

Reference No. QCI/NABL /0423/176

**Request for Proposal
For of Onboarding Consultancy Firm(s)
For Design Consultancy**



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

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Tender Notice

Quality Council of India (QCI) invites proposals for “Onboarding of Consultancy Firm(s) for Design Consultancy”

1. The content of this Request for Proposal (RFP) enlists the requirements of the QCI. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the terms and bidding process and explain the contractual terms that the QCI wishes to specify at this stage.
2. The Technical Bids and Financial Bids may be submitted at the following address on or before May 4, 2023 by 17.00 Hrs. via post to the address below:

Deputy Director (Finance & Accounts), Quality Council of India, Institution of Engineers Building, 2nd Floor, 2, Bahadur Shah Zafar Marg New Delhi - 110002, India

Tender Summary

S. No.	Particulars	Details
1.	Addressee and address at which the bid is to be submitted	Deputy Director (Finance & Accounts), Quality Council of India, Institution of Engineers Building, 2 nd Floor, 2, Bahadur Shah Zafar Marg New Delhi - 110002, India
2.	Last date and time for submission of Applications	May 4, 2023, 1700 Hours
3.	Contract Duration	24 Months from the date of award of the work
4.	Validity of the Proposal	90 Days
5.	Earnest Money Deposit (EMD)	₹ 80,000
6.	Contact Person for clarification	Procurement Team: procurement@qcin.org
7.	Presentation Round	To be notified via Email
8.	Performance Bank Guarantee	10% of the Contract Value

1. INTRODUCTION

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 a 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 the interests of the nation and its citizens. To achieve this, QCI is playing a pivotal role in propagating, adopting, and adhering 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 a significant bearing in improving the quality of life and well-being of the citizens of India.

2. SCOPE OF WORK

The building is proposed to be constructed in Sector 44, Gurugram – 122003, Haryana. The building would span a Land area of 2,100 metre square and consist of three underground levels, one main ground floor and nine upper levels which is subject to approval by the competent authority. The scope of work for the service provider will be as follows:

2.1 Architecture Services

- a. Develop initial plans and layouts for site development in a conceptual manner as well as sale plans and saleable area calculations.
- b. Create architectural design base drawings and submit them to the relevant authorities.
- c. Choose materials in accordance with the working drawings.
- d. Ensure proper coordination with consultants.
- e. Provide periodic architectural supervision of work, if necessary.
- f. Provide exterior 3D perspectives- 2 Nos.

2.2 Interior Design Services

- a. Coordinate with consultants to create detailed working drawings such as plans, elevations, and sections.
- b. Assist in the preparation of models, 3D perspectives, and coloured layouts.
- c. Synchronize Atrium and Lift Lobby Ceiling/False Ceiling drawings with Lighting and Air designs.
- d. Create drawings of the common area floors, including joint details and material finishes.
- e. Develop detailed drawings of the ground floor, including elevation, finishing materials, joint details, and toilet fixture details.
- f. Provide drawings detailing common areas, windows, mouldings.
- g. Select furniture and fixtures.
- h. Design the Lighting Layout Plans ensuring that layout plans consider proper ventilation and lighting for the structure.
- i. Provide interior 3D perspectives. - 2 Nos.

2.3 Landscape Design Services

- a. Create a conceptual landscape plan with basic layout supported by reference images for the site.
- b. Finalize the landscape concept after initial design review.
- c. Design and detail the boundary wall.

- d. Sample and select materials and related items.
- e. Prepare a lighting plan, along with the selection of fixtures.

3. DELIVERABLES AND TIMELINES

The total duration of the engagement will be **24 months**. The deliverables along with the timelines for the engagement are as follows:

3.1 Stage-1:

- a. Preparation of conceptual designs with reference to given requirement & Submission to QCI for Approval

3.2 Stage-2:

- a. Finalization of floor plans in consultation with requirements of QCI.
- b. Upon completion of the architectural design base drawings, they shall be submitted to the Municipal Architect for further processing and preparation of Municipal drawings, which will then be submitted to the relevant authorities.

