the Bidder should clearly specify the deviations in their bids along with detailed explanations in respect of such explanations and Invest India shall have the sole discretion to accept or reject such deviation.
 - p. The Bid process will be deemed completed after the issue of empanelment letter(s) to the empanelled Bidder(s) (“**LOA**”). In the event any empanelled Bidder withdraws participating in the project after issuance of the LOA but before execution of the Contract, Invest India is entitled to terminate the RFP at its discretion or take any other actions as it may deem fit and as set out under this RFP, including but not limited to selecting the Bidder securing the next highest score in the bid.
 - q. The bids should be submitted as per the procedure set out in **Annexure-B: “BID SUBMISSION PROCEDURE”**.

2.12.8 Bid Opening

Each of the bids (pre-qualification, technical and financial bids) will be opened in the presence of the Bidder’s authorized representative (only 1 (one)) who choose to attend the bid opening sessions as mentioned in the “Important Timelines” **through video conferencing or any other audio visual mode**. The Bidders’ authorized representatives who are present shall register and confirm online evidencing their attendance. The bids of Bidders whose authorized representatives do not attend any of the bid opening sessions shall be deemed non-responsive and rejected. In the event of a specified date of the bid opening being declared a holiday for Invest India, the bids shall be opened at the same time and location on the next working day.

2.12.9 Opening of File -1– (EMD)

The File -1 containing scanned DD /Bankers’ Cheque of EMD and other documents as set out in the RFP below will be opened in the first instance in the presence of the Bidder’s authorized representative. Bids received without EMD will be rejected immediately.

2.12.10 Opening of File - 2 & File - 3– (Eligibility Criteria & Technical Bid)

The File -2 & File -3 (Eligibility Criteria and Technical bids) of only those Bidders, whose EMD instruments are found to be in order, will be opened as per the “Important Timelines”. The technical bids of the Bidders who meet the Eligibility Criteria will be evaluated in accordance with the terms

of this RFP. On the basis of technical scores, Bidders will be identified as T1, T2, T3 and so on with T1 being the Bidder with the highest technical score, T2 being the one with the second highest technical score.

2.12.11 Opening of File - 4– (Abridged Financial Bid)

- a. Invest India at its discretion may call for revised financial bids from the Bidders whose technical bids have been accepted before financial bid opening, which should be submitted within the stipulated time period set out by Invest India. The rates quoted for any of the resources/ position categories in the revised financial bids shall not be more than the original financial bids submitted, otherwise the bid shall be rejected and EMD shall be forfeited.
- b. The abridged financial bid, original and revised, if any, of the Bidders whose technical bids qualifies as per the prescribed eligibility conditions and other RFP terms without any deviations, shall be opened on the notified date and time. The financial bid will then be passed on to a duly constituted Financial Evaluation Committee (FEC) for evaluation.
- c. The PDF with the Abridged Financial Bids shall remain password protected and shall be opened only upon completion of the Technical Proposal evaluation in accordance with the terms set out under the RFP. The Bidders will share the password for the Abridged Financial Bid only at the time of opening the said bids in front of all the Bidders present. No password will be shared with the **Invest India** team prior to that. **Invest India** shall not be responsible for any file being corrupt, or the premature opening of the bid if the Abridged Financial Bid is not password protected or the proposals are not marked as stipulated and may lead to proposal rejection.

2.12.12 Opening of File 5– (Detailed Financial Bid)

- a. Having identified the eligible Bidders which are both technically qualified and meet the threshold requirement of financial quote basis the abridged financial bids, the detailed financial bid, of all such eligible Bidders shall be opened on a date and time duly notified, in the presence of the Bidders' representatives through video conferencing or any other audio visual mode as notified by Invest India (only one per bidder).
- b. The PDF with the Detailed Financial Proposals shall remain password protected and shall be opened only upon completion of the Technical Proposal evaluation in accordance with the terms set out under the RFP. The Bidders will share the password for the Detailed Financial Bid only at the time of opening the said bids in front of all the Bidders present. No

password will be shared with the **Invest India** team prior to that. **Invest India** shall not be responsible for any file being corrupt, or the premature opening of the bid if the Detailed Financial Bid is not password protected or the proposals are not marked as stipulated and may lead to proposal rejection.

2.12.13 Bidding Evaluation

- a. The empanelment will be a two-phase process i.e. technical evaluation followed by financial evaluation of the technically qualified Bidders.
- b. Any effort by a Bidder to influence Invest India's bid evaluation, bid comparison or Contract award decisions may result in the rejection of the Bidder's bid and forfeiture of the Bidder's EMD.
- c. When deemed necessary, Invest India may seek clarifications on any aspect of a bid submitted by a Bidder. However, that shall not entitle the bidder to make any changes in the substance of the bid submitted or price quoted or be construed that such Bidder's bid has been accepted.

2.12.14 Technical Evaluation

- a. The technical bids shall be evaluated by a duly constituted Technical Evaluation Committee (TEC).
- b. As a first step, the TEC shall examine the eligibility of the Bidders as per the eligibility criteria set out in the RFP.
- c. Bids of the Bidders, not satisfying the eligibility criteria shall be rejected.
- d. If there is only 1 (one) bid altogether, Invest India reserves the right to process the single bid or take recourse to the process of re-tendering, at its sole discretion.
- e. On request from the TEC, the Bidders may have to submit additional information. However, that would not entitle the Bidder to change or cause any change in the substance of the bid submitted or be construed that such Bidder's bid has been accepted.
- f. The TEC may call the eligible Bidders for a presentation of the projects handled by them and quoted here. The time limit, in which the Bidders' have to submit the additional information or present their projects, will be decided by the TEC and its decision will be final in this regard. Bidders failing to adhere to the specified time limit will be rejected.
- g. The TEC will then evaluate information submitted in File 3- "Technical Bid" as per tender terms and workout marks obtained by each Bidder on the basis of information submitted in **Annexure-E: "TECHNICAL EVALUATION CRITERIA"**.
- h. Bidders securing **75% (seventy-five percent) and above marks** will only be considered technically qualified.

- i. The financial evaluation will be carried out for technically qualified Bidders.

2.12.15 Financial Evaluation

- a. The financial bids will be opened in the presence of Bidders' representatives (1 (one) per Bidder) through video conferencing or any other online audio visual mode.
- b. The FEC would scrutinize the commercial bids. The bids found lacking in strict compliance to the commercial bid format set out under this RFP shall be rejected immediately.
- c. Financial bids will be evaluated on the basis of both the total price and price quoted for each of the Position Category. Any alteration/ overwriting/ cutting in the bid should be duly countersigned by the authorized signatory of the Bidder, else it will be out rightly rejected. Conditional tenders shall NOT be accepted on any ground and shall be rejected immediately.
- d. For consideration of their bids, the Bidders shall quote rates **for all the 5 (five) Position** Categories in the detailed financial bid (**Annexure-H: "DETAILED FINANCIAL BID"**) for **Tier 1** and for the 2 (two) categories as per format specified for **Tier II** under the said **Annexure - H**.
- e. The rates quoted should be as per industry standards for the educational qualifications and experience as per **Annexure-C: "EDUCATIONAL QUALIFICATION & EXPERIENCE"**.
- f. For any of the Position Categories, bids, quoting zero or incredibly low rates compared to the industry prevalent rates, will be rejected and EMD shall be forfeited.
- g. Bidders quoting less than 30% (thirty percent) of the average Gross Total Value (GTV) quotes will be disqualified, other Bidders will be considered for opening of Detailed Financial Bid and further evaluation. The average bid price is computed by adding GTVs of ALL the technically qualified Bidders and dividing the same by the number of technically qualified Bidders.
- h. Having identified the eligible Bidders which are both technically qualified and meet the threshold requirement of financial quote basis the Abridged Financial Bids, Detailed Financial Bid, of all such eligible Bidders shall be opened.

2.12.16 Panel Formation

- a. The rates quoted by all eligible Bidders for each of the Position Categories in Tier-I and Tier-II, respectively, after evaluating their respective roles and responsibilities as set out in this RFP in the Detailed Financial Bids will be compared and the L1 rates for each of the Position Category separately shall

- be accepted as the tender rates.
- b. If any Bidder quotes 0 (zero) or incredibly low rates or fails to quote in any of the constituent items (for each of the Position Category separately) in the detailed cost breakup, its bid will be rejected and EMD will be forfeited. The next successive lowest quote may be chosen to be declared as L1 rate for each of the Position Category separately, if found in order as per RFP terms and conditions and so on. Invest India may choose to reject all quotes as well.
 - c. On discovery of L1 rates for all Position Categories as above, the Bidder with highest technical score, i.e. 'T1', will be called to match that respective L1 rate for each Position Category. The Bidder will be empanelled if it matches those respective L1 rates for all Positions Categories. In other words, the empanelled Bidder will be for all the Positions Categories.
 - d. A panel of upto 5 (five) Bidders will be formed by giving successive opportunity to 'T1' 'T2', 'T3'.... Bidders to match the lowest unit rates for each of the Position Category finalized as above. If only one Bidder agrees to match the L1 rates, there shall be only one vendor on panel.

Illustration:

<i>Position category</i>	<i>Bidder A</i>	<i>Bidder B</i>	<i>Bidder C</i>	<i>Final tender rate (L1)</i>
<i>I</i>	<i>100</i>	<i>110</i>	<i>120</i>	<i>100</i>
<i>II</i>	<i>115</i>	<i>105</i>	<i>125</i>	<i>105</i>
<i>III</i>	<i>120</i>	<i>100</i>	<i>105</i>	<i>100</i>
<i>Technical scores</i>	<i>Highest (T1)</i>	<i>Third highest (T3)</i>	<i>Second highest (T2)</i>	

Bidder A will be invited to match INR 105 for Position Category II and INR 100 for Position Category III. Subsequently, Bidder B and then Bidder C.

