



## **REQUEST FOR PROPOSAL**

### **(Bidding Terms)**

FOR

Selection of Agency for

**Recruitment of Human Resources at Invest India**

Dated: 4th Nov 2015

**Invest India**

A Joint venture between Department of Industrial Policy & Promotion (DIPP), Ministry of  
Commerce and Industry, Federation of Indian Chambers of Commerce and Industry (FICCI);

and state governments of India

**Federation House, Tansen Marg, New Delhi**

# Contents

**SECTION 1: LETTER OF INVITATION.....3**

**SECTION 2: INSTRUCTIONS TO BIDDERS .....6**

PREFACE 7

2.1 Introduction.....7

2.2 Documents part of RFP.....8

2.3 Fraud / Corruption.....8

2.4 Only one Proposal .....9

2.5 Proposal Validity .....10

2.6 Clarification and Amendment of RFP Documents .....10

2.7 Preparation of Proposals .....11

2.8 Earnest Money Deposit (EMD).....11

2.9 Pre-Qualification Criteria .....12

2.10 Technical Proposal .....12

2.11 Financial Proposals .....14

2.12 Conflict of Interest.....14

2.13 Conflicting activities .....14

2.14 Conflicting assignments .....14

2.15 Ownership Rights .....15

2.16 Conflicting relationships.....15

2.17 Negotiations .....15

2.18 Performance security .....15

2.19 Confidentiality.....16

2.20 Authorization of signatory: .....16

2.21 Submission, Receipt, and Opening of Proposals.....17

2.22 Proposal Evaluation.....20

2.23 Evaluation of Technical Proposals .....20

2.24 Public Opening and Evaluation of Financial Proposals.....21

2.25 Combined Evaluation.....21

2.26 Information.....23

2.27 Taxes .....23

2.28 Award of Contract.....23

2.29 Data Sheet.....	23
2.30 Pre-Qualification check-list.....	32
<b>SECTION 3: TECHNICAL PROPOSAL- STANDARD FORMS .....</b>	<b>33</b>
<i>Form Tech 1A: Letter of Proposal Submission .....</i>	<i>35</i>
<i>Form Tech 1B: Bidder's Authorization Certificate.....</i>	<i>36</i>
<i>Form Tech 1C: Bidder Details.....</i>	<i>37</i>
<i>Form Tech 2: Bidder's Organization and Experience .....</i>	<i>38</i>
<i>Form Tech 3: Comments and Suggestions on the understanding of the Terms of Reference .....</i>	<i>40</i>
<i>Form Tech 4: Description of Approach, Methodology and Work Plan for Performing the Assignment/ Job ...</i>	<i>41</i>
<i>Form Tech 5: Work Schedule.....</i>	<i>42</i>
<i>Form Tech 6: Team Composition and Task Assignment/ Jobs .....</i>	<i>43</i>
<i>Form Tech 7: Comments/ Modifications Suggested on Draft Contract .....</i>	<i>47</i>
<i>Form Tech 8: Information regarding Conflicting Activities and Wrong Declaration thereof.....</i>	<i>48</i>
<b>SECTION 4: FINANCIAL PROPOSAL- STANDARD FORMS .....</b>	<b>49</b>
<i>Form Fin 1: Financial Proposal Submission Form.....</i>	<i>50</i>
<i>Form Fin 2: Lump sum Cost as per TOR of Section 5.....</i>	<i>51</i>
<b>SECTION 5: TERMS OF REFERENCE.....</b>	<b>53</b>
5.1 INTRODUCTION.....	54
5.1.1 About Invest India .....	54
5.1.2 Objectives.....	54
5.2 SCOPE OF WORK AND DELIVERABLES .....	54
5.3 PAYMENT TERMS .....	55

## **SECTION 1: LETTER OF INVITATION**

Dear Sir,

**Invest India** invites proposals from reputed bidders for selection of HR Agency for **Recruitment of Human Resources at Invest India**.

2. A bidder will be selected under the Combined Quality cum Cost Based System method (CQCCBS) with weightages of 70:30 (70% for technical proposal and 30% for financial proposal) and as per procedures described in this RFP.

3. The content of this RFP enlists the requirements of Invest India. It includes the **Bidding Terms and Draft Agreement** which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explains the contractual terms that Invest India wishes to specify at this stage. It also consists of a draft agreement that needs to be signed between the Invest India and the successful bidder.

The RFP includes the following sections:

Section 1 - Letter of Invitation

Section 2 - Instructions to Bidders (including Data Sheet and pre-qualification criteria)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

3.1 Please inform us within three (3) days of issue of RFP at the following address, upon receipt that you will submit a proposal

3.2 that you will attend the pre-bid conference on November 9, 2015,

4. The information may be submitted at the following address by post only.

Sh. Deepak Bagla

Managing Director & CEO

Invest India, Federation House, Tansen Marg, New Delhi 110 001

T: +91 11 2348 7292 (D),

E: [procurement@investindia.org.in](mailto:procurement@investindia.org.in)

Yours faithfully,

Deepak Bagla

Managing Director & CEO

**Invest India**

A Joint venture between Department of Industrial Policy & Promotion (DIPP), Ministry of Commerce and Industry, Federation of Indian Chambers of Commerce and Industry (FICCI); and state governments of India

Federation House, Tansen Marg,

New Delhi 110 001

## **SECTION 2: INSTRUCTIONS TO BIDDERS**

## **Preface**

Invest India is a not-for-profit joint venture between the Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce & Industry; state governments; and the Federation of Indian Chambers of Commerce and Industry (FICCI). Operationalized in early 2010, the Agency has been set up as the dedicated Investment Promotion Agency (IPA) for attracting investments into the country in a structured, focused and comprehensive manner.

Invest India is the first point of reference for foreign investors, and investment promotion and facilitation constitute the core mandate of the Agency. Its services include providing quality input and support services to Indian and overseas enterprises — through granulated, sector- and state-specific information, assistance with location identification, expedition of regulatory approvals, facilitation of meetings with relevant government officials, organization of investment road shows and roundtables, and aftercare services that include initiating remedial action on problems faced by investors by involving the government department concerned.

