

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI**

EXPRESSION OF INTEREST FOR

Appointment of a consultant to prepare the HR Manual at IGIDR

NIT No: IGIDR/EOI/2023/ED/21 Date: 12.07.2023

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai-400065.

Telephone: 022 6909 6200 / 507. Fax: 022 6909 6399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Expression of Interest (EOI)

“NAME OF THE SERVICE: **Appointment of a consultant to prepare the HR Manual** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. Institute invites bids from reputed consultants/service providers for the following service:

Name of work	EMD	Completion Period
(1)	(2)	(3)
Appointment of a consultant to prepare the HR Manual at IGIDR	Rs. 20,000.00	3 Months

The Expression of interest is invited for the above-mentioned consultancy service. IGIDR reserves its right to shortlist the qualified bidder.

2. The bidder must deposit the Earnest Money amount of **Rs. 20,000/-** (Rupees Twenty Thousand Only) along with their bid.
3. The EOI bids in two bid systems are invited through two separate Emails to tender@igidr.ac.in “**Email-1: EMD and Prequalification Bid**” and “**Email-2: Financial bid**”. The subject of Emails should be mentioned as “**Email-1: EMD and Prequalification Bid for Appointment of a consultant to prepare the HR Manual at IGIDR**” and “**Email- 2: Financial bid for Appointment of a consultant to prepare the HR Manual at IGIDR,**” respectively. **All the bid documents should be attached as a PDF document or zip file, and the financial bid file should be protected with a password.**
4. The last date of submission of the EOI proposal shall be **on 2nd August 2023 End of the day.**
5. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION-‘A’*

LETTER OF OFFER

Date _____

To,
The Registrar,
Indira Gandhi Institute of Development & Research,
Gen. A.K. Vaidya Marg, Film city Road,
Goregaon (East), Mumbai 400065.

Subject: Expression of interest for Appointment of a consultant to prepare the HR Manual at IGIDR, MUMBAI

Reference: NIT No. IGIDR/EOI/2023/ED/21 Date: 12th July 2023

Dear Sir,

With respect to your EOI as mentioned above, I / We hereby submit my / our bid in the required format along with Company Profiles and supporting documents.

Should this bid be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We deposited the EMD amount of **Rs. 20,000.00** through NEFT/DD/FDR/BG or MSME Certificate as earnest money to the IGIDR, which will not bear any interest.

Should I/We fail to execute the Contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed, and I / We accept the same without any alterations/modifications.

Yours faithfully,

Signature

Name & seal of the bidder

**To be submitted on company letterhead with sign and stamp on it.*

SECTION-‘B’
GENERAL INSTRUCTIONS TO BIDDER

EOI bid should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 and superscripted ~ **EOI for “Appointment of a consultant to prepare the HR Manual” at IGIDR, Goregaon (E), Mumbai.**

1. The bidder has to deposit the Earnest Money of Rs. 20,000/- (Rupees Twenty Thousand Only) through DD/FDR/BG to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account No. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with a screenshot of the transaction should be included in the part of the bid towards Earnest money.
2. The EOI bids in two bid systems are invited through two separate Emails to tender@igidr.ac.in “**Email-1: EMD and Prequalification Bid**” and “**Email-2: Financial bid**”. The email's subject should be “**Email-1: EMD and Prequalification Bid for Appointment of a Consultant to Prepare the HR Manual**” and “**Email-2: Financial bid for Appointment of a Consultant to Prepare the HR Manual,**” respectively. All the bid documents should be attached as a PDF document or zip file, and the financial bid file should be protected with a password. If the bidder cannot attach a single bid file to an email, they can split their bid and submit in multiple emails with mentioning in the email subject as Part-I, II, III.... etc.
3. All the required documents should be scanned and merged into a single PDF file or zipped into a single file and attached to the respective Emails. The Financial bid should be attached as a PDF document protected with a password, and the password to be shared at the time of the financial bid opening through an online meeting. The vendor should keep their password securely with them and be required to give it only when asked in an online meeting for financial bid opening.
4. The bids will be received **on 2nd August 2023 End of the day**. Each copy of the EOI document is under their stamp and signature. No bid will be accepted after **2nd August 2023** under any circumstances whatsoever.
5. The Email bid with the subject “**EMD and Prequalification Bid for Appointment of a Consultant to Prepare the HR Manual at IGIDR**” shall be opened by the tender opening committee on the next day **3rd August 2023, at 03:00 PM** through the online meeting platform. The link to the meeting will be shared with participated bidders. In case the government declares a holiday on the day of opening the bids, the bids will be opened on the next working day at the same time.
6. The Email bid with the subject “**Financial bid for Appointment of a Consultant to Prepare the HR Manual at IGIDR**” of only qualified bidders will be opened. The Institute shall inform the date of price bid opening to the qualified bidders. The date of opening of the

