



# Request for Empanelment (RFE) of Service Provider for Vetting Projects on India Investment Grid

RFE No - INV/IND/IIG/RFE-18-19/01

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**Issued by**

**Invest India**

**1<sup>st</sup> Floor, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi - 110 001**

**Email: [contact@investindia.org.in](mailto:contact@investindia.org.in); Website: [www.investindia.gov.in](http://www.investindia.gov.in)**

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# Request for Empanelment (RFE) for vetting projects on India Investment Grid

## 1. Overview

Invest India is the national investment promotion and facilitation agency for India. Operationalized in December 2009, Invest India has been set up as a not for-profit joint venture between Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce & Industry, Government of India; State governments and three Indian Chambers of Commerce, i.e., FICCI, CII and NASSCOM.

The mission of Invest India is "Promoting foreign investments in India in a focused, comprehensive and a structured manner while acting as the first reference point to provide quality input and support services to foreign investors."

India Investment Grid ([www.indiainvestmentgrid.com](http://www.indiainvestmentgrid.com)) (or "IIG") is an initiative by Department of Industrial Policy & Promotion, Ministry of Commerce, Government of India and is being managed by Invest India. IIG showcases a menu of investment options across India on a single interactive platform. An initiative to enhance the ease of doing business, IIG connects potential investors to project promoters across India.

## 2. Purpose

Indian project promoters requiring funds or technology or having other collaboration needs such as joint ventures, partnerships, consultancy or contractor requirements can post their projects on IIG. IIG provides free access to promoters to upload their project which can then be viewed by a global audience.

To authenticate the project data hosted on the IIG website and to assure investors on IIG that the project information meets basic checks and verification by a reputed agency, Invest India intends to empanel reputed and experienced agencies to manage the vetting process of projects on IIG.

The purpose of this Request for Empanelment (RFE) is to establish a credible mechanism whereby all the project related information being uploaded on IIG is checked and verified by a third party before it is published on the portal.

## 3. Invitation

Invest India invites applications from reputed firms for empanelment by Invest India for a period of one year, extended or reduced at the discretion of Invest India based on the firm's performance for a period decided by Invest India.

The criteria and actual process of evaluation of the responses to this RFE and subsequent selection of the firm(s) will be as mentioned in this RFE and any modification or changes to the terms and conditions mentioned in this RFE will be entirely at discretion of Invest India.

No contractual obligation whatsoever shall arise from this Request for Empanelment (RFE) process unless and until a formal contract is signed and executed by duly authorized official(s) of Invest India with the selected Firm(s). Invest India reserves the rights to empanel more than one Firm to complete the vetting process.

Invest India reserves the right to negotiate further the rates quoted by one or more bidders. Invest India also may negotiate with one or more bidders to match the lowest commercial bid value quoted by one or more other bidders. Invest India reserves the right to reduce or increase the number of Firm(s) to be empaneled at a later stage.

#### 4. Eligibility

The Firm must fulfill the eligibility criteria and must certify along with supporting documents that they fulfill all the eligibility criteria, including:

- Firm must have been in operation for a minimum of 5 years as on 1st October 2018. (Self-certification of operating for minimum 5 years on company's letterhead is mandatory)
- Annual Turnover of equal to or more than Rs. 25 Crore for each of last three financial years. A certificate from Chartered Accountant should be submitted.
- Experience in providing an array of consultancy services for the last 5 years.

All firms are required to bid independently for empanelment and no JVs/consortium are allowed.

#### 5. Scope of Work and Service

The scope of work/service expected from the selected Firm(s) is to provide the following services to Invest India:

- Vetting of existing projects on IIG for logical and sanity errors.
- Vetting of new projects being uploaded daily for logical and sanity errors.
- Coordination with Invest India and its associated agencies for vetting of projects.

The tools and analysis to be used for the above are stated below:

- Broad data analysis
- Desktop / Secondary research
- Logical checks
- Sanity checks
- News checks
- Internal discussion / professional judgement
- Document check (if any)
- Promoter background check for private promoters (through secondary research)
- Any other tools / analysis which the Firm(s) think fit for the vetting process

**Note:** Primary research and contact with Promoters would not be required unless specifically requested by Invest India.

**Note:** The selected Firm(s) will highlight / recommend changes in the projects and the promoter/agency uploading the project will make the necessary changes.

The data fields which will be vetted are provided in Annexure 1.

#### A. Methodology

- Invest India will provide data to the Firm(s) for vetting. A review framework will be

designed by the Firm(s) selected in consultation with Invest India.

- Invest India will, in due course, develop an online mechanism whereby all the projects uploaded on IIG will be passed to the firm for vetting. Only after the project has been vetted within the established timeframe, it will be published on the website.

## B. Timeframe

- The timeline for completion of this exercise can be divided into two parts:
  - The existing project data for approximately 4000+ projects, which are to be vetted in a 5-month period.
  - The new project data of average 125+ projects every month, which are to be vetted on a continuous basis within a 48-hour timeframe.