3.3 Stage-3:

- a. Preparation of sale plans and submission of saleable areas calculations.
- b. Preparation of elevations of the building
- c. Assistance in preparation of models, 3D perspectives, coloured layouts etc.,

3.4 Stage-4:

- a. Preparation of basic working drawings, including the centre line plan in order to commence work at the construction site.

3.5 Stage-5:

- a. Preparation of detailed working drawings (plans, elevations, sections, etc.) after co-ordination with R.C.C. & Services consultant and largescale architectural detail drawings, interior drawings, landscape drawings & release of GFC (Good for Construction) drawings at site for construction

3.6 Stage-6:

- a. Periodic architectural supervision of work as required by QCI. (Required on an average 2 project related visit per month).
(Overall, the duration of the contract shall be 24 months and the timeline for each stage shall be decided at the time of award of work)

4. PRE-QUALIFICATION CRITERIA

Interested Bidders 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.

S. No.	Eligibility Criteria	Supporting Document(s) Required
i.	The bidder firm shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956 or any other previous companies act, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008, with their registered office in India.	Certificate of Registration / Incorporation under the respective Acts in India and the respective Memorandum of Association/Partnership Deed.

ii.	<p>The bidder firm must be registered in India with appropriate tax and other administrative authorities.</p> <p>The bidder must have an average annual turnover of INR 40 lakhs (forty lakhs) generated from similar services in the past 3 (three) financial years (2019-20, 2020-21, 2021-22).</p>	<p>i. GST Registration Certificate</p> <p>ii. PAN Card</p> <p>iii. Turnover Certificate(s) issued by CA or Signed Annual Financial Statements stating total revenue during each of the 3 (three) financial years i.e., FY 2019-20, 2020-21 and 2021-22.</p>
iii.	<p>The bidder shall be debarred if they have been convicted of an offense under the Prevention of Corruption Act, 1988; or the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of the execution of a public procurement contract.</p>	<p>Undertaking by the authorized signatory on the company's letterhead</p>
iv.	<p>The bidder must have at least 3 (three) completed/ on-going design consultancy projects providing similar services, as elaborated in the scope of work in the last 3 (three) years, worth at least:</p> <ul style="list-style-type: none"> • 1 contract for INR 40 lakhs, and • 2 contracts for INR 25 lakhs 	<p>Copy of Completion certificate/ work order/Contract/ Letter of Award for each of the mentioned assignments should be submitted</p>
v.	<p>The bidder should not be involved in any sub judice matters against them, that may have an impact of affecting or compromising the delivery of services as required under this contract and should furnish an undertaking to the effect that the bidder has not been blacklisted/debarred on working with any Government organization/PSU/statutory or autonomous organizations in India.</p>	<p>Undertaking by the authorized signatory on the company's letterhead.</p>

Interested Bidders submitting their proposals are expected to meet the above pre-qualification criteria. In case any Bidder fails to either meet all these criteria or does not furnish the requisite supporting documents/ documentary evidence in support thereof, the bid is liable to be summarily rejected.

5. TECHNICAL EVALUATION CRITERIA

The technical evaluation shall be based on the following criteria:

S. No.	Criteria	Weightage
i.	Brief about the understanding of the mentioned scope of work and any suggestions/comments on it.	25
ii.	A description of the approach, methodology, and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, activity schedule, management of resources	25
iii.	CV and profile of proposed consultants, as well as the team composition by area of expertise	25

iv.	Previous Work Orders of assignments of similar scope of work and methodology	25
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Note: Bidder scoring 70% or above in the technical presentation round shall be considered for further evaluation.