financial bid and link for an online meeting shall be informed by the Institute to the qualified bidders.

7. **In case the bid file is protected with a password, then the bidders should provide the password of PDF/zip file during the opening of the bid. In case the bidder can NOT give the password for bid at the opening, then their bid shall be rejected.**
8. EOI bids shall remain valid for acceptance by the Institute for a period of four months from the date of opening of the bid, which period may be extended by mutual agreement, and the bidder shall not cancel or withdraw the bid during this period.
9. The EOI bid must be filled in English. If any documents are missing or unsigned, the bid may be considered invalid by the Institute at its discretion.
10. Each Page of the EOI Document should be stamped and signed by the authorized person or persons submitting the EOI in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of the Contract, etc., as laid down. Any bid with any of the documents not so signed will be rejected.
11. The Institute does not bind itself to accept the successful or any responsive bid and reserves the right to accept or reject any or all the bids, either in whole or in part, without assigning any reasons for doing so.
12. The intending bidders are requested to visit the Indira Gandhi Institute of Development Research to understand the nature and scope of the work. The intending bidder can obtain any clarifications regarding the EOI document, employee details, previous policy details, etc., if any, by contacting **Mr. Samir Parab (Administrative Officer)** on his **mobile- 8097171963** or through email at administrativeofficer@igidr.ac.in or in Administration Office of the Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065 on any Institute`s working day.
13. **Pre-bid meeting: A pre-bid meeting will be scheduled on 19th July 2023 at 11:30 A.M, and a Zoom link for a meeting will be published on the institute website under the tender section.**

I/We hereby declare that I/we have read and understood the above instructions, which will remain binding upon me/us.

Place:

Signature of the bidder with company seal

Date:

SECTION- 'C'
TERMS AND CONDITIONS

Upon the declaration of an intending bidder to be shortlisted by the Institute, they shall be subject to the following terms and conditions that shall form part of the bidding executed with the Institute.

1. The shortlisted bidder shall not assign the sub-contract. He shall not sublet any portion of the Contract except with the written consent of the IGIDR. In case of a breach of these conditions, the IGIDR may serve a written notice on the bidder.
2. In all matters of dispute arising on the work, the matter shall be referred to **Registrar Indira Gandhi Institute of Development Research, Goregaon**, for a decision.
3. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of the Arbitration and conciliation act, 1996, or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator appointed by the Institute. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made and deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in English, and any award or awards shall be rendered in English. The procedural law of the arbitration shall be the Indian law. The arbitral tribunal's award shall be final, conclusive, and binding upon the Successful Bidder and the Institute.
4. Corrigendum, if any, issued for the EOI shall form part of the bidding process. Corrigendum will be posted on <http://www.igidr.ac.in/>. Hence, Applicants are requested to visit the website regularly, note the corrigendum/amendments to the EOI without fail, and submit the offer accordingly. The Institute is not responsible for the ignorance of the corrigendum.
5. **Completion Period:**
The total period allowed completing work and submitting the HR manual shall be three months from the date of the formal work order issuance.
6. **Payment Terms:**
The payment shall be released after the successful completion of work and submission of the HR manual to the acceptance of the Institute against submission of invoice.
7. **The performance security deposit (PSD):**
The EMD of the successful bidder shall be retained as the PSD amount till the completion of the contract obligations. If the successful bidder submits an MSME certificate towards EMD exemption, they should deposit **Rs. 20,000.00** towards the PSD in the form of DD/FDR/BG. PSD amount shall be released after completing all the contractual obligations. No interest shall be paid on the PSD amount.
8. **Penalty:**
Penalty shall be imposed on the successful bidder if the cause for such penalty is directly and solely attributable to them. The total cumulative penalty imposed on the bidder shall be 1% of the total invoice amount of the particular service of the respective Order for which the penalty arises. The Institute shall raise concerns or objections to the Bidder within 30 days of the services provided. The