2.13. Award of Contract (Empanelment)

2.13.1. Signing of Contract

- a. Invest India will have a panel of up to 5 (five) Bidders each for Tier-I and Tier-II category for providing the Services during the period of empanelment, which will be initially for 3 (three) years from the date of execution of the Contract. Depending on the project requirements, Invest India may extend the period of empanelment for additional 1 (one) +1(one) year by mutual consent of the Parties in accordance with the terms of the Contract.

- b. On issuance of the LOA from Invest India for having qualified for empanelment, each empanelled Bidder will sign the Contract within 7 (seven) days of such LOA, failing which the award will be treated as withdrawn and the EMD shall be forfeited and Invest India may at its sole discretion extend the offer to the next eligible Bidder.
- c. The empanelled Bidders shall issue a security deposit of amount as mentioned in **Annexure-Q**: “Security Deposit” in the form of Bank Guarantee (“**PBG**”) from a scheduled commercial bank in favour of *Invest India, New Delhi* in accordance with the terms set out under **Annexure-Q**. On receipt of PBG, EMD will be refunded without any interest.
- d. The conditions stipulated in the Contract will be strictly adhered to and violation of any of these conditions will result in termination of the Contract without prejudice to the rights of Invest India under the Contract. In addition, Invest India or the concerned User Ministry/Department shall be entitled to forfeit the PBG and obtain Services alternate sources at the risk and cost of the defaulting Bidder, in accordance with the terms of the Contract.
- e. The incidental expenses of execution of agreement/ Contract shall be borne by the Bidders.
- f. The empanelled rates finalized through this RFP will be revised at the rate of 6% (Six percent) increment annually in accordance with the terms of the Contract.
- g. The empanelled Bidder may also be used for Invest India’s other projects as per terms mutually agreed between the empanelled Bidder and Invest India.
- h. The man-month rate finalized by the empanelment process will be used by the User Ministries/ Departments/ Invest India for on-boarding of consultants of the empanelled Bidders and issuance of work orders.

2.14. Confidentiality

- a. Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the other Bidders who have submitted the bids pursuant to the RFP or to other persons not officially concerned with the proposal evaluation process or the RFP. The unauthorized use or disclosure by any Bidder of confidential information related to this RFP including but not limited to the processes involved in relation thereto, may result in rejection of its proposal and adversely affect its future prospects with Invest India.
- b. The empanelled Bidder and their personnel shall not, either during the term or after expiration of the Contract, disclose any proprietary or confidential

information relating to the Services, contractor business or operations of Invest India or User Ministries/ Departments without the prior written consent of Invest India.

- c. The empanelled Bidder shall ensure that no information about the software, hardware, and database, policies of the User Ministries/ Departments or any other confidential or proprietary information of the User Ministries/Departments is removed or taken out in any form including electronic form or otherwise, from the work Site by the manpower posted by them.

2.15. Project Process/Work Orders

2.15.1 Placement of Work Orders

- a. Post completion of empanelment process and after award of Contract to the empanelled Bidder, the list of empanelled Bidders under each categories will be shared by Invest India with the respective User Ministries/Departments with the rate finalised through the empanelled process.
- b. User Ministries/ Departments may place the work orders on the empanelled Bidders as per its own requirements from time to time pursuant to the Contract. The work order may encompass the complete scope of work or may require few Services. Depending on the requirement, (i) the work orders may be placed to any 1 (one) of the empanelled Bidders; or (ii) the work orders may be placed to more than 1 (one) of the empanelled Bidders depending on the project requirement; or (iii) the specific Terms of Reference (TOR) may be given to more than 1 (one) empanelled Bidders for their proposals for the specific scope of work in accordance with the terms of the commercial bid and the Contract.
- c. User Ministries/ Departments will place the work order to the empanelled Bidders directly and Invest India will not be involved in the placement of work orders to the relevant empanelled Bidders.
- d. The respective Ministries/ Department will enter into a Contract with the empanelled Bidders directly and all the payment for the services acquired through the empanelled Bidder shall be paid/settled by the concerned User Ministries/ Departments directly to the empanelled Bidder as per agreed Contract/work order.
- e. Invest India may directly place work orders on the empanelled Bidder as per its requirement from time to time pursuant to Contract with the empaneled Bidder.

2.15.2 Project Review Committee

The projects may be executed as per project execution model defined in **Annexure-J: “PROJECT EXECUTION MODEL”**. The role of PRC will be as follows

1. Define the scope of the project to the Bidder to facilitate preparation of Annexure-“Proposed Consultants for Capacity Building” or **Annexure-J/K** “Estimated Resource Deployment Proposal” depending on the model selected.
2. Assess/recommend the time period and manpower efforts for project assignment to the empanelled Bidders.
3. Supervise the project progress until its full implementation. PRC will ensure that the assigned job is completed as per the schedules given in the work order.
4. PRC would advise the Bidder to post additional manpower, free of any additional charge, if there are perceived slippages on the time schedules.
5. Offer clarifications to the Bidder queries vis a vis project objective.
6. Recommend release of funds and penalties for delay. For long duration projects the payments will be activity based while for short duration projects (less than 3 months) payments will be released on project completion.
7. The PRC may monitor following:
 - a. Review the progress of the project as per TOR and contractual obligations of the Bidders involved in the project in terms of deliverables and timelines.
 - b. Assess the quality of deliverables and to accept or reject any part of the assignment/work order.
 - c. Decide on levying appropriate liquidated damages or penalty if the assignment is not carried out as per the assigned work order and/or if the quality of services is found inferior.

2.15.3 Project Schedule for deliverable based assignment

Project assignments to the empanelled Bidders will be on the basis of time/cost estimates duly evaluated by the PRC and approved by the competent authority. Each project, therefore, will have a definite date of project completion. For any time slippages, the Bidders can induct more resources at their cost to meet the time schedules. Project delays on account of the Bidder will attract a penalty as per penalty terms & conditions set out herein.

2.16. Payment Terms

- 2.16.1 The payment has been envisaged based on the scope of work for which the work order has been placed with the empanelled Bidder/s.

- 2.16.2 All payments shall be made subject to deduction of TDS as per the Income Tax Act, 1961 and other applicable taxes including but not limited to Goods and Service Tax (GST), as per applicable Laws
- 2.16.3 All payments shall be made subject to adjustment of applicable penalties.
- 2.16.4 Payments will be released on a man-month mode basis as per the empanelled Bidder's proposal, submitted as per **Annexure-J/K:“PROPOSED CONSULTANTS FOR PROJECT DEVELOPMENT CELL”**, approved by the competent authority.
- 2.16.5 **No TA/DA will be admissible for the first posting of a professional.** However, a professional would be entitled to TA/DA if s/he is asked to go on tour for project work from her/his project Site.
- 2.16.6 **TA/DA will be reimbursed on production of original documents.** Each work order will be considered a project and **TA/DA should not exceed 10 (ten percent) of the work order value.**
- 2.16.7 The payments will be released against pre-receipted bills in the name of User Ministry/ Department accompanied with Performance Report/Project Review Report. **Payment will be made within 30(thirty) days of submission of completed documents.**
- 2.16.8 The empaneled Bidder would submit pre-receipted bills in the name of User Ministry/ Department, on a monthly/quarterly basis or any other mode as may be agreed between Bidder and Ministries/Department and shall be endeavored to be processed within 30 (thirty) days of receipt, if they are complete in all respect.

2.17. **Penalty**

Project delays on account of the empanelled Bidder or due to deployment of persons who are not carrying the skills / experience / expertise of the level they are reasonably expected to have, on the basis of the scope description set out in the Annexures to this RFP will attract a penalty of 1% (one percent) per week of the total project value upto 6 (six) weeks. Thereafter, work order will be treated as cancelled and cancellation charges of 10% (ten percent) of work order value will be levied. In addition, PBG will be forfeited by the concerned User Ministry/Department as the case may be and the concerned User Ministry/Department shall be entitled to get the job done from an alternate source at the risk and cost of the defaulting empanelled Bidder who may also be blacklisted.

2.18. **Terms & Conditions**

2.18.1 **General**

- a. The payment has been envisaged based on the scope of work for which the

- work order has been placed with the empanelled Bidder/s.
- b. The consultants deployed have to use their own laptops, mobile etc. for doing the project work provided that at all times the empanelled Bidder alone will be responsible for data security and confidentiality as well as for any loss or compromise of data of the User Ministry/Department.
 - c. All empanelled Bidders automatically agree with Invest India for honouring all aspects of fair trade practices in executing the work orders placed by respective User Ministries/ Departments.
 - d. The empanelled Bidder shall be responsible for any damage to equipment, property and third-party liabilities caused by acts on part of its deployed manpower at the premises of respective User Ministries/ Departments. All equipment shall be used only for the purpose of carrying out legitimate business of client organization and shall not be put into any other use.
 - e. The consultants deployed by the empanelled Bidder at User Ministries'/ Departments' Site, if any, shall maintain office decorum and abide by the policies and rules of the User Ministries/Departments. They shall be courteous, polite and cooperative and able to resolve the users' problems. The empanelled Bidder shall verify the character antecedents before deploying any person. Empanelled Bidder alone shall be responsible for ensuring strict compliance by the consultants of the work policies, processes and procedures including health and safety measures, office decorum, dress-code, timings etc., by the consultants made available by them.
 - f. The empanelled Bidders shall be solely responsible for all acts and omissions of its personnel deployed on any Site of the User Ministry/Department or otherwise engaged in the project at its sole costs and consequences. Except as specifically stated under this RFP or the Contract, all fees, expenses, salaries, allowances, statutory contributions in respect of the employees deployed by the empanelled Bidder under the project under applicable Laws shall be paid by the Bidders and Invest India or the User Ministry/Department shall not be liable in respect of the same.
 - g. The empanelled Bidder will not and shall ensure that none of the consultants deployed by it shall be entitled to make any claim, whatsoever, against Invest India under or by virtue of or arising out of this RFP or the Contract nor will Invest India entertain or consider any such claim post empanelment.
 - h. During empanelment period if the empanelled Bidder's name shall change due to acquisition, amalgamation etc., the empanelled Bidder must inform Invest India with all required documents within 1 (one) month of its name change. Invest India will not entertain any name change requests during the bidding process and change during the bidding process shall lead to the

- rejection of the bid immediately.
- i. In the event of the empanelled Bidder's organization or its concerned division is taken over/ bought over by another company/entity, upon Invest India's prior written consent, all the obligations under the Contract with Invest India, should be passed on for compliance by the new company / entity and shall be performed by such new company/entity.
 - j. The resources deployed are entitled for 15 (fifteen) days annual leave with maximum of 3 (three) days at a time and 15 (fifteen) days of trainings similarly. The leave will be calculated on pro-rata (1.25 per calendar month) basis for period less than a year.