## C. Team Member Qualifications

- Team Leader - MBA or PGDM with minimum of 4 years of work experience in consulting / market research / due diligence.
- Team Member(s) - Graduate with minimum of 1 year of work experience in consulting / market research / due diligence.

## 6. Service Level

The selected Firm(s) must maintain performance levels as per the expectations of Invest India. The Project Manager must participate in a formal review and performance measurement program of the plans executed for each month.

Service Delivery would remain the key factor for defining the relationship and association of Invest India and selected Firm for future requirements. This will be monitored from time to time through feedback received from the investors using IIG.

## 7. Billing Process

- The Bills raised by the Firm shall cover in detail the services charged. It should clearly mention all the components like management fee (if any), taxes, any other detail etc.
- No advance payment will be released.
- All the bills to be submitted every month. Payment will be made within 45 days of bill submission.

## 8. Termination of Contract

Invest India reserves the right to terminate the contract with an advance notice of one month without assigning any reason. The contract can also be terminated at the request of Firm, with an advance notice of one month. The termination of contract shall not affect any other work order already being undertaken by the agency.

## 9. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation(s), etc. Invest India will not be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## 10. Bidding Process

The bids shall be submitted in two separate sealed envelopes, one containing Technical Bid and the other containing Commercial Bid, both to be submitted together in one envelope. All details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this RFE will have to be submitted. The Proposal with all accompanying documents and all communications in relation to or concerning the selection process shall be in English language. An Earnest Money Deposit (EMD) will have to be submitted along with the Technical Bid.

In the first stage, only TECHNICAL BID will be opened and evaluated. Bidders satisfying eligibility criteria and agree to comply with all terms and conditions specified in this document will be evaluated for technical specifications.

### Criteria and Point System for Evaluation of Technical Bid

Parameter	Points
The Firm should have knowledge and functional expertise in providing similar services to Govt. Departments, Multi National Organizations or Similar Institutions	15
More than 5 implementations - 15 Points	
2-5 Implementations - 10 Points	
Qualification / Profiles of Team Members as mentioned in the Scope of Work	15
Technical Presentation/Demonstration of the vetting process	70
<b>Total</b>	<b>100</b>

The minimum qualifying marks for technical qualification is 60. The combined score shall be obtained by weighing the technical and commercial bids in the ratio of 70:30 and adding them up. Based on combined weighted score for technical and commercial, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest combined score in evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc.

#### Example:

As an example, the following procedure will be followed. If in response to the RFE, 3 proposals, A, B & C are received. The technical evaluation committee awards them 75, 80, and 90 marks respectively. The minimum qualifying marks are 60. All the 3 proposals are, therefore, found technically suitable and their commercial proposals will be opened after notifying the date and time of bid opening to the successful participants. If the evaluation committee examines the commercial proposals and the quoted total bid values are as under:

Proposal		Total Bid Value
A	:	INR 120
B	:	INR 100
C	:	INR 110

Using the formula  $LTVB/TBV$ , where LTVB stands for Lowest Total Bid Value and TBV stands for Total Bid Value, the committee will give them the following points for financial proposals:

A	:	$100 / 120$	=	83 points
B	:	$100 / 100$	=	100 points
C	:	$100 / 110$	=	91 points

In the combined evaluation, thereafter, the evaluation committee will calculate the combined technical and financial score as under:

Proposal A	:	$75 \times 0.70 + 83 \times 0.30$	=	77.4 points.
Proposal B	:	$80 \times 0.70 + 100 \times 0.30$	=	86 points
Proposal C	:	$90 \times 0.70 + 91 \times 0.30$	=	90.3 points.

The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 77.4 points	:	H3
Proposal B: 86 points	:	H2
Proposal C: 90.3 points	:	H1

Proposal C at the total bid value of INR 110 will, therefore, be declared as winner and recommended for approval, to the competent authority.

For the due performance of the assignment in accordance with the terms and conditions specified, the selected Firm(s) shall on the day or before signing the contract, furnish to Invest India a performance security in the form of an irrevocable Bank Guarantee for an amount equal to ten percent (10%) of cost mentioned in the commercial bid. This performance guarantee will be released after successful completion of the whole Project.

Unsuccessful Bidder's EMD will be discharged / refunded as promptly as possible but not later than 30 days after the final selection. The successful Bidder's EMD will be discharged only after the completion of the contract papers. The EMD shall be forfeited if a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form or in case of a successful Bidder, if the Bidder fails to sign the contract; or if a bidder fails to furnish the Performance Guarantee.

To facilitate evaluation of Proposals, Invest India may, at its sole discretion, seek clarifications from any Firm(s) regarding their proposal. Such clarification(s) shall be provided within the time specified by Invest India for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

If a Firm does not provide clarifications within the specified time frame, their proposal shall be liable to be rejected. In case the proposal is not rejected, Invest India may proceed to evaluate the proposal by construing the particulars requiring clarification to the best of its understanding, and the Firm shall be barred from subsequently questioning such interpretation of Invest India.