## **2.1 Introduction**

- 2.1.1 **Invest India** named in the Data Sheet will select a bidder in accordance with the method of selection specified in the Data Sheet.
- 2.1.2 The short listed bidders are invited to submit a proposal in two parts - the Technical part and the financial part sealed separately, as specified in the Data Sheet, for services required for the assignment named in the Data Sheet. **Late bids i.e. bids received after the specified date in the data sheet will not be considered.** The Proposals submitted will be the basis for signing the contract with the selected bidder.
- 2.1.3 The Bidders are required to familiarize themselves with the local conditions and take them into account while preparing their proposals. To obtain first-hand information on the assignment and local conditions, bidders are advised to attend a pre-bid conference as specified in the Data Sheet. Attending the pre-bid conference is optional. Bidders should contact **Invest India**'s representative named in the Data Sheet to obtain additional information on the pre-bid conference.



2.1.4 Bidders shall bear all costs in connection with the preparation and submission of their proposals, attending pre-bid conference, etc.

2.1.5 **Invest India** may accept or reject any proposal in its discretion and may ask for any additional information or vary its requirements, add to or amend the terms, procedure and protocol set out in RFP for bonafide reasons, which will be notified to all the Bidders invited to tender. Further **Invest India** hereby reserves its right to annul the selection process at any time prior to the contract award without incurring any liability towards the Tenderers.

## **2.2 Documents part of RFP**

2.2.1 The Request for Proposal (RFP) document for the project consists of the following sections:

Section 1 - Letter of Invitation

Section 2 - Instructions to Bidders (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

2.2.2 The prospective bidders are expected to examine all instructions, forms, terms, project requirements, and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the prospective bidder's risk and may result in rejection of the proposal.

## **2.3 Fraud / Corruption**

2.3.1 **Invest India** requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, **Invest India** defines, for the purpose of this paragraph, the terms set forth as applicable to both the parties:

- a. “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value (whether in cash or kind) to influence the action of a public official in the selection process or in Contract execution;
  - b. “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a Contract;
  - c. “collusive practices” means a scheme or arrangement between two or more bidders with or without the knowledge of **Invest India**, designed to establish prices at artificial, noncompetitive levels;
  - d. “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract. **Invest India** will reject a proposal for award if it comes to know that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question; and
- 2.3.2 **Invest India** will terminate the Contract, if already awarded and will declare the bidder ineligible, either indefinitely or for a stipulated period of time, to be awarded a Contract, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract.
- 2.3.3 Bidders shall be aware of the provisions on fraud and corruption prescribed in the specific clauses in the General Conditions of Contract.
- 2.3.4 Bidders shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal with details of name and address of agents, amount, and purpose, during contract execution as per details in the Financial Proposal submission form (Section 4).

## **2.4 Only one Proposal**

- 2.4.1 Bidders will submit only one proposal. If a Bidder submits or participates in more than one

proposal, all such proposals shall be disqualified.

## **2.5 Proposal Validity**

2.5.1 The Data Sheet indicates how long Bidders' proposals must remain valid after the submission date. During this period, Bidders shall ensure the availability of professional staff nominated in the Proposal. Should the need arise, **Invest India** may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Bidders could submit new staff in replacement, which would be considered in the final evaluation for Contract award. Bidders, who do not agree, have the right to refuse to extend the validity of their proposals.

## **2.6 Clarification and Amendment of RFP Documents**

2.6.1 Bidders may request for clarifications on any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to **Invest India**'s address indicated in the Data Sheet. **Invest India** will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders. Should **Invest India** deem it necessary to amend the RFP as a result of a clarification, it shall do so by the procedure as mentioned in Clause 2.6.2.

2.6.2 At any time before the submission of Proposals, **Invest India** may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the Invest India website and will be binding on them. To give Bidders reasonable time in which to take an amendment into account in their Proposals, **Invest India** may, if the amendment is substantial, extend the deadline for the submission of Proposals.

2.6.3 **Pre-bid conference:** Pre bid conference will be held as specified in the Data Sheet for clarifying issues and doubts, if any, concerning the subject matter of study. Inputs from the

prospective bidders will also be sought if considered necessary.

## **2.7 Preparation of Proposals**

- 2.7.1 The Proposal as well as all related correspondence exchanged by the bidders and **Invest India**, shall be written in the language (s) specified in the Data Sheet.
- 2.7.2 In preparing their Proposal, bidders are expected to examine in detail all the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal
- 2.7.3 The numbers of Professional staff-months required for the assignment have to be estimated by the Bidders. **Invest India** will not be liable for additional cost compensation in case bid proposal is based on inadequate or under-estimated staff months. Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.
- 2.7.4 Language: Documents to be issued by the bidders, as part of this assignment must be in English.
- 2.7.5 The Bid may be signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case the bid shall be accompanied by a certificate of authority. **A bid which does not fulfill this criterion will be treated as non-est and will be liable to be rejected.**

## **2.8 Earnest Money Deposit (EMD)**

- 2.8.1 The Bidders must submit an Earnest Money deposit of INR 10,000 in the form of a bank draft along with a Technical proposal.
- 2.8.2 The EMD shall be in Indian Rupees only. The Bank Draft should be drawn in favour of **Invest India** and payable at New Delhi.
- 2.8.3 Unsuccessful Bidder's EMD will be discharged / refunded as promptly as possible as but not later than 30 days after the final selection.
- 2.8.4 The successful Bidder's EMD will be discharged only after the completion of the contract

papers.

2.8.5 The EMD shall be forfeited:

- a. If a Bidder withdraws the bid after the final date of during the period of Bid validity specified by the Bidder on the Bid Form.
- b. Or in case of a successful Bidder, if the Bidder fails to sign the contract; or
- c. If a bidder fails to furnish the Performance Security as stated in para 2.18.

2.8.6 Proposals not accompanied by EMD will not be considered for Technical and Financial evaluation.

## **2.9 Pre-Qualification Criteria**

2.9.1 A pre-qualification criteria will be applied to short-list the bidders for technical and financial evaluation. The criteria is as mentioned in the Data Sheet.

2.9.2 Documentary proof for pre-qualification criteria is essential without which the proposal will be rejected. Technical and Financial evaluation will be done **only** for the bidders who have submitted EMD and are satisfying the pre-qualification criteria as detailed in 2.29.

## **2.10 Technical Proposal**

2.10.1 Bidders are required to submit an original Full Technical Proposal (FTP) along with 2 hard copies and a soft copy (in the form of a CD/ pen drive). The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3).

- a. Format of letter to be submitted by the Bidder along with the Proposal (Form TECH-1)
- b. A brief description of the Bidders' organization and an outline of recent experience of the Bidder, assignments of a similar nature are required in Form TECH-2 of Section

3. For the assignment, the outline should indicate the names of Professional staff who participated, duration of the assignment, Contract amount, and bidder's involvement. Information should be provided only for those assignments for which the bidder was earlier awarded Contract as an individual Agency or as a lead partner in a Consortium. Assignments completed by individual Professional staff working privately or through other Companies cannot be claimed as the experience of the bidder, or that of the Agency's associates, but can be claimed by the Professional staff themselves in their CVs. Bidders should be prepared to substantiate the claimed experience, if so requested by **Invest India**.

- c. Comments and suggestions may be proposed on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment. The bidder however, should not make any deviation from the Terms of Reference, which reduces the scope of services. (Form TECH-3 of Section 3). The bidder may suggest their own methodology, work plan over and above the ones detailed in the project report.
- d. A description of the approach, methodology, and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, activity schedule, organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-5 of Section 3) which will show in the form of a bar chart, the timing proposed for each activity.
- e. The team composition by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-6 of Section 3).
- f. Comments, if any, on the Standard form of Contract as given in Section 3 of the RFP may be given as per Form TECH 7. However, **Invest India** is not bound to accept any/all suggestions proposed and may reject any such suggestion.
- g. Information on conflicting activities, if any, should be given as per Form TECH-8.

2.10.2 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non responsive.

### **2.11 Financial Proposals**

2.11.1 The bidder should submit the financial bid as per the format indicated in FORM FIN 2 in a separate sealed envelope.

2.11.2 The quote should be in Indian Rupees and should be inclusive of all taxes as applicable. The Financial Proposal shall be prepared using the attached Standard Form (Section 4).

### **2.12 Conflict of Interest**

2.12.1 **Invest India**'s policy requires that bidders should provide professional, objective, and impartial advice and at all times hold **Invest India**'s interests paramount and strictly avoid conflicts with other assignments or their own corporate interests.

2.12.2 Without limitation on the generality of the foregoing, Companies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances.

### **2.13 Conflicting activities**

2.13.1 A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.

### **2.14 Conflicting assignments**

2.14.1 Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants.

## **2.15 Ownership Rights**

2.15.1 Ownership of all new artifacts (reports, presentations and other publications) will rest with **Invest India** and it will have the right to / implement the same with any other organization.

## **2.16 Conflicting relationships**

2.16.1 The bidder (including its personnel) that has a business or family relationship with a member of **Invest India**'s staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to **Invest India** throughout the selection process and execution of the Contract.

2.16.2 Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of **Invest India**, or that may reasonably be perceived as having this effect. Failure to disclose the said situations may lead to the disqualification of the bidder or the termination of its Contract.

## **2.17 Negotiations**

2.17.1 No negotiations will be allowed. However, after the bidder is finally selected, the detailed work-plan and sequence of activities will be finalized in consultation with **Invest India**.

## **2.18 Performance security**

2.18.1 For the due performance of the assignment in accordance with the terms and conditions specified, the selected Agency shall on the day or before signing the contract which shall not be later than 30 (thirty) days from the issue of the Letter of Award, furnish to **Invest India** a performance security in the form of an irrevocable Bank Guarantee for an amount equal to ten percent (10%) of cost mentioned in the *financial bid*. This performance security will be released after successful completion of the whole Project.

2.18.2 The Bank Guarantee/s shall be in favour of **Invest India**, issued by any nationalized or scheduled Indian Bank, approved by the Reserve Bank of India. The Bank Guarantee/s shall be on the Performa, which shall be furnished by **Invest India**.



2.18.3 It is expressly understood and agreed that the performance security is intended to secure performance of entire contract. It is also expressly understood and agreed that the performance security is not intended to cover all the damages detailed / stipulated in various clauses in the Contract document.

2.18.4 Should the assignment period, for whatever reason be extended, the bidder, shall at his own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him extended and shall furnish the extended / revised Bank Guarantee to **Invest India** before the expiry date of the Bank Guarantee originally furnished.

## **2.19 Confidentiality**

2.19.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process. The undue use by any bidder of confidential information related to the process may result in rejection of its Proposal and adversely affect its future prospects.

## **2.20 Authorization of signatory:**

2.20.1 The Bid may be signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Representative or the Principal Officer. The Principal Officer/ authorized representative of the Agency shall sign the proposal and also initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Bid.

## **2.21 Submission, Receipt, and Opening of Proposals**

2.21.1 The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1A of Section 3, and FIN-1 of Section 4. The signed Technical and Financial Proposals shall be marked “ORIGINAL”.

2.21.2 It is proposed to have the following Envelope System for this bid:

- a. ***Envelope 1:***
  - i. Demand Draft for Earnest Money Deposit
  - ii. Pre-Qualification Proposal, a copy and a CD
  - iii. One original, 2 copies and a CD / pendrive of Technical Bid (sealed)
- b. ***Envelope 2:*** Financial Bid
- c. ***Envelope 3:*** Both the above envelopes in Envelope 3

2.21.3 Details of the contents of the envelopes are given in the following table:

**Envelope 1:**  
EMD, Pre-  
Qualification  
Proposal &  
Technical  
Proposal

- The Bidder must submit an **EMD** which shall be in the form of a Demand Draft in Indian Rupees only. The Bank Draft should be drawn in favour of **Invest India** and payable at New Delhi.
- The **Pre-Qualification Proposal** shall be prepared in accordance with the requirements specified in the data sheet of this RFP. The Pre-Qualification Proposal should be submitted in hard copy (one original and one copy). The words “**Pre-Qualification Proposal – Selection of Agency for Recruitment of Human Resources at Invest India**” shall be written on the hardcopy.
- The **Technical Proposal** shall be prepared in accordance with the requirements specified in S. No. 2.10, Data Sheet and in the Tech forms in Section 3 prescribed in this RFP. The Technical Bid should be submitted in hard copy (one original and two copies) and on 1 **CD / pendrive** format only. The Technical Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- The words “**Pre-Qualification and Technical Proposal – Selection of Agency for Recruitment of Human Resources at Invest India (Not to be opened before Nov 20 , 2015)**” shall be written on the hardcopies and CD. CD should contain pdf version of the signed Technical Proposal submitted by the Bidder in hard copy.
- The hardcopies and CD (or pen drive) shall be put in the envelope which shall be sealed and super scribed “**Pre-Qualification Proposal – Selection of Agency for Recruitment of Human Resources at Invest India**”. This envelope and CD (or pen drive) **should not** contain the financial bid, in either explicit or implicit form, in which case the bid

