

राष्ट्रीय राजमार्ग एवं अवसंरचना विकास निगम लिमिटेड

सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार
तीसरी मंजिल, पीटीआई बिल्डिंग, 4-संसद मार्ग, नई दिल्ली-110 001

National Highways & Infrastructure Development Corporation Limited

Ministry of Road Transport & Highways, Govt. of India

3rd Floor, PTI Building, 4-Parliament Street, New Delhi-110001, +91 11 2346 1600, www.nhidcl.com



सार्वजनिक क्षेत्र का उपक्रम

A PUBLIC SECTOR UNDERTAKING

NHIDCL/FINANCE/2021-22/INTERNALCONTROLMECHANISM

Dated: 04.05.2022

TENDER FOR

RFP for Designing and Implementation of Internal Control Mechanism for National Highways & Infrastructure Development Corporation Limited.

Important Facts & Dates

| | |
|--|---------------|
| Annual cost of the tender document | Rs.1,50,000/- |
| Earnest Money Deposit | Rs.5000 |
| Performance Security Deposit | 15,000 |
| Date of Release of Tender on CPP portal | 04.05.2022 |
| Submission of Pre-Bid Queries | 23.5.2022 |
| Pre-Bid Conference | 25.5.2022 |
| Clarification on the Pre-Bid Queries, if any | 31.5.2022 |
| Last date and time for submission of Bids | 15.6.2022 |
| Date and time for opening of Pre-Qualification Technical Bids | 17.6.2022 |
| Date and time for opening of Technical Bids | 20.6.2022 |
| Date and time for opening of Financial Bids | 30.6.2022 |

The information provided by the bidders in response to this Tender Document will become the property of NHIDCL and will not be returned. NHIDCL reserves the right to amend, rescind or reissue this Tender Document and all amendments will be advised to the bidders and such amendments will be binding on them.

NB: Any addendum/corrigendum relating to this tender shall be notified on the website of NHIDCL and CPP portal only.

Designing and Implementation of Internal Control Mechanism for National Highways & Infrastructure Development Corporation Limited.

INDEX

| S. No. | Sections and Contents | Page No. |
|--------|---|----------|
| | Section-1 | |
| 1. | Instructions to Bidders | 3-4 |
| 2. | Instructions for online bid submissions | 4 |
| 3. | Minimum Eligibility Criteria and Scope of Work | 7 |
| 4. | Important information and guidelines for preparation of proposals | 8 |
| 5. | Other important information | 13 |
| | Section-II | |
| 6. | Application format for pre-qualification information | 16 |
| 7. | Application format for technical bid information | 18 |
| | Section-III | |
| 8. | Check list for bid preparation | 19 |
| | Section-IV | |
| 9. | Covering letter for pre-qualification bid (Annexure-I) | 20 |
| 10 | Format of Undertaking for qualified team (Annexure-II) | 21 |
| 11 | Format of Declaration of ineligibility for corrupt or fraudulent practices (Annexure-III) | 22 |
| 12 | Format of Undertaking regarding pre-qualification bid (Annexure-IV) | 23 |
| 13 | Format of covering letter for submission of Technical Bid (Annexure-TB-1) | 24 |
| 14 | Format of Undertaking for Financial Bid (Annexure FQ-1) | 25 |
| 15 | Format/BoQ for submission of Financial Bids | 26 |

SECTION 1:

1. INSTRUCTIONS TO BIDDERS

1.1 National Highways & Infrastructure Development Corporation Limited is a Public Sector Undertaking fully owned by the Ministry of Road Transport and Highways, Government of India. National Highways & Infrastructure Development Corporation Ltd. is mandated to promote, survey, establish, design, build, operate, maintain and upgrade National Highways and Strategic Roads including interconnecting roads in parts of the Country which share international boundaries with neighboring countries. Further details about NHIDCL are available on NHIDCL's website www.nhidcl.com.

1.2 NHIDCL intends to empanel firm for the subject work and invites offers/bids from interested parties and this tender notice has accordingly been issued for this purpose.

1.3 National Highways & Infrastructure Development Corporation Limited invites e-tenders through CPP Portal under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Firms (hereafter called Firm) for entering into contract for **Designing and Implementation of Internal Control Mechanism for National Highways & Infrastructure Development Corporation Limited**.

