



Reference No.

Date:

REQUEST FOR PROPOSAL

M/s

Subject: RFP for Third party Evaluation of Public Funded Schemes at NID Haryana.

Sir/ Madam,

National Institute of Design Haryana has been established on November 15, 2016 as an autonomous Institute under Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, to emerge as a global leader in Design education and research. The Institute aims at becoming the torchbearer for innovative design directions in the industry, commerce, and development sectors. It is currently being run in its transit campus at Govt. Polytechnic Building at Umri, Kurukshetra, Haryana.

NID Haryana's multi-disciplinary environment consisting of diverse design domains helps in creating an innovative and holistic ecosystem for design learning and delivering solutions focusing on the emerging needs of people integrated with digital and cutting-edge technologies. NID Haryana currently offers full-time four year Bachelor of Design (B.Des.) with specialisation streams of INDUSTRIAL DESIGN, COMMUNICATION DESIGN and TEXTILE & APPAREL DESIGN.

National Institute of Design Haryana intends to engage Agencies for third party audit of NID Haryana as prescribed by the Department of Expenditure, Government of India.

The detailed RFP document indicating the scope of work, qualifying requirement, forms and process for submission of proposal for RFP can also be downloaded from Institute's official website at www.nidh.ac.in on or before 30th November 2020. The proposal may be submitted at the main gate National Institute of Design Haryana, Govt. Polytechnic Building at Umri, Kurukshetra-136131, Haryana on or before **30th November 2020 by 03.00 P.M.**

The Institute reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reason thereof and no claim/ dispute on this aspect shall be entertained.

Yours sincerely,

Chief Administrative Officer

INSTRUCTIONS TO THE APPLICANT

1. SCOPE OF WORK

Being an autonomous organization fully funded by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India. As the institute is receiving funds from the DPIIT, third party evaluation of its activities is mandatory as per the instructions of the Department of Expenditure, Ministry of Finance.

The National Institute of Design Haryana therefore invites proposal from experienced reputed agencies to submit their proposal to conduct a third-party evaluation of the activities of the Institute during last three financial years including 2019-2020.

2. DESCRIPTION OF WORK

The agency will have to conduct a third-party evaluation of the activities of the Institute during last three financial years including 2019-2020. The audit report must meet the requirement as specified by the Department of Expenditure; Government of India vide OM dated 26th July 2019 (copy attached).

3. APPLICANT STATUS

The applicant should be an experienced reputed agency having past experience of similar type of work with Government Department and having similar type of work with Government Organizations (Documentary evidence and details to be provided to support the experience.)

4. AUTHORIZED SIGNATORY

The "Applicant" mentioned in the RFP document shall mean the person who has signed the RFP document forms. The applicant should be the duly Authorized Representative. All certificates and documents (including any clarifications sought and any subsequent correspondence) received, shall, as far as possible, be furnished and signed by the Authorized Representative.

5. BID PROCESSING & AVAILABILITY OF RFP

The RFP document can be downloaded from Institute's website at www.nidh.ac.in. The complete RFP proposal as per Technical and Financial detail must be submitted **by 03.00 PM 30th November 2020**.

6. AMENDMENT TO RFP

At any time prior to the last date for receipt of proposals, NID Haryana may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in

preparing their proposals, the Institute may, at its discretion, extend the last date for the receipt of proposals and/ or make other changes in the requirement set out in the RFP.

7. ELIGIBILITY

The bids will be screened on the basis of the following essential eligibility criteria: -

- a) The agency should have minimum 03 years of experience dealing with similar type of work with Govt. organizations.
- b) The applicant should furnish an undertaking to the effect that the individual/agency has not been blacklisted in India or abroad on such issues related to third party evaluation.
- c) Technical bid will be opened first and those who qualify in technical bid will be called for participating in financial bid.