<p><b>Envelope 2:</b> Financial bid</p>	<ul style="list-style-type: none"> <li>• The <b>Financial bid</b> shall be submitted in a sealed envelope as per the format prescribed in Section 4 of this RFP.</li> <li>• The <b>Financial bid</b> shall be submitted on Hard Copy only. NO CD/PEN DRIVE WILL BE SUBMITTED.</li> <li>• The words “<b>Financial bid– Selection of Agency for Recruitment of Human Resources at Invest India</b>” shall be written on the hardcopy. The Hard Copy shall be signed by the authorized signatory on all the pages before being put in the envelope and sealed. The envelope should also be super scribed “<b>Financial bid- Selection of Agency for Recruitment of Human Resources at Invest India (Not to be opened with the Technical Proposal)</b>”</li> </ul>
<p><b>Envelope 3</b></p>	<p>Both Envelope 1 and Envelope 2 should be put in Envelope 3 which shall be properly sealed. The outside of the envelope must clearly indicate the name of the project (“<b>Proposal for Invest India- Selection of Agency for Recruitment of Human Resources at Invest India</b>”)</p> <p>This outer envelope shall bear the submission address, reference number (mentioned in Data Sheet) and be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE <b>Nov 20, 2015</b>.”</p>

2.21.4 **Invest India** shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be a case for proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

2.21.5 The Proposals must be sent to the address/ addresses indicated in the Data Sheet and received not later than the time and the date indicated in the Data Sheet. Any proposal received after the deadline for submission shall be returned unopened against acknowledgement or Registered AD post/ courier.

2.21.6 Technical Proposals shall be opened immediately after the deadline for their submission is over. The envelopes with the Financial Proposals shall remain sealed and securely stored.

## **2.22 Proposal Evaluation**

2.22.1 From the time the Proposals are opened and up to the time the Contract is awarded, the bidders shall not contact **Invest India** on any matter related to its Technical and/or Financial Proposal. Any effort by bidder to influence **Invest India** in the examination, evaluation, ranking of Proposals, canvassing in any form or recommendation for award of Contract, may result in the rejection of the bidder's Proposal.

2.22.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

## **2.23 Evaluation of Technical Proposals**

2.23.1 Proposals which are not supported by adequate proof of the Signatory's Authority or are not accompanied by an EMD will not be evaluated.

2.23.2 The Evaluation Committee shall evaluate the Technical Proposals only for those bidders who satisfy the pre-qualification criteria as referred in Clause No. 3 of Data Sheet. The technical proposals will be evaluated on the basis of their responses to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Evaluations will be based on documentary evidence submitted by the bidder with respect to pre-qualification / evaluation / selection criteria. Each responsive proposal will be given a technical score (Ts). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet. The Technical proposals which are unsigned and incomplete shall not be evaluated.

2.23.1 The proposal shall be rejected if bidder does not fulfill the eligibility criteria or the validity period of the proposal is less than 120 days.

2.23.2 During the process of evaluation of the technical proposal, the bidder will be required to make presentation on its Proposal covering Experience/ Technical Proposal including

Implementation Methodology, Team Composition, Work Schedule and Activity Schedule.  
The date and time of the presentation will be intimated individually.

## **2.24 Public Opening and Evaluation of Financial Proposals**

2.24.1 After the technical evaluation is completed, the qualified bidders shall be informed about the time and location for opening the Financial Proposals. Bidder's attendance at the opening of Financial Proposals is optional but it shall be recorded and signed by all present.

2.24.2 Financial Proposals shall be opened publicly in the presence of the technically qualified bidders' representatives who choose to attend. The name of the bidders whose technical proposal is found responsive (i.e. identified bench mark) shall be read out. The Financial Proposal of the bidders who meet the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals of the bidders who meet the qualifying mark as indicated in the Data Sheet shall be then opened, and the prices read aloud and recorded.

2.24.3 Financial proposals of only those bidders will be evaluated, who secure a minimum of 60% marks in the technical evaluation. The proposal with the lowest total bid value (Part A and Part B) as given in FORM FIN 2 shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their total bid value.

## **2.25 Combined Evaluation**

2.25.1 Based on the criteria in item No. 19 of Data Sheet-Part II the combined score shall be obtained by weighing the technical and financial scores in the ratio of 70:30 and adding them up. On the basis of combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest combined score in evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. **The bidder securing the highest combined marks will be considered for award of the contract.**

### **Example:**

As an example, the following procedure will be followed. The minimum qualifying marks for technical qualifications is 60 and the weightage of the technical bids and financial bids

is kept as 70: 30. Assuming that in response to the RFP, 3 proposals, A, B & C are received. The technical evaluation committee awards them 75, 80, and 90 marks respectively. The minimum qualifying marks are 60. All the 3 proposals are, therefore, found technically suitable and their financial proposals will be opened after notifying the date and time of bid opening to the successful participants. Assuming that the evaluation committee examines the financial proposals and the quoted total bid values are as under:

Proposal	Total Bid Value
A	: Rs.120
B	: Rs.100
C	: Rs.110

Using the formula  $LTBV / TBV$ , where  $LTBV$  stands for Lowest Total Bid Value and  $TBV$  stands for Total Bid Value, the committee will give them the following points for financial proposals:

A	:	$100 / 120$	=	83 points
B	:	$100 / 100$	=	100 points
C	:	$100 / 110$	=	91 points

In the combined evaluation, thereafter, the evaluation committee will calculate the combined technical and financial score as under:

Proposal A	:	$75 \times 0.70 + 83 \times 0.30 = 77.4$ points.
Proposal B	:	$80 \times 0.70 + 100 \times 0.30 = 86$ points
Proposal C	:	$90 \times 0.70 + 91 \times 0.30 = 90.3$ points.