1.4 **The Technical Bids** are to be submitted by both methods i.e. **Online on CPP Portal as well as physical mode by prescribed timelines.** The physical sealed copy in respect of technical documents superscribed "Technical Bid for selection of **Designing and Implementation of Internal Control Mechanism** should be dropped in the Tender Box kept for the purpose at reception of NHIDCL at 3rd Floor, PTI Building, 4 – Parliament Street, New Delhi- 110001 on or before the prescribed time and date. **The financial bid should be submitted only through online process. Bids not given through CPP Portal will not be accepted.**

1.5 **Micro, Small and startup agencies registered for doing similar work are exempted from payment of EMD, as per Government policy, subject to submission of valid registration certificate with the bid.**

1.6 The complete Tender Documents can be downloaded from the website of NHIDCL www.nhidcl.com, MoRTH website www.morth.nic.in and CPP portal.

1.7 Interested Firms may submit their bids complete in all along with other **requisite documents**. The proposal must include the following, as detailed subsequently in this document:

- i. Pre-qualification bid
- ii. Technical Proposal and along with EMD
- iii. Financial Proposal.

1.8 The Financial proposal is to be submitted in the BoQ format provided on CPP Portal on or before last date and time for submission of bids as notified. Similarly, the copies of documents in support of technical eligibility are also to be uploaded on CPP portal. A hard copy of all such documents (except financial bid) uploaded on the CPP

Portal, may be sent to the Dy. GM (Finance), National Highways & Infrastructure Development Corporation Limited, 3rd Floor, PTI Building, 4-Parliament Street, New Delhi-110001, by the last date and time notified for submission of bids. No bid shall be entertained after the given deadline, under any circumstance whatsoever.

1.9 The Technical Bids will be opened as per notified schedule and Financial Bids of only technically qualified bidders will be opened on a date to be notified later on, in the presence of authorized representative of the Bidders who may wish to be present.

1.10 NHIDCL reserves the right to amend or withdraw any of the terms & conditions contained in the RFP document or to reject any or all bids without giving any notice or without assigning any reason thereof. The decision of the National Highways & Infrastructure Development Corporation Limited in this regard shall be final and binding on all the bidders.

1.11 Any amendment/ addendum/ corrigendum shall be notified on the website of NHIDCL and CPP Portal.

1.12 The Firms are required to provide professional, objective, and impartial service and at all times hold NHIDCL interests paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.

1.13. Firms have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interests of NHIDCL, or that may be reasonably perceived as having this effect. Failure to disclose such situations by the Firms may lead to disqualification of the Firms or termination of the contract.

1.14. The firm must observe the highest standards of ethics during the selection and execution of the contract. NHIDCL may reject a proposal at any stage, if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.

1.1.1 INSTRUCTIONS FOR ONLINE BID SUBMISSION

General Instructions: The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e: <http://eprocure.gov.in/eprocure/app> using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

1.1.2 REGISTRATION:

- a. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrolment” option available on the home page. Enrolment on the CPP Portal is free of charge.
- b. During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the bidders through the email-id provided.
- c. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- d. For e-tendering, possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- e. Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- f. Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- g. Bidders can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ eToken.

1.1.3 PREPARATION OF BIDS:

- a) For preparation of bid, Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
- b) After selecting the tender document same shall be moved to the ‘My favourite’ folder of bidders account from where bidder can view all the details of the tender document.
- c) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid.
- d) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.
- e) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under “My Space/ Other Important Document” option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

1.14 SUBMISSION OF BIDS:

- a) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time.
- b) **EMD:** Bidder should prepare the EMD after depositing EMD of Rs.5000 as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG/ others physically sent should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected. The bidders can deposit EMD in the bank account of the National Highways and Infrastructure Development Corporation Limited (in Canara Bank, Transport Bhawan, 1, Sansad Marg, New Delhi-110001 IFSC Code CNRB0019062 Bank Account Number 90621010002610) through NEFT/RTGS which will be refunded to the unsuccessful bidders within one month and will be adjusted against the performance security for the successful bidder.
- c) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accept the same in order to proceed further to submit their bid.
- d) Bidders shall select the payment option as offline to pay the Tender Fee/ EMD and enter details of the DD/BC/BG/others.
- e) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- f) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- g) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- h) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- i) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- j) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

1.1.5 ASSISTANCE TO BIDDERS:

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk.