2.18.2 Intellectual Property Rights

Any and all information, works of authorship, inventions, discoveries, improvements, methods, processes, formulas, techniques, technology, know-how, ideas, copyrights, source code, designs, architecture diagrams, licenses reports, presentations, and materials forming a part of or relating to this RFP, and all intellectual property and proprietary rights pertaining to the aforesaid (excluding any third party intellectually property rights) and anything (a) that is conceived, discovered, developed or otherwise made by the empanelled Bidder/its consultants, solely or in collaboration with others, in the course of performing the assignment pursuant to the award of the Contract under this RFP; or (b) that reflects or contains Invest India's or any User Ministry/Department's confidential information; or (c) that forms all or part of a deliverable to be provided by the empanelled Bidder/its consultants, whether developed as part of the assignment or separately ("**Work Product**"), will be the sole property of Invest India or the User Ministry/Department, as applicable and Invest India or the User Ministry/Department shall have all the rights, title and interests in respect of the same, in accordance with the terms of the Contract. In no event can the empanelled Bidder/its consultants claim its control or any rights, title or interest over any Work Product.

2.18.3 Suspension and Termination

- a. **Suspension**
Invest India or the concerned User Ministry/Department may by a written notice of suspension, suspend all payments to the empanelled Bidder under the Contract, if the empanelled Bidder fails to perform any of its obligations under the Contract provided that such notice of suspension:
 1. will specify the nature of the failure; and
 2. will request the empanelled Bidder to remedy such failure within a specified period from the date of issue of such notice of suspension.
- b. **Termination by Insolvency**

Invest India or any of the concerned User Ministry/ Department may at any time terminate the work order/Contract by giving written notice of 4 (four) weeks to the Bidder, without any cost or consequences towards the empanelled Bidder, if the Bidder becomes bankrupt or otherwise in case of insolvency, dissolution, winding up of, as the case maybe, provided that such termination will not prejudice or affect any right of action or remedy which has accrued prior thereto to Invest India.

c. **Termination for Convenience**

Invest India or any of the concerned User Ministry/ Department reserves the right to terminate by prior written notice of at least 30 (thirty) days, the whole or part of the Contract. The notice of termination will specify that termination is for Invest India's or the concerned User Ministry's/Department's convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective.

d. **Termination for default**

Default is said to have occurred:

- (a) If the empanelled Bidder fails to deliver any or all of the Services within the time period(s) specified in the work order or any extension thereof granted by Invest India or any of the concerned User Ministry/ Department.
- (b) If the empanelled Bidder deploys persons who are not carrying the skills / experience / expertise of the level they are reasonably expected to on the basis of the scope description set out in the Annexures to this RFP.
- (c) If the empanelled Bidder/consultant deployed fails to perform any other obligation(s) under the Contract / work order.
- (d) If the empanelled Bidder, in either of the above circumstances, does not take remedial steps within a period of 30 (thirty) days after receipt of the default notice from Invest India or any of the concerned User Ministry/ Department (or takes longer period in spite of what Invest India or the concerned User Ministry/ Department may authorize in writing), Invest India or the concerned User Ministry/ Department may terminate the Contract / work order in whole or in part. In addition to above, Invest India or the concerned User Ministry/Department may at its discretion may transfer upon such terms and in such manner, as it deems appropriate work order for similar support service to other empanelled Bidder and the defaulting Bidder shall be liable to compensate Invest India or the concerned User Ministry/Department for any extra expenditure involved towards support service to complete the scope of work.

2.18.4 Force Majeure

- a. For purposes of this Clause, “Force Majeure” means an event beyond the control of the Bidder and not foreseeable which may include, but is not restricted to, acts of Invest India or the concerned User Ministry/Department in its sovereign capacity, wars or revolutions, strikes, lock-outs, riots, civil commotions, fires, floods, epidemics, quarantine restrictions and freight embargoes, restrictions imposed by the Government or other statutory bodies, which are beyond the reasonable control of the Bidders, which prevent or delay the implementation of a work order by the Bidder, or any other acts of God. The Bidder shall intimate Invest India or the concerned User Ministry/ Department in writing, duly certified by the local Chamber of Commerce, the beginning of a Force Majeure event, within 7 (seven) days of the occurrence thereof. In the event of a delay in performance of a work order that lasts for more than 1 (one) month arising out of a Force Majeure event, Invest India or the User Ministry/ Department reserve the right to cancel the work order without any obligation to compensate the Bidder in any manner for whatsoever reason. Unless otherwise directed by Invest India or the concerned User Ministry/ Department in writing, the Bidder will continue to perform its obligations under the Contract as far as reasonably practical and will seek all reasonable alternative means for performance not prevented by the Force Majeure event. Invest India or the concerned the User Ministry/ Department may terminate the Contract, by giving a written notice of at least 30 (thirty) days to the Bidder, if as a result of a Force Majeure event, the Bidder is unable to perform a material portion of the Services for a period of more than 60 (sixty) days.
- b. The empanelled Bidder will not be liable for forfeiture of its PBG, liquidated damages or termination for default, if and to the extent that, the delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

2.18.5 Applicable Law

This RFP, the Contract and the work orders issued pursuant thereto will be governed by the Laws and procedures established by Government of India.

SECTION 3: ANNEXURES

A. ABBREVIATIONS

Acronym	Description
DD	Demand Draft
EMD	Earnest Money Deposit
GOI	Government of India
PDC	Project Development Cell
PRC	Project Review Committee
RFP	Request for Proposal
SOW	Scope of Work
TDS	Tax Deduction at Source
TEC	Technical Evaluation Committee
TOR	Terms of Reference

B. BID SUBMISSION PROCEDURE

1. The bids for this RFP have to be submitted in accordance with the instructions given below:

<p>File- 1</p>	<p>The File should be superscripted as “EMD <Bidder Name>< Tender No.>”and should comprise of the following items:</p> <ol style="list-style-type: none"> a. DD/ bankers’ cheque for EMD. b. Authorization letter/ Power of Attorney of the Bidder. c. Bidder’s Summary as per Annexure O: “BIDDER’S SUMMARY”. d. Declaration as per Annexure R: DECLARATION FOR NOT BEING INELIGIBLE ON ACCOUNT OF CORRUPT OR FRAUDULENT PRACTICES <p>The file not containing the above documents or containing the financial bid in explicit/ implicit form will lead to rejection of the bid.</p>
<p>File – 2</p>	<p>The file should be marked as “Eligibility__<Bidder’s Name> and should comprise of the information asked in Eligibility Criteria Section of the RFP and contain the following information:-</p> <ol style="list-style-type: none"> a. Compliance sheet as per Annexure-M: “ELIGIBILITY CRITERIA SHEET”; b. All the necessary annexure(s) related to the eligibility criteria; and c. All supporting documents asked for eligibility criteria. <p>The file not containing the above documents or containing the financial bid in explicit/ implicit form will lead to rejection of the bid.</p>
<p>File– 3</p>	<p>The file should be marked as “Technical__<Bidder’s Name> and should comprise of the information asked in Technical Evaluation Criteria Section of the RFP:</p> <ol style="list-style-type: none"> a. Duly, signed and sealed scanned copy sheet as per Annexure-F:: “TEC FORM 1”; b. Duly, signed and sealed scanned copy sheet as per Annexure-G:: “TEC FORM 2”;

	<p>c. All the necessary annexure(s) related to the technical evaluation criteria and technical bid;</p> <p>d. All supporting document as asked for technical evaluation criteria and technical bid; and</p> <p>e. All supporting documents asked for technical evaluation criteria.</p> <p>The file not containing the above documents or containing the financial bid in explicit/ implicit form will lead to the rejection of the bid.</p>
File – 4	<p>The file should be marked as “Abridged _ <Bidder’s Name>” and should contain the financial bid as per the format provided in Annexure-I: “ABRIDGED FINANCIAL BID” of the RFP. A password protected PDF should be submitted for the Abridged Financial Bid and the password should not be shared with Invest India. Bidders shortlisted after the Technical Bid evaluation shall provide the password at the time of opening the Financial Bid.</p>
File – 5	<p>The efile should be marked as “Detailed Financial Bid _ <Bidder’s Name>” and should contain the financial bid as per the format provided in Annexure-H: “DETAILED FINANCIAL BID”. A password protected PDF should be submitted for the Detailed Financial Bid and the password should not be shared with Invest India. Bidders shortlisted after the Technical Bid evaluation shall provide the password at the time of opening the Financial Bid.</p>
Email	<p>The email should be marked as “Bid Submission for Empanelment of Consulting Organisations for support of PDCs _ <Bidder’s Name>” and should contain the following:</p> <ol style="list-style-type: none"> a. File – 1 b. File – 2 c. File – 3 d. File – 4 e. File – 5

2. The email with all the files mentioned above should be sent to the id procurement@investindia.org.in in accordance with the terms of this RFP.

3. Invest India will not accept delivery of proposal in any manner other than that specified in this section. A proposal delivered in any other manner shall be treated as defective, invalid and rejected.
4. Eligibility/ technical bids should not contain any commercial information.
5. A board resolution/ power of attorney (as the case may be) authorizing the Bidder to sign/ execute the proposal as a binding document and also to execute all relevant agreements forming part of RFP shall be included in file -1.

C. EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

Tier I : The educational qualifications and experience of the required consultants for this project are detailed below:

S. No.	Position	Number of Resources on Bidder's Roll	Minimum Qualification	Minimum post-qual. experience	Experience for technical evaluation
1	Project Leader	2	Post-graduate	15 years	Experience of working on at least 10 (ten) consulting, including 5 (five) investment promotion or doing business, engagements with state or central governments as a project leader in the preceding 3 (three) financial years
2	Project Manager	3	Post-graduate	10 years	Experience of working on at least 5 (five) consulting, including 3 (three) investment promotion or doing business, engagement with state or

S. No.	Position	Number of Resources on Bidder's Roll	Minimum Qualification	Minimum post-qual. experience	Experience for technical evaluation
					central governments as a project manager in the preceding 3 (three) financial years
3	Sector Expert	One each for 1. Automotive 2. Agriculture & Allied 3. Defence 4. Food Processing 5. Electronics 6. Textiles 7. Health 8. Infrastructure 9. Urban Development 10. Metal & Mining 11. Pharma 12. Chemicals and Fertilizers 13. Transport 14. ICT 15. Heavy Industry 16. Commerce & Industry	Post-graduate	15 years	Experience of working on at least 10 (ten) consulting, including 5 (five) focused on the sector, engagement with state or central governments as a Sector Expert or Project Manager in the preceding 3 financial years

S. No.	Position	Number of Resources on Bidder's Roll	Minimum Qualification	Minimum post-qual. experience	Experience for technical evaluation
		17. Energy 18. Tourism <i>Note: This is an indicative list.</i>			
4	Investment Project Development Professional	3	Post-graduate	5 years	Experience of working on at least 3 (three) consulting, including 1 (one) investment project development, engagement with state or central governments in the preceding 3 (three) financial years
5	Digital Promotion Professional	3	Post-graduate	5 Years	Experience of working on at least 3 (three) consulting, including 1 (one) digital promotion, engagement with state or central governments in the

S. No.	Position	Number of Resources on Bidder's Roll	Minimum Qualification	Minimum post-qual. experience	Experience for technical evaluation
					preceding 3 (three) financial years
6	Investment Tracking Professional	3	Post-graduate	5 Years	Experience of working on at least 3 (three) consulting, including 1 (one) investment tracking, engagement with state or central governments in the preceding 3 (three) financial years
7	Doing Business Professional	3	Post-graduate	5 Years	Experience of working on at least 3 (three) consulting, including 1 (one) doing business, engagement with state or central governments in the preceding 3 (three) financial years
8	Start-up/ Entrepreneurs	3	Post-graduate	5 years	Experience of working on at

S. No.	Position	Number of Resources on Bidder's Roll	Minimum Qualification	Minimum post-qual. experience	Experience for technical evaluation
	hip Professional				least 3 (three) consulting, including 1 start-ups/entrepreneurs hip, engagement with state or central governments in the preceding 3 (three) financial years
9	Investment Financing Professional	3	CA, MBA-Finance, Post-graduation in Finance	5 Years	Experience of working on at least 3 (three) consulting, including 1 (one) investment financing, engagement with state or central governments in the preceding 3 (three) financial years
10	Investment Economic Modelling Professional	3	Post-graduation in Economics, Finance, Econometri	5 Years	Experience of working on at least 3 (three) consulting, including 1 (one)

S. No.	Position	Number of Resources on Bidder's Roll	Minimum Qualification	Minimum post-qual. experience	Experience for technical evaluation
			cs or equivalent		investment economic modelling, engagement with state or central governments in the preceding 3 (three) financial years
11	PPP Professional	3	Post-graduate	5 Years	Experience of working on at least 3 (three) consulting, including 1 (one) PPP, engagement with state or central governments in the preceding 3 (three) financial years
12	Investment Promotion Professional	3	Post-graduate	5 Years	Experience of working on at least 3 (three) consulting, including 1 (one) investment promotion, engagement with state or central

S. No.	Position	Number of Resources on Bidder's Roll	Minimum Qualification	Minimum post-qual. experience	Experience for technical evaluation
					governments in the preceding 3 (three) financial years
13	Infrastructure Investment Professional	3	Post-graduate	5 Years	Experience of working on at least 3 (three) consulting, including 1 (one) infrastructure investment, engagement with state or central governments in the preceding 3 (three) financial years
14	Investment Policy/ Incentive Professional	3	Post-graduate	5 Years	Experience of working on at least 3 (three) consulting, including 1 (one) investment policy/ incentive, engagement with state or central governments in the preceding 3

S. No.	Position	Number of Resources on Bidder's Roll	Minimum Qualification	Minimum post-qual. experience	Experience for technical evaluation
					(three) financial years
15	Research, Documentation & Analysis Support	-	Post-graduate	2 Years	Experience of working on at least 1 (one) consulting engagement with state or central governments

Tier II: The educational qualifications and experience of the required consultants for this project are detailed below

S. No.	Position	Number of Resources on Bidder's Roll	Minimum Qualification	Minimum post-qual. experience	Experience for technical evaluation
1	Project Leader	2	Post-graduate from premier institution like IIMs or equivalent	10 years	Experience of working on at least 10 (ten) consulting, including 5 (five) engagements with state or central governments as a project leader in the preceding 3 (three)

S. No.	Position	Number of Resources on Bidder's Roll	Minimum Qualification	Minimum post-qual. experience	Experience for technical evaluation
					financial years
2	Project Manager	3	Post-graduate from premier institution like IIMs or equivalent	5 years	Experience of working on engagements with state or central governments in the preceding 3 (three) financial years
3	Sector expert	<ol style="list-style-type: none"> 1. Automotive 2. Agriculture & Allied 3. Defence 4. Food Processing 5. Electronics 6. Textiles 7. Health 8. Infrastructure 9. Urban Development 10. Metal & Mining 11. Pharma 12. Chemicals and Fertilizers 13. Transport 14. ICT 15. Heavy Industry 	Post-graduate from premier institution like IIMs or equivalent	10 years	Should have completed at least 2 (two) projects dealing with strategy/ operations in respective industry to qualify for that industry

S. No.	Position	Number of Resources on Bidder's Roll	Minimum Qualification	Minimum post-qual. experience	Experience for technical evaluation
		16.Commerce & Industry 17.Energy 18.Tourism 19.Pharmaceuticals 20.Medical Devices 21.Tourism <i>Note: This is an indicative list.</i>			
4	Consultant	5	Post-graduate	2-4 Years	Experience of working on at least 1 (one) consulting engagement in the sector

Note: The Bidder has to submit the details of resources as per above in the format provided in **Annexure-N: Employee Details**

D. INDICATIVE WORK PROFILES FOR VARIOUS POSITIONS

The indicative work profiles for various positions required for this RFP are detailed below:

S. No.	Position	Indicative Work Description
1	Project Leader	<ul style="list-style-type: none"> Overall guidance to the project and team management as per User Ministry/Departments' needs Preparation of project execution strategy
2	Project Manager	<ul style="list-style-type: none"> Ensure timely delivery, performance management of team, quality control and point of contact for the User Ministry/Department
3	Sector Expert	<ul style="list-style-type: none"> Provide sectoral expertise
4	Investment Project Development Professional	<ul style="list-style-type: none"> Identify & evaluate projects Build pipeline of investible projects
5	Digital Promotion Professional	<ul style="list-style-type: none"> Design digital platforms for promotion Devise social media strategies Prepare and update content
6	Investment Tracking Professional	<ul style="list-style-type: none"> Prepare mechanism for tracking Track investment status and report
7	Doing Business Professional	<ul style="list-style-type: none"> Formulate strategies for EoDB in sector Provide implementation support
8	Start-up/Innovation Entrepreneurship Professional	<ul style="list-style-type: none"> Identify start-up opportunities Mentor start-ups Undertake outreach programs for start-ups
9	Investment Financing Professional	<ul style="list-style-type: none"> Identify funding options for investible projects
10	Investment Economic Modelling Professional	<ul style="list-style-type: none"> Create economic model at sectoral and sub-sectoral level to understand impact on jobs and GDP
11	PPP Professional	<ul style="list-style-type: none"> Identify sponsors, proponents DPR preparation, especially on participation from private sector Identify execution mode

S. No.	Position	Indicative Work Description
12	Investment Promotion Professional	<ul style="list-style-type: none"> • Investor identification • Promote projects and sector • Investment grounding support
13	Infrastructure Investment Professional	<ul style="list-style-type: none"> • Identify infra gaps • Identify areas of investment in infrastructure • Create models to attract investments
14	Investment Policy/ Incentive Professional	<ul style="list-style-type: none"> • Identify & resolve regulatory hurdles • Identify & resolve policy issues • Identify monetary and non-monetary incentives required
15	Research, Documentation & Analysis Support	<ul style="list-style-type: none"> • Primary & secondary research • Research & outreach support • Knowledge management support

E. TECHNICAL EVALUATION CRITERIA

Bidders securing > 75% (seventy-five percent) of the total marks as below will only be considered as technically qualified. The distribution of marks and scoring criteria is detailed below:

Tier I : Distribution of Marks:

S. No.	Parameters	Max Marks																																				
1.	Annual turnover from consulting revenue in India in finance year 2019-20 from Consultancy/professional work (including that for advisory, taxation & IT implementation) <ul style="list-style-type: none"> ➤ 100 crore – 3 Marks ➤ 200 Crore – 5 Marks ➤ 300 Crore – 7 Marks 	7																																				
2.	Average turnover from consulting/ professional services to the Government (central, state Governments or associated agencies/ Multilateral authorities in India) in last three years Turnover – INR 10 Crore – 3 Marks Turnover – INR 15 Crore – 5 Marks Turnover – INR 20 Crore – 8 Marks	8																																				
3.	Evaluation of personnel proposed to be deployed on PDC projects	30																																				
	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Experience</th> <th>No. of Resources required on bidder's role</th> <th>No. of Resources available on bidder's role</th> <th>Maximum Marks</th> <th>Marks Obtained</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Project Leader</td> <td>5</td> <td></td> <td>5</td> <td></td> </tr> <tr> <td>2</td> <td>Project Manager</td> <td>20</td> <td></td> <td>5</td> <td></td> </tr> <tr> <td>3</td> <td>Sector Expert</td> <td>20</td> <td></td> <td>10</td> <td></td> </tr> <tr> <td>4</td> <td>Domain Professionals*</td> <td>30</td> <td></td> <td>5</td> <td></td> </tr> <tr> <td>5.</td> <td>Consultant /Project Associates including</td> <td>80</td> <td></td> <td>5</td> <td></td> </tr> </tbody> </table>	S.No.	Experience	No. of Resources required on bidder's role	No. of Resources available on bidder's role	Maximum Marks	Marks Obtained	1	Project Leader	5		5		2	Project Manager	20		5		3	Sector Expert	20		10		4	Domain Professionals*	30		5		5.	Consultant /Project Associates including	80		5		
S.No.	Experience	No. of Resources required on bidder's role	No. of Resources available on bidder's role	Maximum Marks	Marks Obtained																																	
1	Project Leader	5		5																																		
2	Project Manager	20		5																																		
3	Sector Expert	20		10																																		
4	Domain Professionals*	30		5																																		
5.	Consultant /Project Associates including	80		5																																		

	Research, Documentation & Analysis Support						
	Please share the sample CV against each of the category with indicated experience						
4.	Number of consultancy jobs of fee more than INR 5 crore undertaken (initiated, undertaken or completed) for the Government (central, state governments or associated agencies/ authorities in India or Global/Multilateral) in last 3 (three) years in Investment Promotion, Trade/Investment Facilitation Expert, Ease of Doing Business, Economic Development or Project Identification/ Attracting Private Sector investment Appraisal/ Facilitation/ improving Trade competitiveness. Project extensions can be considered as separate jobs. (Max Marks 15)						15 Marks
	<ul style="list-style-type: none"> • Upto 5 Project – 05 marks • 10 Project – 10 Marks • 15 Project-- 15 Marks 						
5	Understanding of scope, approach & methodology						40
	<ul style="list-style-type: none"> - Conceptuality Clarity & Understanding of Assignment (5 Marks) - Approach & Methodology (5 Marks) - Case study of similar type of engagement as anticipated in the scope of work of this proposal undertaken by the applicant. - Each case study 10 marks each; Advisory value of INR 3 crore each. 						
Total							100

**Note – Domain Professionals include 11 positions - ‘Investment Project Development Professional’, ‘Digital Promotion Professional’, ‘Investment Tracking Professional’, ‘Doing Business Professional’, ‘Start-up/ Entrepreneurship Professional’, ‘Investment Financing Professional’, ‘Investment Economic Modelling Professional’, ‘PPP Professional’, ‘Investment Promotion Professional’, ‘Infrastructure Investment Professional’, ‘Investment Policy/ Incentive Professional’.*

Tier II: Distribution of Marks: (Strategy Consulting)

S. No.	Parameters	Max Marks
-----------	------------	--------------

1.	<p>Annual Turnover from consultancy business in FY 19-20 in India (excluding revenue from IT, audit, taxation and other financial services)</p> <ul style="list-style-type: none"> ➤ 200 crore ----- 5 Marks ➤ 400 Crore ----- 7 Marks ➤ 600 crore -----10 Marks 	10
2	<p>Detailed project experience description of a global or Indian assignment in infrastructure sector focusing on designing regulatory framework or designing /Setting up & building of SPV/ Setting up of SEZ piloting a new PPP model for large programme. Consultancy fees for the assignment should not be less than 5 crores</p> <ul style="list-style-type: none"> - Benchmarking conducted of different regulatory framework/models/PPP models in the sector. - Key challenges/objective of client and how the new model addressed the issue - Role played by the consultant - degree of involvement in designing the regulatory framework /new PPP model. 	10
3.	<p>Sector Experience in India</p> <p>The Bidder will be scored on experience on the number of projects undertaken in India or outside India in each of the following sector in the last 5 years of project value greater than 5 Crores.</p> <ul style="list-style-type: none"> - Infrastructure, discrete and process manufacturing - Petrochemical, Oil & Gas and Pharma - Electronic, IT, Telecom - Auto, Defence, Aviation - Consumer goods, Food processing, Textile - Travel, Transport, Logistic and Tourism <p>(Minimum 2 in each of the sectors)</p> <p>10 Projects – 10 Marks 20 Project – 20 Marks 30 Projects – 30 Marks</p>	30 Marks
4	<p>Team Members – Relevant experience, skills & competencies and qualifications</p> <p>Agency to submit 2 CV each against the proposed team and experts.</p> <p>Over 75% of all global partners (or Vice Presidents) are strategy consulting partners. Audit, technology services, risk management, market research or KPO services are not counted as strategy consulting</p>	5 5

5	<p>Understanding of scope, Approach & Methodology (10)</p> <ul style="list-style-type: none"> - Case study of similar type of engagement as anticipated in the scope of work of this proposal undertaken by the Bidder in India or outside India. (30 Marks) - Investible project creation and grounding of same - Competitive landscape analysis of Sector in terms of investment attractiveness - Identification of key bottlenecks for investment in other areas and solutions to overcome those in mediam /long term - Identifying strategies interest for sector for boosting in house capabilities in manufacturing/services and strategy to target relevant investment thereof <p>3 Case study will carry 10 marks each, advisory fees should be of INR 5 crore or more value.</p>	40 Marks
Total		100

1. Technical presentation on the Bidder's understanding of the ecosystem and assignments (Max. Marks – 40)
2. Total Marks – 100 and Qualifying Marks – 75%; Bidders securing > 75% of the total marks as above will only be considered technically qualified.

F. TEC FORM 1: COVERING LETTER

To
 CEO/ MD
 Invest India 1st Floor,
 Vigyan Bhawan Annexe,
 Maulana Azad Road,
 New Delhi – 110001

Sub: Bid for Empanelment of Consulting Organisations for Support of Project Development Cells in Government Ministries & Departments under category **Tier** *[insert]* pursuant to Request for Proposal dated *[insert date]* (“**RFP**”)

Dear Sir,

1. Having examined the RFP and appendix thereto, we, the undersigned, in conformity with the said document, submit our proposal to offer the Services as given in the RFP and the terms of reference in accordance with the terms of the Contract.
2. We acknowledge having received the following addendum to the proposal document (*this point to be struck-off if no addendum is released by Invest India*):

Addendum No.	Dated

3. We undertake, if our proposal is accepted, to provide the Services set out in the RFP, our response and as more particularly enlisted in the Contract within time frame specified, starting from the date of receipt of empanelment letter from Invest India.
4. If our proposal is accepted, we agree to execute a Contract in the form to be communicated by Invest India, incorporating provisions from the RFP, our responses and all other agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard and LOA within time prescribed after notification of your intention to accept this proposal.
5. We agree to an unconditional acceptance of all the terms and conditions set out in the RFP. Unless and until a formal agreement is prepared and executed, this proposal together with your written acceptance thereof shall constitute a binding contract.

6. We would like to clearly state that we qualify for this project as we meet all the eligibility criteria indicated by you in the RFP.
7. We understand that if the details given in support of claims made above are found to be untenable or unverifiable or both, our proposal may be rejected without any reference to us. We further clearly understand that Invest India is not obliged to inform us of the reasons of rejection of our proposal.
8. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with and accept that any misrepresentation contained in it may lead to our disqualification from the bid. We have gone through all the conditions of the RFP and are liable to any punitive action for furnishing false information/documents.
9. We authorize Invest India or its authorized representatives to conduct any investigations to verify the statements, documents and information submitted and to clarify the financial and technical aspects of the proposal. On verification, at any time in the future if it is found that information furnished with this proposal and statements made therein are not true, incomplete or incorrect, we hereby authorize Invest India to reject our bid proposal.
10. We hereby undertake that we have not made any payment or illegal gratification to any person/authority connected with the bid process so as to influence the bid process and have not committed any offence under the Prevention of Corruption Act, 1988 or any other applicable laws, in connection with the bid.
11. Our authorised signatory is entitled to act on behalf of our company/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in connection with our proposal.

Dated this _____ day of _____ <YYYY>

Signature

(Bidder Seal)

In the capacity of:

Duly authorized to sign documents/proposals for and on behalf of:

G. TEC FORM 2: TECHNICAL BID

1. Name of the Bidder
: _____
2. Address of the Bidder:

_____ District _____ PIN _____
3. Email Address:

4. Phone:

5. Incorporated as: _____ in year _____ at _____
(State Company, Registered Firm, Co-operative Society or Partnership Firm)
6. Whether any arbitration/proceeding is instituted against the Bidder or the Bidder has lodged any claim in connection with works carried out by them (Yes/No): _____
If yes, please give details _____
7. Whether the Bidder complies with the requirement of Registration under the Contract Labour (Regulation and Abolition) Act (Yes/No):

8. Bidder profile (*)
 - a. GST Number: _____
 - b. PAN: _____
 - c. Name of the concerned lead:
_____ and designation: _____
 - d. Email Address: _____
 - e. Mobile Number: _____

9. Bidder's turnover in India (In Rs. Crores)

Turnover	2017-18	2018-19	2019-20	Average Turnover
1	2	3	4	5
From consulting services (excluding audit and Taxation) Tier 1				
From consulting services, The turnover quoted must be from Strategic Consultancy/ Professional work (excluding revenue from audit and taxation) Tier-II				

10. Bidders experience detail to be furnished as per below **SL. No.4 under Tier I and Sl. No2 and 3 under Tier II category of Annexure -E technical evaluation criteria**. Information may be submitted in the following format. Please attach separate sheet for each project and submit work orders & satisfactory completion certificates from the clients.
11. Using the format below, provide information on each assignment / job for which your organization, had legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out assignment/job similar to the ones requested above of relevant requirement.

(exact assignment / job details may be submitted).

Agency's name:

Assignment Name:	Country:
Name of Client: (Is the client an Indian Public Sector organization / ministry / department / enterprise / undertaking owning/ operating a large (minimum 500 acres) industrial park/ SEZ? – Yes/No) (Provide details)	Sector Name:
No. of Staff:	No. of Staff-Months; duration of assignment:

Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in INR):
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Total amount of confirmed investments (INR cr) :		
Of which, FDI investments (INR cr) :		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Note: *Self-Certified documentary evidence to be submitted in support of eligibility: To demonstrate eligibility as well as to be scored against the Technical Criteria related to experience, the Bidder needs to submit copy of contract / work orders along with completion certificate indicating the details of previous assignment completed, client, value of assignment / proportionate value in use of projects / assignment in process date and year of award. The Managing Director or equivalent authorized signatory of the Bidder shall self-certify if the Bidder has done assignments subject to nondisclosure agreements. In such cases, the Bidder must provide broad details of the assignment for the evaluation committee to ascertain relevance.*

12. Detail for evaluation of personnel proposed to be deployed on PDC projects as per below format:

S.No.	Experience	No. of Resources required on bidder's role	No of resources on bidders roll along with sample of CV as per below format
1	Partner	5	
2	Project Manager	20	
3	Sector Expert	20	
4	Domain Professionals*	30	

5	Project Associates including Research, Documentation & Analysis Support	80	
---	---	----	--

**Note – Domain Professionals include 11 positions - ‘Investment Project Development Professional’, ‘Digital Promotion Professional’, ‘Investment Tracking Professional’, ‘Doing Business Professional’, ‘Start-up/ Entrepreneurship Professional’, ‘Investment Financing Professional’, ‘Investment Economic Modelling Professional’, ‘PPP Professional’, ‘Investment Promotion Professional’, ‘Infrastructure Investment Professional’, ‘Investment Policy/ Incentive Professional’.*

13. Payment Details (as applicable) Tier I OR Tier II:

Particulars	Amount(in Rs.)	Instrument No.	Date	Bank	Branch
EMD					

- Format of Curriculum Vitae (CV) For Proposed Key professional staff

1. Proposed Position [i.e., team leader, trainer – life skills, trainer – business etc.]: _____

2. Name of Bidder [*Insert name of organisation proposing the staff*]: _____

3. Name of Staff [*Insert full name*]: _____

4. Date of Birth: _____ **Nationality:** _____

5. Education [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. Membership of Professional Associations: _____

7. Other Training [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. Employment Record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: __ To [Year]: _____

Employer: _____

Positions held: _____

9. Detailed tasks assigned

[*List all tasks to be performed under this assignment*]

10. Work Undertaken that best Illustrates capability to handle the tasks assigned

[*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.*]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed:

11. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[*Signature of staff member or authorized representative of the staff*]

Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

Documents in support of the above may be furnished with page numbers indicated in the index. Please use separate sheets wherever necessary.

(*) If the Bidder has branch offices in India, please give profile of the branch offices as per item (e) above.

Authorised Signatory
Name

Date:

Place:

Company Seal

H. DETAILED FINANCIAL BID

1. Name of the Bidder: _____
2. Resource Rates:

Tier-I

SNo	Position Category	Man-Month rate of	Weight	Total
		(without tax)		
	1	2	3	4=2x3
1	Project Leader		0.10	
2	Project Manager		0.20	
3	Sector Experts		0.40	
4	Domain Professionals*		0.20	
5	Research, Documentation & Analysis Support		0.10	
GROSS TOTAL VALUE (GTV) = Sum of Column 4 (Total) of Rows 1 to 5				

Tier-II

SNo	Position Category	Man-Month rate of	Weight	Total
		(without tax)		
	1	2	3	4=2x3
1	Small Team (2-3 Consultants (3 Expert of 12 years of		0.50	

	experience *25% of time)			
2	Medium Team (5-7 Consultant) 5 Experts of 12 years of experience *25%		0.50	
GROSS TOTAL VALUE (GTV) = Sum of Column 4 (Total) of Rows 1 to 2				

3. The resources to be deployed at the above levels should be the Bidder's employees and respectively they should have regular educational qualifications and experience as per **Annexure-C: "EDUCATIONAL QUALIFICATION AND EXPERIENCE"**.
4. For consideration of their bids, the Bidders have to quote for all the Position Categories. The rates quoted should be as per industry standards for the prescribed experience. For any of the Position Category, bids quoting zero or incredibly low rates compared to the industry prevalent rates will be rejected and EMD forfeited.
5. The rates finalized will not be changed throughout the period of empanelment/ extended empanelment. Annual escalation as fixed in the RFP will automatically become applicable on effective date.
6. The empaneled agencies will provide service all over India. If a resource has to undertake a tour in the interest of a project with the prior approval of the User Department project head, the TA/ DA as per User Ministry/Departments rates will be applicable.
7. Out of Pocket Expenses (OPE) for Consultants will be reimbursed on production of original documents.
8. Each work order will be considered a project and OPE shouldn't exceed 10% of the work order value.
9. GST and other taxes as applicable will be paid extra.

Authorised Signatory
Name

Date:

Place:

Company Seal

**Note – Domain Professionals include 11 positions - 'Investment Project Development Professional', 'Digital Promotion Professional', 'Investment*

Tracking Professional, *Doing Business Professional*, *Start-up/Entrepreneurship Professional*, *Investment Financing Professional*, *Investment Economic Modelling Professional*, *PPP Professional*, *Investment Promotion Professional*, *Infrastructure Investment Professional*, *Investment Policy/ Incentive Professional*.

I. ABRIDGED FINANCIAL BID

Financial Proposal Submission Form

[*Location, Date*]

To: **Invest India**

1st Floor, Vigyan Bhawan Annexe,
Maulana Azad Road,
New Delhi – 110001

Subject: Bid for Empanelment of Consulting Organisations for Support of Project Development Cells in Government Ministries & Departments under category Tier [*insert*] pursuant to Request for Proposal dated [*insert date*] issued by Invest India (“**RFP**”)

Dear Sir,

We, the undersigned, offer to provide the services for Support of Project Development Cells in Government Ministries & Departments in accordance with your RFP. Our attached Financial Proposal (including Abridged Financial Proposal and Detailed Financial Proposal) is in sealed files in accordance with the manner set out in the RFP. This amount is exclusive of all taxes. We hereby confirm that the financial proposals are unconditional, and we acknowledge that any condition attached to our Financial Proposal shall result in rejection of our Financial Proposal.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal.

Name and address, amount and purpose of commission and gratuity to be paid to the agents relating to the Proposal and Contract execution, if we are awarded the Contract are listed under our proposal.

We understand, agree and acknowledge that you are not bound to accept any proposal you receive from a Bidder pursuant to the RFP and you are entitled to reject our proposal at your discretion without assigning any reasons in respect thereof.

It is certified that the information furnished herein and as per the documents submitted is true and correct and nothing has been concealed or tampered with and we accept that any misrepresentation contained in it may lead to our disqualification from the bid. We have gone through all the conditions of the RFP and are liable to any punitive action for furnishing false information/documents.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:
 Name of Bidder:
 Address:

Name of the Bidder:

Prices should be quoted in Indian Rupees and indicated both in figures and words. Price in words will prevail in the event of any mismatch.

GROSS TOTAL VALUE (GTV) X=	Rupees.....
(in words)	

Note:

1. The Bidder must first fill rates as per Detailed Financial Bid. Rates for all the items have to be quoted for consideration of their bid.
2. In this proforma, the GROSS TOTAL VALUE (X) as calculated in the Detailed Financial Bid has to be reproduced as above.
3. This proforma should not contain any detailed rates otherwise the bid will be rejected.

Authorised Signatory Name

Date:

Place:

Company Seal

J. PROJECT EXECUTION MODEL

Case I : Upon award of Contract, the project execution model would be broadly as follows:

- a. Preparation of Terms of Reference (TOR) indicating nature of work, duration, resources required, place of deployment, reporting officer, deliverables and technical evaluation matrix for hiring the Services of consultants from empanelled Bidders.
- b. Constitution of Project Review Committee (PRC) and/ or other such committees by User Ministry/ Department.
- c. Approval of TOR by User Ministry/ Department.
- d. Circulation of resource requirement/ TOR to all empanelled Bidders by concerned User Ministry/ Department.
- e. Selection of resources from empanelled Bidders by PRC through in accordance with the technical evaluation only (no price bid or negotiations), as per the matrix defined by the User Ministry/ Department.
- f. The Bidder shall provide CV of resources as per requirement of User Ministries/Departments, and the User Ministries/Departments may interview resources in accordance with their requirement and as per matrix pre-defined by User Ministry/ Department.
- g. Intimation to empanelled Bidder(s) about the selected resource, kind of resource, date of joining and duration by Ministry/ Department.
- h. Issuance of work order by Ministry/ Department to the empanelled Bidders.
- i. Deployment of resources by empanelled Bidders either at the designated Sites or from its respective offices as defined by Ministry/ Department.
- j. The resources to be deployed will be interviewed by the respective User Ministry/Department and upon confirmation/approval of concerned User Ministry/Department only the resources will be deployed.
- k. Raising of monthly/quarterly or as agreed between the User Ministry/Department and empanelled Bidder bills along with the Progress Reports shall be submitted by empanelled Bidder to User Ministry/ Department for release of payment as per work order.
- l. Project closure on its completion by Ministry/ Department.

Case -II : Deliverable based assignment

- a. Communication for initiating the project from User Ministry/Department.
- b. Preparation of Terms of Reference (TOR) indicating nature/scope of work, supporting documents, duration, place of deployment, milestones, deliverables, selection criteria etc. for deliverable based consulting assignment from empanelled Bidders.
- c. Constitution of Project Review Committee (PRC) and/or other such committees by Ministry/Department.

