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**ALL INDIA INSTITUTE OF AYURVEDA(AIIA)**

**GAUTAMPURI, SARITA VIHAR, Mathura Road, DELHI 110076  
(India)**

**Website:**

**[www.aiaa.gov.in](http://www.aiaa.gov.in)**

**Email:- icaine-ayurveda @aiaa.gov.in**

**Tender No.: A-12034/3/2022-AIIA  
2023**

**Dated: 11 May**

***REQUEST FOR PROPOSAL (RFP) for Knowledge Partner for All India  
Institute of Ayurveda (AIIA) Incubation Centre, New Delhi.***

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### **DISCLAIMER**

The information contained in this Request for Proposal document (“**RFP**”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of AIIA or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by AIIA 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 Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by AIIA in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for AIIA, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. AIIA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

AIIA, its employees, and advisers 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, reliability or completeness 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 in this Selection Process.

**AIIA** also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

**AIIA** may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that **AIIA** is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the

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assignment and **AIIA** reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by **AIIA** or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Applicant and the Authority 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 for submission of the Bid, regardless of the conduct or outcome of the Selection Process.

### Chapter-I

#### Notice Inviting Tender

The Director, AIIA, Delhi invites tender under two Bid System viz. Technical Bid and Financial Bid from reputed Firms having expertise and experience and capabilities in the field of establishment, Operation and Maintenance Incubation infrastructure. (It should have local content as per Government guidelines including goods already imported by the bidder under its own arrangements).

#### 2. Description of the item(s) is given below:

Sl. No.	Item description	Required Quantity/work scope	Estimated Cost (in ₹)
1.	REQUEST FOR PROPOSAL (RFP) for Knowledge Partner for All India Institute of Ayurveda (AIIA) Incubation Centre, New Delhi	As given in Chapter-IV	72 Lakh

#### 3. SCHEDULE OF TENDER

Sl. No.	Activity Description	Schedule	
a.	Tender No.		
b.	Availability of Tender Document	The tender document can be downloaded from the AIIA website <a href="http://www.aiaa.gov.in">http://www.aiaa.gov.in</a> or from the procurement portal <a href="http://eprocure.gov.in/epublish/app">http://eprocure.gov.in/epublish/app</a>	
		Schedule	Time
c.	Document download start date	11/05/2023	15:00 hrs.
d.	Bid submission start date	11/05/2023	16:00 hrs.
e.	Pre-bid meeting	18/05/2023	11:00 hrs.

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f.	Seeking clarification end date	<b>27/05/2023</b>	<b>18:00 hrs.</b>
g.	Bid submission end date	<b>01/06/2023</b>	<b>13:00 hrs.</b>
h.	Bid opening date	<b>01/06/2023</b>	<b>15:30 hrs.</b>
i.	Minimum Validity of tender Offer	365 days from the date of opening of technical bid	
j.	Services/Products to be offered	REQUEST FOR PROPOSAL (RFP) for Knowledge Partner for All India Institute of Ayurveda (AIIA) Incubation Centre, New Delhi	
k.	Tender Document fee	<b>NIL</b>	
l.	Performance Security	5% of the bid amount after award of contract.	
m.	EMD	2% of the bid amount.	

**4. Submission of Tenders:** The bid along with the necessary documents should be dropped in the Tender Box placed in the reception area of the All India Institute of Ayurveda (AIIA) on any working day/working hours and up to stipulated date and time. **The bid document should be under two bid system (i) Technical Bid and (ii) Financial Bid, i.e. technical bid and financial bid should be in two different envelop which be placed in a bigger envelope.**

**5. Clarification on bid documents:** Clarification on bid documents may be sought by the bidders as per prescribed schedule over email address [it-section@aiaa.gov.in](mailto:it-section@aiaa.gov.in).

**6. Amendments:** Any amendments/corrigendum related to bid document, for any reason whether in its own initiative or in response to clarification requested by bidders, will be published on website of Institute([www.aiaa.gov.in](http://www.aiaa.gov.in)) and on CPPP only. Bidders should check these amendments regularly. AIIA shall not be responsible to notify such amendments/corrigendum to individual bidders.

*7. All India Institute of Ayurveda (AIIA) reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all Bids without assigning any reason. The decision of the Director, AIIA in this regard shall be final and binding on all.*

**(Dr. Umesh Tagade)**  
Joint Director

## Chapter-II

### *Instructions for Bidders*

1. **The bidders have to complete the entire** of establishment, Operation and Maintenance Incubation infrastructure **hand over to the Institute within contract period.**
2. Tender has been invited under two bid systems. Hence all instruction should be followed properly as mentioned in bid document.
3. All envelops should be super-scribe as **“Technical Bid for REQUEST FOR PROPOSAL (RFP) for Knowledge Partner for All India Institute of Ayurveda (AIIA) Incubation Centre, New Delhi ” / “Financial Bid for REQUEST FOR PROPOSAL (RFP) for Knowledge Partner for All India Institute of Ayurveda (AIIA) Incubation Centre, New Delhi”** as the case may be. Both the bids should be kept in a bigger envelop super-scribe with Bid for **“REQUEST FOR PROPOSAL (RFP) for Knowledge Partner for All India Institute of Ayurveda (AIIA) Incubation Centre, New Delhi”**
4. All the annexure/declaration and tender documents should be signed by bidders. If these are signed by a representative, an authorization letter issued after tender publishing dated must be attached. **Tender submitted in loose sheet/unsigned shall not be considered.**
5. **The pages of tender document to be submitted by bidder should be properly number and an index with** proper page number should be attached with the tender document.
6. Rates quoted in respect of tender should be typed only. **Any cutting, overwriting shall not be considered.**
7. The bidder shall quote rates in Indian Rupees (INR). Rates quoted in other currency shall be treated as non- responsive and will be rejected.
8. Only technically qualified bidders will be considered for financial evaluation. Financial bid opening date and time will be intimated to technically qualified bidders only.
9. Technical compliance sheet must be attached along with catalogue where in the technical compliance will be intimated properly. **Interested bidders may obtain further information from the office.**
10. It is responsibility of bidders to ensure timely submission of bids as per given schedule and must be dropped in Tender Box. Bids received after due date will not considered.
11. In event of the above-mentioned date being declared as holiday/closed day for the AIIA, the tender event will be postponed for the next working day.
12. Price Preference Policy and Exemption for submission of various eligibility criteria documents to the Bidder registered under Make in India Initiative shall be given price preference as per Govt of India applicable Rules and Guidelines on submission of relevant certificate for availing the price preference and exemption for submission of exempted documents against this bid along with their Pre-Qualification Bid

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Documents. If the certificate is not uploaded along with their offer, it will be treated as normal bidder. Producing certificate at later stage will not be considered.

- 13.** Bidders are advised to go through the Make In India initiative and Price Preference Policy before opting the same for availing benefit under this initiative.
- 14.** False declaration will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the GFR- 2017 for which a bidder or its successors can be debarred for up to two (02) years as per Rule 151 (iii) of the GFR- 2017 along with such other actions as may be permissible under law.
- 15.** It should be noted that this tender is subject to the provisions contained in Government of India, Ministry of Commerce & Industry, Department for Promotion of Industry and Internal Trade (Public Procurement Section) Order no.P-45021/2/2017-PP (BE-II) dated 04.06.2020 and all other relevant orders issued by the Government of India from time-to-time.
- 16. Site Visit:-** The interested bidders may visit the proposed site to assess the requirement and better understanding of works proposed. The visit must be on working day only between 1100 to 1700 Hrs and expenses of visit shall be borne by bidders only. Preferably before Pre bid meeting.

## **17. INFORMATION TO THE FIRMS**

- i. Firms must familiarize themselves with the local conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, firms are encouraged to visit the Client before submitting a proposal and to attend a pre-bid meeting if one is specified in the Data Sheet. Attending the pre-bid meeting is optional.
- ii. AIIA requires the firms to provide professional, objective, and impartial advice and at all times hold the Client's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Firms shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- iii. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
- iv. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the borrower, and includes collusive practices among firms (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.
- v. AIIA will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent

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- activities in competing for the contract in question with other consequential action.
- vi. Without limitation on the generality of this rule, firms shall not be hired under the circumstances set forth below:
- A. A firm which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing services for the same project. Conversely, firms hired to provide professional services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier professional services) for the same project.
  - B. Firms or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the Firms.

*Chapter-III*

### **General Terms and Conditions**

- 1. Patent Rights:** The bidder shall, at all times, indemnify and keep indemnified the purchaser, free of cost, against all claims which may arise in respect of goods & services to be provided by the bidder under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the purchaser, the purchaser shall notify the bidder of the same and the bidder shall, at his own expenses take care of the same for settlement without any liability to the purchaser.
- 2. Country of Origin**
  - i. All services to be provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.
  - ii. The word "origin" incorporated in this clause means the place from where the goods/service are mined, cultivated, grown, manufactured, produced or processed or from where the services are arranged.
  - iii. The country of origin may be specified in the Price Schedule.
  - iv. Bidders may ensure the compliance and guidelines mentioned in Office Memorandum No. 6/18/2019-PPD dated 23<sup>rd</sup> July 2020 issued by Department of Expenditure, Ministry of Finance and a declaration as per above O.M. must be furnished.
- 3. Tender currencies:** The Bidder shall quote only in Indian Rupees (INR) in the Financial Bid Format given at **Annexure-III**.
- 4. Additional information and instruction on Duties and Taxes:**

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- a) **Octroi Duty and Local Duties & Taxes:** Normally, goods/services to be supplied to Government Departments against Government contracts are exempted from levy of town duty, Octroi duty, terminal tax and other levies of local bodies. However, on some occasions, the local bodies (like town body, municipal body etc.) as per their regulations allow such exemptions only on production of certificate to this effect from the concerned Government Department. Keeping this in view, the bidder shall ensure that the stores to be supplied by the bidder against the contract placed by the purchaser are exempted from levy of any such duty or tax and, wherever necessary, obtain the exemption certificate from the purchaser. The purchaser will issue the certificate to the bidder within a week positively from the date of receipt of request from the bidder. However, if a local body still insists upon payment of receipt of such duties and taxes, the same shall be borne by the bidder. The institute will not be responsible for any such payments/reimbursement etc.
- b) **Goods and Services Tax (GST) as per GST Act 2017:** If a Bidder asks for Goods and Services Tax to be paid extra, the rate and nature of Goods and Services Tax applicable should be shown separately in their GST Compliant Invoices. The Goods and Services Tax will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction is legally liable to Goods and Services Tax and is payable as per the terms of the contract. If any refund of Tax is received at a later date, the Bidder must return the amount forth-with to the purchaser
- c) The need for indication of all such price components by the Bidders, as required is for the purpose of comparison of the tenders by the purchaser and will no way restrict the purchaser's right to award the contract on the selected Bidder on any of the terms offered.
5. The bidder should submit an undertaking for acceptance of Terms & Conditions at **Annexure-IV**.
6. **Applicability of Anti-Profitteering Rule under GST Act 2017:** The prices should be quoted strict
7. ly in accordance with unit/pack Size and Strength/Potency mentioned in the schedule of Requirement in the given Price Quotation format. The Anti-Profitteering Rule under GST Act 2017 is applicable against this Tender Enquiry on which the Bidder Agency mandatory have to pass on the benefit due to reduction in rate of tax to the AIIA DELHI by way of commensurate reduction in their prices. If any Bidder Agency found defaulter for following of above said rule (i.e. passing all the benefits of GST Tax Regime price reductions to AIIA DELHI), the necessary action deemed fit as per GST Act 2017 shall be initiated against such defaulter firm.
8. **Fall Clause:** If at any time during the execution of the contract, the Contractor/Manufacture/Distributor/Dealer reduces the sale price or sells or offers to sell such stores, as are covered under the contract, to any person/organization including the purchaser or any department of Central Government or any other AIIA/PSUs at a price lower than the price chargeable under the contract during the Current Financial



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Year, he shall forthwith notify Director, AIIA DELHI. The necessary difference amount about such reduction or sale or offer of sale to the purchaser and the price payable under the contract for the stores supplied after the date of coming in to force of such reduction or sale or offer of sale shall stand correspondingly reduced and deposited to AIIA DELHI by the Bidder or AIIA DELHI will deduct from the pending bills/Performance Security Deposit to recover the loss to the Government.

**9. INSPECTION & ACCEPTANCE:**

The Work will be done by the Committee duly constituted by Director, AIIA, Delhi and or its authorized representatives in AIIA DELHI Hospital premises at designated place in presence of bidder or its representative. Any cost incurred for carrying out the inspection/testing etc, shall be borne by Bidder Agency. **The works will be accepted by Institute on approval of the Committee. The Bidders shall have to obtain prior approval of the Committee for the works at different stage as and when required.**

**10. Taxes, Duties, Incidental Services and Warranties:** Bidder shall be entirely responsible for all taxes, duties, fees, levies, incidental Services, Warranties etc. incurred until delivery of the contracted goods to the purchaser.

**11. Terms and mode of payment:**

Final Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner:

**12. Payment for Service:** Payment shall be made in Indian Rupees as specified in the contract in the following milestones

Sl.	Milestone	Timeline (where 'T' is the date of signing of agreement)	Percentage of Fee
1	Inception Report and Plan of Action	T+30 Days	5%
2	Monthly Report	Monthly	90% (Equally divided across <b>10 months</b> )
3	Final Payment	T + 12 months	5%

**AIIA** will make the payment within 15 days of date of invoice. The expenses towards any travel made on specific request by **AIIA** shall be payable extra, provided the costs are pre-approved by **AIIA-iCAINE**. Office space for the entire project team including facilities

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such as internet, workstation, air-conditioning, conference room etc. shall be provided by **AIIA**.

Note: any payment to the agency shall be subjected to approval & acceptance from AIIA

- a) The bidder shall not claim any interest on payments under the contract.
- b) Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the Bidder at rates as notified from time to time by the Government.
- c) The bidder shall send its claim for payment in writing, when contractually due, along with relevant documents etc., duly signed with date, to respective consignees.
- d) While claiming payment, the bidder is also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the bidder for claiming that payment has been fulfilled as required under the contract.
- e) While claiming reimbursement of duties, taxes etc. (like custom duty and/or GST or any other taxes) from the Purchaser/Consignee, as and if permitted under the contract, the bidder shall also certify that, in case it gets any refund out of such taxes and duties from the concerned authorities at a later date, it (the bidder) shall refund to the Purchaser/Consignee forth with.
- f) In case where the bidder is not in a position to submit its bill for the balance payment for want of receipted copies of Inspection Note from the consignee and the consignee has not complained about the non-receipt, shortage, or defects in the supplies made, balance amount will be paid by the paying authority without consignee's receipt certificate after three months from the date of the preceding part payment for the goods in question, subject to the following conditions: -
  - ✓ Delay in services , if any, has been regularized subject to deduction of applicable LD.
  - ✓ The contract price where it is subject to variation has been finalized.
  - ✓ The bidder furnishes the following undertakings on the of appropriate value.

### **13. Sub-Letting of works**

Selected Bidders shall not be allowed to sub-let the works to any other agency. In case of any unprecedented situation it can be done only after approval of Competent Authority in AIIA.

### **14. OTHERS:**

Technical Evaluation Committee/Procurement Committee and other committees as duly constituted by the Competent Authority will decide

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regarding approval of Items, Rates and Quantities required to be procured (increase/ decrease in either side as indicated at for different categories of services as per requirement of AIIA, DELHI. Decision of the Director, AIIA will be final and binding to all parties.

The Bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency(i.es) without prior written consent of the Director, AIIA, DELHI. If it is found that the firm has given sub-contract to another Agency, the contract shall stand canceled & the performance security deposit of such Bidder shall be forfeited by AIIA, DELHI. The AIIA, DELHI shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the Bidder Agency in the course of their performing the duties to this office in connection with supply order for supplying of the ordered services at AIIA, DELHI.

#### **15. FORCE MAJEURE: -**

Any omission or fail to carry out the provision of the contract by the bidder shall not give rise to any claim by any party, one against the either, if such failure of omission or failure arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake hurricane or any pestilence or from civil strikes, compliance with any stature and/or regulation of the Government, look outs and strikes, riots, embargoes or from any political or other reasons beyond the bidders control including war (whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to 'force majeure 'conditions.

#### **16. DISPUTES AND ARBITRATION:**

All disputes or differences arising during the execution of the contract shall be resolved by the mutual discussion failing which the matter will be referred to an Arbitrator who will appointed by the Director, AIIA, DELHI for Arbitration for settlement of disputes in accordance with Arbitration & Conciliation Act 1996 or its subsequent amendment, whose decision shall be blinding on the contracting parties.

#### **17. LAW GOVERNING THE CONTRACT AND JURISDICTION:**

The contract Governed under Contract Act 1872 Indian Competition Act 2002 and instructions thereon from the government of India issued in this regard from time to time. The Court of DELHI shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

#### **18. PERFORMANCE SECURITY DEPOSIT:**

The successful Bidder will be liable to deposit 5% of value of the Contract/Purchase Order as Performance Security Deposit in favor of "Director, AIIA DELHI" by way of "Performance Bank Guarantee in the form of Fixed Deposit Receipt" from Scheduled Nationalized/Commercial Bank refundable after expiry of the tenders/or

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after the completion of 1 year period + 2 months (valid for i.e. 14 months) in case of supply of Equipment, subject to successful fulfillment of terms and conditions, on receipt of requisite No dues certificate from the concerned departments/authorities. Security Deposit is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect.

**19. RECOVERY OF EXCESS PAYMENT MADE TO BIDDER AGENCY:**

If a result of post payment audit any over payment is detected in respect of any supply/work done by the bidder Agency or alleged to have been done by the Agency under this Tender Enquiry, it shall be recovered by the Institution from the Agency and Agency is liable to be deposit back the excess extra amount received by them from their agreeable amount as per Purchase Order/Work Order from AIIA DELHI within 30 days time period as and when they will receive written request from AIIA DELHI in this connection.

**20. UNDER PAYMENT TO BE MADE TO BIDDER AGENCY:**

If a result of post payment audit any under payment is detected in respect of any supply/work done by the bidder Agency under this Tender Enquiry, it shall be duly paid by the Institution to the concerned Bidder Agency.

**21. RESPONSIBILITY OF BIDDER AGENCY FOR PROVIDING COPIES OF RELVANT RECORDS:**

The Bidder Agency shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over as and when asked by AIIA, DELHI.

No bidder/or his representative shall bring or attempt to bring any political or other outside influence to bear upon any superior authority or hospital functionaries to further this business interest. In doing so, tender of the concerned bidder will be rejected without assigning any reason.

**22. SERVICE SUPPORT AND REDRESSEAL OF COMPLAINT:** All Bidders have to provide a dedicated/Toll free No. for service support and an Escalation Matrix along with Name, Designation and Mobile number of contact person.

**23. SUBMISSION OF MORE THAN ONE OFFER:** If any bidder is participating in this tender through more than one offer in the capacity of Director/ Proprietor/Partnership in other firms. They have to submit a declaration to this effect for bringing it to the notice of Institute.

**24. BID EVALUATION CRITERIA:**

- (i) All the bidder shall be primarily evaluated on pre-qualification criterion viz having submitted all relevant documents, fulfilling statutory obligations/compliance, Experience, Turnover etc.
- (ii) Bidders fulfilling PQC conditions will be evaluated on technical parameters as mentioned chapter V.
- (iii) Technically qualified bidders will be considered for financial evaluation. The H1 bidders will be selected on the basis of CQBCS Method as mentioned in this **REQUEST FOR PROPOSAL (RFP) for**

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**Knowledge Partner for All India Institute of Ayurveda (AIIA)  
Incubation Centre, New Delhi.**

- (iv) Final Financial value will be on the basis of rate quoted( for works along with required items (including passive items). Price quoted shall be considered final including all taxes/charges etc. as indicated in Bid document ) minus back value .

**25. EXCLUSIVE RIGHT:**

The Director, AIIA DELHI, India has the full and exclusive right to accept or reject, increase or decrease order quantity/services, any or all the tenders without assigning any reasons and also to cancel the supply at any time without assigning any reason.

## Chapter-IV

**Information along with Scope of Work and Requirement****1. GENERAL INFORMATION****1.1. About AIIA-iCAINE**

The AIIA-iCAINE incubation centre has been set up under the mandate of Ministry of Ayush given to AIIA to nucleate a cluster of new age ventures and to promote entrepreneurship leveraging the academic knowledge. AIIA- iCAINE is first of its kind organization at all India Institute of Ayurveda for nurturing entrepreneurship and fostering Ayurveda Knowledge based start-ups. It administers a business incubator which provides 'Concept to Market' support for Ayurveda Knowledge based entrepreneurship and facilitates the conversion of research activity into entrepreneurial ventures.

**1.2. Vision:**

To evolve as a Centre of Excellence to Promote Invention, Innovation and Entrepreneurship in Ayurveda Sector.

**1.3. Mission:**

- To Train, counsel, guide and mentor the young brains in the field of Ayurveda to perform innovative translational research and setting up of the enterprise.
- To facilitate the scientific interactions between Businessmen, Academicians, Entrepreneurs, Clinicians and Students to generate novel ideas in the field of Ayurveda
- To provide infrastructure and state-of-art technology to nurture an idea into proof of concept (PoC).
- To be a centre of excellence that fosters synergy between the academia and the industry that fuels entrepreneurial spirit and inculcates research bent of mind among students to help them to be self -reliant and contribute to the nation building.
- To nurture technology and knowledge-based endeavours through their start-up phase by providing the necessary support and promote entrepreneurship.

**1.4. Objectives:****1.4.1. Quantum Metrics**

- a) To support Start-ups in Ayush Sector through seed funding and through other funding agencies.
- b) To incubate Start-ups working in Ayush Sector (Physically & Virtually).
- c) To Associate with other Academic Institutes for Networking activities with industry and ecosystem connects.
- d) To organize Entrepreneurship development workshops.
- e) To organize Training programs.
- f) To have partnerships with Industry and Corporate sectors.

### **1.4.2. Impact Metrics**

- a) To create jobs through Start-ups.
- b) To create IPR values for supported start-ups.

## **1.5. Scope of Work**

### **Background**

AIIA-iCAINE incubation centre has been set up under the mandate of Ministry of Ayush given to AIIA to nucleate a cluster of new age ventures and to promote entrepreneurship leveraging the academic knowledge. AIIA- iCAINE is first of its kind organization at all India Institute of Ayurveda for nurturing entrepreneurship and Fostering Ayurveda Knowledge based start-ups. It administers a business incubator which provides 'Concept to Market' support for Ayurveda Knowledge based entrepreneurship and facilitates the conversion of research activity into entrepreneurial ventures.

## **1.6. AIIA invites proposals from experienced Consultancy Firms for "Knowledge Partner for AIIA". The Consultant would provide the following key services:**

### **1.6.1. Activities:**

- Prepare Blueprint and Business Plan of AIIA-iCAINE. The Blueprint and Business plan will include preparation of vision, mission, annual goals and objectives of AIIA-iCAINE, organization structure, governance framework, revenue model, cost estimates (CAPEX & OPEX), facilities and services offered for startups, domain specific focus, roles and responsibilities of the board, functions of management teams and staffing requirements.
- Suggest infrastructure facilities for AIIA-iCAINE (for e.g., cafeteria, meeting rooms, auditorium, IT and network systems etc.)
- Assist AIIA to identify management team for AIIA-iCAINE.
- Design Standard Operating Procedures (SOPs) for selection of management team and their responsibilities for AIIA-iCAINE.
- Identifications and management of collaborations and relationships.
- Networking external resources to form connections with incubates.
- Setting up the recruitment and retention policies.
- Management and maintenance of whole operations and facilities
- Engaging in community development activities and organizing startup related events, meetups etc.
- Liaising with external parties for strategic partnerships with other incubators, state governments, corporates, international bodies, other industry organizations etc.
- Aligning pipeline of partnerships with the vision of the incubator
- Observing overall needs of the startups for partnerships and getting on board relevant partners.
- Ensuring technical support to the staff and the incubatees

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- Understanding any internal requirements of resources like laptops etc.
- Assist AIIA to Conduct induction programmes for management team members.
- Assist AIIA to design incubation and training programs for start-ups in partnership with stakeholders and qualified external agencies.
- Define objective criteria for shortlisting, on boarding, gradation, performance monitoring audit report (quarterly basis) and exit of start-ups
- Develop pricing structures and packages for start-ups seeking incubator and accelerator support, corporates seeking partnership with start-ups etc.
- Outline roles & responsibilities and identify suitable partners like corporates, academia, VCs, mentors, incubators, global / international exchange programs. The consulting agency should follow-up (email & voice calls) with the above-mentioned agencies to meet the objective of the AIIA-iCAINE.
- Assist AIIA to define entry & exit objective criteria and support for entering into partnerships with various stakeholders from academia, industry, VC, corporates, public institutions
- Explore, communicate (by multiple follow-ups if necessary) and forge partnerships with VCs, mentors, corporates, industry, academia, public institutions
- Assist AIIA to onboard all partners in a timely manner. (SLA to be defined in the technical proposal of the bidder).
- Prepare training materials and organize/conduct capacity building training program on Global Best Practices for managing and operating AIIA-iCAINE.
- Preparation of promotional material and content writing for various collaterals (including website), social media, presentation& speeches.
- Assist AIIA for drafting all kind of policies, procedures, checklists on time-to-time basis as per the direction of management.
- Engaging in query management
- Facilitate in regular Promotion, reaching out to incubators, mentors, various stakeholders from academia, industry, VC, corporates, public institutions (through email, voice call & other mode of communication) and Marketing of AIIA-iCAINE through state-wide and nationwide workshops, e-promotion
- Prepare a quarterly performance monitoring report of AIIA-iCAINE against targeted outcomes (in terms of number of acquisitions and so on).
- Creating awareness about the activities of the incubator
- Organizing startup related events, meetups etc.
- Any other task given by the management for success of AIIA-iCAINE.

### **1.6.2. List of Deliverables:**

- AIIA-iCAINE Business Plan.
- SOPs for selection of management committee, shortlisting, on-boarding, gradation and performance monitoring of startups,



entry exit criteria for partnerships with various stakeholders, exit criteria for startups, pricing and procurement guidelines.

- Framework for engagement with Partners/Stakeholder
- Induction Plan and materials
- Training materials for Incubator Managers, mentoring start-ups
- Workplan for Events, workshops and competitions to be conducted
- Monthly, Quarterly and Annual Performance Report
- Monthly Consulting agency activity report complying to the above SoW.
- Financial Performance Report

This phase will be completed within **6 months** of signing of agreement with the selected agency.

### **1.7. Establish Operations & Provide Handholding Support to Incubator Management team**

#### **1.7.1. Programme and Operations Management (to be undertaken throughout the programme duration):**

- Evaluate applications submitted by Start-ups in coordination with the Incubator management team for selecting start-ups for AIIA-iCAINE
- Register start-ups for availing facilities under AIIA-iCAINE
- Facilitate providing business incubation support to startups
- Explore market access program for startups on a regular basis through corporate innovation programmes etc.
- Launch accelerator programs for startups
- Categorize and evaluate performance of start-ups for gradation and mentorship on a quarterly basis
- Assess performance of registered start-ups across various domains and undertake initiatives to enable improvement of domain performance
- Facilitate in creating a funding ecosystem for start-ups in partnership with VCs and corporates
- Assist in Selection/replacement/exit of incubator partners
- Prepare Annual Operating Plan
- Revise and update SOPs if necessary, in a timely manner
- Undertake initiatives to boost engagement with partners and establish partnership with new stakeholders on a continuous basis.
- Assess outcomes pertaining to performance of start-ups post completion of events
- Build capacity of Incubator management team to sustain the operations of AIIA-iCAINE
- Prepare future plans, long term goals and sustainability plans for AIIA-iCAINE.

#### **1.7.2. Events**

- Assist AIIA-iCAINE to launch specific programmes like Ayur-Tech etc.
- Assist AIIA-iCAINE to Launch programmes for rural markets, women entrepreneurs, tribal entrepreneurs etc.

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- Assist AIIA-iCAINE to facilitate growth sessions for select start-ups
- Conduct quarterly grooming sessions for start-ups
- Facilitate exchange program for start-ups with international incubators
- Assist AIIA-iCAINE to facilitate in conducting boot camps, hackathons, corporate accelerator programs, workshops in areas related to strategy mentorship sessions, Start-up workshops, session on Intellectual Property, Leadership training, marketing and outreach sessions, market access programs, product conclaves etc. on an annual basis
- Assist AIIA-iCAINE to organize competitions for recognized and aspiring Start-ups, launch intra- state and inter-state incubator competitions on an annual basis
- Assist AIIA-iCAINE to facilitate in Hosting networking events with major start-ups/global unicorns/innovation teams from corporates & industry

### **1.7.3. Financial Management:**

- Facilitate Incubator Manager to undertake activities for strengthening revenue of AIIA-iCAINE
- Provide recommendations on augmenting revenue of AIIA-iCAINE
- Monitor financial performance of AIIA-iCAINE on a half-yearly basis
- Prepare toolkits to monitor financial health of AIIA-iCAINE

### **1.7.4. Legal Management**

- o Maintaining documents such as statutory documents, co-working space
- o Supporting incubatees with any legal support that may be required
- o Agreements, KYC documents, MoUs signed with vendors, etc.
- o Setting up legal processes for incubatees and the incubator
- o Ensuring adherence of deadlines for all compliances like ITR, ROC etc.
- o Helping incubatees with the legal requirements in the startup lifecycle

### **1.7.5. List of Deliverables:**

- Revised SOPs for selection of management committee, shortlisting, on boarding, gradation and performance monitoring of start-ups, entry-exit criteria for partnerships with various stakeholders, exit criteria for start-ups, pricing and procurement guidelines
- Events, workshops and competitions conducted
- Monthly, Quarterly and Annual Performance Report
- Programmes launched and outcome
- Financial Performance Report
- Domain-specific performance Report
- Final Report and Sustainability Plan

## **1.8. Dedicated manpower to be deputed at AIIA New Delhi:**

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1.	<b>Name of the post with Essential Qualifications and experience</b>	
1.1	<p><b>Chief Executive Officer (1 Nos)</b> Essential:</p> <ul style="list-style-type: none"> <li>Engineering/ Ayurveda Graduate Degree with min. 10 years of work experience or Engineering/ Ayurveda Post Graduate Degree with min. of 7 years of overall work experience, with at least 2 years of experience in the start-up ecosystem, either as a start-up founder/ co-founder/ core team member and/ or having worked in a start-up enabling organization such as an incubator, accelerator, or a start-up community organization.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>Preference will be given to individuals having previously worked in middle or top-management of existing incubation centres / or at an organization playing crucial role in the incubation pipeline.</li> </ul> <p>Age Limit: Not more than 55 years</p>	Detailed Profile (Curriculum Vitae) with supporting documents
1.2	<p><b>Incubator Manager: (1 Nos)</b> Essential:</p> <ul style="list-style-type: none"> <li>Graduate in science/ Engineering with more than 5 years of relevant work experience.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>Work experience, with at least 2 years of experience in start-up ecosystem, either as a start-up founder/ co-founder/ core team member and/ or having worked in a start-up enabling organization such as an incubator, accelerator, or start-up community organization.</li> </ul> <p>Age Limit: Not more than 45 years</p>	Detailed Profile (Curriculum Vitae) with supporting documents
1.3	<p><b>Manager Investment and Finance: (1 Nos)</b> Essential:</p> <ul style="list-style-type: none"> <li>MBA in finance as specialty with more than 3 years of relevant work experience.</li> </ul> <p>Age Limit: Not more than 45 years</p>	Detailed Profile (Curriculum Vitae) with supporting documents

The above positions shall be based at AIIA, New Delhi as specified in the team profile mentioned above for the entire duration of the assignment. For any gap in above-mentioned team, the bidder should be responsible to arrange the same within two days.

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## Chapter-V

**1- Pre-Qualification Criteria of Bidder**

1. The Bidder should company having a demonstrable track record of rendering of Establishment, operation and Maintenance of the Incubation Centre work
2. The average annual financial turnover of 'The bidder' during the last three years, ending on 31st March of the previous financial year 2021-22, should be Rs 50 lac (Rupees fifty lac) as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/Cost Accountant in India or equivalent in relevant countries.
3. Bidder Firm should not have suffered any financial loss for more than one year during the last three years, ending on 31<sup>st</sup> March of the previous financial year 2021-22. A certificate from the CA must be attached.
4. The Bidder should be one-sto solution to Establishment, operation and Maintenance of the Incubation Centre work in last 5 years, completion of which should fall at least one day earlier of the last day of submission of EOI.
5. The Bidder is required to submit certificate of completion of assignment from the respective institute as a proof of meeting the above qualifying criteria and submit copies of the completion certificate.
6. The Bidder should not be blacklisted in any of the Indian Government Department.
7. Exemptions to MSMEs and Startups (in Annual average turnover and Experience) will be allowed as per Govt Policy. The bidders registered under MSME will be exempted from the submission of 'Turnover' and previous experience documents, as per the Government's guidelines. Bidders claiming the exemption should have submitted relevant documents along with their offer. Any claim at a later stage will not be entertained.
8. **Authorized Representatives:** Bids of bidders quoting as authorized representative of a principal manufacturer would also be eligible, provided:  
The bidder himself should have been associated, as authorized representative of the same or other Principal Manufacturer for same set of services as in present bid for same or similar 'product/works' for past three years ending on 31<sup>st</sup> Mar 2022.
9. Signed and scanned valid copy of Firm/Company Registration/Incorporation Certificate.
10. Signed and scanned copy of GST Registration and proof of latest quarter GST returns filed copies by the participating Bidder Company.
11. Signed and scanned copy of PAN Card in the name of firm/company.

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12. The bidders should not be bankrupt/under liquidation by any Government(Central or State)/PSU/Autonomous Bodies/or any other organization. A declaration to this effect must be submitted.
13. Experience and Past Performance:
  - a) The bidder should have completed "Establishment, operation and Maintenance of the Incubation Centre" with the same or higher specifications as mentioned during last three years, ending 31st March of the previous financial year 2021-22 as under
    - i. One similar works of the value equal to 80% of bid value or
    - ii. Two similar works of the value equal to 50% of bid value or
    - iii. Three similar works of the value equal to 40% of bid value
  - b) The bidder must have completed at least one works of above mentioned value within the one year from the closing date of the tender. Completion certificate from the other origination must be attached in support of claim.
  - c) 'The bidder' must have a team of Engineers, Technicians and experts having sufficient expertise, experience and knowledge of the works under question and details of such team must be attached along with bid document in support of claim.

## **2- Submission of Technical Bid**

- a) EOI in the form of hard copies duly signed, stamped and page numbering on each page will be considered.
- b) All the annexure/declaration and tender documents should be signed by bidders. If these are signed by a representative, an authorization letter issued after tender publishing dated must be attached. Tender submitted in loose sheet/unsigned shall not be considered.
- c) The pages of tender document to be submitted by bidder should be properly number and an index page with proper page number should be attached with the tender document
- d) The EOI - both Technical and Financial duly filled in the prescribed proforma as mentioned in check list & **Annexure-III** be placed in sealed separate envelopes with a name of work written on the envelope and addressed to "The Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi -110076
- e) The 1<sup>st</sup> envelope(Technical Bid) shall contain the documents as mentioned in the terms and conditions(Mentioned in check list ).
- f) The 2<sup>nd</sup> envelope(Financial Bid) shall contain priced schedule of Quotation, duly signed, Stamped and page numbering by the authorized signatory of the bidder.( Annexure-III).
- g) The Technical bids shall be opened at Committee Room, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076in the presence of such

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- bidders or their authorized representatives, who may wish to be present.
- h) The bidders, whose Technical bids are accepted, will be informed about the date of the opening of financial bids.
  - i) The Financial Bid of the Technically Qualified Bidder will only be opened.
  - j) The price schedule of quotation as per format enclosed, duly signed, stamped and page numbering by the authorized signatory of the bidder is to be submitted. The unit rate and prices shall be quoted by the bidder entirely in Indian Rupee to be entered in words also.
  - k) The breakup of Basic Price, GST, other taxes/charges, if any to be clearly mentioned in Indian rupee only.
  - l) Financial Bid in any other form except in the specified format given, will not be accepted and shall be SUMMARILY REJECTED.
  - m) Both the above envelopes should clearly be marked on top of envelope about type of envelope i.e., Name of RFP and details of contents in envelope (Technical Bid/Commercial Bid as the case may be), name of agency submitting the bid and addressed to "The Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi -110076"
  - n) The main envelope containing the Technical Bids, Financial Bids and Earnest Money Deposit must be superscripted "REQUEST FOR PROPOSAL (RFP) for Knowledge Partner for All India Institute of Ayurveda (AIIA) Incubation Centre, New Delhi".
  - o) Please note that the envelope containing Technical and Financial Bids are sealed properly, i.e. either wax or with adhesive cello tape on both ends. Rates quoted should be neat and clean without cutting/overwriting.

#### **Applicability in Special Cases:**

- a) Joint Ventures and Holding Companies: Credentials of the partners of Joint ventures **cannot** be clubbed for the purpose of compliance of PQC in supply of services, and each partner must comply with all the PQC criteria independently. However, for the purpose of qualifying the Financial Standing Criteria, the Financial Standing credentials of a Holding Company can be clubbed with only one of the fully owned subsidiary bidding company, with appropriate legal documents proving such ownership.
- b) Along with all the necessary documents/certificates required as per the tender conditions, the bidder should furnish a brief write-up, backed with adequate data, explaining his available capacity (both technical and financial), for services within the specified time of completion, after meeting all their current commitments.
- c) Supporting documents submitted by the bidder must be certified as follows:
  - i. All copy of supply/work order; respective completion certificate and contact details of clients; documents issued by the relevant

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Industries Department/National Small Industries Corporation (NSIC)/manufacturing license; annual report, etc., in support of experience, past performance and capacity/capability should be authenticated by the by the person authorized to sign the tender on behalf of the bidder. Original Documents must be submitted for inspection, if so demanded.

- ii. All financial standing data should be certified by certified accountants, for example, Chartered Accountants/Cost Accountants or equivalent in relevant countries; and Indian bidder or Indian counterparts of foreign bidders should furnish their Permanent Account Number. Singed and attested legible scanned copies of at least three Numbers of Previous Purchase Order Copies for each of participating item, which has been supplied to various reputed Government Hospitals/Institutions/PSU's/Other reputed Hospitals/Institutions in India in last Three Financial Years .
3. Signed copy of duly filled-in PFMS Form of AIIA, DELHI in the format given at **Annexure-V**
4. **A checklist of documents submitted must be attached as per Annexure-VI. In absence of that, offer will be rejected outrightly.**



## Chapter-VI

**QUALIFYING REQUIREMENT****1. Method of selection of the Work Management vendor for Design & Implementation Submission of Bids**

The bids are invited companies in the field of Establishment, operation and Maintenance of the Incubation Centre work. The bids should be submitted in two separate sealed envelopes (one for technical bid and other for financial bid indicating on the top of the sealed cover of each whether it is a financial or technical bid) and these two envelopes shall be put in a bigger envelope duly sealed. In case, any bidder submits more than one bid or more than two envelopes in the bigger envelope, his bid will be summarily rejected without assigning any reason. Further, each page of the technical and financial bids should be numbered and signed by the authorized signatory.

**2. The Technical Bid Shall Contain:**

- a) Name & Short C.V. of Principal Officers for the work
- b) Organizational Structure
- c) Audited Financial Statement for the last three years with year-wise turnover and Net Profit/Loss (PAT)
- d) List of major completed assignments relating to Work in which Design and Built of IT services was undertaken in previous 7 years, along with documentary evidence of acceptance of the Reports
- e) C.V. of all the Bidders/Experts with the firm. Format at Form -'A-1'
- f) Any other information to highlight their strength and the claim to undertake Establishment, operation and Maintenance of the Incubation Centre work

Along with the above information, details regarding agency's credentials, team's composition, infrastructure and experience of the organization/institution in undertaking similar work, names and addresses of at least three clients from whom the experience/ competency of the applicant can be ascertained, is also required to be provided. The organizations should also provide evidence in support of their experience in Establishment, operation and Maintenance of the Incubation Centre work.

**3. The Financial Bid Shall Contain:**

The Financial Bid shall be in Annexure-III with details of cost break up for cost all related works for completion.

**4. SELECTION PROCESS:**

- a) Opening of big envelope in presence of bidders will be done immediately after closing of bid time in the Committee Room, AIIA Mathura Road Sarita Vihar, New Delhi 110076
- b) Immediately after opening of big envelopes, Technical bids for each scheme will be opened first in the presence of bidder and their documents will be page numbered and signed by the Screening Committee Members.

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- c) Evaluation of technical bids will be done by the Screening Committee of the Director, AIIA subsequently.
- d) Financial bids of only the technically qualified agencies/organization/institutions will be opened in their presence on the date and time to be intimated them through Website/E- mail/ Telephone (Details to be provided by bidders).
- e) The bids will be evaluated as per Combined Quality Cum Cost Based System (CQCCBS) method based on Manual of Policies and Procedure of Employment of Bidder, Ministry of Finance, Government of India. For details, please refer to website of Ministry of Finance, Government of India.

- For Technical Bids, 30% weightage shall be assigned and for Financial Bids 70% weightage will be assigned.
- The Proposal with the lowest cost will be given a financial score of 100 and other proposals given financial scores inversely proportional to their prices
- The total score of both the technical and the financial bid shall be obtained by weighing the quality and cost scores and adding them up.

**The minimum qualifying marks for technical qualifications is 75.**

The highest point's basis shall be considered for award of the contract as illustrated below: Highest points basis: On the basis of the combined weighted score for quality and cost, the Bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. the proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

As an example, the following procedure can be followed. In a particular case of selection of Bidder, if the minimum qualifying marks for technical qualifications as 75 and the weightage of the technical bids and financial bids was kept as 30: 70. In response to the RFP, 3 proposals, A, B & C were received. The technical evaluation committee awarded those 75, 80 and 90 marks respectively. The minimum qualifying marks were 75. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices asunder:

Proposal	Evaluated cost
A	Rs.120.
B	Rs.100.
C	Rs.110.

Using the formula  $LEC / EC$ , where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the

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committee gave 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 calculated the combined technical and financial score as under: Proposal A:  $75 \times 0.30 + 83 \times 0.70 = 80.6$  points.

Proposal B:  $80 \times 0.30 + 100 \times 0.70 =$

94points Proposal C:  $90 \times 0.30 + 91 \times 0.70$

$= 90.7$  points.

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

Proposal A: 80.6 points :H3

Proposal B: 94 points : H1

Proposal C: 90.7 points : H2

Proposal C at the evaluated cost of Rs.100 was, therefore, declared Successful and recommended for approval, to the competent authority.

Financial bids having any negotiation clause or condition shall be summarily rejected

### **Technical bid Evaluation Criterion**

<b>S. No.</b>	<b>Criterion</b>	<b>Evaluation Criteria</b>
<b>A</b>	<b>FINANCIAL STRENGTH</b>	<b>40 marks</b>
I.	Average Annual financial turn over during the last three consecutive from financial year 2019-20, 2020-21, 2021-2022	<ul style="list-style-type: none"> <li>• <b>&gt;2 cr. : 20 marks</b></li> <li>• <b>&gt;1.5 &lt;=2 : 16 marks</b></li> <li>• <b>&gt;1&lt;=1.5 : 12 marks</b></li> <li>• <b>&gt;=0.5&lt;=1 : 8 marks</b></li> <li>• <b>&gt;=0&lt;0.5 : 4 marks</b></li> </ul>
II.	Average Annual financial turn over on Programme Management Consultancy/Advisory services in areas related to Start-up Ecosystem Development to Central/State Government Agencies in India and similar to mentioned in this tender work during the last three consecutive from financial year 2019-20, 2020-21, 2021-2022	<ul style="list-style-type: none"> <li>• <b>&gt;2 cr. : 20 marks</b></li> <li>• <b>&gt;1.5 &lt;=2 : 16 marks</b></li> <li>• <b>&gt;1&lt;=1.5 : 12 marks</b></li> <li>• <b>&gt;=0.5&lt;=1 : 8 marks</b></li> <li>• <b>&gt;=0&lt;0.5 : 4 marks</b></li> </ul>
<b>B</b>	<b>RELEVANT EXPERIENCE</b>	<b>20 marks</b>
<b>I.</b>	Experience of working with startup and innovation ecosystem related players in India including Academia, Incubators, Accelerators, Co-working spaces, Corporate	<b>No of projects</b> <ul style="list-style-type: none"> <li><b>i. &gt;.20 : 10Marks</b></li> <li><b>ii. &gt;. 15 &lt;= 20 : 8Marks</b></li> <li><b>iii. &gt; 10&lt;= 15 : 6Marks</b></li> <li><b>iv. &gt; 5 &lt;=10 : 4 Marks</b></li> <li><b>v. &gt;= 1&lt;=5 : 2 Marks</b></li> </ul>

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	<p>Innovation teams, Industry Associations, International Development Agencies in the last 5 years ending 31/03/2023</p> <p><i>Projects with contract duration of more than 1 year will only be considered</i></p> <p>Experience of the firm or its team in O&amp;M of incubators:</p>	<p><b>vi. &lt;1 : 0Mark</b>  <b>Details of works order /completion to be furnished by the bidder in a separate Annexure to be enclosed with this.</b></p>
<b>II.</b>	<p>Experience of the firm or its team providing Programme Management Consultancy/Advisory services in areas related to Start-up/incubators:</p>	<p><b>No of years (10 marks)</b>  <b>i. &gt;=5 : 10Marks</b>  <b>ii. = 4 : 8Marks</b>  <b>iii. =3 : 6Marks</b>  <b>iv. =2 : 4 Marks</b>  <b>v. =1 :2Marks</b>  <b>Details of works to be furnished by the bidder in a separate Annexure to be enclosed separately with this.</b></p>
<b>D</b>	<p>PRESENTATION of Technical APPROACH, METHODOLOGY AND CAPABILITY (to be communicated after opening of technical bid )</p>	<p><b>40 marks</b>  The bidder would be required to make a presentation of their work plan as per technical requirement mentioned in this EOI .</p>
	<p><b>Technical Presentation (Max 30 Minutes) for Approach and Methodology to perform the work as mentioned in this EOI</b></p> <p><b>Note:- The PPT should be in mentioned parameter only.</b></p>	<p><b>Mark to be allotted by Client's evaluation committee / team on the basis of presentation made by the bidder on the following parameters:</b></p> <p><b>i. Understanding of the Terms of Reference (Work Scope) : 10 marks</b></p> <p><b>ii. Demonstration of AIIA-iCAINE Business Plan as per objectives in local context ,Start-up and Incubator ecosystem: 15 marks</b></p> <p><b>iii. Demonstration of future plans, long term goals and sustainability plans for AIIA-iCAINE: 15 marks</b></p>

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**TIME SCHEDULE FOR COMPLETING THE WORK:**

I.	Preliminary Estimate	One Week after the LoI is placed on the selected bidder
II.	Submission of Performance Security	Within One week after LOI
III.	Commencement and mobilization activities	One Week after
IV.	Completion of Service, Testing, Training, hand- holding and handover	Work Duration one year from the commencement of the mobilization activities.

**SAVING CLAUSE**

The Director, AIIA has the right to terminate the contract at any time if it comes to know that the contract has been procured fraudulently or misrepresented and corrupt practices and forfeit the security / bank guarantee etc.

**Court Jurisdiction**

In case of any dispute, this shall be subject to the exclusive jurisdiction of Court at Delhi/New Delhi.

(Dispute: If any dispute or difference of any kind whatsoever were to arise between AIIA & knowledge partner, the dispute shall in the first place be referred to AIIA, New Delhi through the representative for a decision)

**COMMENCEMENT**

- I. **Bidder** shall commence the work within one week of issue of work order. The entire project team is expected to be mobilised within 15 days of issue of work order. The date of commencement of assignment shall be considered from the day the entire team is mobilised at as per the requirement of the RfP.

**PENALTY**

- I. For non-performance and/or for negligent performance in relation to scope of work related to Bidder, following penalty would be imposed **AIIA** on Bidder, until and unless such delay is condoned by **AIIA-iCAINE**, New Delhi for valid and acceptable reasons, after due consideration:
- II. Deduction of 0.5% (half percent) of Fee for each week of delay or part thereof, wherever any deadline is fixed, subject to a maximum of ten weeks and maximum of 10 % of the total Fee.
- III. Beyond acceptable delays, the contract shall be terminated leading to forfeiture of Performance Guarantee.
- IV. Provided however, that no penalty shall be payable by **Bidder** for delays attributable to **AIIA** and/or occurrence of a Force Majeure event.

**PERFORMANCE GUARANTEE**

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The successful bidder will deposit irrevocable & unconditional performance securing bank guarantee equivalent to 5% of the aggregate fee amount payable during the period of the agreement and the same shall be released after a period of 15 months from the date of signing of the agreement subject to any claim, outstanding dues and penalty as per Clause The performance guarantee shall be submitted by the selected firm within 7 days of the date of the work order. In the event of termination of the contract, the performance guarantee shall be forfeited.

## **FORCE MAJEURE**

### **Breach of Agreement**

The failure of a Party to fulfil any of its obligations under this Agreement shall not be considered to be a breach of, or default under this Agreement insofar as such inability arises from an event of Force Majeure, provided that Party affected by such an event (i) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out terms and conditions of this Agreement, and (ii) has informed other Party as soon as possible about occurrence of such an event of Force Majeure.

### **Extension of Time**

Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

## **TERMINATION**

- I. **AIIA** may terminate this Agreement anytime by not less than thirty (30) days' written notice of termination to bidder, to be given after occurrence of any of events specified in paragraphs
- II. If bidder does not remedy a failure in performance of its obligations under Agreement, within thirty (30) days of receipt after being notified or within such further period as **AIIA** may have subsequently approved in writing;
- III. If bidder becomes insolvent or bankrupt; or
- IV. If, as result of Force Majeure, **AIIA** unable to perform a material portion of obligations for a period beyond thirty (30) days; or
- V. If in the view of **AIIA-iCAINE**, the performance of selected Agency is not satisfactory/ the selected Agency has failed to safeguard the interest of **AIIA-iCAINE**. The decision of **AIIA** in this regard shall be final and binding.

**Termination by Bidder**

Bidder may terminate this Agreement, by not less than sixty (60) days' written notice to **AIIA-iCAINE**, such notice to be given after occurrence of any event specified below:

- I. **AIIA** fails to pay any money due to **bidder** pursuant to this Agreement within sixty (60) days after receiving written notice from Bidder that such payment is overdue; or
- II. If, as the result of Force Majeure, **bidder** is unable to perform a material portion of Services for a period beyond sixty (60) days.

The termination of this Agreement shall not prejudice or affect in anyway rights and benefits accrued or liabilities and duties imposed on parties of this Agreement.

**LIABILITY OF Bidder**

- I. Bidder shall be liable for all or any of the terms of this agreement and in respect of its employees and third parties. Limitation of the liability shall be to the extent of Fee for the contract period.

**MISCELLANEOUS CLAUSES**

- I. **Bidder** shall notify to **AIIA** any material changes in its status or shareholding, in particular, where such change would impact on performance of Services under the Agreement. However, the signatory of this agreement shall not be exonerated for any liability arising from this agreement.
- II. Any failure or delay on part of **AIIA** exercise right or power under Agreement shall not be construed as waiver thereof.
- III. Workers, employees, staff or agents engaged or employed by or on behalf of **Bidder** shall neither be, nor deemed to be worker, employee, staff or agents of **AIIA** under any circumstances whatsoever and there is no such agreement for or regarding workers of **Bidder** as well as of **AIIA-iCAINE**, New Delhi.
- IV. Notwithstanding anything in this Agreement, in no event shall **AIIA** be liable under labour laws, laws of contract, tort, or for any other laws, rules & regulations, misrepresentation warranty, negligence, strict liability or otherwise, for any special indirect, incidental or consequential damages (including loss of profit arising out of in connection with this Agreement).
- V. Neither execution and delivery by **Bidder** of this Agreement nor performance by **Bidder** of its obligations hereunder will violate, conflict with, or result in breach of, or constitute a default under, any provision of law, statute, rule or regulation or any judgment, order, award or decree of any court of governmental body applicable to it, or its articles of incorporation or by-laws.
- VI. **Final decision-making:** AIIA reserves the right to accept or reject any bid and to annul the process at any time without assigning any reason thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for such action by AIIA.

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- VII. **Confidentiality:** The successful applicant shall treat as confidential all the information, records, reports, technical data, contracts, Agreements, maps, drawings and any other documents provided to/ obtained by them during the contract period for performing their responsibilities and obligations. However, the confidentiality obligations under the contract will not apply to the information already in the public domain. An undertaking in this regard would require to be submitted by the applicant at the time of signing of the contract Agreement.

### **ARBITRATION**

- I. It is hereby agreed between the two Parties that the assignment shall be executed in manner and form outlined in this Agreement. If any dispute or difference of any kind whatsoever arises between Parties in connection with or arising out of or relating to or under this Agreement, the Parties shall promptly and in good faith negotiate, with a view to reaching an amicable resolution and settlement. In the event no amicable resolution or settlement is reached within a period of thirty (30) days from date on which above- mentioned dispute or difference arose, such dispute or difference shall be referred to an Arbitrator who could be chosen by the selected Agency from amongst a panel of 3 options so nominated by **AIIA-iCAINE**. The seat of arbitration shall be Delhi and arbitration shall be conducted in English language. Arbitration and Conciliation Act, 1996, shall govern arbitral proceedings.
- II. Existence of any dispute or difference or initiation or continuance of arbitral proceedings shall not postpone or delay performance by Parties of their respective obligations under or pursuant to this Agreement. Further, this Agreement shall remain subsisting and operative during the arbitral proceedings and no payment due and payable to either Party shall be withheld except the payment in dispute, if any.
- III. The courts at Delhi under the Delhi High Court alone shall have jurisdiction with respect to arbitration or any other dispute.

### **Time Frame**

The assignment shall be undertaken for a period of 12 months initially, which may be extended upto another 24 months subject to satisfactory annual performance report at end of each year.



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*Annexure-I***Declaration for non-association with other bidders**

I,We, M/S.....hereby undertake and accept that if I/We are Not **Associated with other bidders**.

I/We.....shall have no objections if I/We am/are suspended for the two years from being eligible to submit bids for contracts with ALL India Institute of Ayurveda New Delhi if any association is found with other bidders.

Seal,

Name & Address of the

Bidder/Authorized

Person Telephone No. & Email

ID

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Annexure II

**Bid Security Declaration by the Bidder**

I/we, M/s \_\_\_\_\_ hereby undertake and accept that if I/We withdraw or modify my/our Bids during the period of validity, or if I/We am/are awarded the contract and I/We failed to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/We shall have no objection if I/We am/are suspended for the two years from being eligible to submit Bids for contracts with All India Institute of Ayurveda, New Delhi.

Seal,

Name &amp; Address of the Bidder/Authorized

Person Telephone No. &amp; Email ID

Annexure-III

## FINANCIAL BID

**A. Price Schedule for Indigenous Goods**

No.	Name of the item/service (as per Schedule of Requirement)	Quantity	Unit Name	Basic Price per unit (in ₹)	% of GST (Amount in figure on Column (7))	Other Expenditure (if any) on Column (7) (in ₹)	Per Unit Total Price inclusive of all on F.O.R. destination basis (in ₹)	Total Cost (Column 4 x Column 8)
1	2	3	4	5	6	7	8	9

Name(s) &amp; Signature of Authorized

person with seal of the Bidder

Date.....

Place.....

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*Note:*

1. The Rates should be quoted inclusive of all taxes, applicable GST upto the F.O.R. AIIA, Delhi basis.
2. The Bidder will quote firm rates inclusive of all Taxes & expenditure up to F.O.R. to AIIA DELHI basis. The AIIA DELHI will release payment claim against accepted supply after deductions of TDS as per prevailing Tax Rules and LD (If any) as per the Terms & Condition mentioned in the Tender.

**Annexure-IV****UNDERTAKING**

***(To be executed on Rs.100/-Non-judicial Stamp Paper duly attested by Public Notary)***

**For Compliance of all Terms & Conditions mentioned in this Tender Document**

1. The undersigned certify that I/we have gone through the terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the content of the tender document and I undertake not to submit any complaint/ representation against the tender document after submission date and time of the tender. The cost quoted by me/user valid and binding on me/us for acceptance till the validity of tender.
2. **I/We undersigned hereby bind myself/ ourselves to ALL INDIA INSTITUTE OF AYURVEDA DELHI, GAUTAMPURI SARITA VIHAR, DELHI-110076 to complete the work awarded s in the approved prices to AIIA DELHI, during the Rate Contract period under this contract.**
3. The articles shall be of the best quality and of the kind as per the requirement of the institution. The decision of the Director, AIIA DELHI, India (hereinafter called the said officer) as regard to the quality and kind of article shall be final and binding on me.
4. **Performance security 5 % of the cost of the supply value shall be deposited by me in the form of FDR/ Bank Guarantee in the name of The Director, All India Institute of Ayurveda, DELHI herewith on award of the contract and shall remain in the custody of the Director till the validity of the Tender Contract plus three months (i.e. for 15 months).**
5. Should the said officer deem it necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
6. I/We hereby undertake to supply the items/services during the validity of tender as per directions given in supply order within stipulated period positively.
7. If I/We fail to complete the work in stipulated period the AIIA DELHI has full power to compound or forfeit the Bid Security/security deposit.
8. I/We declare that no legal/ financial irregularities are pending against the proprietor/ partner of the tendering firm or manufacturer.
9. I/We undertake that the rates quoted by me when approved and selected by the Director, AIIADELHI will be valid for one year from the date of approval of the rate contract in the format given in **Annexure-III** or till extended as mutually agreed upon. I/we undertake to complete the work **as per the Terms & Conditions** in tender document. I/we undertake to complete the work with in stipulated period and if fail to complete the work during the stipulated period then necessary action can be taken by the Director, AIIA, DELHI.

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10. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
11. I/We undertake that the work competed are as per Demonstration/ Catalogue/ technical literature description.
12. I/We undertake that the quoted rates are not higher than that approved in any other Govt.institutionsinIndiaforthesameitemsduringthecurrentFinancialYear.
13. *Affidavit regarding No CBI Inquiry/ FEMA/ Criminal proceeding/ Black listing is pending or going on against the manufacturer/ bidder firm is also enclosed. I undertake that I will not submit any irrelevant documents with the tender and in doing so I will not have any objection if my tender is rejected on that ground.*
14. I/we do hereby confirm that the prices/ rates quoted are fixed and are at par with the prices quoted by me /us to any other Govt. of India/ Govt. Hospitals/ Medical Institutions/ PSUs. I/we also offer to supply the Services at the prices and rates not exceeding those mentioned in the Financial Bid.
15. I/we do accept/ agree for the all clauses including the 1 years onsite service inclusive of cost and labour etc.
16. I/we have necessary infrastructure for the maintenance of the services .
17. I/we undertake to get the services/work will be completed within 48 hours of the receiving of the complaint from AIIA failing which penalty may be recovered from pending bill/Bank Guarantee before releasing the same to us after 15 months as per penalty clause of EOI Document.
18. I/we undertake, If as a result of post payment audit any over payment is deducted in respect of any Supply/work done by our Agency or alleged to have been done by our Agency under this tender, it shall be recovered by the AIIA DELHI from our Agency.
19. I/We do hereby confirm that I/we aware about the provisions of “Make in India” initiatives and directives regarding Price Preference Policy to Make in India Registered Bidders and I/We undertake for following the same as per directions of AIIA DELHI in respect of this Tender Enquiry.
20. I/We undertake to respect Anti-Profiteering Rule under GST Act 2017 of Govt. of India and will have mandatory to pass on the benefit due to reduction in rate of tax to the AIIA, DELHI by way of commensurate reduction in our prices. And if I/we will be found defaulter for following of above said rule (i.e. passing all the benefits of GST Tax Regime price reductions to AIIA, DELHI), the AIIA, DELHI have the right to initiate necessary action deemed fit as per GST Act, 2017against our firm.
21. I/we undertake, If as a result of post payment audit any over payment is deducted in respect of any Supply/work done by our Agency or alleged to have been done by our Agency under this tender, it shall be recovered by the AIIA DELHI from our Agency.
22. I/we undertake, If any under payment is discovered, the amount shall be duly paid to our Agency by the AIIA, DELHI.

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23. I/we undertake that we shall liable to provide all the relevant records copies during the concurrency period of Contract or otherwise even after the Contract is over, whenever required by AIIA, DELHI.
24. I/We do solemnly pledge and affirm that I/We am/are the proprietor/partner/authorized signatory of M/s and my/our firm has not been declared defaulter by any Govt. Agency and that no case of any nature i.e. CBI/FEMA/Criminal/Income Tax/GST/ Blacklisting is pending against my/our firm.
25. I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I/We further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period, the Director, All India Institute of Ayurveda, DELHI (India) will have full authority to take appropriate action as he/she may deem fit.
26. I/We hereby declare that, our quoted prices against this Tender Enquiry are not higher then prices offered by us to any others Govt. Institutions/Other Institutions as per prevailing market prices and I/we are liable for passing of all the benefits of GST in terms of cost reduction on account of various tax factors to AIIA, DELHI as per the provisions of GST Act, 2017. I/We will also liable for passing of all the cost reduction benefits (if any) on account of CDEC provided by AIIA DELHI on Custom Duty part. If any time AIIA DELHI will get the information that we have provided services on higher prices in comparison to other institutes based on prevailing applicable prices, we are undertaking that, we are liable for refunding and depositing back such difference amount to AIIA DELHI from our side without any question.
27. We are also undertaking that the Department of Commerce or Ministry/any other Department has been not debarred/blacklisted our firm as per best of our knowledge, if any such debarment/blacklisting come to the notice of AIIA DELHI Authorities during execution of Supplies against this Tender Enquiry, AIIA DELHI have right to reject our proposal and take appropriate action deemed fit against our firm as per prevailing applicable Rules & Regulations.

Signatur  
e, Name of Authorized Person of the Bidder  
with seal.

Date:.....

Place:.....

*Affirmation/Verification*

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Annexure-V

<b>ALL INDIA INSTITUTE OF AYURVEDA DELHI</b>		
<b>PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)</b>		
<b>PFMS UNIQUE CODE:</b>		
<b>VENDOR REGISTRATION FORM</b>		
<b>Sl. No.</b>	<b>Head Name</b>	<b>Details</b>
1.	Vendor Name	
2.	Father/Husband/Owner Name	
3.	Date of Birth	
4.	PAN Number	
5.	GSTIN	
6.	Aadhar Number	
7.	TAN Number	
8.	TIN Number	
9.	Service Tax No	
10.	Address1	
11.	Address2	
12.	Address3	
13.	City	
14.	Country	
15.	State	
16.	District	
17.	Pin Code	
18.	Mobile No.	
19.	Phone No.	
20.	Email ID	
21.	Bank Name	
22.	IFSC Code	
23.	Account Number	
DATE:		
PLACE:		<b>VENDOR SIGNATURE WITH SEAL</b>
<b>Department Name:</b>		<b>Forwarded by HOD/In-charge</b>
<b>Note:</b>	<i>All related self-attested documents also enclosed with this form</i>	

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Annexure-VI

**CHECKLIST FOR TENDER****Index page****For technical bid evolution (Must be filed properly and to be first page of Technical bid)**

<b>S.No</b>	<b>Name of documents</b>	<b>Page Number in submitted bid</b>
1.	The Bidder should not be blacklisted in any of the Indian Government Department.	
2.	Exemptions to MSMEs and Startups (in Annual average turnover and Experience) in will allowed as per Govt Policy. The bidders registered under MSME will be exempted from the submission of 'Turnover' and previous experience document, as per Government's guidelines. Bidders claiming the exemption should have submit relevant documents along with their offer. Any claim at later stage will not be entertained.	
3.	Experience and Past Performance: (a) The bidder should have successfully completed similar work with the same or higher specifications as mentioned during last three years, ending 31st March of the previous financial year 2021-22 as under (i) One similar works of the value equal to 80% of bid value or (ii) Two similar works of the value equal to 50% of bid value or (iii) Three similar works of the value equal to 40% of bid value	
4.	Signed and stamped RFP	
5.	Firms Registration	
6.	GSTN	
7.	PAN	
8.	Dedicated/Toll free No.	
9.	Escalation Matrix	
10.	Non-blacklisting/financial standing declaration	
11.	Bid Signatory authorization, if required	



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12.	Signed EOI document (Sign must be on each page)	
13.	Turnover details with document (orm D) 2019-20, 2020-21, 2021-22	
14.	Experience with documents (Works detail and year in which completed and Value in INR)	
15.	Annexure-I	
16.	Annexure-II (Bid Security Declaration)	
17.	Annexure-III	
18.	Annexure-IV	
19.	Annexure-V	
20.	Annexure-VI	
21.	Form A	
22.	Form B	
23.	Form C	
24.	Power of attorney	
25.	Average Annual financial turn over during the last three consecutive from financial year 2019-20, 2020-21, 2021-2022	
26.	Average Annual financial turn over on Programme Management Consultancy/Advisory services in areas related to Start-up Ecosystem Development to Central/State Government Agencies in India and similar to mentioned in this tender work during the last three consecutive from financial year 2019-20, 2020-21, 2021-2022	
27.	<p>Experience of working with startup and innovation ecosystem related players in India including Academia, Incubators, Accelerators, Co-working spaces, Corporate Innovation teams, Industry Associations, International Development Agencies in the last 5 years ending 31/03/2023</p> <p><i>Projects with contract duration of more than 1 year will only be considered</i></p> <p>Experience of the firm or its team in O&amp;M of incubators:</p>	
28.	Experience of the firm or its team providing Programme Management Consultancy/Advisory services in areas related to Start-up/incubators:	

Date

**Signature of the Authorized person**  
Seal

ORGANISATIONAL STRUCTURE

**FORM - 'A'**

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Name of the Firm/Company		
Full Address of the Company		
Year of Establishment		
Telephone Number		
Fax Number		
E-Mail Address		
Website		
Sector's in which the company/firm has provided services to Government Department in India		
No of full time personnel currently under employment	Technical	
	Non- technical	
No of Years of presence in India		
Annual Turnover		
	<b>FY</b>	<b>Turnover(Rs.)</b>
	2019-20	
	2020-21	
	2021-22	
Details of Authorized Representative	Name	
	Designation	
	Mobile	
	Office	
	Email	

Signature

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**FORM - B****Format of C.V for Team leader/ Experts/Bidders**

<b>1. Name</b>	
<b>2. Designation</b>	
<b>3. Area of Expertise</b>	
<b>4. Total work experience</b>	
<b>5. Experience in relevant field</b>	<b>Name of the work/dwelling units/date of award</b>

**Date  
Place****Signature of the Authorized person****Seal**

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**FORM - C*****Details of Incubator related Works completed in the Last five Years***

(More similar pages may be added in case qualifying works are more than one)

<b>Name of assignment &amp; location</b>		Page No. of EOI for cross referencing and verification of information
<b>Work Cost &amp; Fee (Rs. In Crores)</b>	Work Cost	Fee
<b>Commencement date</b>	Scheduled	Actual
<b>Completion Date</b>	Scheduled	Actual
<b>Reasons for delay, if any</b>		
<b>No. &amp; Staff involved and functions performed</b>	Staff involved (Discipline-wise)	Staff-Months
<b>Name of Associated firm(s), if any</b>		

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	Any other		
<b>No. &amp; Staff of associated firms involved and functions performed</b>	Staff involved (Discipline-wise)	Staff-Months	

<b>Name of Senior Staff (Work Director, team leader) involved &amp; functions performed</b>		
<b>Narrative description of work including size, features etc.</b>	Use up to a quarter page	
<b>Description of actual services provided</b>	Use up to a quarter page	
<b>Proof of having completed the work to the satisfaction of Client</b>		
<b>Name &amp; address of Clients Officer to whom reference may be made</b>		

- ***CV of Team leader and Team members with photo, educational qualification and experience should be attached.***

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Form -D

**FINANCIAL CAPABILITIES****(Rs. In lacs)**

Financial Year	Financial turnover	Net Profit
2019-20		
2020-21		
2021-22		
Average Annual Turnover over the past three years		

***Audited balance sheet/ IT return to be submitted in support of above turnover*****Signature**

Note:

1. Applicants are required to page no. their EOI submission document and for cross referencing and verification of information mentioned in the above matrix, the page no. at which the details are enclosed in their EOI
2. Use Separate sheet for each work
3. Only those works shall be considered for evaluation for which the letter of award and successful completion/occupancy certificate are enclosed.
4. The evaluation shall be based on the qualitative aspects of the applicants work, therefore, please indicate the salient features of the work undertaken including all such factors like time / Cost / quality aspects. You may also enclose photographs etc. to substantiate on the same.