

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

EXPRESSION OF INTEREST DOCUMENT FOR

Conducting workshop on BFSI TECH (including FINTECH) at IGIDR

NIT No: IGIDR/EOI/2023/ED/09 Date: 20th April 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: **Organizing Three-day workshop on BFSI TECH (including FINTECH) at IGIDR** 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	Contract Period
(1)	(2)	(3)
Conducting workshop on BFSI TECH (including FINTECH) at IGIDR	Rs. 6,000.00	1 Year

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

2. The EOI bids in two bid system are invited through two separate Emails to tender@igidr.ac.in “**Email-1: EMD and Pre-qualification/Technical Bid**” and “**Email-2: Financial bid**”. Subject of emails should be mentioned as “**Email-1: EMD and Pre-qualification/Technical Bid for Conducting workshop on BFSI TECH (including FINTECH) at IGIDR**” and “**Email-2: Financial bid for Organizing Three-day workshop on BFSI TECH (including FINTECH) 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.**
3. The last date of submission of the EOI proposal shall be up to **03:00 PM on 11th May 2023.**
4. The institute reserves the right to reject any prospective application without assigning any reasons whatsoever and also reserves the right to award only one contract to the bidder if applied for multiple tenders or having existing contract at the institute.

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 Conducting workshop on BFSI TECH (including FINTECH) at IGIDR, MUMBAI

Reference: NIT No. IGIDR/EOI/2023/ED/09 Date: 20th April 2023

Dear Sir,

With respect to your above-mentioned EOI, 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 will deposit the EMD amount 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.*

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 “Conducting workshop on BFSI TECH (including FINTECH)” at IGIDR, Goregaon (E), Mumbai.**

1. Bidder has to deposit Earnest Money of Rs. 6,000/- (Six 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 screenshot of transaction should be included in the part of tender document towards Earnest money.
2. The EOI bids in two bid system are invited through two separate Emails to tender@igidr.ac.in “**Email-1: EMD and Pre-qualification/Technical Bid**” and “**Email-2: Financial bid**”. Subject of email should be mentioned as “**Email-1: EMD and Pre-qualification/Technical Bid for Conducting workshop on BFSI TECH (including FINTECH) at IGIDR**” and “**Email-2: Financial bid for Conducting workshop on BFSI TECH (including FINTECH) 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.** . In case bidder cannot attach single bid file to an email then 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 either into a single PDF file or zipped into a single 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 financial bid opening through online meeting. The vendor should keep their password securely with them and required to give only when asked in online meeting for financial bid opening.**
4. The bids will be received up to **03:00 PM on 11th May 2023**. Each copy of the EOI document is under their stamp and signature. No bid will be accepted after 03:00 PM on **11th May 2023** under any circumstances whatsoever.
5. The E-mail bid with the subject “**EMD and Pre-qualification/Technical Bid for Conducting workshop on BFSI TECH (including FINTECH) at IGIDR**” shall be opened by the tender opening committee on the next day **12th May 2023, at 12:00 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 subject “**Financial bid for Conducting workshop on BFSI TECH (including FINTECH) at IGIDR**” of only qualified bidders will be opened. The date of opening of price bid shall be informed by institute to the qualified bidders. The date of opening of financial bid and link for online meeting shall be informed by the institute to the qualified bidders. **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.**
7. EOI bids shall remain valid for acceptance by the Institute for a period of three 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.
8. 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.
9. 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.
10. The Institute does not bind itself to accept the lowest or any responsive bid and reserves the right to accept or reject any or all the EOI bids, either in whole or in part, without assigning any reasons for doing so.
11. 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 e-mail 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.

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

Place :

Signature of 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 notice in writing 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 mutually appointed by the Institute and the successful bidder. 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 award of the arbitral tribunal 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. **Contract Period:**

The Initial contract period shall be 1 year and it can be extended for further 2 years based on institution requirements at same rates, terms and conditions.
6. **Payment Terms:**
 - 30% amount shall be paid as advance before conduction of workshop as per the actual no of participants.
 - The balance 70% payment shall be released after successful completion of workshop against submission of invoice.
7. **The performance security deposit (PSD):**

The EMD of the successful bidder shall be retained as PSD amount till the completion of the contract. In case the successful bidder submitted MSME certificate towards EMD exemption then he should

deposit an amount of Rs. 6,000.00 towards the PSD in the form of DD/FDR/BG. PSD amount shall be released after successful completion of all the contractual obligations. No interest shall be paid on the PSD amount.

8. The successful bidder shall be given an opportunity of making a representation and of a personal hearing before forfeiture of the Performance Security Deposit. The cause for failure to discharge the contractual obligation or negligence should be directly & solely attributable to the successful bidder. The successful bidder shall be given a cure period of 30 days to rectify the breach.
9. The successful bidder and the Institute shall reserve the right to terminate the contract for reason of convenience by giving a written notice of not less than 30 days to the other party.
10. Penalty shall be imposed on the bidder only if the cause for such penalty is directly and solely attributable to the Agency. The total cumulative Penalty imposed on the bidder shall not exceed 5% of the total invoice of the particular service of the respective Order for which the penalty arises. The Institute shall raise its concerns or objections to the Bidder within 30 days of the services provided. The Institute shall not impose any penalty/ damages on the Service Provider if no objections are raised within the stipulated period.
11. Each Party shall continue to be the owner and hold their respective Intellectual Property Rights. The rights, title and ownership of the IPR shall not be transferred.
12. The total cumulative Indemnity of the successful bidder at 5% of the Invoice value for the particular service giving rise to such indemnity.
13. Payment of all undisputed invoices shall be made by the Institute within a stipulated period of thirty (30) days from the date of invoice raised by the successful bidder. Any unpaid invoice shall be constituted as Event of Default (EOD) and a fifteen (15) days written notice of EOD shall be issued by the successful bidder to the Institute, providing a cure period for the stipulated time. In the event of non-payment of the invoice amount within the cure period, the successful bidder shall have the right to terminate the Contract effective immediately, without any further notice.
14. Neither the successful bidder nor the Institute party shall be liable for any delay or failure in performing any of its obligations hereunder, if such delay or failure either wholly or partly is due to Force Majeure conditions such as floods, earthquakes or other acts of God, or any acts of governmental body or public enemy, wars, riots, embargoes, epidemics, pandemics, fires or any other causes, circumstances or contingencies beyond the control of such party. The party affected by such Force Majeure condition shall forthwith notify the other Party/Parties, of the

nature and extent thereof, in writing, within seven (7) days after the occurrence of such Force Majeure condition and shall, to the extent reasonable and lawful under the circumstances, use best efforts to remove or remedy such cause with all reasonable dispatch. If the Force Majeure condition in question prevails for a continuous period of one (1) month, the parties affected by such condition shall enter into bona fide discussions with a view to alleviating its effect on this Agreement by agreeing to such alternative agreement as may be fair and reasonable.

15. Debarment from the bidding Process:

a. An Applicant shall be debarred if he has been found to be 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’

PRE-QUALIFICATION CRITERIA

- **Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:**
 - a) The bidder should submit a Registration of copy the company’s Certificate of Incorporation or Registration certificates under Shop & Establishment.
 - b) Copy of Registration of Goods & Service Tax (GST) and PAN
 - c) The bidder shall be a reputed organization for Training business in India. (PO and/or completion certificate of at least one of Training Programme needs to be submitted)
 - d) The bidder shall be in the domain of Training & Certificate and/or Software Development on Latest Trends and Technologies (self-declaration along with PO copy/completion certificate to be submitted)
 - e) The bidder shall have independently executed one order of at least **Rs. 2.00 Lakh** in total in a Private University/ Autonomous College/ Academy/ Government Department/ PSU/ Autonomous Body involving IT training in any of last three financial years (2020-21, 2021-22 & 2022-23). (Purchase order copy for the project to be provided.)
 - f) Should have conducted training of 300+ candidates on FinTech/ NextGen Technology/ Latest Trends and Technologies. Training in the domain of FinTech will be an added advantage. (PO and/or completion certificate of at least one of Training Programme needs to be submitted)
 - g) The bidder shall have aggregate turnover of not less than **Rs. 15.00 Lakh** each year in last three financial years (2020-21, 2021-22 & 2022-23). Copy of Audited Annual Balance Sheet to be submitted. **If audit for financial year 2022-23 is not completed then bidder should attached provision turnover certificate from CA.**
 - h) The bidder should submit the details of **one** client along with the name & contact numbers.
 - i) The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India. Should submit the undertaking as per **Annexure-A***.
 - j) 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 (E-mail) 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	Name of the contact person Telephone Number: Office /Residence: Mobile Number: Fax No. E-mail 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)	FY2022-23 FY2021-22 FY2020-21
9	Bank Account Details	A/C No. Bank Name: IFSC:

Date:

Signature of 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 purely research institution, it rapidly developed into a full-fledged teaching cum research organization when it launched a Ph.D. program in the field of 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.

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

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

- i. The successful bidder should conduct the workshop on BFSI (Including FINTECH) for minimum **three days** for the interested students of the institute.
- ii. The duration of the programme should be at least for **5 hours per day for 3 days**.
- iii. The successful bidder should issue the participation certificates to the participating students of the institution.
- iv. There should be minimum 50 users/students attending for one session of the training programme.
- v. The workshop should cover following mentioned topics:

1. Artificial Intelligence	2. Machine learning
3. Robotic Process Automation	4. Cloud Computing
5. Metaverse	6. Cybersecurity
7. Data Science and Analysis	8. Blockchain and Crypto
9. Agile and Develops	10. Digital Transformation

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'
FINANCIAL BID

NIT No: IGIDR/EOI/2023/ED/09

Date: 20th April 2023

Name of the service: Conducting workshop on BFSI TECH (including FINTECH) at IGIDR.

Sr. No.	Descriptions	Unit	Amount (Rs.)
1.	Cost of the training programme for three Days as per mentioned in Technical bid	Per User	
	Applicable GST	%	
	Total Amount with GST (Rs.)		

Note:

- i. The above quoted rate per user should inclusive all and the fixed charges.

Date:

Signature of bidder with company seal

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 -----, is 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 5 years.

For M/s _____

Authorized Signatory

Date:

ANNEXURE - B

List of Qualified and Experienced Employees including Organization Chart:

Sr. No.	Name of employee	Qualification	Designation	No. of Years' Experience
1				
2				
3				
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17				
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20				

Authorized signatory with seal

Date:

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