total cumulative penalty shall be a maximum of 5% of the Invoice value for the particular service giving rise to such indemnity.

9. Termination Clause:

9.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the successful bidder in the performance of this Contract or the discharge of any contractual obligations arising out of this Contract or if the successful bidder commits a substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the successful bidder, the Institute may terminate this Contract by giving a 30(thirty) days written notice of intended termination to the successful bidder.

9.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the Contractor subject to clause 9.5 hereunder.

9.3 Notwithstanding anything contained herein above, the Institute may terminate this Contract at any time by giving one month's notice to the successful bidder without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The successful bidder may terminate this Contract at any time by giving two months' notice to the Institute without assigning any reason thereof.

9.4 Forthwith, on the expiry or earlier termination of this Contract, the successful bidder shall, return to the Institute all materials and equipment belonging to the Institute with regard to this Contract. The Institute shall also intimate to the successful bidder a time when it can collect its equipment stored in the Institute, and the successful bidder shall collect the same. In the event that the successful bidder does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.

9.5 Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, the cost of remedying any defects (if any), and the cost of completion of the work (if required). The Institute shall be entitled to recover from the successful bidder the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the successful bidder.

9.6 On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute

10. Debarment from the bidding Process:

a. An Applicant shall be debarred if he is involved in any of the fraud & corrupt practices as below:

- i. The bidder and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the bidding Process. Notwithstanding anything to the contrary contained herein, the Institute may reject a proposal without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding Process.

Without prejudice to the rights of the Institute under Clause 2(a)(i) above, if the Institute finds a bidder to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the bidding process, such bidder shall not be eligible to participate in any tender issued by the Institute during a period of 2 (two) years from the date the Institute finds such bidder to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.

During the entire bidding process, the currency of the Contract, or after completion/termination of the Contract, if it comes to the notice of the Institute that the bidder has engaged itself in any act of Fraud and/or Corrupt Practices, the Institute after giving a reasonable opportunity of being heard, comes to the conclusion that an Applicant or prospective Applicant, was indulged itself in such practices, may take appropriate measures as per applicable laws.

For the purposes of this clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- ii. **“Corrupt practice”** means (I) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (II) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the work order or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the WORK ORDER or the Agreement, who at any time has been or is a legal, financial or technical advisor of the authority in relation to any matter concerning the Project;
- iii. **“Fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts, or disclosure of incomplete facts to influence the Bidding Process;
- iv. **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- v. **“Undesirable practice”** means (I) establishing contact with any person connected with or employed or engaged by the authority with the objective of canvassing, lobbying, or in any manner influencing or attempting to influence the Bidding Process; or (II) having a Conflict of Interest; and
- vi. **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among bids to restrict or manipulate a full and fair competition in the Bidding Process.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall bind me/us upon being declared the Successful Bidder.

Date:

Signature of the bidder with company seal

SECTION-‘D’
PREQUALIFICATION CRITERIA

- **Prequalification Documents to be submitted by Bidder along with Prequalification Bid:**
 - a) The bidder should be registered with the appropriate authority and submit a copy of the company's Certificate of Incorporation or Registration certificates or Shop and Establishment certificate.
 - b) Copy of Registration of provident fund if applicable
 - c) Copy of Registration of Goods & Service Tax (GST) and PAN
 - d) The bidder should have an average annual turnover of **INR 50.00 Lakh** exclusively from providing Human Resource Management consultancy services only in the last three financial years, i.e., FY2019-20, FY2020-21, and FY 2021-22 or FY 2022-23. The bidder should submit the audited balance sheets-P & L account statements or CA certificate for turnover amount from HRM services for the last three financial years duly certified by CA. If the audit of FY 2022-23 not done, the bidder may submit provisional turnover certificate duly certified by CA.
 - e) The bidder should have completed at least **three assignments** of preparing the HR Manual for Central/State Government/Public Sector Undertaking(PSUs)/Institutions of Govt. Of India during the last 05 years ending the previous month of the EOI notice's publication date. (Should submit copies of Work orders/Contract agreement and completion certificates).
 - f) **Composition of Project Implementation Team:** The bidder should have at least two members with requisite qualifications in HRM (i.e., MBA) and **ten** years of experience in the field as partners or employees of the company as on the bid submission date, who will become part of the Project implementation team. The team members should have experience of at least **ten** years in Human Resource management services in government organizations/Institutes or PSUs.
 - g) The bidder should submit the list of FIVE clients along with the name & contact number of representatives for their completed HR services.
 - h) The bidder shall submit a copy of the certificate of appreciation, if any.
 - i) The bidder should not have been blacklisted by Central/State Government/Public Sector Undertaking/Institute of Govt. of India. Should submit the undertaking as per **Annexure-A***.
 - j) The bidder should submit the list of employees, qualifications, experience, key responsibilities, etc., as per **Annexure-B***.
 - k) Either the Registered Office or one of the Branch Offices of the bidder should be located in the territory of MMRDA Region.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice for the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (Email-1) duly stamped and signed by the authorized person of the agency.

• **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
2	Telephone Number: Office /Residence: Mobile Number: Fax No. Email address-	
3	Details of Registration (number & date)	
4	Month and Year in which the company was formed/ incorporated.	
5	Type of organisation (Partnership, Pvt. Ltd., Public Ltd., etc.)	
6	Enclose a copy of the partnership deed and Articles of Association (in case of partnership firm)	
7	Average Annual Turnover of Last Three Financial Year (attached audited balance sheets-profit & Loss account statements or CA certificate)	FY2021-22 FY2020-21 FY2019-20/2022-23

8	<p>Provide details of the Composition of the Project implementation Team: The bidder should have at least two members with requisite qualifications in HRM (i.e., MBA) and 10 years of experience in the field as partners or employees of the company as on the bid submission date, which will become part of the Project implementation team. They have experience of at least 10 years in Human Resource management services in government organizations/Institutes/Universities or PSUs.</p>	
9	Bank Account Details	<p>A/C No.</p> <p>Bank Name:</p> <p>IFSC:</p>
10	<p>Name of the contact person</p> <p>Contact Number</p> <p>Email ID:</p>	

Date:

Signature of the bidder with company seal

SECTION-‘E’
TECHNICAL BID

- **Information to the bidder:**

The Indira Gandhi Institute of Development Research (IGIDR) is an advanced research institute established and fully funded by the Reserve Bank of India for conducting research on development issues from a multi-disciplinary point of view.

IGIDR was registered as an autonomous society on November 14, 1986, and as a public trust in January 1987. Subsequently, the Institute was recognized as a Deemed University under Section 3 of the UGC Act. Starting as a pure research institution, it rapidly developed into a full-fledged teaching cum research organization when it launched a Ph.D. program in development studies in 1990. The objective of the Ph.D. program is to produce researchers with diverse disciplinary backgrounds who can address issues of economics, energy, and environmental policies. The M.Sc. program commenced in 2003 to introduce students to the world of research at an earlier stage.

Currently, the Institute has full-time faculty members, non-academic staff, and about M.Sc. /Ph.D. students and other contract employees and workers.

- **Purpose**

The major objective of the assignment is to develop a comprehensive Human Resource Policy/Manual for the Indira Gandhi Institute of Development Research. The purpose is to standardize the organization's human resources management, ensuring the recruitment and retention of high-caliber employees.

- **Roles and Responsibilities of Consultant:**

- A. Key Background Documents:**

- I. IGIDR Documents**

The consultant must review the bylaws, Memorandum of Association, norms, and practices currently in place while preparing the HR Policy Manual.

- II. Documents from outside IGIDR**

The consultant has to review the following documents while preparing the IGIDR HR Policy Manual:

- a. Rules and policies are followed at IIT, IIM, and Central Government.
- b. UGC regulation 2019.
- c. Government of India Reservation Policy.
- d. Staff & Faculty Handbook of IITB

- B. Consultant Specifications:**

- a. The consultant should have at least ten years of experience in human resources, including developing human resources strategies for Academic/Higher Education Institutions / Universities.

- b. Experience in undertaking and preparing Human resource Manuals and should be well versed with rules as per 7th CPC as specified by G.O.I for central government employees, UGC regulations, and other Higher Education Institutes like IITs & IIMs for Faculty and Non-Teaching Staff.
- c. Excellent report writing skills, spoken and written English, with strong analytical skills, including legal.

C. Scheduling:

- a. The consultant will have full access to all necessary documents to undertake the assignment.
- b. One week for preliminary consultative meetings with management and staff.
- c. Four weeks for a collection of all the required documents or data from IGIDR and from other Higher Education institutions.
- d. Four weeks for the drafting of policy.
- e. One week to review the draft together with IGIDR.
- f. Two weeks to receive feedback from IGIDR on the submitted draft.
- g. Finalize the draft after approval from BoM with necessary suggestions as directed by the board.
- h. Orient/facilitate a workshop for employees within two weeks once the HR policy Manual is finalized.

D. Deliverables:

- a. Based on the review, propose and develop a comprehensive HR Policy Manual covering but not limited to the areas covered in **Annexure-I**.
- b. Orient/facilitate a workshop for employees on the new human resources policy manual.

• **ANNEXURE-I: Detail Scope of Work:**

1. Manpower planning, Recruitment, and Selection Policy.
2. Classification of Employees, Job Profiles of all employees like Sr. Professor, Professor, Associate Professor, Assistant Professor, Deans of Faculties, Dean of Student & Academic Affairs, Registrar, Finance Officer, Chief Librarian, System Analyst, Administrative Officer, Estate Officer, Account Officer, and all other Non-Teaching Staff.
3. Appointments, Modes of Engagement, selection criteria for faculty and Non-Teaching Staff, the composition of the selection committee for Appointment and promotions
4. Promotion Policy for Faculty and Non-Teaching Employees.
5. Induction Policy & Joining Time
6. Times and Attendance Rules
7. Performance Appraisal Policy
8. Salary, Allowances, and Other Benefits
9. Medical Facility
10. Leave Rules
11. Travel and Tour, Foreign Travel
12. Loan and Advance Policy
13. Training and Development
14. Promotion of Research and Publications