6. METHOD OF SELECTION

- 6.1. The bids shall be evaluated on Quality and Cost Based Selection (QCBS).
- 6.2. In deciding the final selection of the service provider, the technical bid of the proposal will be given a weightage of 70% and the financial bid will be given a weightage of 30%. *(in case of QCBS)*
- 6.3. The financial bids of only those bidders who qualify for the technical evaluation will be invited. *(in case of QCBS)*
- 6.4. The proposal with the lowest cost will be given a score of 100 and the other proposals will be scored on a pro-rata basis, inversely proportional to the offered cost i.e., lower marks for higher-priced offers. *(in case of QCBS)*
- 6.5. Subcontracting may be allowed only upon prior written intimation to QCI at the Bidding stage itself, the responsibility for management and liability shall rest with the selected service provider.

TOTAL SCORE: *(in case of QCBS)*

- The total score shall be obtained by weighing the quality and cost scores and adding them.
- Total Score = [Technical Score* 70 (Weightage given to technical criteria)] + [Financial Score* 30 (Weightage given to financial criteria)]

7. GENERAL TERMS AND CONDITIONS

- 7.1. **Contract Period:** The contract shall be valid for a period of 24 months from the date of award of the contract and further extendable after due evaluation of the performance and the requirement of the assignment. Any extension in case the work is not completed during that agreed time due to any reason not attributable to service provider, then the terms and conditions for extended period shall be mutually decided.
- 7.2. **Technical Staff for work:** The service provider shall employ at his own cost the adequate number of technical and other staff during the execution of this work depending upon the requirement of work. The service provider shall not be entitled for any extra payment in this regard. The technical staff should be available at site, whenever required by QCI for discussion and to take instructions.
- 7.3. **Subletting of Work:** There must be no further subcontracting or transfer of work without prior written consent of QCI.
- 7.4. The contract will be awarded to the bidder 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.
- 7.5. **Ethics:** QCI expects all bidders, shortlisted service provider 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 favour/gifts) is brought to the notice, the shortlisted service provider 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.

7.6. Confidentiality: The service provider must not divulge in any confidential information and ensure 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 service provider 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 service provider must comply with these conditions. Confidentiality clause shall survive for a period of one year after the termination of contract or contract expiry period.

7.7. Payment Milestones:

S. No.	Milestone	Payment
1.	Advance Payment post submission of PBG	10%
2.	Upon Completion of Stage-1	10%
3.	Upon Completion of Stage-2	10%
4.	Upon Completion of Stage-3	15%
5.	Upon Completion of Stage-4	15%
6.	Upon Completion of Stage-5	20%
7.	Upon Completion of Stage-6 (In Form of 4 monthly instalments during Construction stage of the Project-5% starting after 6 th month from the agreement date).	20%

7.8. Penalty: Penalty may be imposed on non-performance/ violation of any of the terms and conditions mentioned in this work order. The quantum of such penalty shall be as decided by the Secretary General, QCI.

7.9. 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 prior written 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 service providers to submit a proposal to QCI. This document should not therefore be used for any other purpose. This 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 bidders 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. Service provider must agree to take utmost care in protecting the proprietary and confidential nature of the information contained herein.

7.10. Conflict of Interest: QCI requires that service provider provides professional, objective, and impartial advice, and at all times hold the QCI's interest's paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interests and act without any consideration for future work.

7.11. Site-Visit: The bidder may visit the site with prior approval of QCI. Address: NABL House Plot No. 45, Sector 44, Gurugram – 122003, Haryana

7.12. The bidders submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposal, attending any pre-bid 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. In case any technical staff of the shortlisted service provider would require for travelling outstation, such outstation travel and other incidental expense, as per actual basis shall be pay by QCI to the service provider.

7.13. Bid Validity: The bid submitted by the service provider shall remain valid for a period of 90 days after the closing date (deadline) for submission of proposals prescribed in this document. During evaluation, QCI may, at its discretion, ask the respondents for clarifications on their proposals. The bidders are required to respond within the time frame prescribed by QCI.

7.14. Earnest Money Deposit: Bidders shall submit, along with their Bids, Bid Security (EMD) of INR 80,000 as per the details mentioned below:

- a. By demand draft in favour of Quality Council of India, payable at New Delhi, or
- b. Deposit through RTGS/ NEFT as detail under**:-

For payment of EMD through Bank transfer: -

Name of Bank	Axis Bank LTD, 6/83, Padam Singh Road, Karol Bagh, New Delhi
Name of Account	Quality Council of India
Savings Bank Account	223010100053020
IFS Code	UTIB0000223

Note:

- i. NO CHEQUES WILL BE ACCEPTED. The applicant whose EMD has been deposited by NEFT/RTGS, must enclose the transaction details/ evidence along with their technical bid, otherwise the bid will be rejected.
- ii. Bid security in any other form will not be entertained.
- iii. No interest will be payable to the Bidder on the amount of the EMD. Unsuccessful Bidder's EMD will be discharged/ returned as promptly as possible, but not later than 30 days of completion of the process.
- iv. In case bid is submitted without the bid security then QCI reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned. The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity.
 - Bidder does not respond to requests for clarification of its Proposal.
 - Bidder fails to provide required information during the evaluation process or is found to be nonresponsive.
 - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

*MSEs (Micro and Small Enterprises) are exempted from paying Earnest Money Deposit. In this case participants are required to submit valid MSE registration certificates (Udyog Aadhaar) to avail exemption.

7.15. Ownership Rights: Ownership of all new artefacts (data, reports, presentations and other publications) generated during the course of the assignment or otherwise with respect

to the assignment, will rest with QCI and it will have the right to resell/ implement the same with any other organization.

7.16. Performance Bank Guarantee: The purchaser will require the selected service provider to provide a Performance Bank Guarantee, within 30 days from the notification of award, for a value equivalent to 10% of the financial proposal value. The Performance Guarantee shall contain a claim period of twenty four months from the last date of validity (as per the contract duration). 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 a 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.

7.17. Fraud/ Corruption: QCI requires that the bidders participating in the process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, QCI defines, for the purpose of this paragraph, the terms set forth as applicable to both the parties:

7.17.1. "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 a public official in the selection process or in Contract execution.

7.17.2. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a Contract.

7.17.3. "collusive practices" means a scheme or arrangement between two or more bidders with or without the knowledge of QCI, designed to establish prices at artificial, non-competitive levels.

7.17.4. "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. QCI will reject a proposal for award if it comes to know that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question; and

7.17.5. QCI will 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 through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract.

7.18. Termination of Contract

7.18.1. Termination for Default

QCI reserves the right to terminate / short close the contract, without prejudice to any other remedy for breach of contract, by giving 15 days' notice if the service provider fails to perform any obligation(s) under the contract and if service provider, does not cure their failure within a period of 7 days (or such longer period as QCI may authorize in writing) after receipt of the default notice from QCI.

7.18.2. Termination for Insolvency

QCI may at any time terminate the contract by giving written notice without compensation to the service provider, if the service provider becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to QCI.

7.18.3. Termination for Convenience

QCI may by written notice sent to service provider, terminate the contract, in whole or part, at any time for its convenience. However, the payment shall be released to the extent to which performance of work executed as determined by service provider till the date upon which such termination becomes effective.

7.18.4. The service provider may terminate this contract, or any particular Services, by giving 15 days' written notice to Client, if the service provider reasonably determine that the service provider can no longer provide the Services in accordance with applicable law or professional obligations.

7.19. Language: The proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern. All correspondence and documents relating to the proposal exchanged by the bidder and QCI shall also be written in the English language.

7.20. Companies' Personnel: The service provider shall employ and provide at its own cost such qualified and experienced consultants as are required to carry out the Services. Their salaries, claims, insurance, damages, compensation, travel etc. will be the liability of the service provide and QCI will in no way be responsible for any such claims/ damages.

7.21. Written Undertaking: QCI may at any time require the service provider and its employees/advisors/professionals, to whom confidential information may be disclosed in the course of execution of contract, to give a written undertaking in the form of a deed reasonably accepted to QCI and relating to the use and non-disclosure of the confidential information relating to QCI or any Government Department or relating to any Ministry and or such other information that QCI suggests to be confidential. Upon receiving a request aforesaid the service provider must promptly arrange for all such undertakings to be given to QCI.

7.22. Knowledge Transfer: Subject to any qualification or provision to the contrary in the statement of work, the service provider must provide the following assistance to the QCI on termination or expiration of this Contract:

Transferring or providing access to the QCI to all information stored by whatever means held by the service provider or under the control of the service provider in connection with this contract; and making Specified Personnel / employees and service provider's personnel available for discussions with the QCI as may be required. The time, length and subject of these discussions will be at the sole discretion of the QCI, provided that any matter discussed is not considered to reveal any 'commercial-in-confidence' information of the service provider.

7.23. Force Majeure: Neither party shall be held responsible for non-fulfilment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes, strike, lockouts, epidemics, pandemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give a notice in writing to the other party within one week of such occurrence or cessation. If the force majeure conditions continue beyond six months, the parties may then mutually decide about the future course of action.

Force Majeure shall not include

- i. any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor
- ii. any event which a diligent Party could reasonably have been expected both to take into account at the time of the signing of the Contract and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.
- iii. Insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

7.24. Indemnity: The service provider undertakes to indemnify QCI from and any losses that QCI may incur due to any deficiency in services rendered by the service provider or any instance of corruption or improper payment. (within the scope of work as mentioned here in before)

7.25. Maintenance of Confidentiality: The service provider must not divulge any confidential information and assure that reasonable steps are undertaken to provide for the safe custody of any and all confidential information in its possession, and to prevent unauthorized access thereto or use thereof. The service provider 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 deems fit, and the service provider must comply with these conditions. Confidentiality clause shall continue for a longer period than one year after the termination of contract or contract expiry period.

The service provider shall not without the consent in writing of QCI publish any article or photograph in any form relating the project.

7.26. Taxes & Duties: The service provider shall be liable to pay all direct and indirect taxes, duties, fees and other impositions levied under the laws of India.

7.27. All the drawings shall be finalized to entire satisfaction of the department after and with due interaction with the committee of officials (constituted by QCI)

7.28. 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 service providers or any obligation to inform the affected service providers the grounds for such decision. The bidder is liable to be rejected if:

- 7.28.1.** Application not in prescribed forms and/or not containing all required details;
- 7.28.2.** Application not properly sealed and signed as per requirements;
- 7.28.3.** Application received after the expiry of due date and time;

- 7.28.4. Missing of any supporting document(s) with the bid.
- 7.28.5. Bidder has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- 7.28.6. Bidder has 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.
- 7.28.7. Bidder has submitted a proposal that is not accompanied by required documentation or is non-responsive, failed to provide clarifications related thereto, when sought.
- 7.28.8. Bidder has submitted more than one proposal
- 7.28.9. Bidder was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
- 7.28.10. The bidder has made any alteration / changes in the bid after the closing time and date. Unsolicited correspondence from the bidder will not be entertained.

7.29. Amendments to RFP: At any time prior to the last date for receipt of applications, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. In order to provide prospective applicants reasonable time to take the proposed amendments into account while preparing their proposals, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP. Any such amendment shall be communicated to the service providers.