Toll Free Number 1800-3070-2232 and **Sh. Amit Saini on his mobile number #9667403278.**

1.2 Minimum Eligibility Criteria

The firms submitting the bids should fulfill, the below given Minimum Eligibility Criteria to qualify for making the technical presentation:-

- 1.2.1 Constitution of the firm:** The firm should be operating as a partnership firm with minimum of two partners and none of them should be disqualified by ICAI or any other governing body. The firm should be at least five years old.
- 1.2.2 Empanelment:** The firm should have empanelment with CAG of India and shares its empanelment no and status.
- 1.2.3 ERP Exposure:** The firm should have exposure of working in SAP ERP System and have complete understanding of the functioning's and operations of the SAP.
- 1.2.4 Past Experiences:** The firm should have past experience of designing, development and implementation of Internal Control Mechanism in at least two organisations of same statute in during last five years.
- 1.2.5 Team:** Team deployed for the assignment should comprise minimum of two members out of which one should be a partner level team member and have knowledge and exposure for ERP.
- 1.2.6 EMD:** The bidding firm should deposit EMD as specified in this RFP document.

1.3 Scope of Work

- 1.3.1** The firm has to deploy a team to (i) Hqrs office for at least 2 weeks and (ii) at least two Regional offices for the minimum period of 3-5 days to have in depth understanding about functioning of the organisation at each location. The team will be entitled to out of pocket expenses (**the TA/DA will be allowed as per the company's policies: Economy class air ticket and TA/DA Equivalent to Manager level (hotel charges Rs.4500 per day and DA @ Rs.1000 per day) for**

Partners and below manager level for other team member (hotel charges Rs.3000 per day and DA @ Rs.1000 per day). No TA/DA will be allowed for the visits made to the head office).

- 1.3.2.** Firm has to complete the task assigned within 1 month from the date of issuance of appointment letter to the firm.
- 1.3.3** The firm will submit a draft report of Internal Control Mechanism, which will be reviewed in consultation with Statutory Auditors and senior management.
- 1.3.4** No advance payments will be paid. The entire amount will be paid upon final acceptance of the Internal Control Mechanism Report by the Company.

1.4 Pre Bid Meeting

1.4.1 A pre-bid meeting to clarify the issues related to the tender will be held for the interested bidders in the Conference Room, NHIDCL 3rd floor, PTI Building, 4- Parliament street New Delhi -110001 at **15.00.hrs on 25.5.2022** for clarifications required on any aspect pertaining to the RFP Document.

Any change in the pre-bid meeting schedule will be notified on the NHIDCL website www.nhidcl.com. The pre-bid queries if any should be sent to NHIDCL prior to the meeting **till 23.5. 2022, 18.00 hrs** as per the following format:-

| S. No. | RFP Clause No. | page no. | Current provision of tender | Clarifications requested |
|--------|----------------|----------|-----------------------------|--------------------------|
| | | | | |

The queries shall be sent on or before due date to the following email address:-
Gm.fin@nhidcl.com

1.5 Guidelines for Preparation of Proposals

1.5.1 Firms are required to submit their bids in 2 sealed packets as per the details given below:-

- (a) First envelope: - Pre-qualification bid (envelope should be super scribed as '**Pre-qualification bid for Internal Control Mechanism**')
- (b) Second envelope: - Technical bid (This envelope should be super scribed as '**Technical packet for Internal Control Mechanism**')
- (c) The two sealed envelopes as mentioned above should be kept in a bigger envelope to be super scribed as "**Pre-qualification and technical Bid for Internal Control Mechanism**", mentioning due date of submission. The Bottom Left corner of the

outer cover should carry the full name, address, telephone nos. e-mail ID etc. of the firm submitting the proposal.

The outer sealed envelope containing the sealed Pre-Qualification and Technical and Financial bids should be addressed to:

General Manager (Finance)

National Highways & Infrastructure Development Corporation Ltd.

3rd floor PTI building

4, Parliament Street,

New Delhi – 110 001

1.5.2 Pre Qualification Bid would contain documents related to Minimum Eligibility Criteria of the firm. The bidder must submit following valid documents:-

- i) A letter of Pre-Qualification Bid: The covering letter should be submitted on the bidder's letter head, signed by authorized signatory as per format at Annexure 1.
- ii) A clear photocopy of the Firm Registration (In case of change in name, the copy of the relevant document must be submitted.
- iii) Clear photocopy of GST Registration Certificate
- iv) A clear photocopy of PAN Number
- v) Detailed profile of firm shall be submitted along with pre-qualification bid, failing which the bid shall not be considered.
- vi) **EMD of Rs.5000 as mentioned in 1.1.4(b)**
- vii) The firm should have past experience of designing, development and implementation of Internal Control Mechanism in at least two organisations of same statute in during last five years
- viii) The firm should have completed at least two Statutory Audits of PSUs in last five years

1.5.3 The Bidder should not have been declared ineligible for corrupt or fraudulent practices or non performance or under performance with any Government departments/ agencies/ ministries or PSU's and should not be blacklisted as on Last date for submission (a declaration by the authorized representative of the bidding firm to be submitted as **Annexure-3**)

1.5.4 An undertaking on the letterhead of the firm and signed by an authorized signatory, that the firm will undertake the assignment, in accordance with the Scope of Work detailed in the RFP document and at the rates submitted by the Firm in the financial proposal (the rates not to be indicated in the undertaking).

1.5.5 Relevant Certificates / Documents in support of fulfillment of eligibility criteria must be submitted otherwise technical and Financial Bids will not be considered.

1.6. Technical Bid

1.6.1 The Technical bids of only pre-qualified firms would be opened for technical assessment. The firm selected for technical assessment may be called for presentations to be made by them in respect of the details submitted by them, as enumerated in clause no. 1.6.2 below. Technical assessment would be undertaken by the technical assessment committee and would carry a weightage of 70 marks. The firms scoring 70% i.e. 70 marks or above in technical assessment would be eligible for financial bid opening.

1.6.2 The Technical Proposal shall contain the following documents:-

- (a) Covering letter of Technical bid on the firm letter head, signed by the authorized signatory (as per the format at Annexure TB 1)
- (b) A Brief on the Profile and Track Record of the firm- This may include strength and credentials of the firm, network details, number of employees, details of the specialist partners/affiliates/associates, in-house facilities etc.
- (c) Awards/ testimonials received

1.6.3 Assessment of technical bids

The technical bids would be evaluated by a technical assessment committee on the following Criteria:

| S.No. | Component | Marks |
|--------------|---|--------------|
| 1 | Years of practice of the firm (one point for each year) | 10 |
| 2. | Number of Partners of the firm (two points for each partner) | 10 |
| 3. | Number of qualified CA as employees (one mark for each qualified employee) | 10 |
| 4. | CISA/DISA qualified partners (two points for each CISA/DISA qualified partner/employee) | 10 |
| 5. | Experience of working in SAP environment (two points of each Partner/employee) | 10 |
| 6. | Number of statutory audits of PSU Audits allotted by CAG in last five years (two point for each organisation) | 10 |
| 7. | Number of Organisations in which IFC has been implemented (Two points for each organisation) | 10 |
| | Total Marks | 70 |

1.7 Financial Proposal

1.7.1 In preparing the Financial Proposal, Firms are expected to take into account the requirements and conditions outlined in the RFP document.

1.7.2 The Financial Proposal shall be submitted online only in the BoQ (as per sample format **Annexure FQ 2**) available on CPP portal. However, a hard copy of the undertaking as per **Annexure FQ 1** shall be submitted with the technical bid and a scanned copy of the same shall be uploaded on CPP portal. The rates should be given for the following items:

1.7.3 Financial quote for all the items of works (a) + (b) as enumerated under clause 1.7.2 must be submitted as per Annexure form **FQ 2**. This would be construed as Total Fee.

1.7.4 GST as applicable in India will be paid as per actual and the same are not required to be indicated in the financial bid.

1.7.5 The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by NHIDCL.

1.7.6 The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

1.8 Submission of Proposals

1.8.1 The original proposal (Pre-qualification Proposal, Technical Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be authenticated by the persons or person who sign(s) the proposals.

1.8.2 An authorized representative of the firm should authenticate all pages of the Technical Proposal.

1.8.3 The bid should be spiral bound. The index of the bids should clearly reflect the list of documents requested in the pre qualification bid and, technical bid. All pages in the bid should be numbered.

1.8.4 The Pre-Qualification bid and the Technical Proposal should be submitted in sealed envelopes as per the guidelines enumerated in clause no. **1.5.1** of this document.

1.8.5. The Proposals should be submitted by the notified date and time.

1.8.6 No Proposal will be accepted after the deadline for submission and in the event of any proposal being received after the closing time for submission of proposals, the same shall be returned un-opened.

1.9 Opening of Proposals and Selection Process

1.9.1. Pre-Qualification Bids will be opened as per notified date and time. The bidders may attend, if they so desire.

1.9.2. The Pre-Qualification Bid will, in the first instance, be examined to ascertain fulfillment of eligibility criteria and submission of required documents. Firms that fulfill the eligibility criteria and have submitted all required documents in their pre-qualification bid will be invited to make presentations on their Technical Proposal at a date/time to be specified and conveyed by NHIDCL. The presentation would be made by team members identified to work with NHIDCL.

1.9.3. The Technical Proposals, on which presentations will be made, will carry weightage of 70% and be evaluated by a Constituted Committee as enumerated in clause no. **1.6.3** of this document.

1.9.4. Firms scoring 70% marks or more in the Technical Evaluation (i.e. 49 out of 70), will be shortlisted for opening of financial bids.

1.9.5. Financial Bids of the shortlisted firms qualifying the technical criterion will be opened on a date /time to be specified by NHIDCL. Financial evaluation, based on the **Total cost of all items in the BoQ as per format** at Annexure FQ 2, will carry a weightage of 30%.

1.9.6. Final Selection shall be based on the Quality & Cost Based Selection (QCBS). The 70% weightage shall be given to the technical bid and 30% weightage shall be given to the financial bid as indicated below;

The combined Technical and Financial Evaluation:

a. 100 marks will be awarded to the Firm who has quoted lowest Charges in their Financial Bid (L-1) and pro-rata marks will be awarded to the other firms accordingly.

Marks awarded to Financial Bid (Fn)=(Charges Quoted by L-1/ Charges quoted by the firm)X100.

b. Proposals will finally be ranked according to their combined scores of Technical (Tn) and Financial (Fn). Financial Score of Technically qualified bidders (Hn)= (0.7XTn)+(0.3XFn).

c. The selected bidder shall be awarded the work based upon highest score obtained by them as has been shown above (i.e. H-1, bidder who is having the highest combined score of Technical and Financial bids).

d. In case 2 or more bidders have the same combined score on the basis of QCBS methodology, then the bidder with the higher technical score will be considered H1 and so on. In case the technical score is also equal, then the bidder with the higher average annual turnover will be considered H1.

e. In case H-1 defaults, NHIDCL reserves the right to award the work to next highest bidder till H5, (i.e. H-2, H-3, H-4, H-5 in that order), provided the firm agrees to match the Charges quoted by H-1, if their quoted Charges are higher.

1.9.7. From the time the Technical Proposals are opened to the time the contract is awarded, if any Firm wishes to contact NHIDCL on any matter related to its proposal, it should do so only in writing. Any effort by the Firm to influence decision of NHIDCL regarding proposal evaluation or award of contract may result in rejection of the proposal of the Firm.

1.10 Terms of Payment to the Selected Firm

1.10.1 No advance payment will be made for any work/assignment.

1.10.2. Payment will be made by electronic transfer of funds to the bank account of the concerned Firm in Indian Rupees. The Firms will submit pre-receipted invoices in triplicate, complete in all respects.

1.10.3. The payment shall be released only after completion of the required work and on submission of a statement of work having been executed as per the requirements detailed in the RFP Document, or communicated subsequently by NHIDCL.

1.10.4. The GST / Tax component shall be paid as applicable and as per actual.

1.10.5. For facilitating Electronic Transfer of funds, the selected firm will be required to indicate the name of the Bank & Branch, account no. (i.e. bank name, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled, to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the selected firm.

1.11 Other Important Information

1.11.9. NHIDCL is however, not bound to accept any tender or to assign any reason for non acceptance. NHIDCL reserves its right to accept the tender either in full or in part. Conditional, erroneous and incomplete Bids will be rejected out rightly.

1.11.10 NHIDCL reserves its right to summarily reject offer received from any firm on national security considerations, without any intimation to the bidder.

1.11.11 NHIDCL reserves the right to place an order for the full or part quantities under any items of work given under scope of work.

1.11.12 Firms submitting proposals will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.

1.11.13. NHIDCL reserves its right not to accept bids from firms resorting to unethical practices or on whom investigation/enquiry proceedings has been initiated by Government Investigating Agencies / Vigilance Cell.

1.12. Penalty Clause

1.12.1 The firm would have to submit Performance Guarantee for an amount of **Rs. 15,000**. The same shall be liable to be forfeited in full or part in case of underperformance by the firm, besides other action, including blacklisting of the firm, as may be deemed fit by NHIDCL, Govt. of India as per details given below:

1.13. Termination

1.13.1 NHIDCL may terminate the Contract of the firm or may initiate penal proceedings as per law of India, in case of the occurrence of any of the events specified below:

- (i) If the firm becomes insolvent or goes into compulsory liquidation.
- (ii) If the firm, in the judgment of NHIDCL, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- (iii) If the firm submits to NHIDCL a false statement which has a material effect on the rights, obligations or interests of NHIDCL.
- (iv) If the firm places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to NHIDCL.
- (v) If the firm fails to provide the quality services as envisaged under this Contract, or fails to promptly respond or fails to provide comprehensive media strategy etc.

1.13.2 In such an occurrence NHIDCL shall give a written advance notice to the firm to foreclose the contract and other consequences of the foreclosure.

1.14. Force Majeure

1.14.1 Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. 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 being assigned the work and avoid or overcome with utmost persistent effort in the carrying out of its obligations

hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

1.14.2 A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

1.15. Arbitration: Venue of arbitration will be New Delhi and will be governed by provisions of the Indian Arbitration & Re -conciliation Act.

1.16. Jurisdiction: The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.

1.17. The interested firms may drop or send their bid by post/courier as per the guidelines stipulated in this RFP documents so as to reach NHIDCL before **18.00 Hrs on 15.6.2022**.

(.....)
General Manager (Finance)
NHIDCL, 3rd Floor, PTI Building,
4, Parliament Street, New Delhi-110001
Tel: 011-23461618
Email:

SECTION II

APPLICATION- PRE-QUALIFICATION INFORMATION

Selection of firm for preparing Internal Control Mechanism for National Highways & Infrastructure Development Corporation Limited

| Sl. No | Particulars | Details to be filled by the Firm | Page no. of supported document |
|---------------|---|---|---------------------------------------|
| 1. | Name of the Tendering Firm/ – attach certificate of registration | | |
| 2. | Names of Partners of the Firm | | |
| 3. | Corporate Office/ Head Office/ Registered Office/ Business Address of the Firm with telephone numbers and e-mail | - - | |
| 4. | Whether firm having its Registered or Branch Office NE Regions. If so, please give the address with proof and telephone numbers and e-mail | | |
| 5. | Name of Contact Person with Mobile No. & Email ID | | |
| 6. | Whether Micro, Small or Startup Enterprises (attach proof of requisite registration) | | |
| 7. | Year of Incorporation/constitution of the Firm/Firm (please attach a copy) | | |
| 8. | Income Tax - PAN No. (Attach copy of PAN) | | |
| 9. | GST No. (Attach a copy) | | |
| 10. | Whether the firm registered as LLP. If so mention the date of Registration. (Attach copy of Registration Certificate) | | |
| 11. | Details of the EMD of Rs.5 thousand | | |
| 12. | List of the organisation where IFC services were provided in last five years (Attach appointment letter) - | | |
| 13. | List of statutory Audits of PSUs conducted in last five years (Attach appointment letters) | | |
| 14. | Whether the firm has submitted an | | |

| | | | |
|--|---|--|--|
| | affidavit of self declaration stating that it has not been black listed by any Central/State Govt. Ministry/Deptt. or PSU/ reputed private organizations during the last three years. | | |
|--|---|--|--|

Verification — Certified that all the details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by NHIDCL if it deems fit.