15. Guest expert seminar
16. Research and conference, and workshop policies
17. Policy to attract researchers and adjunct professors
18. Consultancy
19. Welfare Scheme
20. Visitors policy
21. University Guest House Facilities
22. General Conduct, Ethics & Disciplinary Action
23. Grievance Redressal Policy and Procedure
24. Transport
25. Telecommunication
26. Rewards and Recognition
27. Insurance
28. Holidays
29. Leave Travel Concessions (LTC)
30. Income Tax
31. Compensatory Allowances
32. Work culture/Environment
33. Employees Housing – Rules & Regulations
34. Health and Safety Policy
35. Separation & Full and Final Settlement, Exit Policy
36. Visiting Cards
37. Office Infrastructure
38. Confidentiality agreement and Conflict of Interest
39. Superannuation benefits
40. Retention of Documents
41. Reservation and concessions in appointments
42. Succession Plan Policy
43. Miscellaneous
44. And any other that needs to be included
45. Faculty and Staff Development Programme
46. Faculty Designation and Responsibilities
47. The policy of Office Vehicle
48. Student Rule Book and Policies

I/We hereby declare that I/we have read and understood the above deliverables/scope of service that forms part of the formal Contract to be executed between I/us and the Institute. The same shall bind me/us upon being declared as the successful bidder.

Date:

Signature of the bidder with company seal

SECTION-‘F’
BID EVALUATION CRITERIA

1. Opening of Proposals:

- a) The Tender Committee appointed by the Institute will open all proposals on the scheduled date, time, and venue.
- b) During the evaluation of proposals, the Institute may, at its discretion, ask the bidder to clarify his proposal.
- c) No bidder shall contact the Institute on any matter relating to his proposal from the time of the bid opening till the time of issue of the letter of intent. All bidders are strongly advised to furnish all the information in the proposal.
- d) Any effort by a bidder to influence the institute/IGIDR in its decisions on proposal evaluation, proposal evaluation decision will result in the rejection of the proposal.
- e) Where the Authorized Representative has signed the proposal on behalf of the concern, the bidder shall submit a certificate of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (IGIDR may out-rightly reject any proposal not supported by adequate proof of the signatory’s authority).
- f) No alteration shall be made in any of the terms and conditions of the EOI/bid document.
- g) They are scoring out. In the submitted proposal, no variation in the conditions shall be admissible. Proposals not complying with the terms and conditions listed in this section are liable to be ignored.

2. Procedure for evaluation of Proposals:

- **The Proposals will be evaluated in the following 3 steps;**

a) EOI/Technical bid Evaluation:

Sr. No.	Technical Evaluation Criteria	Maximum Score	Scoring Pattern
1	Average Annual Turn Over in last three Years ending on 31-Mar-2020, 31-Mar-2021 & 31-Mar-2022.	10	>50 ≤ 75 Lakh: 5 marks >75 ≤ 100 Lakh: 7 Marks > 100 Lakh: 10 Marks
2	Resource Strength – Experienced/Qualified professionals with the company. Bidder should submit the self-declaration on letterhead for Nos. of employees.	15	> 3 ≤ 7: 5 Marks > 7 ≤ 100: 10 Marks > 10: 15 Marks
3	ISO Certifications: A copy of the Certifications as proof Marks will be awarded.	10	ISO 9001 & 27001: 10 Marks ISO 9001: 5 Marks
4	Experience in completing the assignments of preparing the HR Manual and HR consultancy	25	> 3 ≤ 5 projects: 15 marks

	services in Govt. Sector /PSU/Govt. Institutes in last 5 years with a satisfactory completion.		> 5 ≤ 10 projects: 20 marks > 10 projects: 25 marks
5	Technical Presentation: Profile, Qualified employees, Executed assignments, Approach Methodology, Execution Plan / Contingency Plan, etc.	40	The technical committee shall award marks. The technical committee's decision will be final and binding on the bidders.

Note:

- i. The bidder should submit relevant documentary proofs, work orders/completion certificates, contract agreements, and documents for each prequalification as mentioned above criterion for evaluation.
- ii. The minimum scoring of the bidder in the EOI bid should be more than **70 marks** to qualify for issuing bid documents.

b) Financial Bid Evaluation:

The financial bid forms will be issued to only technically qualified bidders for further processing. The financial bid will be evaluated through the Quality & Cost Based Selection (QCBS) process with a weightage of **70% to the technical score and 30% to the financial price.**

c) The formula for QCBC:

1. Technical Score:

- a) The highest technical bid (H1) bidder will be awarded a 100% score.
- b) The technical score of a Bidder = [(Technical Mark of the Bidder/Technical Mark of H1 Bidder) X 100]%.
c) Marks will be adjusted to two decimal places.

2. Financial Score:

- a) The lowest financial bid (L1) bidder will be awarded a 100% score.
- b) The financial score of a Bidder = [(Financial quote of L1 Bidder /Financial quote of the Bidder)X100] %.
c) Marks will be adjusted to two decimal places.

3. Composite Score:

a) The composite score of the bidders for the bid shall be worked out as under:

Bidder	Technical Score	Financial Score	Technical Weightage (80% of B)	Financial Weightage (20% of C)	Composite Score (F= D+E)
A	B	C	D	E	F

b) The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for the award of the Project.

c) If the bid composite scores are 'tied,' the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for the award of the Project.

Notes:

- a. Based on the above specified final evaluation criteria, the most responsive bidder will be considered further for contract placement after complete clarification/verification as decided by the Institute.
- b. The tender committee will evaluate and cross-check the correctness of data provided by the bidders by making necessary inquiries with the concerned agencies.
- c. Further, without affecting the sanctity of the above criteria, the Institute reserves the right to relax any condition of eligibility criteria qualifying the proposal(s) based on the merit of each case and if the situation so warrants in the interest of the Institute.
- d. The bidding process results will be communicated in writing to the successful bidder.

3. Notification of Award:

- a) After determining the successful bidder, the Institute shall issue a work order in duplicate, which will return one copy to the IGIDR duly acknowledged, accepted, and signed by the authorized signatory within seven (07) days of receipt of the same by the successful bidder.
- b) The issuance of the Work Order to the successful bidder shall constitute an integral part of the Agreement and will be binding to the successful bidder.

Date:

Signature of the bidder with company seal

SECTION – ‘G’
FINANCIAL BID

NIT No. IGIDR/EOI/2023/ED/21

Date: 12th July 2023

Sr. No.	Descriptions	Unit	Total Amount (Rs.)
1.	Consultancy/Service charges to prepare the HR Manual at IGIDR as per the scope of work and terms and conditions mentioned in the NIT No. IGIDR/EOI/2023/ED/04 dated 19.01.2023. Should submit the HR Manual along with the report to the Institute.	Job	
	Applicable GST	%	
	Total Amount with GST (Rs.)		

Note:

1. The above-quoted rate includes applicable GST, to and fro transportation, lodging & boarding, visit charges, etc.
2. The Institute shall not pay any extra charges above the quoted amount.
3. The consultant shall manage all their expenses at the above-quoted amount only.

Date:

Signature of the bidder with company seal

**To be submitted on company letterhead with sign and stamp on it.*

ANNEXURE – A*

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTERHEAD WITH REGARD TO BLACKLISTING/NON-DEBARMENT BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, are not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last **five** years.

For M/s _____

Authorized Signatory

Date:

**To be submitted on company/firm letterhead with sign and stamp on it.*

ANNEXURE – B*

Details of Executed projects during the last 5 years:

Sr. No.	Name of Client	Assignment Details	Service Start date	Service End Date	Client Person Name & Contact Number

Authorized signatory with seal

Date:

Note: Relevant documentary proof should be submitted for details as mentioned above.

**To be submitted on company letterhead along with sign & stamp.*

ANNEXURE - C

List of Qualified and Experienced Employees including Organization Chart:

Sr. No.	Name of employee	Qualification	Designation	No. of Years' Experience
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Authorized signatory with seal

Date:

**To be submitted on company letterhead along with the organization chart.*