The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 77.4 points	: H3
Proposal B: 86 points	: H2
Proposal C: 90.3 points	: H1

Proposal C at the total bid value of Rs.110 will, therefore, declared as winner and recommended for approval, to the competent authority.

In the event of a tie in the final scores, the agency having the lower financial quote amongst the two would be given preference.

## 2.26 Information

2.26.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process. The undue use by any bidders of confidential information related to the process may result in the rejection of its Proposal and may adversely affect its future prospects.

## 2.27 Taxes

2.27.1 The bidder shall include in Bid Price all local taxes and duties as applicable on amounts payable by the Agency under the Contract. All taxes, duties and other impositions as applicable in India shall always be deemed to be included in the Financial Proposal.

2.27.2 The Financial Proposal shall include all commercial implications and all applicable taxes should also be included in the Financial Proposal.

2.27.3 Bid/Contract price shall remain fixed for the entire Contract period.

## 2.28 Award of Contract

2.28.1 The bidder securing the highest combined score will be considered for award of Contract.

2.28.2 **Invest India** shall award the Contract to the selected bidder by issue of Letter of Award (LOA) and notify the same on Invest India website.

2.28.3 The selected bidder is expected to commence the assignment on the date and at the location specified in the LOA/ Contract.

2.28.4 If the selected bidder does not sign the Contract within the stipulated period or does not submit the Performance Guarantee within time, the LOA may be cancelled and the bidder securing the next higher combined marks will be considered for award of Contract.

## 2.29 Data Sheet

1.	Name of the client:	<b>Invest India</b> , Joint venture between Department of Industrial
----	---------------------	--



		Policy & Promotion (DIPP), Ministry of Commerce and Industry, Federation of Indian Chambers of Commerce and Industry (FICCI); and state governments of India
	Method of selection:	<b>Combined Quality cum Cost Based System (CQCCBS)</b>
2.	Documents part of RFP:	The RFP consists of the <b>Bidding Terms and Draft Agreement</b> . It details out all information that may be needed by the potential bidders to understand the financial terms and various bidding processes and explains the contractual terms Invest India wishes to specify at this stage. It also consists of a draft Agreement that needs to be signed between <b>Invest India</b> and the successful bidder.
3.	Pre-Qualification Criteria	<p>(a) The bidder should have a registered office in India with TIN/ Service tax Registration number in India .</p> <p>(b) The bidder must be an Indian firm and should have been in operations for at least <b>five years</b> as on 1<sup>st</sup> November 2015 (<i>Incorporation/ Registration Certificate required</i>).</p> <p>(c) The bidder must have a sizeable headcount and a dedicated manpower size for execution of the Project. (<i>Please provide Employee headcount details and Brief Resumes of the team assigned to the project</i>)</p> <p>(d) The bidder must have a strong candidate database and track record of executing recruitment projects of similar nature in the past <b>5 years</b> (<i>Please attach supporting documents</i>)</p> <p><b><i>Documentary proof with respect to the above criteria is essential without which the proposal will be rejected. Technical and</i></b></p>

		<p><i>Financial evaluation will be done <u>only</u> for the bidders satisfying the above criteria.</i></p> <p><i>Bidders should facilitate Invest India, if so desired, to have examination of projects having been implemented and provide 3 references from prior customers.</i></p>
4.	Earnest Money Deposit requested:	Yes. The Bidder must submit an EMD of INR <b>10,000</b> in Indian Rupees in the form of a Demand Draft drawn in favour of <b>Invest India</b> payable at New Delhi.
5.	Technical and Financial Proposals requested:	Yes
	Name, objectives, and description of the assignment:	As detailed in TOR (Section 5)
6.	Pre-bid conference:	<p>Date: <b>November 10 , 2015</b></p> <p>Time: <b>14:30 hrs</b></p> <p>Venue:</p> <p style="padding-left: 40px;">Federation House, Tansen Marg, New Delhi – 110 001</p> <p>Contact details for pre-bid conference:</p> <p style="padding-left: 40px;"><a href="mailto:Bhaskar.chaturvedi@investindia.org.in"><b>Bhaskar.chaturvedi@investindia.org.in</b></a> <b>Company Secretary</b> Invest India, Federation House, Tansen Marg, New Delhi 110 001 T: +91 11 2348 7292 E: Bhaskar.chaturvedi@investindia.org.in</p> <p><i>Bidders may confirm their participation in the pre-bid conference to the above person.</i></p>
7.	Clauses on fraud and corruption in the Contract:	Clause 3 of Section 2
	Number of days during	3 working days. No clarifications will be entertained during the



	liability:]: Amounts payable by the <b>Invest India</b> to the Agency under the Contract shall be the Contract price inclusive of all taxes and duties and after deductions indicated in clause 6.2.7	Yes
13.	Bidder to state cost in the national currency:	Cost to be stated in Indian Rupees
14.	Proposals must remain valid for one hundred twenty (120 days) after the submission date, i.e., until:	Date: <b>February 19, 2016</b>
15.	Address to submit an <b>original, Two(2)</b> additional copy of each proposal and <b>one soft copy</b> of technical proposal in the form of a CD by the Agency:	<b>Sh. Deepak Bagla</b> <b>Managing Director &amp; CEO</b> Invest India, Federation House, Tansen Marg, New Delhi 110 001 T: +91 11 2348 7292, E:procurement@investindia.org.in
16.	Proposals submission date:	Not later than the following date and time: Date: <b>Nov 20 , 2015</b> Before <b>4.00 P.M</b>
17.	Number of points to be given under each evaluation criteria for <b>technical evaluation</b> :	
	Description of each evaluation criteria:	Maximum Marks with Break-up

<p><b><u>(i). Past Experience in work of similar nature</u></b></p> <p>Past experience of similar nature as described in point number 3(d) of the data sheet, in terms of no of assignments in India, executed over the last 5 years, of similar nature</p> <ul style="list-style-type: none"> <li>• No assignments less than or equal to 3</li> <li>• No assignments more than 3 but less then or equal to 5</li> <li>• No of Assignments 5 &amp; above.</li> </ul> <p>(b) Past experience of working with the Government or its agencies.</p>	<p><b><u>30 Marks</u></b></p> <p>20 Marks</p> <p>(10 Marks)</p> <p>(15 Marks)</p> <p>(20Marks)</p> <p>10 Marks</p>
<p><b><u>(ii). Manpower, Skill Set, Team Composition &amp; Deployment</u></b></p> <p>Composition of the project team and details of specific qualifications, skills/ competencies/ expertise of the key professional staff to be deployed on the projects ; to give details of Education Qualification, implementation of similar assignments, relevant services carried out in the last 5 years.</p> <p>Minimum 50 employees on their regular roles</p> <p>( Upto 50 employees -10 ; 51 to 75 employees -12 ; 76 to 100 employees -15 ; 101 to 125 employees -20 ; 125 to 150 employee -25; 150 to 200 employees- 30;</p>	<p><b><u>30 Marks</u></b></p>
<p><b><u>(iii). Understanding of TOR, Methodology and Work Plan</u></b></p> <p>Adequacy of the proposed work plan and methodology in responding to the TOR</p>	<p><b><u>40 Marks</u></b></p>

	<p>(a). <u>Understanding and adherence of TOR</u></p> <p>Demonstrated level of understanding of the project, its purpose, scope, and bidder's plan for performing the required services as detailed in scope of work, technical and functional requirements in the bid, during the entire lifecycle of the project.</p> <p>(b). <u>Approach and Methodology:</u></p> <p>Comprehensiveness and robustness of Project Plan. This criterion will be evaluated based on the following parameters:</p> <ul style="list-style-type: none"> <li>(i) Comprehensiveness of plan with respect to all activities that need to be undertaken to meets the requirements specified in the scope of work</li> <li>(ii) Resource planning and allocation</li> </ul> <p>(c). <u>Work Plan and Time Schedule:</u> Appropriateness of prescribed time frames.</p> <p><i>Based on work order of assignments enclosed along with the Technical proposal, marks will be assigned.</i></p>	
	<b><u>Total</u></b>	<b><u>100 Marks</u></b>
	<p>The bidder will be required to make presentation on its Proposal covering Experience/Technical Proposal including Implementation Methodology, Team Composition, Work Schedule and Activity Schedule, the date and time for which will be intimated individually.</p>	
18.	<p><b><u>Financial Evaluation:</u></b></p> <p><b>Invest India</b> shall shortlist all the Companies who secure the minimum required marks. The minimum cut off will be 60 % (Sixty Percent). <i>Financial proposals of <u>only</u> the Companies scoring 60% in technical bid will be evaluated.</i></p> <p>The proposal with the lowest total bid value shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.</p>	
19.	<p><b><u>Combined Evaluation:</u></b></p>	

		<p>Based on the criteria in item No. 18 the Technical Scores will be assigned and will have a weightage of 70%. The Financial Proposals will be allotted a weightage of 30%. The total score shall be obtained by weighing the technical and financial scores and adding them up. On the basis of combined weighted technical and financial score, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest total combined technical and financial score will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The bidder securing the highest combined marks will be considered for award of the contract.</p>
20.	Address for correspondence:	<p><b>Sh. Deepak Bagla</b>  <b>Managing Director &amp; CEO</b></p> <p>Invest India, Federation House, Tansen Marg,  New Delhi 110 001  T: +91 11 2348 7292  E: <a href="mailto:procurement@investindia.org.in">procurement@investindia.org.in</a></p>
21.	Return of unopened financial proposals	<p>The financial proposals of those bidders that do not meet the minimum qualifying criteria or considered non-responsive to the RFP shall be returned within 30 days of the completion of technical evaluation process.</p>
22.	Terms of Payment	<p>The financial bid is to be submitted as per <b><u>Financial Bid Proposal Sheet, Form Fin 2.</u></b></p> <p>The terms of payments are as below:</p> <p>a) <b>Signing of Contract: 10%</b> on <i>signing of contract</i> against Bank Guarantee for an amount equal to 10% of Financial Bid amount, Form Fin 2.</p> <p>b) 20% of Financial Bid amount, Form Fin 2.at the time of completion of interview process and submission of HR Report</p> <p>c) Remaining 70% of Financial Bid amount, Form Fin 2.at the time of joining of candidates and the submission of HR</p>

		<p>Report</p> <p>The payment terms are subject to the satisfactory completion of deliverables specified in the scope of work.</p> <p>The Performance Bank Guarantee may be discharged at the final payment stage.</p>
23.	Commencement of assignment:	On the date and at the location specified in the LOA/Contract
24.	<p>Expected Timelines:</p> <p>(i) Submission of shortlist</p> <p>(ii) Completion of interview process</p> <p>(iii) Joining of candidates and submission of final HR Report</p>	<p>45 days from the signing of the agreement.</p> <p>60 days from the signing of the agreement.</p>



### 2.30 Pre-Qualification check-list

	<b>Pre-Qualification Criteria and Supporting Documents</b>	<b>Compliance</b> X / √
a.	Is your organisation registered and has been in operations for at least five years?	
	Attach Incorporation/ Registration Certificate with TIN/ Service Tax registration no. or any other supporting document.	
b.	Do you have a dedicated manpower size for undertaking the project?	
	Attach list of employees assigned to the project along with designation and qualification.	
c.	Have you implemented similar projects over the last 5 years ?	
	Attach list of projects with year undertaken and supporting documents.	
D	Have you attached the Rs. 10,000 Demand Draft for EMD?	

***Documentary proof is essential without which the proposal will be rejected. Technical and Financial evaluation will be done only for the bidders satisfying the above criteria.***

**SECTION 3: TECHNICAL PROPOSAL- STANDARD FORMS**

TECH FORMS	FORM NAME	X / √	Mention list of all supporting documents attached (if any)
TECH-1	Letter of proposal submission (see Form Tech 1A)  Bidder's Authorization Certificate (see Form Tech 1B – in case -----)  Bidder Details (Form Tech 1C)		
TECH-2	Bidder's organization and experience		
	(A). Bidder's organization		
	(B). Bidder's experience		
TECH-3	Comments or suggestions on the Terms of Reference		
TECH-4	Description of the approach, methodology and work plan for performing the assignment/ job		
TECH-5	Work Schedule		
TECH-6	Team composition and task assignments/ jobs		
	(A). Summary of project team / team composition		
	(B). Curriculum Vitae (CV) for proposed professional staff		
TECH-7	Comments/ modifications suggested on Draft Contract		
TECH-8	Information regarding conflicting activities and wrong declaration thereof		

(On Bidder's Letter-head)

**Form Tech 1A: Letter of Proposal Submission**

[Location, Date]

To

Invest India,

Federation House, Tansen Marg,

New Delhi 110 001

Dear Sir

We, the undersigned, offer to provide the complete solution for selection of HR Agency for Human Resources Recruitment Services for Invest India., in accordance with your Request for Proposal dated ..... We are hereby submitting our proposal, which includes this Technical Proposal, and also the Financial Proposal as indicated in clause 10 and 11 of Section 2 sealed under a separate envelope.