Signature of authorized Signatory
(with Full Name and Seal)

Date:

Place:

APPLICATION- TECHNICAL BID INFORMATION

| Sl. No | Particulars | Details to be filled by the Firm | Page no. of submitted document |
|---------------|---|---|---------------------------------------|
| 1 | Has the bidder submitted profile and track record of the firm | Yes/No | |
| 2. | Details of awards / testimonials received by the firm for successfully executed IFC work, | Yes/No | |
| 3. | Details statutory audit of PSUs in last five years, | Yes/NO | |
| 3. | Brief on communication strategy proposed | Yes/No | |

10.Format for giving details of Partners and Employees (as per 1.5.4)

| Sl. No. | Name of Partner/Employees | Designation | Whether qualified CISA/DISA | Experience in SAP | Years of experience (in complete years no rounding off) |
|----------------|----------------------------------|--------------------|------------------------------------|--------------------------|--|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

11. Verification — Certified that all the details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by NHIDCL if it deems fit.

Date:
Signatory
Place:

Signature of authorized

(with Full Name and Seal)

SECTION-III

CHECKLIST FOR BID PREPARATION

| PRE-QUALIFICATION BID (to determine Minimum Eligibility) :- To be kept in the First envelope super scribed as <u>Pre-Qualification Bid for Appointment of a consultancy firm.</u> | | |
|--|-------------------|------------------------------|
| Requirements | RFP clause | Remarks |
| Letter of Pre-Qualification Bid submission on the letter head of the firm signed by authorized signatory | 1.5.2(i) | As per Annexure-1 |
| Firm Registration Certificate | 1.5.2(ii) | |
| Goods and Service Tax Registration Certificate | 1.5.2 (iii) | |
| PAN no. | 1.5.2(iv) | |
| Copies of the work order for completion of two IFC assignments in the organizations of repute | 1.5.2(v) | |
| EMD of Rs.5000 | 1.5.2(vi) | |
| Copies of the appointment letter as Statutory Auditors of PSUs | 1.5.2(vii) | |
| Confirmation letter regarding qualified team | 1.5.3 | As per format Annexure-2 |
| Letter regarding declaration of ineligibility for corrupt or fraudulent practices | 1.5.5 | As per format Annexure-III |
| Undertaking | 1.5.6 | As per format at Annexure-IV |

Technical Bid

(To be kept in the second envelope super scribed as **technical bid for appointment of consultancy firm**)

| | | |
|---|----------|-----------------------------|
| Letter of Technical Bid submission on letter head signed by authorized signatory | 1.6.2(a) | As per format Annexure TB 1 |
| Number of years of practice | 1.6.3 | |
| Number of partners of the firm (attach certificate of constitution of the firm from ICAI) | 1.6.3 | |
| List of CA qualified employees of the firm | 1.6.3 | |
| CISA/DISA certificates of the partners and employees | 1.6.3 | |
| Partner/employees wise SAP experience | 1.6.3 | |

SECTION IV - Formats

| |
|------------------------------|
| Format for Annexure I |
|------------------------------|

Letter of Pre-Qualification Bid Submission

To be provided on 'Firm letter head'

Dated: _____

The General Manager (F)
NHIDCL
3rd floor, PTI Building, 4-
Parliament Street, New
Delhi-110001.

Subject : Letter of Pre-Qualification Bid submission.

Sir,

This has reference to NHIDCL's RFP No. **NHIDCL/HQ/ IFC//2022** dated
_____for Appointment of a consultancy firm.

In this context, please find enclosed documents as desired for pre-qualification bid in respect of RFP submitted above.

I/We as the authorized representative(s) of the firm hereby declare that all the information and statements made in this pre-qualification bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We agree to abide by all the terms and conditions of the RFP document.

We understand that the NHIDCL is not bound to accept any Proposal received by it.

Thanking you,
Name of the Bidder:
Authorized Signatory:.....
Name:

Seal:

Date:
Place:

Certificate for Providing Qualified team

To be provided on 'Firm's letter head'

Dated: _____

**The General Manager (F)NHIDCL
3rd floor, PTI Building,4-
Parliament Street, New
Delhi-110001.**

Subject :- Certificate for providing qualified Team.