- d. Approval of TOR by User Ministry/Department.
- e. Circulation of TOR along with supporting documents to empanelled Bidders by Invest India.
- f. Selection of Bidder and cost as per selection criteria defined in TOR by PRC.
- g. Approval of Committee meeting minutes by User Ministry/Department.
- h. Order Placement by User Ministry/ Department to empanelled Bidder.
- i. Deployment of resources, if required, at designated places, finalisation of Milestone Performance Report (MPR) indicating milestones, deliverables, key performance indicators, quality parameters for deliverables etc.
- j. Project execution by empanelled Bidder under the guidance of PRC.
- k. MPR submission by Reporting Officer to bidder at the end of each milestone based on PRC review.
- l. Raising invoices as per the term of Contract/work order.
- m. Sign-off by Ministry/Department
- n. Project Closure on its completion by User Ministry/Department.

Case III- Selection by Ministry using QCBS

- a. Since Invest India has done the prequalification, User Ministry/Department can follow preparation of Terms of Reference (TOR) indicating nature/scope of work, supporting documents, duration, place of deployment, milestones, deliverables, selection criteria etc. for deliverable based consulting assignment from empanelled Bidders.
- b. They can define the requirement of resources as per their requirement and may ask for lumpsum rate for deliverable based methods.
- c. Using QCBS method they can select the consultant required for the project from the empanelled Bidders.

Invest India may also engage any of the empanelled Bidders using any of the method prescribed above.

Note – The concerned User Ministries/Departments will be solely responsible for the process of on-boarding and final selection of Bidders. Payment for Services of empanelled Bidders shall be made by the concerned User Ministries/ departments.

K. PROPOSED CONSULTANTS FOR PROJECT DEVELOPMENT CELL

(The format provided below is indicative only)

1. Name of the Bidder:

2. Address of the Bidder:

District _____ PIN _____

3. Invest India Empanelment No.: _____ Date _____

4. Empanelment valid upto: _____

5. Ministry/Department: _____

6. Job Location: _____

7. Job Profile: _____

(Summary of job to be done)

(Use additional sheets if required)

8. Estimated Resource Deployment

S.No.	Resources	Qualification	Relevant Experience	Resource Category	No. Required	No of Months	Rate/month as per empanelment	Cost of the Project (In Rs.)
1	2				3	4	5	6=3X4X5
1	Project Leader							
2	Project Manager							
3	Sector Expert							

4	Investment Project Development Professional							
5	Digital Promotion Professional							
6	Investment Tracking Professional							
7	Doing Business Professional							
8	Startup/ Entrepreneurs hip Professional							
9	Investment Financing Professional							
10	Investment Economic Modelling Professional							
11	PPP Professional							
12	Investment Promotion Professional							
13	Infrastructure Investment Professional							
14	Investment Policy/ Incentive Professional							
15	Research, Documentatic n & Analysis Support							

				Resource Cost (total from S.No. 1 to 15)	RC =
				Out of Pocket Expenses on actual , if any (should not exceed 10% of RC)	OPE =
				Total Cost (C = RC+OPE)	C =

9. The detailed CVs/ supporting document may be provided to justify qualification as per empanelment and relevant experience.
10. Out of pocket expenses will be reimbursed as per actuals subject to not more than 10 % of contract value pre-approved by User Ministry/Department.
11. During the periodic review of the job progress, if the PRC finds that the job is not progressing towards its scheduled completion; the empanelled Bidder will deploy additional resources without any extra charge.
12. For long duration projects, the empanelled Bidder will also prepare a phased delivery and payment schedule to enable PRC to recommend phased payments.

Authorised Signatory Name

Date:

Place:

Company Seal

L. ENCLOSURE CHECK-LIST

(To be submitted properly numbered and indexed along with signatures of the authorized representative of the Bidders)

SNo	Description	Format
File-1		
1	EMD	Hard copy
2	Scanned copy of EMD	
3	Duly filled and signed Annexure-O: BIDDER'S SUMMARY	
4	Duly signed Authorization letter/ PoA of the bidder	
5	Annexure R: Declaration for not Being Ineligible on Account of Corrupt or Fraudulent Practices	
File-2		

1	Duly filled and signed Compliance sheet as per Annexure-M: Eligibility Criteria Sheet	PDF of not more than 10MB
2	All the necessary Annexure related to Eligibility Criteria	
3	All the supporting document asked for Eligibility Criteria	
File-3		
1	Duly filled and signed sheet as per Annexure-F: TEC Form 1	PDF of not more than 10MB
2	Duly filled and signed sheet as per Annexure-G: TEC Form 2	
3	All the necessary Annexure related to the Technical evaluation criteria	
4	All supporting document as asked for technical evaluation criteria.	
Files-4 and 5		
1	Financial bid as per Annexure-I: ABRIDGED FINANCIAL BID	Password protected PDF of not more than 1MB
2	Financial bid as per Annexure-H: DETAILED FINANCIAL BID	Password protected PDF of not more than 1MB

M. ELIGIBILITY CRITERIA SHEET**Tier I**

S. No	Eligibility Criteria	Proof / Documents to be submitted	Compliance (Yes/ No)	Page enclosed in the bid
1	The Bidder should be a company registered in India under the Companies Act, 2013 or a partnership firm registered under the Indian Partnership Act 1932 or LLP registered under LLP Act 2008 with their registered office in India and having an office in Delhi for the last 3 (three) years on the date of publication of this RFP, to be able to manage Pan India operation	Certificate of incorporation/ registration		
2	The annual turnover of the Bidder should be a minimum of INR 100 crores (Indian Rupees One Hundred Crore only) in each of the last 3 (three) financial years (FY 2017-18, FY 2018-19, FY 2019-20). The turnover quoted must be from consultancy/ professional work (excluding revenue from audit and taxation) undertaken by the Bidder in India.	Certificate from statutory auditor and audited financial statements for the 3 (three) previous financial years and letter of declaration if financial statements are under audit.		

S. No	Eligibility Criteria	Proof / Documents to be submitted	Compliance (Yes/ No)	Page enclosed in the bid
3	The Bidder should not be banned/disqualified/debarred / blacklisted by any Central or State Government institution as on date of publication of this RFP.	Declaration on company letter head by authorized signatory		
4	The Bidder should have at least 100 (One Hundred) on-roll employees in India as on date of publication of this tender.	Undertaking on company letter head by the authorized signatory/ HR of the firm		
5	The Bidder must have successfully handled 1 large scale program (of a basic contract value of at least INR 5 crore (Indian Rupees Five Crore only)) covering Program Management Unit / Technical Support Unit / Knowledge Partnership services for any Government Agencies in last 5 years (five) in India	Completion certificate		
6	The Bidder should have minimum number of resources on their rolls as per qualification & experience in domain area etc. as defined in Annexure-C: "EDUCATIONAL	Information and supporting document as defined in Annexure		

S. No	Eligibility Criteria	Proof / Documents to be submitted	Compliance (Yes/ No)	Page enclosed in the bid
	QUALIFICATION & EXPERIENCE”.	-C: - “EDUCATIONAL QUALIFICATION & EXPERIENCE” and Annexure -N:- “EMPLOYEE DETAILS” to be submitted		

Tier II

SNo	Eligibility Criteria	Proof / Documents to be submitted	Compliance (Yes/ No)	Page enclosed in the bid
1	The Bidder should be registered in India under the Companies Act 2013 or a partnership firm registered under the Indian Partnership Act 1932 or LLP registered under LLP Act 2008 with their registered office in India and having office in Delhi for the last 3 (three) years as on date of publication of this RFP. The Bidder should have physical offices in more than 30 (thirty) countries with	Certificate from statutory auditor/ authorized signatory and letter of declaration.		

	<p>permanent staff including group company offices or branch offices in India or outside of India with access to their knowledge networks. The Bidders must submit power of attorney issued by branch office authorizing the signatory of the bid to act on behalf of the Bidders (All the offices must be part of same entity)</p>			
2	<p>The annual turnover of the Bidder should be a minimum of INR 200 crores (Indian Rupees Two Hundred Crores only) in each of the last 3 (three) financial years (FY 2017-18, FY 2018-19, 2019-20). The turnover quoted must be from strategic consultancy/ professional work (excluding revenue from audit and taxation)</p>	<p>Certificate from statutory auditor/ authorized signatory and letter of declaration.</p>		
3	<p>The Bidder should have completed at least 1 (one) large investment project of project value > \$1 Mn / ₹INR 7 crore (Indian Rupees Seven Crore only) with INR 500 crore (Indian Rupees Five Hundred Crore only) investment with public sector entities, government authorities, ministries or Private Industry departments in India or outside India in the last 5 years.</p>	<p>Self-certification from Managing Director or equivalent authorized signatory</p>		

4	All the global resources including domain area experts of the Bidder should be available for this engagement without any additional costs. For this, the Bidder must provide (i) Letter of Comfort for sharing the global resources, (ii) Proof of Arrangement (e.g. shareholding pattern) along with the bid	Letter of Comfort signed by the Board-level member of the global parent.		
5	The Bidder should have minimum number of resources on their rolls as per qualification & experience in domain area etc. as defined in Annexure-C “Educational Qualification & Experience”.	Information and supporting document as defined in Annexure-C - “Educational Qualification & Experience” and Annexure-N – “Employee details” to be submitted		

Note:

- a) All bid documents must be clearly signed and stamped by the authorized signatory of the Bidder.
- b) Only those Bidders, who satisfy the eligibility requirements and accept the terms and conditions of this RFP document without any pre-condition shall be short-listed for further evaluation.

Authorised Signatory Name

Date:

Place:

Company Seal

N. EMPLOYEE DETAILS*<On Company's Letter Head>***1. Name of the Bidder:**

.....

2. Position:**3. No. of Resources in each Position:**

S. No.	Name of Employee	Educational Qualifications	Total Experience in years	Experience in detail
1				
2				
3				

Note: One sheet may be filled for each position**Signature of HR Representative:****Name:****Designation:****Date and Company Seal:****Note:**

Bidders have to submit the list of the consultant/ employees for each profile as per details given in **Annexure-C: "EDUCATIONAL QUALIFICATIONS AND EXPERIENCE"**. Invest India may verify the genuineness on sample basis up to the satisfaction, by reviewing the information provided in the tables above.

O. BIDDER'S SUMMARY

1. Details of Bidder

S. No.	Particulars	Details
1	Name	
2	Address (Corporate Office)	
3	Name of Authorized Person	
4	Telephone	
5	Mobile No.	
7	Website	

2. EMD details, as applicable

Particulars	Amount(in Rs.)	Instrument No.	Date	Bank	Branch
EMD					

Authorised Signatory Name

Date:

Place:

Company Seal

P. SCOPE OF WORK

The indicative scope of work to be undertaken by empanelled Bidders for concerned User Ministries/Departments will include:

Scope of Work for Empanelled Bidders

1. In-depth analysis of to identify and prioritize investment opportunities and projects in line with strategic objectives of various departments

- 1.1 Support in identifying large marquee projects in innovation driven sectors. The projects need to be marketable and need to have strong demand within the investor community.
- 1.2 Create a comprehensive framework to prioritize the long list of projects on parameters like investment potential, expected employment, ecosystem benefits and other strategic priorities
- 1.3 Review pipeline of existing and upcoming projects to identify suitable projects (prioritized as per select parameters) to be implemented on fast track mode.
- 1.4 Undertake global benchmarking for each prioritized project to bring out learnings / global best practices that can improve chances of success.
- 1.5 Create comprehensive framework for analysing various parameters of an investable project and identifying projects which may be considered as 'Marquee Projects'.
- 1.6 Create monetization strategy to suggest models that will ensure that maximum value realization / investments can be secured by the Government.
- 1.7 Identification of 'Low hanging Fruits' across centre and state which can be targeted on a priority

At the end of the activities above, the empanelled Bidder must be ready with the following:

- Prioritized list of investable opportunities, prioritized on identified socio-economic parameters for consideration by the Government.
- Quantified set of outcomes / benefits that will be realized from successful implementation
- Strategic roadmap for designing, implementing and marketing the project to both Indian and global investors.
- Project financing model with focus on new innovative PPP model that will be used to fund shortlisted projects.
- Global best practices that need to be deployed to ensure success of identified projects.
- Prepare initial list of investors that can be approached for marketing the identified projects. Provide detailed plan on methods & channels for engaging investors globally for different projects.

- Measures required to boost institutional capacity across other Central government departments, state governments and related departments for successful execution of these project.
- Summary matrix on identified risks, issues and recommendations for policy making.
- List of projects (from existing and upcoming project pipeline) to be implemented on fast track.
- List of marquee projects to be showcased by the Government. Along with a marketing strategy for both domestic and global markets.

2. Build robust pipeline of investable projects along with value proposition for investors

- 2.1 SWOT Analysis for each project on the basis comprehensive set of factors.
- 2.2 Undertake demand assessment study to understand feasibility of attracting investment.
- 2.3 Competitive landscape analysis to understand competing projects in India and outside. Understand relative position against competing projects.
- 2.4 Create detailed dossiers on each of the shortlisted projects including database for land, funding agencies and target sectors & investors.
- 2.5 Benchmark identified projects against similar projects done internationally. Identify best practices that can be incorporated to ensure success of the shortlisted projects.
- 2.6 Detail out the investment thesis for the project with list of key factors and enablers required to understand the financial feasibility of the projects.
- 2.7 Collate list of all approvals and clearances required mapped to respective agencies. Identify steps that can be eliminated to improve ease of doing business for investors.
- 2.8 Create detailed value proposition highlighting the project advantages and financial returns that can be expected by potential investors.
- 2.9 Prepare summary dashboards with project details segregated across parameters such as location, project cost, mode of implementation, and stage of approvals.

3. Create compelling investor value proposition basis global benchmarking and detailed cost disability analysis

- 3.1. Undertake cost disadvantage study for each project to quantify economic disadvantage involved compared to similar projects in countries like Vietnam, Indonesia, Thailand, Malaysia and China
- 3.2. Design incentive package with the aim of offsetting economic disadvantage identified
- 3.3. Understand material impact of current incentives (by Central and State Governments and multi-lateral agencies) on investor decision making

process. Understand gaps in current incentives and propose strategy for making them more attractive to investors

- 3.4. Design non fiscal incentives that can make current value proposition more attractive without increasing the financial burden on states and central government.
- 3.5. Work with stakeholders to ensure successful implementation of recommended incentives.

4. Support in executing a global investor outreach program and provide facilitation support

- 4.1. Identify high-potential companies and assess ability / likelihood of investment in India, through an understanding of the companies' investment strategy by identifying key metrics & market intelligence (ex: cash flows, raw material linkages, target markets, current capacity, supply chain network etc.)
- 4.2. Leverage industry experts, global experts and in-house experience to define cost structure, supply chain & strategic imperatives for target companies to develop the business case for investment
- 4.3. Detail and quantify the India advantage over other competitive destinations, including taxation and other incentives offered. Create a final investment thesis for target companies using inputs from this research.
- 4.4. Identify key stakeholders / decision makers and establish contact at senior levels through a plethora of industry relationships.
- 4.5. Support and setup discussions with companies through focused investors outreach programmes including roundtables and one-on-one meetings with key decision makers of the shortlisted companies.
- 4.6. Providing analyst and research reports on target companies including creation of sector specific research and company specific pitch for targeting effort to Invest India.
- 4.7. Develop content and collaterals such as presentations, sector brochures, project summary profiles, sector toolkits to be shared with potential and interested investors.
- 4.8. Support in maintaining a rigorous lead pipeline and ensuring regular follow ups, with the aim of conducting a minimum of one roadshow every quarter.
- 4.9. Support in digital media marketing to showcase sector opportunities and potential including on the website and various social media platforms such as Twitter, LinkedIn, and Facebook.

5. Fast-track Project Implementation

- 5.1. Communicate with project proponents to understand status of clearances & other identified activities undertaken for grounding of projects and correspondingly, map status with concerned departments

5.2.Suggest possible remedial measures and required activities including policy interventions for expedited project clearances

6. Program Management

6.1.Act as interface between the Government and other stakeholders.

6.2.Prepare monitoring and reporting dashboards on matrices identified in form of weekly and monthly progress reports.

6.3.Provide day to day technical and managerial support to PDCs.

The above-mentioned activities are indicative of the nature and type of activities to be undertaken by the empaneled Bidder. Any other work, which directly or indirectly affects the preparation of the Compendium of investable projects will also be considered within the scope of work under this RFP. For example, the User Ministry/Department can add web-platform design and development or branding in the scope and pay as per the rates of Digital Promotion Professional (for senior) and Consultant (for junior).

Q. PERFORMANCE BANK GUARANTEE

Validity	A period of 60 (sixty) days beyond the date of completion of all contractual obligations of the empanelled Bidder pertaining to the Contract.
Instrument	One single deposit in the form of a Bank Guarantee to be submitted within 15 (fifteen) days of execution of Contract
Amount	Equal to 10% (ten percent) of the Contract value

- a. It is expressly understood and agreed that subject to the terms of the Contract entered with the empanelled Bidders, the PBG is intended to secure performance of the entire Contract. Invest India shall invoke the PBG in case the empanelled Bidder fails to discharge any of its contractual obligations in accordance with the terms of the Contract. Provided that, it is expressly understood and agreed that the PBG shall not cover all the damages and losses that Invest India may suffer due to the empanelled Bidder's failure to perform any obligations under the Contract or any acts or omissions of the empanelled Bidder in performance of the Contract and same shall be governed by the terms of the Contract.
- b. Should the assignment period and the Contract for whatever reason be extended, the empanelled Bidder, shall at his own cost, get the validity period of PBG furnished by him extended and shall furnish the extended / revised PBG to Invest India before the expiry date of the PBG originally furnished.

R. DECLARATION FOR NOT BEING INELIGIBLE ON ACCOUNT OF CORRUPT OR FRAUDULENT PRACTICES

(On Bidder's letterhead)

[Location, Date]

To

Invest India,

Vigyan Bhawan Annexe - 110001

Subject: Declaration for not being ineligible for corrupt practice, fraudulent practice, collusive practices, or coercive practices or declaration of information in respect of the commissions and gratuities, paid or to be paid to agents relating to the proposal submitted pursuant to the Request for Proposal dated [insert date] issued by Invest India for Empanelment of Consulting Organisations for Support of Project Development Cells in Government Ministries & Departments (“RFP”)

Dear Sir,

In response to the RFP, I/We hereby declare that our organization is not ineligible for participating in this RFP on account of being charged or held guilty for directly or through an agent, engaging in a corrupt practice, fraudulent practice, collusive practices, or coercive practices (as defined in the RFP) under any law for the time being in force, in competing for the RFP.

We further declare that our organisation has not been declared ineligible for corrupt practice, fraudulent practice, collusive practices, or coercive practices either indefinitely or for a particular period of time under any law for the time being in force, by any State/ Central Government / Public Sector Undertaking / autonomous body on the date of bid submission.

We further disclose and declare the following information in respect of the commissions and gratuities, paid or to be paid to agents relating to our Proposal (if applicable):

Sr. No.	Name of Agent	Address of Agent	Amount	Purpose
1.	[●]	[●]	[●]	[●]
2.	[●]	[●]	[●]	[●]

If this declaration or any information provided herein is found to be false, incorrect, incomplete or misleading then without prejudice to any other action that may be taken against our organisation, our EMD/performance security may be forfeited in full and the proposal may be rejected forthwith and Invest India is entitled to blacklist our organisation from participating in any of its projects in the future.

Yours faithfully,

Authorized Signatory [*In full and Designation*]:

Name and Title of Signatory:

Name of Bidder:

Address: