



North Eastern Development Finance Corporation Limited
(NEDFi)

REQUEST FOR PROPOSAL (RFP)

For

**Consultancy Services for carrying out “Competitive and
Comparative Analysis Study for Economic Growth of North-
Eastern States”**

Quality cum Cost Based Selection

RFP Ref No. NEDFi/A&C/EG/01/2024-25, Dated 29-10-2024

North Eastern Development Finance Corporation Limited (NEDFi)

NEDFi House, Dispur, Guwahati-781006, Assam

Phone: 0361-2222200, website: www.nedfi.com, email: advisory@nedfi.com

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Disclaimer

The information contained in this Request for Proposal document (RFP) or subsequently provided to Applicant(s) by North Eastern Development Finance Corporation Ltd. (NEDFi) or on its behalf by any of its Officers or Staff Members, is provided to Applicant(s) on the terms and conditions set out in this RFP document and other terms and conditions on which information may be subsequently provided.

This RFP is not an agreement and is neither an offer nor invitation by the NEDFi to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this RFP.

This RFP includes statements, which reflect various assumptions and assessments arrived at by NEDFi in relation to the said work for Provision of Consultancy Services for development and implementation of strategy for **“Carrying out Competitive and Comparative Analysis Study for Economic Growth of North-Eastern States”**. Such assumptions, assessments and statements may not contain all the information that each Applicant may require. Hence, each Applicant should conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

NEDFi, its Officers and Staff Members make no representation or warranty and shall have no liability to any person, including any Applicant, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with pre-qualification of Applicants for participation in the Bidding Process.

NEDFi may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application; including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by NEDFi, or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and NEDFi shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or in submission of the Application, regardless of the conduct or outcome of the Bidding Process.

The issue of this RFP does not imply that NEDFi is bound to select or to appoint the selected Bidder for the aforesaid work and NEDFi reserves the right to reject all or any of the Applications without assigning any reasons whatsoever.

SECTION I: Letter of Invitation

North Eastern Development Finance Corporation Ltd. is responsible in promoting economic development in the North-Eastern States. NEDFi provides a range of financial services, including project financing, equity participation, and venture capital, aimed at supporting small and medium enterprises (SMEs) and fostering entrepreneurship in the region. The corporation plays a crucial role in facilitating investments in various sectors contributing to the overall economic growth of the northeastern states.

The Corporation facilitates in conducting market research, provides training programs, and assists in the formulation of plans to enhance the competitiveness of local enterprises. By promoting sustainable development practices and encouraging innovation, NEDFi aims to create a conducive environment for economic growth and job creation in the region.

With many of the initiatives in North Eastern Region, NEDFi focuses upon strengthening the products/sector value chain in and among the States with unveiling the untapped potential to uplift and scale the products/sector offerings of the North East Region.

In this regard, NEDFi intends to on-board a Consulting Agency, for an initial period of one year and may be extendable by one year with mutually agreed terms and conditions. The agency will support in conducting study involving research, analysis, formulation & design, and further provided end to end implementation and monitoring support. The Agency will adopt a structured, data-driven and consultative approach for its functioning. The salient features of the project, eligibility criteria and prescribed formats for submission can be accessed in the RFP document uploaded on the website: www.nedfi.com.

Yours sincerely,

[A.K. Das]

General Manager

North Eastern Development Finance Corporation Ltd. (NEDFi),

NEDFi House, G S Road, Dispur,

Guwahati 781 006

SECTION II: Instruction to Consultants

1. Definition

- (a) 'Employer or Client' means North Eastern Development Finance Corporation Ltd. which has invited the Bids for Consultancy Services and with which the selected Consultant signs the Contract for the Services and to which the selected Consultant shall provide services as per the Terms and Conditions and Terms of Reference of the Contract.
- (b) 'Consultant' means any entity or person or associations of person who have been shortlisted to submit their proposals that may provide or provide the Services to the Employer under the Contract.
- (c) 'Project Specific Information' means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.
- (d) 'Day' means calendar day.
- (e) 'The State Government' means the Government of Assam, Meghalaya, Tripura, Arunachal Pradesh, Manipur, Mizoram, Nagaland and Sikkim unless specified otherwise.
- (f) 'Instructions to Consultants' (Section 2 of the RFP) means the document which provides all information needed to prepare their proposals.
- (g) 'LOI' (Section 1 of the RFP) means the Letter of Invitation being sent by the Employer to the Consultants.
- (h) 'Personnel' means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof; 'Foreign Personnel' means such professionals and support staff who at the time of being so provided had their domicile outside India; 'Domestic Personnel' means such professionals and support staff who at the time of being so provided had their domicile in India.
- (i) 'Proposal' means the Technical Proposal and the Financial Proposal. The term 'Bid' is used interchangeably at times to mean the 'Proposal'.
- (j) 'RFP' means the Request for Proposal prepared by the Employer for the selection of consultants.
- (k) 'Assignment / Job' means the work to be performed by the Consultant pursuant to the Contract.
- (l) 'Terms of Reference' (TOR) means the document included in the RFP as Section 4 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment / Job.

2. Data Sheet

1.	Issue of tender	29-10-2024
2.	Last Date and time for submitting Pre-Bid Queries	17:00 hrs, 07-11-2024
3.	Pre-Bid Meeting	15:00 hrs, 08-11-2024 Google Meet joining info Video call link: will be provided later
4.	Last date and time for submission of response to RFP (Bid-Documents)	15:00 hrs, 22-11-2024
5.	Date of opening of the bid	15:30 hrs, 22-11-2024
6.	Date of Technical Presentation	Within one week on opening of the technical proposal and confirmed details will be informed to shortlisted bidders
7.	Date of opening of Financial Proposal	To be informed to the technically shortlisted bidders
8.	Email address for correspondence	[advisory@nedfi.com]
9.	Mode of submission	Physical submission to NEDFi, NEDFi House, G.S. Road, Dispur, Guwahati 781006
10.	Assignment Duration	The duration of the consultancy assignment shall be for an initial period of one year and may be extendable by one year on mutually agreeable terms and conditions.
12.	Earnest Money Deposit (EMD)	INR 3,50,000/- (Rupees Three Lakhs Fifty Thousand Only)
14.	Format for EMD	NEFT/RTGS/DD
15.	Selection process	Quality cum Cost Based Selection (QCBS): Weighting of technical score to financial score will be 80:20
16.	Consortium /Joint Venture/ Subcontracting	Not permitted

17.	Preparation and submission of proposal	<p>Part A: Pre-Qualification Criteria</p> <p>Submission of supporting documents for Pre-Qualification Criteria and EMD shall be submitted as ‘Part A: Pre-Qualification Criteria’. A power of Attorney should be included in the same. An authorized representative of the bidder should sign all pages of the proposal.</p> <p>Part B: the Technical Proposal shall be submitted clearly marked ‘Part B: Technical Proposal’ with signature on all the pages of the proposal</p> <p>Part B can only be opened upon qualifying Part A, i.e., Pre-Qualification Criteria.</p> <p>Part C: Financial Proposal shall be submitted as ‘Part C: Financial Proposal’.</p>
18.	Proposal Validity	120 days
19.	Address and Contact details of NEDFi	<p>North Eastern Development Finance Corporation Ltd. (NEDFi), NEDFi House, GS Road, Dispur, Guwahati 781 006</p> <p>Telephone: 91 361 222 2200</p> <p>Email: advisory@nedfi.com</p>

3. Standard Information

- 3.1 NEDFi will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in this RFP.
- 3.2 The detailed scope of the Assignment / Job has been described in the Terms of Reference.
- 3.3 The date, time and address for submission of the Proposals have been given in Data Sheet.
- 3.4 **Due Diligence:** The Consultants are expected to examine all instructions, terms and specifications stated in this RFP. The Proposal shall be deemed to have been submitted after careful study and examination of this RFP document. The Proposal should be precise, complete and in the prescribed format as per the requirement of this RFP document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the Consultant's risk and may result in rejection of the Proposal. Also, the grounds for rejection of Proposal should not be questioned after the final declaration of the Bid Process.
- 3.5 The Consultants are requested to carefully examine the RFP document and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the RFP document, then the Consultant should seek necessary clarifications as provided in this Pre-bid meeting.
- 3.6 The Consultants shall bear all costs associated with the preparation and submission of their Proposals and Contract negotiation. The Employer is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to the Contract award, without thereby incurring any liability to the Consultants.
- 3.7 **Conflict of Interest:**
 - 3.7.1 The Consultants shall not receive any remuneration in connection with the assignment except as provided in the Agreement.
 - 3.7.2 The team deployed by consultant shall not engage in consulting activities that conflict with the interest of the NEDFi under this Agreement.
 - 3.7.3 It should be the requirement of the assigned works that the Consultants should provide professional, objective and impartial advice and at all times hold the NEDFi's interest's paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The applicant shall not accept or engage in any assignment that may place it in a position of not being able to carry out the assignment in the best interests of Client and the Project.
 - 3.7.4 The Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard Forms of the Technical Proposal provided herewith. If the Consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Contract during execution of Assignment / Job.

- 3.8 **Proposal:** The Consultants may each submit one Proposal only. If a Consultant submits or participates in more than one Proposal, then such Proposals shall be disqualified.

The consultants will have to travel to NER States at any given point of time. In such cases, the transportation charges shall be borne by the consultant.

3.9 Validity of Proposal

- 3.9.1 The validity of Consultants' Proposals must remain valid after the submission date for 120 days. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal and also the Financial Proposal unchanged.
- 3.9.2 The Employer will make its best effort to complete negotiations within this period. Should the need arise; however, the Employer may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their Financial Proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, which would be considered in the final evaluation for Contract award.
- 3.9.3 Consultants, who do not agree, have the right to refuse to extend the validity of their Proposals. Under such circumstances, the Employer shall not consider the Proposal of such Consultants for further evaluation.
- 3.10 **Language:** The Proposal with all accompanying documents (the "Documents") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP.
- 3.11 **Proposal Submission:** Both the Technical Qualification Bid and Financial Bid shall be submitted to NEDFi Office address as mentioned in the Data sheet. In preparing the Proposal, Consultants are expected to examine in detail the Bid Document. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 3.12 At any time prior to the last date for receipt of bids, NEDFi may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document through corrigendum.
- 3.13 **The Corrigendum** (if any) & clarifications to the queries from all bidders will be posted only on the NEDFi's website. No Separate communication shall be sent to any prospective bidder. Any such corrigendum shall be deemed to be incorporated into this RFP.
- 3.14 **Format and signing of Proposal:** The Consultant shall provide all the information sought under this RFP. NEDFi would evaluate only those Proposals that are received in the specified forms and complete in all respects.
- 3.15 **Confidentiality:** Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the NEDFi in relation to, or matters arising out of, or concerning the Selection Process. complete in all respects.

3.16 Earnest Money Deposit (EMD):

- 3.16.1 Any Bid not accompanied with EMD shall be rejected. Bidder must submit Physical copy of the Demand Draft/NEFT/RTGS details. Otherwise offer will be treated as irresponsible.
- 3.16.2 Earnest Money Deposit (EMD) of amount INR 3,50,000/- (Rupees Three Lakhs Fifty Thousand Only) is to be submitted by the bidder by means of Internet Banking/ NEFT/ RTGS/DD
- 3.16.3 The EMD shall be denominated in Indian Rupees only. No interest will be payable to the Bidder on the amount of the EMD
- 3.16.4 Bids submitted without adequate EMD will be rejected
- 3.16.5 Unsuccessful Bidder's EMD shall be returned within 60 days from the date of signing of contract with the successful Bidder
- 3.16.6 EMD of Successful Bidder will be returned after the award of contract and submission of the Performance Security within specified time and in accordance with the format given in the RFP.
- 3.16.7 EMD shall be non-transferable
- 3.16.8 The EMD may be forfeited:
 - If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any
 - In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with the terms and conditions
 - If during the bid process, a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization
 - If during the bid process, any information is found false/fraudulent/mala fide, then the Authority shall reject the bid and, if necessary, initiate action.

3.17 Performance Guarantee:

- 3.17.1 The Employer shall issue a Letter of Intent to the selected Consultant and promptly notify all other Consultants who have submitted proposals about the decision taken.
- 3.17.2 The Employer will require the selected Consultant to provide a Performance Bank Guarantee, within 21 days from the date of issue of a Letter of Intent for a value equivalent to 5% of the total cost of the services.
- 3.17.3 The Performance Guarantee shall be kept valid till completion of the project. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected Consultant shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of noncompletion of the services. In case the selected Consultant fails to submit the performance guarantee within the time stipulated, the Employer at its discretion may cancel the Letter of Intent placed on the selected Consultant without giving any notice.

The Employer shall invoke the performance guarantee in case the selected Consultant fails to discharge their contractual obligations during the period or Employer incurs any loss due to selected Consultant's negligence in rendering out the services as per the agreed terms of the Contract.

3.17.4 The selected Consultant will sign the Contract after fulfilling all the formalities / preconditions within 21 days of issuance of the Letter of Intent, including furnishing the Performance Guarantee as mentioned at above.

3.17.5 The selected Consultant is expected to commence the Assignment / Job on the date and at the location specified. Assuming that the contract can be satisfactorily concluded in three weeks after finalizing the consultant, it is expected that the works shall commence within three weeks from the date of issue of letter of acceptance.

3.18 Right to terminate the process:

3.18.1 The Employer may terminate the above RFP process at any time before the Award of Contract and without assigning any reason.

3.18.2 The Employer makes no commitment, express or implied, that the entire bid process will result in a business transaction with any of the Consultants.

3.19 **Limitation of liability:** In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected bidder shall not be liable to the other here under or in relation here to (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid under this Agreement.

3.20 Force Majeure:

3.20.1 The successful bidder shall not be liable for forfeiture of its PBG or termination of contract for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.20.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the successful bidder and not involving the successful bidder's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of NEDFi in their sovereign capacity, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, and quarantine restrictions.

3.20.3 If a Force Majeure situation arises, the Consultancy shall promptly notify NEDFi in writing of such condition and the cause thereof. Unless otherwise directed by NEDFi in writing, the Consultancy shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

3.20.4 During the period of its inability to perform the Services as a result of an event of Force Majeure, the Consultancy shall be not be entitled for additional costs, however additional time may be considered at no cost basis by the competent authority, based on the nature of the event.

3.21 Termination

- 3.21.1 **Any side (Client or the Consulting Agency)** should be able to give notice of 3 months for the termination of Project. If the Agency decides to terminate the project, then the client will forfeit the Performance Guarantee.
- 3.21.2 **By the client:** The Client may terminate this Work order, written notice of termination to the Consulting Agency, to be given after the occurrence of any of the events specified in this clause:
- 3.21.2.1 if the Consulting Agency do not remedy a failure in the performance of their obligations under the Work order, within a period of seven (7) days, after being notified or within such further period as the Client may have subsequently approved in writing;
- 3.21.2.2 within fifteen (15) days, if the Consulting Agency become insolvent or bankrupt;
- 3.21.2.3 if, as the result of Force Majeure, the Consulting Agency are unable to perform a material portion of the Services for a period of not less than fifteen (15) days;
- 3.21.2.4 within fifteen (15) days, if the Consulting Agency fails to comply with any final decision reached as a result of arbitration proceedings pursuant to relevant clauses hereof;
- 3.21.2.5 within seven (7) days, if the Consulting Agency submits to the Client a false statement which has a material effect on the rights, obligations or interests of the Client. If the Consulting Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Client;
- 3.21.2.6 within seven (7) days, if the Consulting Agency, in the judgment of the Client has engaged in Corrupt or Fraudulent Practices in competing for or in executing the Work order;
- 3.21.2.7 if the Client, in its sole discretion and for any reason whatsoever, within a period of fifteen (15) days decides to terminate this Work order.
- 3.22 Payment upon termination:** Upon termination of this Work order, the Client will make the following payments to the Consulting Agency:
- 3.22.1 Remuneration pursuant to relevant clauses for Services satisfactorily performed prior to the effective date of termination;
- 3.22.2 If the Work order is terminated pursuant to Clause 3.21 above, the Consulting Agency shall not be entitled to receive any agreed payments upon termination of the Work order. However, the Client may consider to make payment for the part satisfactorily performed on the basis of the quantum meruit as assessed by it, in its sole discretion, if such part is of economic utility to the Client. Under such circumstances, upon termination, the Client may also impose liquidated damages as per the provisions of relevant clauses of this Work order. The Consulting Agency will be required to pay any such liquidated damages to Client within 30 days of termination date.
- 3.23 Disputes about Events of Termination:** If either Party disputes Termination of the work order under relevant clauses hereof, such Party may, within forty-five (45) days after receipt of notice of termination from the other Party, refer the matter to arbitration under relevant clauses hereof, and this Work order shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

3.24 **Conflicting assignments:** Bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client.

3.25 Award of Contract:

3.25.1 After completing evaluation and clarifications and prior to the expiration of the period of validity of the Proposal, the Client shall inform the selected Consultancy in writing, by registered post or email, that its Proposal has been accepted. If the issuance of formal letter of acceptance (LOA) is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the Consultant. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/ or sent by email to the address of the Consultant given in the Proposal. In the written intimation of acceptance of its Proposal sent to the selected Consultant, it shall also be asked to execute an agreement on a non-judicial stamp of requisite value at his cost and deposit the amount of Performance Security from the date on which the LOA or LOI is despatched to the selected Consultancy.

3.25.2 If the Consultancy, whose Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required Performance Security or Performance Security Declaration within the specified time period, the Client shall take action against the successful Consultant as per the provisions of the Act and the Rules. The Client may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates and conditions of selected Consultant, to the Consultant with next highest or most advantageous responsive Proposal.

3.26 Service Level Agreement (SLA)/Penalty:

3.26.1 A penalty of 0.5% of the monthly fees (i.e. monthly fees being 7% of the total contract value), per week of delay in non-deployment of resources will be levied on a pro rata basis subject to maximum limit of 7% of the total contract value.

3.26.2 The delay would not cover any delay related isolation or quarantine procedures implemented by the Government of India with regards to inter-state movement of individuals or any other delay which is not solely attributable to the Consultant.

3.27 Indemnity:

3.27.1 The Consulting Agency agrees to indemnify and hold harmless the Client from and against any and all claims, actions, proceedings, lawsuits, demands, losses, liabilities, damages, fines or expenses (including interest, penalties, attorneys fees and other costs of defence or investigation related to or arising out of, whether directly or indirectly, the breach by the Consulting Agency of any obligations specified in relevant clauses hereof;

3.27.2 the alleged negligent, reckless or otherwise wrongful act or omission of the Consulting Agency including professional negligence or misconduct of any nature whatsoever in relation to Services rendered to the Client;

3.27.3 any Services related to or rendered pursuant to the Work order (collectively Indemnified matter). As soon as reasonably practicable after the receipt by the Client of a notice of the commencement of any action by a third party, the Client will notify

the Consulting Agency of the commencement thereof; provided, however, that the omission so to notify shall not relieve the Consulting Agency from any liability which it may have to the Client or the third party. The obligations to indemnify and hold harmless, or to contribute, with respect to losses, claims, actions, damages and liabilities relating to the Indemnified Matter shall survive until all claims for indemnification and/or contribution asserted shall survive and until their final resolution thereof. The foregoing provisions are in addition to any rights which the Client may have at common law, in equity or otherwise.

- 3.28 **Late bid:** Any bid received by NEDFi after the deadline for submission of bids prescribed by NEDFi, will be summarily rejected. NEDFi shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained by NEDFi.
- 3.29 **Resolution of disputes:** The dispute resolution mechanism shall be as follows: In case of any dispute between NEDFi and the successful bidder, if not resolved amicably, it shall be referred to adjudication / arbitration in accordance with Indian Arbitration and Conciliation Act 1996. If such dispute arises, then either party may forthwith give the notice in writing about the dispute to other party and shall be referred to the adjudication of an arbitrator in accordance with Indian Arbitration and Conciliation Act 1996. The CMD, NEDFi will appoint the designated officer mutually agreed between the parties who will work as an arbitrator. The decision of the arbitrator shall be final and binding upon both the parties, i.e., NEDFi and the successful bidder. All unresolved disputed matters will come under the jurisdiction at Guwahati, Assam, so far as legal and court matters are concerned

SECTION III: Eligibility Criteria

1. Pre-Qualification Criteria

The consulting firm, as the case may be, shall fulfil the following minimum qualification criteria:

Sl No	Basic Requirement	Specific Requirement	Documents required
1	Legal Entity	Should be Company registered under Companies Act, 1956 or a partnership firm registered under LLP Act 2008 and should have valid GST No. Should have been operating for the last Five years Joint venture or any consortium is not permitted.	Certificates of Incorporation/ Registration Certificates
2	Financial Turnover	The Consulting Agency must have an average revenue from consulting services and related activities of Rs.65 Crore and above in the last three financial years from FY 2020-21 to FY 2022-23.	Certificate(s) from statutory auditors.
3	Blacklisting	The Applicant should not be blacklisted by any Central/ State/ Public Sector Undertaking in India on the day of submission of the proposal	Undertaking by the authorized signatory as per the form given herein Annexure VII
4	Experience	Bidders must have successfully handled 2 large scale programs (of a basic contract value of atleast Rs 5 crore each) covering strategy and Governance, Policy formulation/ Knowledge Partnership services for Centre/state governments in the last 5 years.	Work Order/ Completion Certificates/ Contract Agreement/Letter of Award for both completed as well on on-going assignments shall have to be provided.

2. Technical Evaluation

- 2.1 The bidders will be assessed as per the pre-qualification criteria defined in the RFP. Only the bidders who qualify pre-qualification shall be eligible for technical evaluation. Non-conforming Proposals will be rejected and will not be eligible for any further processing.
- 2.2 Bidders must carefully read the conditions of eligibility provided herein.

- 2.3 If the Technical proposals are found to be inadequate and do not correspond to the scope of service and terms of reference, they shall be summarily rejected.
- 2.4 Conditions of Eligibility for Key Personnel: Each of the Key Personnel must fulfil the Conditions of Eligibility as specified below.
- 2.5 Full time deployment means resources need to be stationed at specified location as per the Agreement/Contract.
- 2.6 The team mentioned below is envisaged under the current project scope and as per the immediate requirement. Any further increase in team deployment at support consultant level would be discussed and bidder is required to mobilise team as per mutually agreed terms without any extra payment/cost.