## 11. Technical Bid

The Technical Bid shall contain the following documents.

- Covering Letter
- Firm's General Information
- Letter of Authority

- An Earnest Money Deposit of INR 10,000 (Rupees Ten Thousand Only) in the form of bank draft drawn in favour of Invest India and payable at New Delhi
- Documents related to Eligibility Criteria
- Corporate Brochure/ Profile
- Presentation on the Vetting Process in the form of pen drive and hard copies

## 12. Commercial Bid

Description	(in INR)
- Cost per Resource per Month	

The Firm needs to submit complete details/ supporting the above heads of Commercial Bid.

## 13. Important Dates

Activity	Timeline
Date of Announcement	11 <sup>th</sup> October, 2018
Last Date of submitting queries	18 <sup>th</sup> October, 2018
Date of Pre-Bid Meeting for any clarifications	22 <sup>nd</sup> October, 2018
Last date for modification in RFE	23 <sup>rd</sup> October, 2018
Last date of submission of Technical and Commercial bids	2 <sup>nd</sup> November, 2018
Date of opening technical bids	5 <sup>th</sup> November, 2018
Presentation by eligible bidders and open house discussions	5 <sup>th</sup> November, 2018
Declaration of Technical scores	12 <sup>th</sup> November, 2018
Opening of financial bids	13 <sup>th</sup> November, 2018
Final result of empanelment	14 <sup>th</sup> November, 2018

## 14. Contact Points

Mr Shivam Batham Manager Invest India Email: <a href="mailto:shivam.batham@investindia.org.in">shivam.batham@investindia.org.in</a> Mobile: 9205395572	Mr Saurabh Singh Assistant Manager Invest India Email: <a href="mailto:saurabh.singh@investindia.org.in">saurabh.singh@investindia.org.in</a> Mobile: 920515953
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## 15. RFE Integrity

Even though Agencies may satisfy the necessary requirements, they are subject to disqualification if they have:

- Made untrue representations in the form, statements required in the application document
- Records of poor performance such as abandoning work, not properly completed contract, financial failures or delayed completion
- Submit fake, fictitious or fabricated documents in support of their work experience, eligibility criteria, key experts etc.

Willful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that Invest India may take. All the submission, including any accompanying documents, will become property of Invest India. The bidders shall be deemed to license, and grant all rights to Invest India, to reproduce the whole or any portion of their solution for the purpose of evaluation, to disclose the contents of submission to other bidders and to disclose and/or use the contents of submission as the basis for RFE process.

## 16. General

- The Bidder is expected to examine all instructions, statements, terms and specifications in this RFE document. Failure to furnish all information required by the RFE may result in rejection of its bid.
- Invest India may choose to take an undertaking from the Firm to maintain the confidentiality of the information/documents etc.

Any effort on the part of the Firm to influence the bid evaluation process or award of contract may result in the rejection of the bid. It may be noted that after empanelment, Invest India shall have sole right and discretion to allot the work to the Agency commensurate to their capabilities and capacities. No complaint / representation/ grievance shall be entertained by Invest India in this regard.

## 17. Annexure 1 – List of Fields to be Vetted

Project Name
Sector
Subsector
Scheme
Brief
Type
Cost
Capacity
State
District
Address
Mode of Implementation
Project Stage
Present Status
Employment Generation
Requirement Details
Ownership
Promoter Name
Promoter Address
Promoter Contact No.
Contact Person Name
Email
Contact No.
Designation
Project Components
Land Area
Architecture
Contractor
Sub-Contractor
Consultant
Civil Contractor
Machinery Supplier
Component Supplier
Seismic Survey Consultant
Equipment Supplier
Service Provider
Smart Solutions - Service Area
Grid Connected
Project Classification

Bio-Power Energy - Fuel Type
Industry Related Parks / Zones, IT Parks - Sectors in Proposed Park
Solar Energy – Domestic Content Requirement
Wind Energy – Location Potential
Meat & Poultry - Product Type
Meat & Poultry – Slaughtering Capacity of Animals
IT & BPM – Product Type
Thermal Energy – Product Type
Machinery - Product Description
Machinery - Product Capacity
Space - Project Components
Logistics Parks, Warehouse, Food Parks - Storage & Warehousing
Logistics Parks, Warehouse, Food Parks - Custom clearance facilities
Logistics Parks, Warehouse, Food Parks – Packing & labelling
Logistics Parks, Warehouse, Food Parks – Cross-docking / Transfer
Logistics Parks, Warehouse, Food Parks – Multimodal Transport
Logistics Parks, Warehouse, Food Parks – Sorting / Grading
Logistics Parks, Warehouse, Food Parks – Office Space & Parking
Logistics Parks, Warehouse, Food Parks – Food Processing
Logistics Parks, Warehouse, Food Parks – Individual Quick Freezing Facility
Logistics Parks, Warehouse, Food Parks – Pulping Facility
Logistics Parks, Warehouse, Food Parks – Waste Treatment Facility
Logistics Parks, Warehouse, Food Parks – Other Services