7.30. Disclaimer:

QCI reserves the right:

- i. To terminate the RFP process at any time, without assigning any reasons thereof;
- ii. To reject any/all applications without assigning any reasons thereof;
- iii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of QCI without assigning any reasons thereof;
- iv. To include any other item in the scope of work at any time after consultation with bidders or otherwise;

8. SUBMISSION OF PROPOSAL

8.1. Technical Bid/ Proposal: The technical bid/proposal must include the following:

- 8.1.1. All supporting documents for the pre-qualification criteria;
- 8.1.2. All necessary documents for the technical evaluation criteria;
- 8.1.3. Form-A Cover Letter
- 8.1.4. Form-B Relevant Project Experience
- 8.1.5. Form-C Details of Responding Organisation
- 8.1.6. Form-D Earnest Money Deposit
- 8.1.7. Form-E Non-Blacklisting Undertaking

8.2. Financial Proposal:

In preparing the Financial Proposal, bidders are expected to take into account the requirements and conditions outlined in the RFP document. The quoted price by the bidder should be inclusive of all expenses including expenditure incurred on travel, accommodation and other contingency expenditure. The same should be clearly mentioned exclusive of tax. The Financial Proposal should be valid for at least **90 days** from the last date of submission of proposals.

Particular	Total Cost in INR (Exclusive of Taxes)
Proposed cost for undertaking the mentioned scope of work	

8.3. Submission Guidelines:

- 8.3.1. Bids/Proposals not conforming to the prescribed format and not containing all the relevant documents /information would be summarily rejected.
- 8.3.2. The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be authenticated by the persons or person who sign(s) the proposals. All the pages of the proposal/ bid document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- 8.3.3. All pages of the bid including the duplicate copies, shall be signed and stamped by the authorised signatory.
- 8.3.4. Please Note that Prices must not be indicated in the Technical Bid.
- 8.3.5. The Technical Proposal which includes the supporting documents pertaining to pre-qualification criteria shall be placed in a sealed envelope clearly marked 'Technical Proposal' for "Onboarding of Consultancy Firm(s) for Design Consultancy". Further, the Financial Proposal shall be placed in a sealed envelope clearly marked 'Financial Proposal' for "Onboarding of Consultancy Firm(s) for Design Consultancy"

Interested parties may submit the technical and financial Proposal in two separately sealed envelopes inside a larger sealed envelope super-scribing "Proposal for Onboarding of Consultancy Firm(s) for Design Consultancy" to Deputy Director (Finance & Accounts), Quality Council of India, Institution of Engineers Building, 2nd Floor, 2, Bahadur Shah Zafar Marg New Delhi - 110002, India (By post or by hand) on or before May 4, 2023 by 1700 Hrs

A copy of **only technical proposal**, in the PDF format, may be submitted to procurement@qcin.org on or before May 4, 2023 by 1700 Hrs.

Note: In case of any discrepancy in the submitted technical proposals (PDF version and Hard Copy), the documents submitted in the hard-copy shall prevail.

For further queries, you may please contact the below-mentioned:

For any other queries: Procurement Team

Email id: procurement@qcin.org

Form A: Application Letter

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

{Place}

{Date}

To,

Deputy Director (Finance & Accounts),
Quality Council of India,
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

Subject: Submission of proposal in response to the RFP for “ _____ ”

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 _____
2. We undertake, if our proposal is accepted, to assign a team dedicated to this project.
3. 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.
4. 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.
5. 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 THREE 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.
6. 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.
7. 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 2023

(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 B: Relevant Project Experience

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

Form C: Details of responding organization

S. No.	Particulars	Details to be furnished	
1.	Details of responding Company		
	Name		
	Address		
	Telephone	Fax	
	E-mail	-	Website
2.	Information about responding Company		
	Status of Company (<i>Public Ltd. / Pvt. Ltd etc.</i>)		
	Details of Registration (<i>Ref e.g. ROC Ref #</i>)		Date
			Ref #
	Details of Service Tax Registration		Date
			Ref #
2.	Current Year Turnover (Rs Crores) from _____ Services in India;		
3.	Company Profile (Operations in India)		
3.1	Average turnover from Indian Operations from _____ services in last three years	(Turnover in Rs Crores)	
3.2	Full-time professional staff engaged in related IT services	(Number of Staff)	
3.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific	(Number of Offices in different cities/towns and their address)	

	offices should not be considered)		
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Form D: Format for Bid Security Declaration

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

To,
Deputy Director (Finance & Accounts),
Quality Council of India,
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

Subject: Bid Security Declaration in connection with RFP Ref. No. _____ dated ____ for _____

Dear Sir,

I / We, the authorized signatory of M/s _____, participating in the subject tender Ref. No. _____ for _____, do hereby declare:

- a. That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- b. That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action and I/we will be suspended from being eligible for bidding / award of all future contract(s) of Quality Council of India (QCI) for a period of one year from the date of committing such breach.