S No	Technical Proposal Evaluation Parameters	Marking Criteria	Maximum Marks
A.	Project Experience		30 marks
1	Experience of working in the North Eastern States	<ul style="list-style-type: none"> ● Upto 2 States - 5 marks ● Upto 3 States - 10 marks ● Upto 5 States or more - 15 marks 	15 marks
2	Experience of managing large scale PMU for at least one year for Central Govt. with a minimum contract value of INR 1 Crore in the last 5 years	<ul style="list-style-type: none"> ● 1 Assignment - 3 marks ● 2 Assignments - 6 marks ● 3 Assignments- 9 marks 	9 marks
3	Experience in managing schemes/ programs involving investment promotion/sector development for Central Govt/State Govts.	<ul style="list-style-type: none"> ● 1 Assignment- 2 marks ● 2 Assignments- 4 marks ● 3 Assignments- 6 marks 	6 marks

Note:

Firms must submit Work Order/ Completion Certificates/ Contract Agreement/Letter of Award for both completed as well on on-going assignments.

B.	Team Experience			30 marks
Sl.no	Resources	Nos.		
1	Project Director (Part-time)	1	<ul style="list-style-type: none"> • Minimum qualification – Bachelors of Engineering / Economics and Masters in Business Administration/ Economics • Minimum work experience of 15+ years holding management/ executive position • Must have led two large-scale National level programs/projects for Government of value over 5 crores. • Must have led engagements pertaining to projects managing schemes/ programs involving sectoral/ trade development on behalf of Central Govt/ State Govts. • Must have global experience of leading economic development project. 	10 marks
2	Economic Development Expert -North East Region (Part-time)	1	<ul style="list-style-type: none"> • Minimum qualification – Bachelors of Engineering / Economics and Masters in Business Administration/ Economics • Economic development professional with minimum work experience of 13+ years and should have worked with north eastern states as team lead • Must have experience of investment promotion, lead generation, global investor summit, B2G meetings, conferences, etc 	8 marks
3	Project Manager	1	<ul style="list-style-type: none"> • Minimum qualification - Post graduate degree in Engineering/ Commerce/ Economics/ Management/ Law or similar related fields. • Minimum work experience of 8 years • Must have experience in managing PMU/knowledge partner for projects with the Central/State Govt. 	5 marks

			<ul style="list-style-type: none"> • Must have experience in managing projects pertaining to sectoral development, trade/logistics development and policy with Central Govt/State Govt. 	
4	Policy/Sectoral Development Expert	1	<ul style="list-style-type: none"> • Minimum qualification - Post graduate degree in Engineering/ Commerce/ Economics/ Management/ Law or similar related fields. • Minimum work experience of 6 years • Must have experience in working on public sector consulting engagements for Central Govt/State Govt. involving Sectoral Development/Policy. 	3 marks
5	Research Associate/ Data Analyst	1	<ul style="list-style-type: none"> • Minimum qualification – Post graduate degree in Engineering/ Commerce/ Economics/ Management/ Law or similar related fields. • Minimum work experience of 3 years • Must have experience of working on public sector consulting engagements for Central govt/State Govt./PSUs in areas of product and sectoral development. 	2 Marks
6.	Investment Support and Marketing Associate	1	<ul style="list-style-type: none"> • Minimum qualification – Post graduate degree in Engineering/ Commerce/ Economics/ Management/ Law or similar related fields. • Minimum work experience of 3 years • Must have experience of working on projects pertaining to investment promotion and marketing with State/central Government. 	2 marks

Note:

1. The team (except Project Director and Economic Development Expert-NER) will be stationed in the North Eastern Region (NER) full-time at a place arranged by the Consultant and the Project Director and Economic Development Expert- North East Region will have to be available at client site on need basis. The consultant will provide detailed location and office address of the manpower so placed in NER.
2. The deployment of resources shall be decided by the Consultant and will be with the consent of the Employer as per the requirement during the engagement period.
3. The consultant may furnish additional resources for state level deployment when necessary during the project duration as per the need of the project, and no additional fee will be remitted against the same.
4. Marking for CVs will be based on quality of experience/nature of role played

C.	Technical Presentation	40 marks
1	Conceptual Clarity & Understanding of Assignment	15 marks
2	Approach & Methodology	10 marks
3	Work Plan	5 marks
4	One case study of product/sectoral development initiative undertaken by the applicant: a. Scale of engagement b. Impact of the engagement on development of product/sector c. Impact on trade development of the product/sector	10 marks
Total (A+B+C)		100 marks

3. Process of Evaluation

- 3.1 The Authority will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders
- 3.2 The Proposal Evaluation Committee constituted by the Authority shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection
- 3.3 The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee
- 3.4 The Proposal Evaluation Committee reserves the right to accept or reject any or all bids without giving any reasons thereof

- 3.5 Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP
- 3.6 At any time during the Bid evaluation process, the Authority may seek oral or written clarifications from the Bidders. The Authority may seek inputs from their professional and technical experts in the evaluation process.
- 3.7 The Authority shall inform to the technically shortlisted Bidders about the date and venue of the opening of the financial proposals.

4. Evaluation Methodology

- 4.1 Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based Selection mode with the weightage of 80% and 20% for technical and financial proposals, respectively.
- 4.2 In the first phase, the Authority shall determine whether each pre-qualified bid is responsive to the requirements of this RFP document or not.
- 4.3 In the second phase, the consultancy firm(s) which satisfy the Pre-Qualification Criteria Section 3-Part 1 shall be evaluated as per the methodology given in Technical Evaluation Criteria and shall be given a “Total Score” out of 100.
- 4.4 Bidders, whose bids are responsive, based on minimum qualification criteria and score at least 70 marks from the technical evaluation criteria would be considered technically qualified.
- 4.5 Financial proposals of qualified bidders shall be opened publicly on the date and time as per Data Sheet in the presence of firm’s representatives who choose to attend. Financial quotes would be relatively marked as mentioned in the Section 3- Part 6.
- 4.6 Proposals will finally be ranked according to their combined Score (S) calculated based on technical and financial scores.

5. Technical Evaluation Method

- 5.1 The Bidder need to submit all the document with indexing, failing of which may lead to disqualification.
- 5.2 The Bidder must submit all desired document with page number and proper binding.
- 5.3 The Technical Proposals shall be evaluated out of 100 marks on the basis of “Technical Evaluation”.

6. Financial Bid Evaluation Method

- 6.1 The Authority will evaluate Financial Proposals of all the qualified Bidders. If there is a discrepancy between words and figures, the amount in words shall prevail. For any other calculation/ summation error etc. the bid may be rejected. The Bidders shall submit their quote as per the format provided in RFP.
- 6.2 Financial Score: The lowest financial proposal will be given a financial score (Sf) of 100 points. The financial scores of other proposals will be computed as follows:

$$Sf=100 * Fm/F$$

(Fm= Lowest financial quote; F= Amount quoted in the Financial Proposal by the Bidder)

7. Combined and Final Evaluation

- 7.1 The technical and financial scores secured by each bidder will be added using weightage of 80% and 20% respectively to compute a Composite Bid Score.
- 7.2 Commercial Bids of all Bidders who satisfies the Pre-Qualification Criteria, Technical Evaluation and Technical Evaluation Method will be opened on the prescribed date in the presence of Bidder representatives
- 7.3 The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows:

$$B_n = 0.8 * T_n + 0.2 * F_n$$

Where B_n = overall score of the bidder

T_n = technical score of the bidder (out of maximum 100 marks)

F_n = normalized financial score of the bidder

- 7.4 In the event the bid composite scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

SECTION IV: Terms of Reference

1. Background

The North Eastern Region (NER) of India, encompassing the states of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, and Tripura, represents a unique blend of geographical, cultural, and economic diversity. Although it accounts for only 7% of India's land area and 3.8% of its population, the NER is rich in natural resources and cultural heritage, contributing approximately 4% to the national GDP. This region is strategically positioned, sharing 98% of its borders with neighbouring countries such as Bangladesh, Bhutan, China, and Myanmar, making it a vital corridor for trade and connectivity.

The economic landscape of the NER is characterized by its diverse agro-climatic conditions, which support a wide range of agricultural and horticultural products, handloom, and handicrafts. The region boasts over 80 Geographical Indication (GI) tagged products, highlighting its potential for niche markets. However, the NER faces significant challenges that hinder its economic development. These include a dispersed population, low economies of scale, inadequate market linkages, infrastructural deficiencies, and complex regulatory environments. The absence of a cohesive ecosystem for value-chain development across various sectors limits the region's ability to leverage its strengths effectively.

NEDFi aims to engage a consultancy firm to develop a comprehensive strategy that focuses on identifying key products and services for intervention. The primary objective is to drive product/sector-led economic development in the NER, thereby enhancing its role in both national and global value chains.

The selected agency will play a pivotal role in overall program management, employing a structured, data-driven, and outcome-oriented approach to evaluate and implement the strategic roadmap across various sectors. This will include proactive measures aimed at stimulating economic growth within the NER, through active coordination with relevant stakeholders. By integrating these efforts, NEDFi seeks to create a robust framework that not only addresses current challenges but also capitalizes on the region's unique strengths to foster sustainable economic development.

2. Scope of Work

1) In-depth Comparative and Competitive analysis of NE States on all relevant parameters (Socio-Economic)

- i. In-depth analysis to understand the comparative economic landscape of each of the NER States including products/sectors of importance, regulatory ecosystem, infrastructural readiness etc.
- ii. Value-chain mapping of key industries/sectors of each North-East State
- iii. Mapping of existing partnerships and synergy between NE States, within India and globally.
- iv. Identification of prospective partnerships and synergy between NE States, within India and globally.

- v. Analysis of opportunities of collaborations between the States for economic growth.
- vi. Analysis of key export markets and high-demand products with focus on strengthening indigenous prowess.

2) Identification of key products/sectors of importance

- i. Identify products/sectors requiring focussed intervention, based on comparative economic and industry analysis including application of various trade indices and indicators
- ii. Conduct detailed industry/sector analysis of the identified products/sectors to understand the business landscape, key gaps and interventions for growth.
- iii. Develop focused strategy to increase market share within the NER, amongst other States in India and globally.

3) Development of strategy for growth of products/sectors of importance for development of enabling ecosystem and competitiveness

- i. Development of bespoke roadmap for growth of identified products/sectors to ensure Inter-State Synergy in NER, domestic competitiveness and International collaboration.
- ii. Identification of key levers to growth in terms of infrastructural, regulatory, financial and related interventions.
- iii. Global benchmarking to gauge the best practices implemented by other countries for growth of similar products/sectors.

4) Assessment of transport and logistics scenario for products/sectors of importance

- i. Identify key bottlenecks, constraints, and areas for improvement for connectivity/competitiveness of the key products/sectors
- ii. Suggest strategic interventions basis industry stakeholder consultations

5) Development of bespoke action plan to develop products/sectors of importance

- i. Identification of outcome-oriented action plan and the suggested activities for successful implementation of the same
- ii. Identification of key enablers to growth from Central and State Ministries, Industry, Academia etc.
- iii. Defining KPIs based on the action plan including timelines, milestones and onboarding of Nodal Officers

6) Export Promotion and market linkage

- i. Identify list of products/sectors with high trade potential domestically and globally, based on economic analysis including application of various trade indices and economic indicators.

- ii. Market development analysis including strategy for manufacturing growth, key destinations including product and value-chain data analysis, market diversification strategy etc.
- iii. Support in conducting consultations with stakeholders including National and Sectoral industry associations and domestic manufacturers to identify challenges pertaining to quality, technology, backward integration challenges etc.
- iv. Prepare and implement action plan for increasing share of identified products in domestic and global market. In this regard, the team shall coordinate and consult with other Ministries/ Department and/or Government agencies.
- v. Monitoring and support in implementation of recommendations.

7) Program Management

- i. Development of program management plan to ensure seamless co-ordination between all the stakeholders.
- ii. Development of SOPs for day-to-day functioning
- iii. Develop an action plan for implementation of the identified interventions and associated programs.
- iv. Handhold, supervise and monitor implementation of recommendations for the engagement period.
- v. Regular progress monitoring on the above initiatives in achievement of deliverables and targets set for various stakeholders.
- vi. Collecting data for, developing, reviewing and validating impact analysis reports.

3. Deliverables and Payment Criteria

The payment schedule for the project deliverables and resources shall be billed as per the following:

a. Deliverable based billing

For each deliverable as listed in the below table, the payment will be based on successful submission made by the Consultancy Firm. The Employer shall constitute a committee which will examine the deliverables /reports for its acceptance / approval. The Consultant to submit revised reports / supplementary reports based on the suggestions of the committee , if any.

Sl. No.	Deliverables	Timeline in months.	Fee Percentage
1	As-Is Assessment of North East Region	Month -4	32%
2	Sectoral Strategy Report	Month-6	8%
3.	Export Promotion Strategy	Month-6	8%

Sl. No.	Deliverables	Timeline in months.	Fee Percentage
4	Formulation of KPIs/MIS/Dashboard for tracking Key Outcomes of the Strategy Implementation	Month-6	8%
5	Implementation Strategy and Roadmap Report a. Inter-State b. National c. Global	Month-8	8%
6.	Action Plan for each NER State including handholding States in Implementation	Month-8	8%
7	Submission of Monthly Reports on Mapping of State's progress on various Outcomes under the Study	Month - 9 onwards	7% per month for 4 months subject to submission of monthly reports within first 2 days of next month

b. Submission of Reports :

- i. The Consultant will submit the reports as per the deliverables alongwith pre-receipted invoices, complete in all respects. The invoices should be submitted along with complete details of the work undertaken during the month, supporting documents and bills (if required) as well as copies of the work/ material produced during the month, for which the bills are submitted.

c. Other information

- ii. No Travel and Dearness allowance shall be provided by the Employer for the travel in North-east Region. The Applicant shall calculate the cost and include the same in the financial proposal.
- iii. Advance payment will not be considered.
- iv. The GST shall be paid as applicable.
- v. For facilitating electronic transfer for funds, the selected agency will be required to indicate the name of the Bank and Branch, account number (i.e. bank names, IFSC Code and Bank A/c No.). These details should also be furnished on the body of every bill submitted for payments by the selected agency.
- vi. Currency: The price is payable in local currency i.e. Indian Rupees.

SECTION V: Annexures

1. Annexure 1: Letter of Proposal

[Date]

To: [Name and Address of Employer]

Dear Sir,

We, the undersigned, offer to provide consultancy services for the Assignment / Job titled **“Provision of Consultancy Services for carrying out Competitive and Comparative Analysis Study for Economic Growth of North-Eastern States”** in accordance with your Request for Proposal No. [RFP Identification no.] We are hereby submitting our Proposal, which includes Pre-Qualification Proposal, Technical Proposal, and Financial Proposal sealed under a separate envelope and requisite EMD. The Proposal has been submitted in compliance with the Instructions to Consultants (at Section 2 of the RFP Document).

We are submitting our Proposal in association with: [Insert a list with full name and address of Consultant] We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

2. Annexure 2: Checklist of Documents for Pre-Qualification

Sl. No.	RFP Criteria	Compliance (Yes/No)	Reference in the Pre-Qualification Criteria (Section & Page no. in Pre-Qualification proposal)
1	<p>Applicant Entity:</p> <p>Should be Company registered under Companies Act, 1956 or a partnership firm registered under LLP Act 2008 and should have valid GST No. Should have been operating for the last five years</p> <p>Joint venture or any consortium is not permitted.</p>		
2	<p>Earnest Money Deposit (EMD) of INR 3,50,000/- (Rupees Three Lakhs Fifty Thousand Only) by means of Internet Banking/ NEFT/ RTGS/DD</p>		
3	<p>Financial Turnover: The Consulting Agency must have an average revenue from consulting services and related activities of Rs.65 Crore and above in the last three financial years from FY 2020-21 to FY 2022-23.</p>		
4	<p>No Blacklisting Certificate: The Applicant should not be blacklisted by any Central/ State/ Public Sector Undertaking/ Judicial pronouncement in India on the day of submission of the proposal</p>		
5	<p>Experience:</p> <p>Bidders must have successfully handled 2 large scale programs (of a basic contract value of atleast Rs 5 crore each) covering strategy and Governance, Policy formulation/ Knowledge Partnership services for Centre/state governments in the last 5 years.</p>		

Annexure 3: Power of Attorney

(On Notary head)

Know all men by these presents, We, [name of organization and address of the registered office] do hereby constitute, nominate, appoint and authorize Mr/ Ms [name], son/ daughter/ wife of [name], and presently residing at [address], who is presently employed with/ retained by us and holding the position of [designation] as our true and lawful attorney (hereinafter referred to as the -Authorized Representative), with power to sub- delegate to any person, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as Consulting Agency for **“Provision of Consultancy Services for carrying out Competitive and Comparative Analysis Study for Economic Growth of North-Eastern States”**, to be developed by NEDFi (the -Authority) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us until accepting the work order with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, [name of organization], THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS [date in words] DAY OF [month] [year in yyyy format].

For [name and registered address of organization] [Signature] [Name]

[Designation] Witnesses:

1. [Signature, name and address of witness]
2. [Signature, name and address of Witness]

Accepted [Signature] [Name] [Designation] [Address]

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
2. Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

3. Annexure 4: Financial Capacity of the Applicant

S No	Financial Years	Revenue from Consulting Services (in Rs.)
1	2020-21	
2	2021-22	
3	2022-23	
	Average Annual Turnover	

Certificate from the Statutory Auditor

This is to certify that [name of company] [registered address] has received the payments shown above against the respective years.

Name of Authorized Signatory

Designation.

Name of firm

Signature of Authorized Signatory Seal of Audit firm

Note: In case the Applicant does not have a statutory auditor, it may provide the certificate from its Chartered Accountant.

4. Annexure 5: Security Deposit- cum- Performance Bank Guarantee

BG No.

Date:

1. In consideration of you, [Authority] (hereinafter referred to as the -Authority which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) having agreed to receive the proposal of [Name of company],(hereinafter referred to as the -Bidder which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns), for appointment as Consulting Agency for **“Provision of Consultancy Services for carrying out Competitive and Comparative Analysis Study for Economic Growth of North-Eastern States”** pursuant to the RFP Document dated [date] issued in respect of the Assignment and other related documents including without limitation the draft work order for services (hereinafter collectively referred to as -RFP Documents), we [Name of the Bank] having our registered office at [registered address] and one of its branches at [branch address] (hereinafter referred to as the -Bank), at the request of the Bidder, do hereby in terms of relevant clause of the RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the RFP Document by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of Rs. [in figures] ([in words]) (hereinafter referred to as the -Guarantee) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said RFP Document.

2. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the RFP Document shall be final, conclusive and binding on the Bank. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the RFP Document including, Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said RFP Document, and the decision of the Authority that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any court, tribunal, arbitrator or any other authority.

3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the RFP Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said RFP Document for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. [in figures] ([in words]).

4. This Guarantee shall be irrevocable and remain in full force for a period of 60(sixty) days from the Proposal Due Date and a further claim period of thirty (30) days or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable until all amounts under this Guarantee have been paid.

5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.

6. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said RFP Document or to extend time for submission of the Proposals or the Proposal validity period or the period for conveying of Letter of Acceptance to the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said RFP Document by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said RFP Document or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.

7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.

8. We undertake to make the payment on receipt of your notice of claim on us addressed to (Name of bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.

9. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.

10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.

11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.

12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. [in figures] ([in words]). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 8 hereof, on or before [date].

Signed and Delivered by [name of bank] By the hand of Mr. /Ms. [name], it's (designation) and authorized official.

(Signature of the Authorized Signatory)

(Official Seal)

Notes: The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee. The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

5. Annexure 6A: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Employer]

Dear Sir ,

We, the undersigned, offer to provide Consultancy Services for carrying out **“Provision of Consultancy Services for carrying out Competitive and Comparative Analysis Study for Economic Growth of North-Eastern States”** in accordance with your Request for Proposal No [RFP Identification no.] dated _____ and our Technical Proposal. Our attached Financial Proposal is for the sum of Rs. _____ (Rupees _____ only).

This amount is exclusive of taxes. We hereby confirm that the Financial Proposal is unconditional, and we acknowledge that any condition attached to the Financial Proposal shall result in reject of our Financial Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the [date].

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

6. Annexure 6B: Cost Summary

Item	Amount in words	Amount in figures (in INR)
Cost of Financial Proposal		
Goods and Service Tax		
Total cost of Financial proposal including GST		
Goods and Services Tax (GST) would be payable at the applicable rates as may be in force from time to time.		

For Financial Evaluation, the 'Total Value of the Financial Proposal (in Rs. and including GST) will be considered. This total value of the financial proposal will cover costs/expenses of the Selected Agency for undertaking work as detailed in the Scope of Work. This financial proposal covers remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), equipment, surveys, travel and overhead charges.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

7. Annexure 7: Self-certification of Minimum Eligibility and of not being blacklisted

[Location, Date]

Here give a certificate that the Consulting Agency is a registered firm under Companies Act, 1956 or a partnership firm registered under LLP Act, 2008 Registered with the GST Authorities. Should have been operating for the last three years* and is not being currently blacklisted** by any Central/ State/ Public Sector undertaking in India. If at any time it is found out that the Consulting Agency did not had the capabilities as enumerated above, NEDFi may put the Consulting Agency in negative list without prejudice to any other civil/ criminal action under the law and forfeiture of the earnest money deposit and in due course the performance guarantee in lieu of penalty

*Kindly provide supporting documents of being registered firm/incorporation certificate

**Kindly provide details if the company has been blacklisted in the past with the relevant supporting documents

8. Annexure 8: Format for highlighting relevant experience

Assignment Name:	Approx. value of the contract
Country: Location within the Country:	Duration of assignment (months):
Name of Client:	Total number of staff-months:
Address of Client:	Completion Date (Month/Year)
Name of Project Manager involved and functions performed:	
Name of 5 professionals and qualification details:	
Description of Actual Services Provided by Your Staff:	

*Kindly provide supporting documents such as contract/work order copy LOI/completion certificate etc.

*Please note that the experience will not be counted if the relevant supporting document is not attached.

*Please attach a clear scan copy of the supporting document

9. Annexure 9: Curriculum Vitae Format

Name:	
Position:	
Education:	
Employment Record:	
Brief Profile:	
Countries/State of Work Experience	
Languages	
Work Undertaken that best illustrates capabilities to handle the task assigned	
<p>Name of the Project:</p> <p>Year: mm/yyyy</p> <p>Location:</p> <p>Company:</p> <p>Client:</p> <p>Position Held:</p> <p>Main Features:</p> <p>Activities Performed:</p> <ul style="list-style-type: none"> ● X ● X 	
<p>Certification</p> <p>I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experiences. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p> <p>Signature:</p> <p>Date:</p>	