We undertake the total responsibility for performance of the contract, if awarded to us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We understand that **Invest India** is not bound to accept any proposal it receives.

Yours faithfully,

\*Authorized Signatory [*In full and Designation*]:

Name and Title of Signatory:

Name of Bidder:

Address:

\* **NB: Authorization in form of power of Attorney is required on a non-judicial Stamp Paper.**

**Form Tech 1B: Bidder's Authorization Certificate**

To,

Invest India,

Federation House, Tansen Marg,

New Delhi 110 001

<Bidder's Name> \_\_\_\_\_, <Designation> \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the Agency in dealing with proposal of reference <Reference No. & Date> \_\_\_\_\_. <Bidder's Name> is also authorized to attend meetings and submit technical & financial information as may be required by you in the course of processing above said proposal.

Thanking you,

Authorized Signatory.

\_\_\_\_\_

<Agency Name>

Seal

**Form Tech 1C: Bidder Details**

1	Agency Information	Details
1.1	Agency Name	
1.2	Details  Address  Phone number  Email  Fax  Website	
1.3	Contact Person: <i>Chief Executive/ Head of Operations</i>  Name  Designation  Mobile Number  Email  Fax	
1.4	Contact Person: <i>Project Leader</i>  Name  Designation  Mobile Number  Email  Fax	

**Form Tech 2: Bidder’s Organization and Experience**

**(A) - Bidder’s Organization**

[Provide here a brief description of the background and organization of your Agency/entity and each associate for this assignment. The brief description should include ownership details, date and place of incorporation/ registration of the agency, objectives of the agency etc.

<i>Years</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>	<i>Average</i>
<i>Turnover (INR)</i>				

*Attach Incorporation/ Registration Certificate with TIN/ Service Tax registration certificate , Audited Account Sheets/ P&L Sheets.*

**(B) - Bidder’s Experience**

Using the format below, provide information on each assignment/job for which your agency, had legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out assignment/job similar to the ones requested under this assignment/job (exact assignment / job details may be submitted).

Agency's name: \_\_\_\_\_

Assignment Name:		Country:	
Location within Country:		Key professional staff Provided by Your Firm / entity(profiles):	
Name of Client:		No. of Staff:	
Address:		No. of Staff-Months; duration of assignment:	
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in INR):	
Name of Associated Consultants, if any:		No. of Months of Key professional staff, provided by Associated Consultants:	
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:			
Narrative Description of Project:			
Description of Actual Services Provided by Your Staff:			

Note: *Please provide documentary evidence i.e. copy of work order, Contract for each of above mentioned assignment. The experience shall not be considered for evaluation, if such requisite support documents are not provided with the Proposal*



### **Form Tech 3: Comments and Suggestions on the understanding of the Terms of Reference**

#### **On the Terms of Reference**

Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phrasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal inter-alia indicating the charges/ amounts for proposed additions/ deletions.

However, **Invest India** is not bound to accept any/all suggestions proposed and may reject any such suggestion.

#### **Form Tech 4: Description of Approach, Methodology and Work Plan for Performing the Assignment/ Job**

[Technical approach, methodology and work plan are key components of the Technical Proposal].

You are suggested to present your Technical Proposal divided into the following three chapters:

- a). Technical Approach and Methodology,
  - b). Work Plan, and
  - c). Organization and Staffing
- 
- a). **Technical Approach and Methodology**: In this you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
  - b). **Work Plan**: The Bidder should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by **Invest India**, if any), and delivery dates of the deliverables. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final deliverables should be included here. The work plan should be consistent with the Work Schedule of Form TECH-5.
  - c). **Organization and Staffing**: The Bidder should propose and justify the structure and composition of the team. Bidder should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.

**Form Tech 5: Work Schedule**

**Implementation Schedule –Indicative** *(The work schedule proposed should be in consonance with Form TECH 4.)*

S. No.	Activity <sup>1</sup>	Days												
		1	2	3	4	5	6	7	8	9	10	11	12	Con.
1														
2														
3														
4														
5														
..														
..														
..														
..														
..														
n														

<sup>1</sup>Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

<sup>2</sup>Duration of activities shall be indicated in the form of a bar chart.





**(B) - Format of Curriculum Vitae (CV) For Proposed Key professional staff**

\_\_\_\_\_

1. **Proposed Position** [i.e., team leader, recruiter, etc...] \_\_\_\_\_

2. **Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_

\_\_\_\_\_

3. **Name of Staff** [*Insert full name*]: \_\_\_\_\_

4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_

\_\_\_\_\_

6. **Membership of Professional Associations:** \_\_\_\_\_

\_\_\_\_\_

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: \_\_\_\_\_

\_\_\_\_\_

8. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: \_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

**9. Detailed Tasks Assigned**

*[List all tasks to be performed under this assignment]*

**11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

*[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]*

Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed:

**12. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff] Day/Month/Year*

**Full name of staff member:** \_\_\_\_\_

**Full name of authorized representative:** \_\_\_\_\_

### **Form Tech 7: Comments/ Modifications Suggested on Draft Contract**

Here the Bidder shall mention any suggestion / views on the draft Contract attached with the RFP document. The Bidder may also mention here any modifications sought by him in the provisions of the draft Contract indicating the changes claimed for such modifications. This information shall be used for evaluation and at the time of the contract signing.

However, **Invest India** is not bound to accept any/all modifications sought and may reject any such request of modification.



**Form Tech 8: Information regarding Conflicting Activities and Wrong Declaration thereof**

Are there any activities carried out by your Agency which are of conflicting nature. If yes, please furnish details of any such activities. If no, please certify as under:

We hereby declare that our Agency, our associate / group Agency are not indulged in any such activities which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information, our proposals / Contract shall be rejected / terminated by **Invest India** without any compensation which decision shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address:

**SECTION 4: FINANCIAL PROPOSAL- STANDARD  
FORMS**

**Form Fin 1: Financial Proposal Submission Form**

[Location, Date]

To: **Invest India,**

Dear Sir

We, the undersigned, offer to provide the Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposals (in one sealed envelope) is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all taxes. We hereby confirm that the financial proposals are unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposals.

Our Financial Proposals shall be binding upon us up to expiration of the validity period of the Proposal, i.e. till \_\_\_\_\_.

Name and Address, Amount and Purpose of Commission and Gratuity to be paid to the Agents relating to the Proposal and Contract execution, if we are awarded the Contract are listed below

We understand that you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address:

**Form Fin 2: Lump sum Cost as per TOR of Section 5**

**BID PROPOSAL SHEETS**

Name of the work: **Recruitment of Human Resources at Invest India**

Quotes submitted towards providing complete solutions to **Invest India, Joint venture between Department of Industrial Policy & Promotion (DIPP), Ministry of Commerce and Industry, Federation of Indian Chambers of Commerce and Industry (FICCI); and state governments of India, in accordance with the scope of work and terms & conditions mentioned under Scope of Services in clause 5.2, Section 5.**

*All costs to be indicated in INR only.*

S. No.	Band/ Level	Number of vacancies	Suggested Consolidated compensation per month (INR)	Proposed Fee by HR Agency for particular position (as a fraction of the median annual salary)	Fee in Rs. for the particular position
	1	2	3	4	5
1	Vice President	3	2,50,000- 3,75,000		
2	Assistant Vice President	4	1,50,000 - 3,00,000		
3	Manager	15	75,000– 1,75,000		
4	Assistant Manager	18	50,000 – 1,00,000		

Total Fee

Srl No	Item	Value in INR
1	Lump sum Fee for HR Consultancy Services for all positions ( total of column no 5 above)	
2	Applicable taxes( provide break up)	
3	Grand Total	

*(The amount should be inclusive of all Taxes and for the entire scope of services)*

**Note:**

- The prices stated in the Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other intellectual property rights.
- For the purpose of evaluation for Selection of Bidder, the total cost inclusive of taxes of all the above will be considered.
- Bidder must submit their financial bid for the total scope of work.

Signature of the Authorized Signatory

Place:

Name:

Date:

Designation:

Name & Address of the Bidder:

## **SECTION 5: TERMS OF REFERENCE**

**5.1 Introduction**

**5.3 Scope of Work**

**5.4 Terms of Payment**

## 5.1 Introduction

### 5.1.1 About Invest India

Invest India is the national investment promotion agency of India. It is promoted by Department of Industrial Policy & Promotion (DIPP), Ministry of Commerce and Industry, the State Governments and the Federation of Indian Chambers of Commerce and Industry (FICCI).

Invest India serves as the first point of reference for investors considering a location, industry or partner in India. Investment promotion and facilitation constitute our core mandate.

### 5.1.2 Objectives

The objective of this assignment is to recruit human resources at all levels under the approved organization structure and create a robust, transparent Human Resources system with industry benchmarked compensation structure, policies etc. The agency should adopt a process that is not only transparent, competitive and gender sensitive, but should also be quick and timely.

## 5.2 Scope of Work and Deliverables

Invest India proposes to engage an Agency for a period of one year to provide Human Resources Support. Depending upon the performance of the agency, the contract may get revised for the next year. The scope of work will be as proposed:

- A. Recruitment of Competent Personnel under the approved organization structure mentioned below:

S. No.	Band/ Level	Number of vacancies *	Suggested Consolidated package/month (INR)
1	Vice President	3	2,50,000- 3,75,000
2	Assistant Vice President	4	1,50,000 - 3,00,000
3	Manager	15	75,000– 1,75,000
4	Assistant Manager	18	50,000 – 1,00,000

The detailed Job Descriptions will be shared with the successful bidder.

\*The number of positions may increase or decrease depending upon the project requirement.

### **Deliverables:**

- a. The Agency will have to lay out the step by step process for selection of candidates. The agency may design the selection steps by having preliminary rounds of sorting the list to an appropriate size. In this regard, the Agency would put forward a proposal on the recruitment process, methodology of selections and work plan which must be approved by Invest India. The HR Agency will have to adhere to the approved process and methodology of selection for recruitment.
- b. A clear procedure for contracting individuals from the open market need to be adhered.
- c. The agency should follow a combination of Headhunting and Advertisement Response Processing route to source competent talent.
- d. The Agency will have to provide the panel at least 5 to 7 (the number may vary, depending on the availability of candidates with the required skill sets) shortlisted candidates along with their evaluation summary and relevant documents against each post with a complete list of candidates who have applied for that particular post.
- e. The schedule of the recruitment has to be finalized by the recruitment agency in consultation with Invest India.
- f. The Agency must keep Invest India informed regarding progress of recruitment process regularly and submit the final report at the end of the process.
- g. The agency with Consultation of Managing Director & CEO will draft the appointment letter to be issued to newly appointed candidate.
- h. The agency may be require to perform any other task directly related to recruitment process.

### **B. Other HR support Services**

#### **5.3 Payment Terms**

The payment would be as per the Financial Bid amount quoted in Form Fin 2.

- a) **Signing of Contract: 10%** on *signing of contract* against Bank Guarantee for an amount equal to 10% of Financial Bid amount, Form Fin 2.
- b) 20% of Financial Bid amount, Form Fin 2. at the time of completion of interview process and submission of HR Report



c) Remaining 70% of Financial Bid amount, Form Fin 2.at the time of joining of candidates and submission of the HR Report

The payment terms are subject to the satisfactory completion of deliverables specified in the scope of work.

The HR agency will provide a free replacement if the selected candidate leaves with 6 months from the date of joining.

Note: The Monitoring Committee will conduct a monthly review of the project activities and deliverables to gauge output and to approve activities for the forthcoming period.

The initial Bank Guarantee may be discharged at the final payment stage.

The payment milestones may be summarized as below:

Payment Timeline	Signing of contract	completion of interview process & submission report	joining of candidates and submission of HR report
Payment percentage of Financial Bid amount, Form Fin 2.	<b>10</b>	<b>20</b>	<b>70</b>