Dated this Day of 2023

(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 E: Format for Non-Blacklisting Undertaking

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

To,
Deputy Director (Finance & Accounts),
Quality Council of India,
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

Subject: Non-Blacklisting declaration in connection with RFP Ref. No. _____ dated ____ for _____

Dear Sir,

This is to notify you that our Firm/Company/Organisation _____ intends to submit proposal in response to invitation for Tender Ref. No. _____ for <>. In accordance with the above, we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this agreement
- b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Dated this Day of 2023

(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

FORMAT FOR BANK GUARANTEE

From

Bank _____

To

The Secretary General

Quality Council of India

New Delhi – 110 002

Sir,

1. With reference to contract/ agreement/ work order No. <Work order Reference No.>dated <__> <Month>, <Year> concluded between **Quality Council of India**, hereinafter referred to as the Purchaser and **M/s <Service Provider Firm Name>** hereinafter referred to as the contractor for <Project Name> as detailed in the above contract which contract is hereinafter referred to as the "Said Contract" and in consideration of the Purchaser having agreed to make advance payment in accordance with the terms of the said Contract to the said contractor, we the _____bank, hereinafter call the Bank hereby irrevocably undertake and guarantee to you that if the said Contractor would fail to develop and supply the stores in accordance with the terms of the said Contract for any reason whatsoever or fail to perform the Said Contract in any respect or should whole or part of the said on account payments at any time become repayable to you for any reason whatsoever, we shall, on demand and without demur pay to you all and any sum up to a maximum of**Rs.** (Rupees Only) in accordance with the provisions contained in **Clause <>** of the said Contract.
2. We further agree that the Purchaser shall be the sole judge as to whether the contractor has failed to develop and deliver the data required in accordance with the terms of the Said Contract or has failed to perform the said contract in any respect or the whole or part of the advance payment made to Contractor has become repayable to the Purchaser and to the extent and monetary consequences thereof by the Purchaser.
3. We further hereby undertake to pay the amount due and payable under this guarantee without any demur merely on a demand from the purchaser stating the amount claimed. Any such demand made on the Bank shall be conclusive and binding upon us as regards the amounts due and payable by us under this Guarantee and without demur. However, our liability under this Guarantee shall be restricted to an amount not exceeding**Rs** (Rupees Only).
4. We further agree that the Guarantee herein contained shall remain in full force and effect for a period of 3 months from the date on unless the Purchaser in his sole discretion discharges the Guarantee earlier. Beneficiary's right as well the Bank's Liability under this Guarantee shall stand extinguished unless a written claim or demand is made under this Guarantee on or before completion of one year from expiry date i.e. <>

5. We further agree that any change in the constitution of the Bank or the constitution of the contractor shall not discharge our liability hereunder.
6. We further agree that the Purchaser shall have the fullest liberty without affecting in any way our obligations hereunder with or without our consent or knowledge to vary any of the terms and conditions of the Said Contract or to extend the time of development/delivery from time to time or to postpone for any time or from time to time any of the powers exercisable by the Purchaser against the contractor and either to forbear or enforce any of the terms and conditions relating to the Said Contract and we shall not be relieved from our liability by reason of any such variation or any indulgence or for bearance shown or any act or omission on the Purchaser or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of so relieving us.
7. We lastly undertake not to revoke the Guarantee during the currency of the above said contract except with the prior consent of the Purchaser in writing.

Yours faithfully,
for _____ Bank
(Authorised Attorney)

Place: _____

Date: _____

Seal of the Bank