8. SUBMISSION OF PROPOSAL

- a) The proposal complete in all respects shall be submitted in sealed Envelope super scribed as **“RFP for Third Party Evaluation of Public Funded Schemes”** at main gate National Institute of Design Haryana, Govt. Polytechnic Building at Umri, Kurukshetra-136131, Haryana. **on or before 03.00 PM, 30th November 2020.**

9. DOCUMENTS TO ACCOMPANY RFP

- a) The applications shall be accompanied with the following documents in Technical bid:
 - Duly signed RFP document.
 - Duly signed copy of GST registration.
 - Duly filled in and signed Annexure-I.
 - Duly filled in and signed Annexure-II (undertaking to the effect that the individual/agency has not been blacklisted in India or abroad on such issues related to third party evaluation)
 - Duly filled in and signed Annexure-III along with documentary proof of having minimum 03 years of experience dealing with similar type of work with Govt. organizations.
 - Complete Details with supportive documents as per above, **Technical bid** to be submitted in separate envelop with super scribing **"TECHNICAL BID FOR THIRD PARTY EVALUATION OF PUBLIC FUNDED SCHEMES at NID Haryana"**.
- b) Details of professional fee and other charges as per work to be provided in Annexure-IV (Financial bid) in separate sealed envelope with superscribing **“FINANCIAL BID FOR THIRD PARTY EVALUATION OF PUBLIC FUNDED SCHEMES at NID Haryana”**
 - **Both the envelopes of Technical & Financial bid are required to be contained in a separate sealed envelope with superscribing “RFP for Third Party Evaluation of Public Funded Schemes at NID Haryana”**

10. PRE-QUALIFICATION CRITERIA (Technical Bid)

PRELIMINARY EXAMINATION FOR THE APLLICATIONS

- a) The Institute shall examine the applications to determine whether they are complete, whether the documents have been signed as indicated in this document, whether all Forms

as asked have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.

- b) The Institute reserves the right to waive minor deviations in the proposal application if they do not materially affect the capability of the bidder to perform the assignment.
- c) Prior to detailed evaluation formalities, the Institute shall determine the Substantial responsiveness of each application to the Invitation documents. A substantially responsive proposal is one which conforms to all the terms and conditions of the Invitation document without any material deviation. A material deviation is one which limits in any way responsibilities and liabilities of the bidder or any right of the employer as required in this document. The Institute may waive any minor infirmity or non-conformity in an application which does not constitute material deviation. Non-responsiveness shall run the risk of rejection.
- d) The evaluation shall be carried out on the basis of data available in the application documents received from the agencies in the first instance. No account will be taken of any further documents or clarifications or any such additional information furnished subsequently by the individual/ firm. However, the Institute reserves the right to call for such clarifications confined in scope to the contents of the application, should such a clarification become necessary for proper judgment in evaluation.

11. Evaluation criteria for Financial Bids:

- (a) The bids should be unconditional. Conditional bids would be summarily rejected.
- (b) The financial bids shall be opened only after due scrutiny of Technical Bids in respect of the technically eligible bidders only.
- (c) Evaluations of bids shall be done on the basis of rates quoted in the price bid.
- (d) If some discrepancies are found between the rates given in words and figures the rate as quoted in words shall be adopted.
- (e) If any tie in price bids received from different bidders, then it shall be at the discretion of the Director, National Institute of Design Haryana to select the suitable bidder.

12. DETAILED TERMS & CONDITIONS

- a) The job is to be taken up immediately.
- b) The empanelled firm appointed by National Institute of Design Haryana **must not Sub-contract the work.**
- c) If process/ performance of the agency is not found satisfactory, the management reserves the right to cancel the award of work to the firm at any time.
- d) Shifting of office file out of the office premise shall not be allowed without permission of the Institute.
- e) **Payment Terms:** No advance shall be payable under any circumstances and payment shall be remitted through RTGS as per the bank details mentioned on bill. TDS shall be deducted as per income Tax Act, 1961 and the relevant prevailing rules at the time of release of payment, only after the completion of job, subject to satisfactory performance.
- f) If the work assigned by the Institute does not complete within specified time limit as per the statutory provision, the empanelment may be considered for cancellation.
- g) If any penalty imposed on the Institute due to delay in filing of statutory compliance, levy of penal interest shall be borne by the empanelled firm.
- h) **Governing Law:** The engagement shall be governed by any law construed in accordance with the laws of India without regard to its conflict of laws provision.