Madam / Sir,

This has reference to NHIDCL's RFP No. **NHIDCL/HQ/IFC/2022** dated

_____for Appointment of a consultancy firm.

In this context, I / We as an authorized representative(s) of firm and certify that we shall be able to provide a competent team for undertaking the consultancy work to NHIDCL.

Thanking you,

Name of the Bidder:

Authorized Signatory:.....

Name:

Seal: Date:

Place:

Format for Annexure III

Declaration of ineligibility for corrupt or fraudulent practices

To be provided on 'Firm's letter head'

Dated:_____

**The General Manager (F)
NHIDCL
3rd floor, PTI Building,4-
Parliament Street, New
Delhi-110001.**

Subject :- Declaration of ineligibility for corrupt or fraudulent practices.

Madam / Sir,

This has reference to NHIDCL's RFP **NHIDCL/HQ/IFC/2022** dated
_____for Appointment of a firm.

In this context, I/We, as an authorized representative(s) of firm, declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder:

Authorized Signatory:.....

Name:

Seal: Date:

Place:

Format for Annexure IV

Pre-Qualification Bid - Undertaking

To be provided on 'Firm's letter head'

Dated: _____

**The General Manager (F)NHIDCL
3rd floor, PTI Building,4-
Parliament Street, New
Delhi-110001.**

UNDERTAKING

Madam / Sir,

This has reference to NHIDCL's RFP No. **NHIDCL/HQ/IFC/2022** dated

_____for Appointment of a firm.

In this context, I/we, as an authorized representative(s) of firm, certify that the firm will undertake the assignment, in accordance with the Scope of Work detailed in the RFP document and at the cost submitted by the firm in the financial proposal.

Thanking you,

Name of the Bidder:

Authorized Signatory:.....

Name:

Seal: Date:

Place:

Format for Annexure TB1

Letter of Technical Bid Submission

Dated:_____

To be provided on 'Firm letter head'

**The General Manager (F)
NHIDCL,
3rd floor, PTI Building,4-
Parliament Street, New
Delhi-110001.**

Subject :- Letter of Technical Bid Submission.

Madam / Sir,

This _____ has reference to NHIDCL's RFP No. NHIDCL/HQ/IFC/2022 dated _____ for Appointment of a firm.

In this context, please find enclosed out technical bid in respect of RFP submitted above.

I/We as the authorized representative(s) of the firm hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We undertake, if our Proposal is accepted, to initiate the Implementation services immediately in consultation with NHIDCL and as per the provisions stipulated in the RFP document. We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 90 days as stipulated in the RFP document.

We understand that the NHIDCL is not bound to accept any Proposal received by it.

**Thanking you,
Name of the Bidder:**

**Authorized Signatory:.....
Name:**

Seal:

Date:

Place:

| |
|--|
| Format for FQ 1 for financial bid |
|--|

To be provided on 'Firm letter head'

Dated:_____

The General Manager (HR)
NHIDCL
3rd floor, PTI Building,4-
Parliament Street, New
Delhi-110001.

Subject :- Letter of Financial Bid Submission.

I/We as the authorized representative(s) of the firm hereby offer to undertake the assignment of **Designing and Implementation of Internal Control Mechanism for** the NHIDCL, in accordance with your RFP document No. NHIDCL/HQ/IFC/2022 dated_____April, 2022 and our technical proposal. Our financial bid as per the requirements of RFP document is submitted through e procurement website. The financial proposal is exclusive of taxes, which will be claimed as applicable and as per actual.

Our financial bid shall be binding upon us, up to completion of the period of the contract as specified in the RFP document.

We understand that NHIDCL is not bound to accept any Proposal received by it.

Thanking you,

Name of the Bidder:

Authorized Signatory:.....

Name:

Seal: Date:

Place:

| | | | |
|-------------|--|---------------------|----------------------------|
| Bidder Name | | | |
| | <p style="text-align: center;">PRICE SCHEDULE</p> <p style="text-align: center;">(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filing the relevant columns, else the bid is liable to be rejected for this tender, Bidders are allowed to enter the Bidder Name and Values only marked in Turquoise Color)</p> | | |
| NUMBER | TEXT # | Total in Figures | Quoted Rate in Words |
| S.NO. | Fee for preparation of IFC | | |
| 1 | | 3 | 4 |

This excludes TA/DA on tour to Regional offices which will be as per clause 1.3.1.