

**Reference No. QCI/NABCB/0721/048**

**Request for Proposal for  
Hiring of Firm for Independent QCI Survey of  
Certification and Inspection Bodies**



**Quality Council of India (QCI),  
Institution of Engineers Building,  
2<sup>nd</sup> Floor, 2, Bahadur Shah Zafar Marg,  
New Delhi-110002**

## Tender Notice

1. Quality Council of India invites proposals for **“Hiring of Firm for Independent QCI Survey of Certification and Inspection Bodies”**
2. The content of this RFP enlists the requirements of the Quality Council of India and the Principal Authority of QCI: NABCB. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explain the contractual terms that the Quality Council of India and the principal authority: NABCB wish to specify at this stage.
3. After the submission of the Technical and Financial Proposals according to the instructions provided in the sections below, the Proposals will be evaluated through a two-stage process.
4. The Documents to be submitted:

Form 1	Covering letter with the Proposal in response to RFP Notice
Form 2	Relevant Project Experience
Form 3	Resource Profiles
Form 4	Details of the responding organization

5. The Technical Proposal may be submitted at the following address on or before July 29, 2021 by 12 Noon via post to:  
Deputy Director (Accounts), Quality Council of India (QCI)  
Indian Council for Child Welfare, 2nd Floor, 4, Pandit Deen Dayal Upadhyaya Marg,  
New Delhi-110002, India.

## Tender Summary

#	Item	Details
1	Project Scope	Hiring of Firm for conducting Surveys
2	Time for Completion	10 Weeks
3	Proposal Selection	Quality & Cost Based Selection (QCBS)
4	Payment	1. On Award of Work Contract- 20% 2. On completion of List Building and submission of draft list- 30% 3. CATI Data Collection from IBs and submission of draft report - 30% 4. After Submission and Approval of Final Report and List - 20%
5	Earnest Money Deposit	N/A
6	Tender Advertisement Date	July 08, 2021
7	Last Date of Submission of Proposal	July 29, 2021
8	PBG	3% of the Project Value
9	Presentation Round	To be notified via e-mail

## 1. INTRODUCTION

### 1.1. Quality Council of India (QCI)

The Quality Council of India (QCI) is a pioneering experiment of the Government of India in setting up organizations in partnership with the Indian industry. The mandate of QCI is to lead nationwide quality movement in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens. To achieve this, QCI is playing a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

### 1.2. National Accreditation Board for Certification Bodies(NABCB)

The National Accreditation Board for Certification Bodies (NABCB), a constituent Board of QCI, provides accreditation to Certification, Inspection, and Validation & Verification Bodies based on assessment of their competence as per the Board's criteria and in accordance with International Standards and Guidelines. NABCB is internationally recognized and represents the interests of the Indian industry at international forums through membership and active participation with the objective of becoming a signatory to international Multilateral / Mutual Recognition Arrangements (IAF MLA / ILAC & APAC MRAs). NABCB is a member of International Accreditation Forum (IAF) , International Laboratory Accreditation Cooperation (ILAC) & & Asia Pacific Accreditation Cooperation (APAC) as well as signatory to its MRAs for Management Systems (Quality, Environmental, Occupational Health & Safety, Food Safety, Information Security, Energy, Medical Devices), Product Certification, including Global G.A.P., Certification of Persons, and Inspection.

## 2. Scope of Work and Deliverables for the Vendor

### 2.1. Objective

The objective to carry out a Survey to gather information on the certification / inspection bodies in various industry sectors that operate in India and to find out if they hold any accreditation and are aware of the accreditation services provided by NABCB. The Survey also intends to understand the interest of certification / inspection bodies in seeking NABCB accreditation and obtain any feedback they may like to give about NABCB accreditation services. The Survey is also intended to find out if the clients of certification / inspection bodies demand any accreditation/certifications.

### 2.2. Scope of Work

The scope of survey is summarized below:

- a. To prepare list of CBs / IBs operating in various industry sectors in India, and ascertain their numbers. The list should capture name of company, business/industry sectors of operation, locations, registration/legal status, contact (e-mail ids and phone numbers), top management personnel, website and other relevant details of each of the CB / IB.
- b. To identify the industry / sectors in which each of the CB / IB operate and provide certification / inspection services.
- c. To understand their awareness and interest in accreditation and relevant standard, and whether they currently hold any accreditation / certification.

- d. To understand their interest in seeking NABCB accreditation for their certification / inspection services, and to obtain feedback on NABCB accreditation, if any.
- e. To understand and identify the demand for any accreditation / certification by the clients of CBs / IBs.
- f. To seek feedback from the clients of NABCB accredited CABs on services provided by them, as well as to ascertain if NABCB accredited conformity assessment supports their activities
- g. To seek feedback from CABs on the unauthentic / fraudulent certificates / reports in the market, and to find if there is any need for a Regulation

## 2.3. Methodology and Deliverables:

### 2.3.1. Methodology and Data Collection:

The bidder company in the bid submitted shall describe in detail the methodology /strategy and data collection tools / mechanisms it shall use for collection of comprehensive data as intended for scope of the survey. The bid should also elaborate on the data / information fields for which information will be gathered, and the quality checks that will be in place for the authenticity of data collected. The bidders whose technical bids are shortlisted shall be asked to give a presentation.

*Note: The questionnaire and information / data fields for Survey shall be finalized by QCI/NABCB after the bidder is finalized.*

### 2.3.2. Deliverables

- a. **List:** List of operating CB/IBs in India in MS Excel format with detailed information as per questionnaire and data / info fields finalized by QCI/NABCB.
- b. **Report:** Detailed report with analysis of data / information collected on different parameters and summary of findings.
- c. **Presentation:** Presentation on the results of Survey to QCI/NABCB Management after submission of draft report but before submission of final report.

## 2.4. Timeline

Activity	Completion Within	Remarks
Start of engagement	Week 0	
Inception Report	Week 1	This to include detailed approach, methodology, time plan, draft questionnaire and other pre-requisites for meeting objectives and deliverables
List building of certification / inspection bodies through secondary research	Week 4-5	List building activity shall be completed within 4-5 weeks from the date of award of contract.
Survey of CB / IBs	Week 5-8	Data collection activity, list and draft Report shall be completed within 5-8 weeks from the date of award of contract.

<b>Final Report</b>	Week 8-10	Presentation and Final Report shall be provided within 8-10 weeks from the date of award of contract.
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### 3. Terms of Engagement

#### 3.1. Pre-Qualification Criteria

S. No	Basic Requirements	Specific Requirements	Documents Required
1	Legal Entity	The Applicant should be a company registered in India under the Companies Act 2013 or any other previous Companies Act or a Limited Liability Partnership registered under the LLP Act, 2008 or a registered Partnership under the Indian Partnership Act, 1932*or. Registered as a society under the societies Act, 1860 for at least 5 (Five) years.	- Copy of valid Registration Certificates  - Copy of Certificates of incorporation
2	Turnover	Average Annual Turnover of the Bidder during the last Three financial years, i.e. FY 2017-18, FY 2018-19, 2019-20 (as per the last published audited balance sheets), should be more than Rs. 2 Cr	Audited Annual Reports OR Balance Sheets or CA Certificate with CA's Registration Number/ Seal
3	Technical Capability & Experience	Firm must have earlier conducted at least 10 similar assignments/surveys for PSUs or State/ Central Govt. organizations/ Large Private organizations delivering services. Earlier experience of working with QCI will be an added advantage. Details of assignments/ surveys carried out in the last three years to be provided with contact details of personnel of organizations dealt with so as to enable QCI to obtain feedback.	Work Order / Work Completion Certificates from the client
4	Certification	Firm must have experience in data collection using all following channels – in-person survey, CATI survey, online survey, and SMS survey. It must have conducted minimum 5000 surveys in at least 5 projects using any of the channel(s).	Copy of valid certificate
5	Specializations	The firm should have specialization in turnkey design, data collection, data analysis and insights reporting for B2B and B2C, Customer intelligence and research, specifically with focus on profiling, perception and satisfaction capture around service delivery and market research.	

6	Tax Registration	The company shall hold valid GST and PAN certifications.	Copies of relevant certificates of registration
7	Blacklisting	The bidder shall not have been blacklisted by any central or state government agency, PSU etc	Undertaking in this regard to be submitted.

#### 4. Proposal Evaluation and Selection Process

Overall evaluation of the Proposals will be done in three stages namely Pre-qualification, Technical and Financial evaluation based on QCBS. The final awarding of the contract will be done based on a **Quality & Cost Based Selection (QCBS)** procedure by giving 70% weightage to technical evaluation and 30% weightage to Financial.

##### 4.1. Proposal Submission Guidelines

All vendors shall mark the below title in bold on all submissions and their company name with address clearly mentioned at the bottom right corner of the cover.

Proposal Submission for RFP:

Also mention on top of the sealed envelope, the nature of the document “Technical Proposal” or “Financial Proposal”.

##### 4.1.1 Technical Proposal

The Technical Proposal (one hard copy) shall be submitted with the following:

- i. Pre-Qualification Documents (as per the Pre-Qualification Criteria clause)
- ii. Technical Presentation
  - a. Proposed Plan and Approach
  - b. Proposed Modules/Applications to be developed including technology architecture and sample designs for the web and mobile application
  - c. Proposed timeline for project deliverables
  - d. Resume of the Technical Resources, who will be the proposed for this Project.
  - e. As a part of Evaluation of proposals submitted by the applicants, QCI may seek further information or a presentation from the Organizations at a short notice for evaluation purposes. Note: The bidder should submit some mock-up/draft proposed designs for web and mobile applications
  - f. Any other details that the bidder may like to provide
  - g. Form – 1
  - h. Form – 2
  - i. Form – 3
  - j. Form – 4

##### 4.1.2 Financial Proposal

The Financial Proposal should be signed by the authorized signatory and submitted in a sealed envelope, only as a hardcopy, separate from the Technical

proposal. Softcopies are not permissible. The Financial Proposal must adhere to the following guidelines:

- i. The Vendors should submit the Financial proposal as per the format in Annexure-1.
- ii. A single, all-inclusive price quote (Please note that the payment may be split into monthly instalments and subject to deliverables).
- iii. A detailed explanation of the pricing structure including all price components, unit costs, resource loading, estimates of overheads and any other assumptions made in arriving at the final all-inclusive price quote .
- iv. This overall price quote would also include fees against professional services.
- v. Taxes would be additional and as per actual

## 4.2. Proposal Evaluation

After the Vendors submit their Technical and Financial Proposals according to the instructions provided in the sections below, the Proposals will be evaluated through a two-stage process as described below:

- i. Technical Evaluation
- ii. Financial Evaluation

### 4.2.1 Technical Evaluation

As the first step, the Technical Proposal will be evaluated based on the "Technical Evaluation Methodology" provided in the subsequent section.

As a part of Evaluation of proposals submitted by the applicants, QCI may seek further information or a presentation from the Organizations at a short notice for evaluation purposes. Note: The bidder should submit some mock-up/draft proposed designs the portal.

### 4.2.2 Financial Evaluation

The Financial Proposals, only of the Vendors whose Technical Proposals qualify Of the Financial proposals opened, the lowest "Project-Cost" will be designated as "L1" and awarded a score of 100. For the other qualifying Vendors, their Financial-Score will be calculated according to the formula:

$$\text{Score} = (\text{Project-Cost of "L1"})/(\text{Project-Cost of Vendor}) * 100$$

### 4.2.3 Calculation of Final Score

The "Final Score" of each qualifying Vendor will be calculated as indicated below.

$$\text{Final Score} = 0.7 * (\text{Technical-Score}) + 0.3 * (\text{Financial-Score})$$

Post that the Vendor with the best Final Sore will be called for the contract negotiation. In case of a tie in the Final Score, the Vendor with the higher Technical-Score post the presentation and the interview will be first invited for the contract negotiation.



#### 4.3. Evaluation Criterion

Evaluation Criterion		Vendor Identification
		Max. Score (%)
<b>1. Experience of the Firm</b>		<b>50</b>
1.1	Experience of the firm in surveys (similar type of project)	20
1.2	Provide client references for similar work done within past 3 years (a minimum of 5 references, preferably from government department / public sector / private sector/ recognized organizations or quality monitoring agencies)	10
1.3	Plan, Approach and documentation proposed	10
1.4	Office in Delhi/NCR	10
<b>2. Timelines</b>		<b>20</b>
2.1	Proposed estimated timeline for project deliverables	10
2.2	Proposed Response time and priority level matrix	10
<b>3. Lead and Team profile</b>		<b>30</b>
3.1	Technical resources available with the firm with expertise on the platform and languages mentioned in the technical specifications	20
2.2	Experience of proposed team	10
<b>Total Points</b>		<b>100</b>

Total points will be designated as “Technical Score” for each Vendor. In order to qualify in the technical evaluation, the Vendor must have a minimum Technical Score of **70 points**.

#### 4.4. General Terms and Conditions

The Vendor for this engagement would be selected through a competitive Proposal process, the details of which are provided below:

- i. Companies wishing to bid for this engagement should respond to QCI (contact information in the previous section) with a proposal and required supporting documentation (indicated below). The proposal would contain 2 parts:
  - a. Technical Proposal
  - b. Financial Proposal
- ii. The contract will be awarded to the Vendor whose proposal conforms to the terms of the RFP and is, in the opinion of QCI, the most advantageous and represents the best value of the assignment, price and other factors considered. QCI reserves the right to negotiate with the most competitive Vendor if required.
- iii. No marketing literature pertaining to the vendor/vendor is to be enclosed along with the proposal. If enclosed, it will be treated as a factor of disqualification. However, the statutory documentation related to the company incorporation, pan card, directors, etc should be submitted as part of Technical Proposal.
- iv. The Financial and Technical Proposals should be submitted separately. There should not be any Financial information in the Technical Proposal.
- v. The Technical and Financial proposals should be submitted in the given format and signed by authorized signatory.
- vi. The instructions and other details pertaining to the Proposal submission and the evaluation process are provided below.
- vii. **Payment Milestones:** The payment shall be made as per the below given milestones:

On Award of Work Contract	20%
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On completion of List Building and submission of draft list	30%
CATI Data Collection from IBs and submission of draft report	30%
After Submission and Approval of Final Report and List	20%

- viii. **Penalty:** If the service provider does not deliver the work to the satisfaction of the Customer within the stipulated time (as per para 01) a penalty equivalent to 2% of the total contract amount per calendar month shall be imposed on the service provider.
- ix. **Project Delivery:** Within 10 weeks of the award of Work Order.
- x. **Presentation:** As a part of Evaluation of proposals submitted by the applicants, QCI reserves the right to seek further information or a presentation from the Organizations for evaluation purposes. QCI may call for such information/presentation at a short notice.
- xi. **Performance Bank Guarantee:** The Purchaser will require the selected Bidder to provide a Performance Bank Guarantee, within 30 days from the Notification of award, for a value equivalent to **3% of the Financial Proposal value**. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected Bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the delivery and Warranty period. In case the selected Bidder fails to submit performance guarantee within the time stipulated, the Purchaser at its discretion may cancel the order placed on the selected Bidder without giving any notice. Purchaser shall invoke the performance guarantee in case the selected Bidder fails to discharge their contractual obligations during the period or Purchaser incurs any loss due to Bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.
- xii. **Ethics:** QCI expect all operators, shortlisted bidder(s) to show highest ethical standards during the course of the assignment especially during on-groundwork. If any complaints/information regarding any incident of malpractices (bribery, seeking monetary or non-monetary favor/gifts) is brought to the notice, the shortlisted bidder(s) shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time. QCI is absolved of any liability/claim arising out of any such above situations.
- xiii. **Confidentiality:** The bidder(s) must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any and confidential information in its possession and to prevent unauthorized access thereto or use thereof. The shortlisted bidder(s) must not, without the prior written consent of QCI, disclose any confidential information of QCI or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, QCI may impose such conditions as it thinks fit, and the bidder must comply with these conditions. Confidentiality clause shall survive for a longer period of one year after the termination of contract or contract expiry period.
- xiv. **No Subletting Assignment:** There must be no further subcontracting without prior written consent of QCI.
- xv. **IPR:** All intellectual property rights developed as a consequence of any allotment of work to the shortlisted service provider shall be the sole property of QCI.
- xvi. QCI reserves the right to accept or reject any bid, to annul the entire bid process or reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Vendor(s) or any obligation to inform the affected Vendor(s) the grounds for such decision. QCI also reserves the right to negotiate with the successful Vendor if necessary.

- xvii. The Vendor to be selected through this bid process will provide deliverables as indicated in this document. The Vendor should note that as a part of requirement for this assignment, the Vendor will share with QCI all intermediate documents, drafts, reports, surveys and any other item related to this assignment. No work products, methodology or any other methods used by the Vendor should be deemed as proprietary and non-shareable with QCI by the Vendor.
- xviii. The contract will be awarded to the Vendor whose proposal conforms to this RFP and is, in the opinion of QCI, the most advantageous and represents the best value to the assignment, price and other factors considered.
- xix. No part of this document including the Annexure can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of QCI, except to the extent required for submitting the bid and no more. The information contained in this document is only disclosed for the purposes of enabling potential Vendors to submit a proposal to QCI. This document should not therefore be used for any other purpose. This 10 document contains proprietary information furnished for evaluation purposes only; except with the written permission of the QCI, such information may not be published, disclosed, or used for any other purpose. The bidding firms acknowledge and agree that this document and all portions thereof, including, but not limited to, any copyright, trade secret and other intellectual property rights relating thereto, are and at all times shall remain the sole property of QCI. The title and full ownership rights in the information contained herein and all portions thereof are reserved to and at all times shall remain with QCI. Vendors must agree to take utmost care in protecting the proprietary and confidential nature of the information contained herein.
- xx. QCI, by issuance of this RFP does not necessarily indicate or imply that the project will be commenced. The Vendor will absolve QCI of all responsibilities if the project does not start within a stipulated timeframe. QCI reserves the right to withdraw this assignment any time without prior consultation or intimation to the Vendors.
- xxi. The interested Vendors shall furnish an affirmative statement as to the existence of, absence of, or potential for conflict of interest on the part of the Vendor or any prospective subcontractor due to prior, current, or proposed contracts, engagements, or affiliations with QCI. Additionally, such disclosure shall address any and all potential elements (time frame for service delivery, resource, financial or other) that would adversely impact the ability of the Vendor to complete the requirements as given in the RFP.
- xxii. The Vendor shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondence from the Vendor will not be considered.
- xxiii. If at any stage of the tendering process or during the currency of the agreement any suppression / misrepresentation of such information is brought to the knowledge of QCI, QCI shall have right to reject the bid or terminate the agreement, as the case may be, without any compensation to the Vendor.

- xxiv. The Vendor shall be deemed to have complied with all clauses in this RFP. Evaluation shall be carried out on the available information in the bid
- xxv. The firms / agencies submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposals, attending any pre-proposal meeting and visiting the site or any other location in connection therewith. QCI shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
- xxvi. The proposals submitted by the service provider shall remain valid for a period of two months after the closing date (deadline) for submission of proposals prescribed in this document.
- xxvii. During evaluation, QCI may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by QCI.
- xxviii. **Amendments to the RFP:** At any time prior to deadline for submission of proposals, QCI may for any reason, modify the RFP document. The prospective respondents having received the RFP document shall be notified of the amendments on the website. me
- xxix. QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
  - a. Submitted the proposal after the response deadline
  - b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
  - c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years
  - d. Submitted a proposal that is not accompanied by required documentation or is non-responsive, failed to provide clarifications related thereto, when sought
  - e. Submitted more than one proposal
  - f. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
- xxx. QCI reserves the right to:
  - a. reject any / all proposals without assigning any reasons thereof,
  - b. relax or waive any of the conditions stipulated in this RFP document as deemed necessary in the best interest of QCI and the objectives of the project without assigning any reasons thereof and
  - c. include any other item(s) in the Scope of work at any time after consultation.

## 5. Documents Submission

The following set of documents needs to be submitted to qualify for the evaluation process. These documents are:

- i. All the necessary documents mentioned in the pre- qualification criteria
- ii. Form 1: Covering letter with the Proposal in response to RFP Notice
- iii. Form 2: Relevant Project Experience
- iv. Form 3: Resource Profiles
- v. Form 4: Details of the responding organization
- vi. Annexure 1: Financial Proposal format

Interested parties may send the technical and financial Proposal in two separately sealed envelopes inside a larger sealed envelope super-scribing “**Request for Proposal for Hiring of Firm for Independent QCI Survey of Certification and Inspection Bodies**” to Deputy Director (Accounts), Quality Council of India

For any queries, you may please contact **Procurement Team, QCI**; [procurement@qcin.org](mailto:procurement@qcin.org)

## Form 1: Covering letter with the Proposal in response to RFP Notice

(To be submitted on the Letterhead of the responding firm)

{Place}

{Date}

To,

Deputy Director (Accounts),  
Quality Council of India,  
Indian Council for Child Welfare, 2nd Floor,  
4, Pandit Deen Dayal Upadhyaya Marg,  
New Delhi-110002, India.

Subject: Submission of proposal in response to the RFP for **Hiring of Firm for Independent QCI Survey of Certification and Inspection Bodies**

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated <dd/mm/yy> for <RFP NAME>
2. We attach our technical response and our Financial quotation, the technical response and the Financial response in a separate sealed cover as required by the RFP both of which together constitutes our proposal, in full conformity with the said RFP.
3. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
4. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
5. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and QCI or its appointed representatives.
6. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this Proposal response for a maximum period of TWO MONTHS from the date fixed for Proposal opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this Proposal response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.
7. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.
8. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCI as to any material fact. We agree that QCI

is not bound to accept the lowest or any Proposal response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the Proposal response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2021

(Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Vendor

## Form 2: Relevant Project Experience

S. No.	Name of the Project/Engagement	Client name	Duration (Period)	Value

## Form 3: Resource Profiles

Using the format provided below, please provide summary information on the team you propose for the project. (Include CVs)

### Resource Summary

S. No	Proposed Role	Number of Resources	Area of Expertise	Key Responsibilities

## Form 4: Details of responding organization

Section No.	Sr. No.	Particular	Detail
I	<b>COMPANY PROFILE :</b>		
	1.	Name of the Organization * (As appearing on PAN Card)	
	2.	Registered Office Address *	
	3.	Address for Billing Office & Address *	
		Name of Contact Person *	
		Contact No. *	
		Mobile No.	
		E mail ID *	
	4.	Name of Contact Person (Finance & Accounts) *	
		Contact no.	



	Mobile no.	
	E mail ID *	

<b>II</b>	<b>STATUTORY DETAILS:</b>	
	1.	<b>GST Details: -</b>
		Whether Registered Assessee (Yes or No)
		<b>If Yes: -</b>
		GSTIN Number # *
		Type of Assessee
	2.	<b>MSME</b>
		Whether Registered under MSME (Yes or No) *
		<b>If Yes: -</b>
		MSME Registration No. and validity date # *
	3.	Permanent Income Tax No. (PAN) #
	4.	<u>NATURE OF ENTITY:</u> * PROPRIETOR/PARTNERSHIP/ LPP/ PRIVATE LIMITED /PUBLIC LIMITED/GOVERNMENT
	5.	WHETHER FUNCTIONING IN A SPECIAL ECONOMIC ZONE. (SEZ) (YES/ NO) *

<b>III</b>	<b>BANK DETAILS: -</b>	
		Name of Bank
		Address of Bank
		Bank Account No.
		IFSC Code
		SWIFT CODE (If party's billing address is outside India)

<b>IV</b>	<b>Details of responding Company</b>
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2.	Current Year Turnover ( Rs Crores) from related operations in India;		
3.	Company Profile (Operations in India)		
3.1	Average turnover from Indian Operations	(Turnover in Rs Crores)	
3.2	Full-time professional staff engaged in related services	(Number of Staff)	
3.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be taken into account)	(Number of Offices in different cities/towns and their address)	
4.	Company Experience		
4.1	Experience of working on Similar projects in India/Outside India		(Number of Projects and their brief description)
4.2	Experience of working on similar Technical Specifications		(Number of Projects and their brief description)
5	Quality Certification C		Provide a copy

**Annexure 1: Financial Proposal format**

(To be submitted by the Vendor as per the format given below in a separate sealed cover)

<b>S. No.</b>	<b>Product Description</b>	<b>Total Cost</b>	<b>Cost inclusive of taxes</b>
1	Independent QCI Survey of Certification and Inspection Bodies		

Please mention the following in preparing your bid:

Dated this [date / month / year]

Authorized Signatory (in full and initials)

Name and title of signatory

Duly authorized to sign this proposal for and on behalf of [Name of Vendor]

Name of Firm

Address