- i) **Arbitration (Dispute resolution mechanism):** In case of any dispute between the both the parties, it would be amicably settled by mutual discussions. In case of any dispute remaining unresolved it would be referred to the Arbitrator appointed with the mutual consent of both the parties. The venue of the Arbitration proceeding shall be mutually decided, and language of Arbitration shall be in English. The Arbitration proceeding shall be conducted in terms of Arbitration & Conciliation Act, 1996 or any statutory modification of re- enactment thereof. The expenses of the Arbitration proceeding shall be borne equally by the Parties or as may be decided by the Arbitrator.

13. REJECTION OF RFP

The application is liable to be rejected if:

- a) The application is not covered in proper sealed cover with superscription as indicated in Para 09 and 10 above.
- b) Not in prescribed form and not containing all required details.
- c) Not properly signed.
- d) Received after the expiry of due date and time.
- e) Offer is received by fax, telegram, or e-mail.

14. RIGHTS OF NATIONAL INSTITUTE OF DESIGN HARYANA: -

The Institute shall have right to engage other agency/ firms if required.

15. Disclaimer

The Institute shall not be responsible for any late receipt for any reason whatsoever. The applications received late will not be considered.

The Institute reserves the right to reject any / all applications without assigning any reasons thereof. To relax or waive any of the conditions stipulated in this document as deemed Necessary in the best interest of the Institute without assigning any reasons thereof. To include any other item in the Scope of work at any time after consultation with applicants or otherwise

Format for submission of Technical Bid for Third party Evaluation of Public Funded Schemes at National Institute of Design Haryana

(On the letter head of the Bidder)

1. Name of the agency: _____
2. Registration Number of the agency, if any: _____
3. Particulars of the Firm: -
 - i. Address of the Head office / Branch of the firm:
 - ii. (a) Telephone Number with STD code:
(b) Mobile Nos. of the partners
 - iii. Email address of the firm
 - iv. Website of the firm, if any
 - v. PAN No. of the Firm (Self-certified with seal copy to be enclosed)
 - vi. GST No of the firm (Self-certified with seal copy to be enclosed).
 - vii. Name of the Firm in Bank A/c, A/C Number, Name of the Branch, IFSC code
4. Self-certified and stamped documents only

S. No	Particular	Remarks	
		Yes	No
1	RFP document		
2	GST registration certificate		
3	Documentary proof of having minimum 03 years of experience dealing with similar type of work with Govt. organizations.		
4	Self-declaration Certificate as per Annexure II to show that the firm is not black-listed.		

We hereby confirm the acceptance of all provisions and terms & conditions of the invitation without any deviation.

Place:

Date:

Authorized Signatory

With Official Stamp

Self-Declaration – No Blacklisting
(On the letter head of the Firm)

To,
The Director
National Institute of Design Haryana
Government Polytechnic Building at Umri,
Kurukshetra-136131
Haryana

Madam,

In response to the Bid for empanelment of Third Party Evaluation of Public Funded Schemes at National Institute of Design Haryana, I/ We hereby declare that presently our Institute/ agency _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any state/Central Government / PSU/Autonomous Body.

We further declare that presently our Institute/ agency _____ is not blacklisted and not declared in eligible for reasons including corrupt & fraudulent practices by any State/ Central Government/ PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, the empanelment if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures _____
Name _____
Seal of the Firm _____

Place _____
Date _____

Detail of agencies' Experience of Similar Services as per details of Bid Document

S. No.	Name of the Organization	Name of the assignment	Evaluation year	Details of supporting Documents provided
1				
2				
3				

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required

Date:

Signature:
Name:
Designation:
(With Official Stamp)

Date:
OFFICE SEAL

Financial Bid in respect of Third-Party Evaluation of Public Funded Schemes at National Institute of Design, Haryana

(To be filled by the bidder)

Name of Firm:

Address & Contact Detail:

The agency/ Institute would be required to carry out the activities indicated below:

S. No.	Particular	Consolidated Rate
1	Third Party Evaluation for last three financial years (including 2019-20)	

Signature:

Name:

Designation:

(With Official Stamp)

Date: