

Reference No. QCI/ICCW/0523/184

Request for Proposal  
For Onboarding of Consultancy Firm(s)  
For Design Consultancy at ICCW Building



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

## Table of Contents

Table of Contents .....	2
Tender Notice .....	3
Tender Summary .....	4
1. INTRODUCTION .....	5
2. SCOPE OF WORK .....	5
3. DELIVERABLES .....	5
4. PROJECT DESIGN & DEVELOPMENT TIMELINE .....	6
5. PRE-QUALIFICATION CRITERIA .....	6
6. METHOD OF EVALUATION .....	7
7. GENERAL TERMS AND CONDITIONS .....	7
8. SUBMISSION OF PROPOSAL .....	12
Form A: Application Letter .....	14
Form B: Relevant Project Experience .....	16
Form C: Details of responding organization .....	16
Form D: Format for Non-Blacklisting Undertaking .....	17

## Tender Notice

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

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 30, 2023 by 1500 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

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
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 <sup>nd</sup> Floor, 2, Bahadur Shah Zafar Marg New Delhi - 110002, India
2.	Last date and time for submission of Applications	May 30, 2023 by 3 PM
3.	Contract Duration	6 months from the date of award of the work
4.	Validity of the Proposal	90 Days
5.	Contact Person for clarification	Procurement Team: <a href="mailto:procurement@qcin.org">procurement@qcin.org</a>

## 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 at ICCW Building, Deen Dayal Upadhyay Marg, Mandi House, Delhi-110002. The construction would include area of **5500 sq. ft. approx.** The scope of work for the service provider will be as follows:

- i. Develop initial plans and layouts for site development in a conceptual manner (1-2 options)
- ii. Concept Presentation
- iii. 3D Rendering (4 -5 views)
- iv. Civil layout
- v. MEP Services
- vi. Detailed Drawings of ceilings, toilets and flooring
- vii. Single line indent
- viii. Selecting materials in accordance with the working drawings
- ix. Bill of Quantity (BOQ)
- x. 8 site visits for supervision
- xi. Providing assistance in verification of measurements and invoices submitted by the contractor

## 3. DELIVERABLES

The deliverables for the engagement are as follows:

### 3.1 Phase - I

- a. Space Planning: Develop initial plans and layouts for site development in a conceptual manner.

### 3.2 Phase - II

- a. Concept Presentation
- b. 3D Rendering (4 -5 views)

### 3.3 Phase - III (Working Drawings Package)

- a. Civil layout
- b. MEP Services
- c. Ceiling drawings
- d. Flooring drawing
- e. Toilet detail drawings.
- f. Furniture, Wall panelling & Cabinet details

#### 4. PROJECT DESIGN & DEVELOPMENT TIMELINE

- 4.1. Space Planning (1 week) from the receipt of advance payment
- 4.2. Concept Presentation (2 weeks) from the date of final space planning
- 4.3. Final Design Approval (2 weeks) from approval of concept presentation
- 4.4. Working Drawings package (3 weeks) from the date of Final design approval
- 4.5. Bill of Quantity (BOQ) (1 week)

#### 5. 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
1	The bidder firm shall be a single entity, proprietorship, 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.
2	The bidder firm must be registered in India with appropriate tax and other administrative authorities.  The bidder must have an average annual turnover of INR 25 lakhs (twenty five lakhs) generated in the past 3 (three) financial years (2019-20, 2020-21, 2021-22).	i. GST Registration Certificate ii. PAN Card 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.
3	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.	Undertaking by the authorized signatory on the company's letterhead
4	The bidder must have at least 3 (three) completed/ on-going design consultancy projects worth at least INR 8 lakhs each, providing similar services, as elaborated in the scope of work in the last 3 (three) years.	Copy of Completion certificate/ work order/Contract/ Letter of Award or equivalent authorized signatory for each of the mentioned assignments should be submitted
5	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.	Undertaking by the authorized signatory on the company's letterhead

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.

## 6. METHOD OF EVALUATION

The proposal shall be shortlisted based on the pre-qualification criteria mentioned in this Request for Proposal (RFP) and final selection shall be based on Least Cost Basis.

## 7. GENERAL TERMS AND CONDITIONS

- 7.1. **Contract Period:** The contract shall be valid for a period of 6 months from the date of award of the contract and further extendable after due evaluation of the performance and the requirement of the assignment.
- 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 favor/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.	On award of work	25%
2.	Upon Approval of Layout	15%
3.	Upon Approval of Concept	20%
4.	Upon Submission of Working Drawing/BOQ	20%
5.	During execution phase starting from 3 <sup>rd</sup> month 4 Equal monthly instalments (5% each)	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 committee of officials (constituted by 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: ICCW Building, Deen Dayal Upadhyay Marg, Mandi House, Delhi-110002

**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.

**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. 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.

**7.15. 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:

- 7.15.1. “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.
- 7.15.2. “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a Contract.
- 7.15.3. “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.
- 7.15.4. “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
- 7.15.5. 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.

**7.16. Termination of Contract**

- 7.16.1. **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.
- 7.16.2. **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.
- 7.16.3. **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.
- 7.16.4. The service provider may terminate this contract, or any particular Services, by giving 15 days’ written notice to Client, if the service provider reasonably

determines that the service provider can no longer provide the Services in accordance with applicable law or professional obligations.

- 7.17. 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.
- 7.18. 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 provider and QCI will in no way be responsible for any such claims/ damages.
- 7.19. 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.
- 7.20. 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.

- 7.21. 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.

**7.22. 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.

**7.23. 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.

**7.24. 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.

**7.25.** 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)

**7.26.** 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:

**7.26.1.** Application not in prescribed forms and/or not containing all required details;

**7.26.2.** Application not properly sealed and signed as per requirements;

**7.26.3.** Application received after the expiry of due date and time;

**7.26.4.** Missing of any supporting document(s) with the bid.

**7.26.5.** Bidder has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements

**7.26.6.** 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.

**7.26.7.** Bidder has submitted a proposal that is not accompanied by required documentation or is non-responsive, failed to provide clarifications related thereto, when sought.

**7.26.8.** Bidder has submitted more than one proposal

**7.26.9.** Bidder was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.

**7.26.10.** 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.

**7.27. 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.

**7.28. 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. Form-A Cover Letter
- 8.1.3. Form-B Relevant Project Experience
- 8.1.4. Form-C Details of Responding Organisation
- 8.1.5. Form-D 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.

Particulars	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 at ICCW Building". Further, the Financial Proposal shall be placed in a sealed envelope clearly marked 'Financial Proposal' for "Onboarding of Consultancy Firm(s) for Design Consultancy at ICCW Building"

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 at ICCW Building" 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 30, 2023 by 1500 Hrs.

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

For any other queries: Procurement Team

Email id: [procurement@qcin.org](mailto: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,  
2<sup>nd</sup> 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.	<b>Details of responding Company</b>		
	Name		
	Address		
	Telephone	Fax	
	E-mail	-	Website
2.	<b>Information about responding Company</b>		
	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 offices should not be considered)	(Number of Offices in different cities/towns and their address)	



**Form D: 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