

Notice Inviting Quotation (E-Procurement mode)
कोटेशन को आमंत्रित करने की सूचना (ई-प्रोक्योरमेंट मोड)

INDIAN INSTITUTE OF TECHNOLOGY DELHI
भारतीय प्रौद्योगिकी संस्थान दिल्ली
HAUZ KHAS, NEW DELHI-110016
हौज खास, नई दिल्ली -110016

Dated/ दिनांक : 22/05/2025

Open Tender Notice No. / खुला प्रस्ताव निविदा सूचना नंबर: IITD/SOPP (SP-5004)/2025

Indian Institute of Technology Delhi is in the process of purchasing following item(s) as per details as given as under.

इंडियन इंस्टीट्यूट ऑफ टेक्नोलॉजी दिल्ली निम्नलिखित मदों की खरीद की प्रक्रिया में है।

Details of the item आइटम का विवरण	Open Tender for Conducting a Survey to Map Evolving Workforce Skills and Competency Requirements for India's Energy Transition Across Key Sectors
Earnest Money Deposit to be submitted बयाना जमा करने के लिए जमा राशि	NIL. However, bidders are required to submit 'Bid Security Undertaking' in lieu of EMD (Annexure-IX)
Warranty वारंटी अवधि	NIL
Delivery Schedule	<u>Pl. refer Terms & Conditions No.10</u>
Mandatory Minimum Local Content	1) 50% for Class 1 Supplier 2) 20% for Class II Supplier
Margin of Purchase Preference for Local Content	20% (Pl. refer to the DPIIT Order mentioned at T&C No.25)

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदा दस्तावेज केन्द्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छुक बोलीदाताओं को वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है कि 'ऑनलाइन बोली के लिए निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं (एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी दिल्ली निविदाओं को देखने के लिए "गो" बटन पर क्लिक करें) उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पर पूरा निविदा दस्तावेज ऑनलाइन जमा करें। अगले पृष्ठ में दिए गए कार्यक्रम के अनुसार

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

कोई मैनुअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (तकनीकी और वित्तीय दोनों को ई-प्रोक्योरमेंट पोर्टल में जमा करना चाहिए)

SCHEDULE

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single/Global)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Service
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Others
Source of Fund (Institute/Project)	Budget Code _____ / Project Code RP04810F
Currency	Indian Rupee (INR)
Date of Issue/Publishing	22/05/2025 (16:00 Hrs)
Document Download/Sale Start Date	22/05/2025 (16:00 Hrs)
Document Download/Sale End Date	29/05/2025 (10:00 AM)
Date for Pre-Bid Conference	NA
Venue of Pre-Bid Conference	NA
Last Date and Time for Uploading of Bids	29/05/2025 (10:00 AM)
Date and Time of Opening of Technical Bids	30/05/2025 (10:00 AM)
Tender Fee (If any)	Rs. ____ NIL ____/- (For Tender Fee) (To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on-line quotation/bid.)
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	180 days (From last date of opening of tender)
Address for Communication	Office of School of Public Policy, 5 th floor, Academic Block West (99B), IIT Delhi, Hauz Khas, New Delhi – 110016
Contact No.	011-2659-7633
Email Address	Kaveri@iitd.ac.in , ashwinim.cstaff@iitd.in

**Chairman Purchase Committee
(Buyer Member)**

Instructions for Online Bid Submission/ ऑनलाइन बोली (बिड) के लिए निर्देश:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाण पत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों का मतलब है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां ऑनलाइन जमा करें।

More information useful for submitting online bids on the CPP Portal may be obtained at:

अधिक जानकारी सीपीपी पोर्टल पर ऑनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है:

<http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

बोलीदाताओं को "नामांकन के लिए यहां क्लिक करें" लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्युरमेंट पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मॉड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन नि: शुल्क है

- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।

- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इन का उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।

- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र (कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने) की आवश्यकता होगी (जैसे सिफ़ी / टीसीएस / एनकोड / ई-मुद्रा आदि), उनके प्रोफाइल के साथ

- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए ज़िम्मेदार हैं कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।

- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीएससी / ईटीकेन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग ऑन करता है।

SEARCHING FOR TENDER DOCUMENTS/ निविदा दस्तावेजों के लिए खोजना

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प हैं, ताकि बोलीदाताओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं 'मेरी निविदाओं' फ़ोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी कि गई है।

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।

PREPARATION OF BIDS / बोली (बिड) की तैयारी

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझने के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या - जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

बोलीदाता, अग्रिम में, निविदा दस्तावेज / अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ / एक्सएलएस / आरएआर / डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाण पत्र आदि) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध “मेरा स्पेस” क्षेत्र का उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे “मेरा स्पेस” क्षेत्र से जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की ज़रूरत नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

SUBMISSION OF BIDS/ बोली (बिड) का जमा करना

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन करना चाहिए ताकि वह समय पर बोली अपलोड कर सके या फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

- 3) Bidder has to select the payment option as “on-line” to pay the tender fee as applicable and enter details of the instrument. Whenever, Tender fees is sought, bidders need to pay the tender fee separately on-line through RTGS (Refer to Schedule, Page No.2).

बोलीदाता को निविदा शुल्क / ईएमडी को भुगतान के लिए “ऑन लाइन” के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से ऑन लाइन पर भुगतान करने की आवश्यकता होती है (अनुसूची, पेज नं .2 देखें)।

- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

एक मानक BoQ प्रारूप को सभी बोलीदाताओं द्वारा भरने के लिए निविदा दस्तावेज प्रदान किया गया है। बोलीदाताओं को इस बात का ध्यान रखना चाहिए कि उन्हें आवश्यक प्रारूप में अपनी वित्तीय बोली जमा करनी चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। बोलीकर्ताओं को BoQ फाइल को डाउनलोड करने, इसे खोलने और अपने संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ सफेद रंगीन (असुरक्षित) कोशिकाओं को पूरा करना आवश्यक है। कोई भी अन्य कक्ष नहीं बदला जाना चाहिए। एक बार विवरण पूरा हो जाने पर, बोलीदाता को इसे सहेजना होगा और इसे ऑनलाइन जमा करना होगा, बिना फ़ाइल नाम बदलना। यदि BOQ फ़ाइल को बोलीदाता द्वारा संशोधित किया गया है, तो बोली को खारिज कर दिया जाएगा।

- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

सर्वर का समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को खोलना आदि। बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

बोलियों के सफल और समय पर जमा होने पर, पोर्टल एक सफल बोली प्रस्तुत करने का संदेश देगा और एक बोली सारांश बोली संख्या के साथ प्रदर्शित किया जाएगा। और अन्य सभी प्रासंगिक विवरणों के साथ बोली प्रस्तुत करने की तारीख और समय।

- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

ASSISTANCE TO BIDDERS / बोलीदाताओं को सहायता

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए या निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।

- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

ऑनलाइन बोली प्रस्तुत करने या सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7 सीपीपी पोर्टल हेल्पडेस्क पर निर्देशित किया जा सकता है। हेल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 है

General Instructions to the Bidders / बोलीदाताओं के लिए सामान्य निर्देश

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से ऑनलाइन प्राप्त होंगी तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को। पीडीएफ प्रारूप में अपलोड करना होगा।

- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

कंपनी के नाम में स्मार्ट कार्ड / ई-टोकन के रूप में मान्य क्लास II / III डिजिटल हस्ताक्षर प्रमाण पत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं। डिजिटल हस्ताक्षर प्रमाण पत्र अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी "डीएससी के बारे में सूचना" लिंक के तहत वेब साइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

- 3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

निविदाकर्ता को सलाह दी जाती है कि वे निविदाकार को निर्देश दिए गए हों ताकि ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोक्वोरमेंट पोर्टल के जरिए <https://eprocure.gov.in/eprocure/app> पर ऑनलाइन निविदाएं जमा कर सकें।

NOTICE INVITING QUOTATIONS

Subject : Open tender for conducting a survey to map evolving workforce skills and competency requirements for India's energy transition across key sectors

Invitation for Tender Offers

School of Public Policy, Indian Institute of Technology Delhi **invites online Request for Proposal from eligible and experienced organisations to do the following work:**

“Conducting a survey to map evolving workforce skills and competency requirements for India's energy transition across key sectors”

(Technical bid and Commercial bid) from eligible and experienced survey organisations as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app>

TECHNICAL SPECIFICATION:

1. Introduction

India is at a critical juncture in its energy transition, with targeted commitments including reducing emissions intensity by 45%, installing 500 GW of renewable energy by 2030, and achieving net-zero GHG emissions by 2070 along with ambitious development goals of Viksit Bharat by 2047. To achieve these goals, India has announced policies including but not limited to rooftop solar PV, electric vehicles, a national hydrogen mission and railway electrification. This transition will require not only technical & financial investments but also a skilled and future ready workforce capable of driving & sustaining the transition.

Indian Institute of Technology (IIT Delhi) invites quotations for conducting a comprehensive survey to identify evolving skill requirements and related gaps across India's energy & allied sectors for the transitioning workforce. This survey aims to assess current and emerging skill requirements and evaluate industry perceptions of workforce preparedness.

2. Objective of the Study

The objective of this study is to:

- i. Identify and quantify evolution of skill requirements across energy and allied sectors (primary energy producers, renewable energy & transport) to support India's energy transition over the next 10-15 years.
- ii. Analyze the spatial and temporal dynamics of workforce shifts, including emerging and declining job roles, to identify regional employment hotspots and regions at risk of job displacement

3. Scope of Work

The study will be conducted in two phases across different sectors and sets of stakeholders surveyed in each phase. This two-phased approach is being undertaken within a single consolidated tender to ensure consistency across phases.

The selected agency will be responsible for the following items that will be developed in consultation with the IIT Delhi team:

- i. Identify a representative sample of respondents across the supply chain of key sectors, including but not limited to renewable energy, primary and conventional energy producers, transportation, and industry. The sample should capture diversity by:
 - a. type of organization (public/private, large enterprises/MSMEs), and
 - b. geographic region
 - c. representation of related supply chains*Example: project developers (e.g., ReNew Power), EPC contractors (e.g., L&T), component manufacturers, coal and thermal producers, electric grid providers, vehicle and battery manufacturers, and charging infrastructure suppliers.*
- ii. Developing a clearly defined survey methodology and sampling framework, ensuring representation across specified key sectors and diverse geographic regions. The framework should include identifying, mapping and projecting both emerging and declining skills, and job roles over time and selected regions in the specified sectors. The survey should also inform how workforce shifts are distributed across gender and socio-economic groups. The sample size and sampling framework should be informed and approved by the IIT Delhi team.
- iii. The company should administer the survey in two phases (explained below) and where required, conduct structured interviews and/or consultations with key industry stakeholders (including higher management representatives within industries & public sector). See Table 1: Stakeholder list
IIT Delhi will provide a formal letter of purpose on official letterhead to facilitate outreach and scheduling of stakeholder engagements.
- iv. The survey is to be conducted in two phases and should build on the draft survey document prepared by IIT Delhi. Phase 1 should be conducted across a subset of the sectors listed in point i, and inform the larger survey, with respect to identifying actors (MSMEs, firms) across related supply chains. Phase I should cover at least 50-60 respondents. The results of Phase I should be presented in an interim report by June 25th, 2025.
- v. Phase II should cover all sectors listed, and related supply chains and MSMEs. The analysis should incorporate recommendations to the government to prepare for the expected workforce shifts, based on the results of the survey. The results of Phase II should be presented in a pre-final report submitted by mid-October, for comments by the IIT Delhi team. The final report would be due by the 15th of November 2025.

The table below identifies preliminary list of survey stakeholder

(Note: Respondents will be selected from across the listed stakeholder groups to ensure representation across the entire supply chain and organizational diversity (public/private, large enterprises/MSMEs, pan-India/regional presence). The selection will aim for sectoral and geographic balance, and will be finalized in consultation with the IIT Delhi research team)

Table 1: Stakeholder list

SECTOR	SUB-SECTORS	STAKEHOLDERS
Renewable Energy	Project Development	ReNew Power, NTPC Green Energy, JSW Energy, Adani Green Energy, Greenko, Avaada Energy, Tata Power Renewable Energy Limited (TPREL), Sembcorp Green Infra, Suzlon, Inox wind, Hindustan Power
	EPC Contractors	Sterling & Wilson, Tata Power Solar, L&T, Jakson Group, Waaree, Adani Solar, Hartek group, Enrich Energy
	Component Manufacturing	Vikram Solar, Waaree Energies, Suzlon, Inox Wind, Vestas, Siemens Gamesa, GE Renewable
	O&M Providers	Adani Green Energy, Tata Power Renewable Energy, and Suzlon Energy, Inox Wind and Sterling and Wilson Solar, CleanMax, Enrich Energy
	Industry Associations	National Solar Energy Federation of India (NSEFI), Indian Wind Energy Association (InWEA)
Primary Energy Producers	Coal Mining	Coal India Limited (CIL), The Singareni Collieries Company Limited, Eastern Coalfields, Adani Group, Vedanta Limited
	Thermal Power	NTPC, Tata Power, Adani Power, JSW Energy, Reliance Power Limited
	Oil & Gas	ONGC, IOCL, BPCL, HPCL, GAIL, Cairn India(Vedanta), Nayara energy, Reliance Industries Limited (RIL), Adani Total Gas Limited
	Electric Grid	Power Grid Corporation, REC Power Development and Consultancy Limited, Sterlite Power Transmission Limited, Tata Power, Adani energy, Siemens, Hitachi Energy, L&T, State Transmission Utilities
	Emerging Tech (Hydrogen, energy storage)	Reliance, Adani, L&T, Tata Power (Both green hydrogen & storage) , NTPC Green Hydrogen, IOCL, Ohmium India, L&T- Greenko, ACME group, Reliance new energy, Adani new energy, Ola electric, Amara Raja, Exide, Renew Power, Tata Power, Tata Autocomp, Ather Energy, Fluence India (AES-Siemens JV)
Transportation	Vehicle Manufacturing	Tata Motors, Mahindra & Mahindra, Mahindra Electric, Maruti Suzuki , Hyundai India , Ashok

		Leyland, Ather Energy, Ola Electric, TVS Motor , Hero MotoCorp , Hero Electric
	Battery Manufacturing	Amara Raja Batteries (ICE & EV), Exide Industries (ICE & EV), Reliance New Energy, Ola Electric (cell R&D), Tata AutoComp, Hero Moto corp, Ather
	Charging Infrastructure	Tata Power EV Charging, ChargeZone, Delta Electronics, ABB India, Adani TotalEnergies E-Mobility, Statiq, BPC Charging
	Component Suppliers	Bosch India (ICE & EV components), Motherson Sumi (wiring harnesses for both), Sundaram Fasteners, Lucas-TVS, Varroc, Sona Comstar (EV drivetrains), Bharat Forge, Continental India. Ather
	Industry Associations	Society of Indian Automobile Manufacturers (SIAM), Automotive Component Manufacturers Association (ACMA), SMEV, Indian Battery Swapping Association (IBSA), Federation of Automobile Dealers Associations (FADA)
Industry	Steel Industry	SAIL, Tata Steel, JSW Steel, Jindal Steel & Power, ArcelorMittal Nippon Steel, Ministry of Steel, Kalyani Steel,
	Cement Industry	UltraTech Cement, Ambuja Cement, Dalmia Bharat, Shree Cement, India Cements,
	Aluminum Industry	Hindalco Industries, Vedanta Aluminium, NALCO, BALCO, secondary aluminum producers
	Building & Construction	L&T, Shapoorji Pallonji, Godrej Properties, DLF Limited, Hiranandani Developers, Macrotech Developers (Lodha Group), Reliance Infrastructure
	Industry Associations	Indian Steel Association (ISA) , Sponge Iron Manufacturers Association (SIMA) Cement Manufacturers Association (CMA), Indian Green Building Council (IGBC), Builders Association of India (BAI), Construction Industry Development Council (CIDC)
Waste Management	E-waste	Recykal, Saahas zero waste, Attero Recycling, Namo e-waste, EcoCentric Management, Ecoreco, Virogreen, Earth Sense Recycling, GreenTek Reman Pvt. Ltd, E-Parisaraa, Sims Recycling Solutions, Cerebra Integrated Technologies Limited

	Municipal & Industrial waste	Antony waste handling, Ramky Enviro Engineers Ltd, EMS Ltd., A2Z waste management
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4. Deliverables

The agency is expected to deliver the following outputs

- I. An inception report or presentation outlining the survey methodology to be presented at the start of the project.
- II. An interim report summarizing the findings of phase 1 of the survey, key skill gaps across industry & regions, regional and sectoral challenges, and initial recommendations for IIT Delhi team by the 25th of June.
- III. A prefinal report and presentation to the IIT Delhi team presenting all survey and interview results by the 15th of October 2025.
- IV. A final report and presentation to the IIT Delhi team presenting all survey and interview results by the 15th of November 2025.

Terms & Conditions Details

Sl. No.	Specification
1.	Due date: The tender has to be submitted on-line before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.
2.	Preparation of Bids: The offer/bid should be submitted in two bid systems i.e. Technical bid and Financial bid. The Technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given format i.e BoQ_XXXX. The Technical bid and the financial bid should be submitted Online. Note: -<i>Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as 'Optional' in the specs is not to be included for overall comparison.</i>
3.	EMD (if applicable): The tenderer should submit an EMD amount through RTGS/NEFT. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of contract. Refer to Schedule (at page 1 of this document) for its actual place of submission.
4.	Refund of EMD: The EMD will be returned to unsuccessful Tenderer only after the Tenders are finalized. In case of successful Tenderer, it will be retained till the successful and complete installation of the equipment.
5.	Opening of the tender: The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at “Annexure: Schedule” in presence of bidders representative if available. Only one representative will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened in the presence of the vendor's representatives subsequently for further evaluation. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.
6.	Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.
7.	Eligibility Criteria • Proven experience in workforce development studies or energy sector research with minimum 3 years of relevant experience in the development sector. • Prior experience with survey design and data analysis. • Adequate team capacity and domain expertise. • Consultant's Commercial Information – Annexure VIII

8.	Maintenance of record The Consultant is required to maintain all records, documentation, and data related to the project for a period of Five (05) years following the expiration or termination of the agreement. This obligation includes all project-related files, drawings, communications, and other relevant materials. In the event that IIT Delhi requests access to these records within this five-year period, the architect must provide the requested information promptly, regardless of whether the original agreement has expired. The responsibility to maintain and provide these records is critical for ensuring continuity, addressing potential future inquiries, and supporting any post-project evaluations or audits.
9.	Validity of Agreement 1. The validity of this agreement is intended to be initially for a period of 06 Months or shall be in line with the progress of the projects and shall be concluded after completion of projects in all respects. It may be extended, if mutually agreed upon. 2. Extension of time, during which a party shall, pursuant to this contract complete any action and/or tasks 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 or for reasons not attributable to such Party. Also, an extension of time will be given if the execution of the work continues beyond the stipulated date(s) of completion
10.	Delivery and Documents: • Inception Report or Presentation – Detailing the methodology, timeline, and tools to be used. • Interim Report – Including phase 1 of the survey results by June 25th, 2025 • Pre-Final Survey Report and Presentation – Including preliminary findings and analysis by October 15th, 2025 • Final Survey Report – Incorporating feedback from stakeholders by November 15th, 2025
11.	Termination of Agreement The performance of the consultancy shall be reviewed and evaluated by an internal committee of the Institute periodically. In cases of unsatisfactory performance or failure to respond to three consecutive enquiries without valid reasons, the agreement may be terminated without notice and no correspondence will be entertained in this regard. This Agreement may be terminated at any time by either party by giving a written notice of one month. Even after the termination, the consultant shall remain liable and shall be responsible for the service provided by them in respect of the work carried out before the termination. In the event of the termination of the agreement by IIT Delhi, the Agency shall not be entitled to any compensation or damages by reason of such termination but only to the fees for the milestones of services actually achieved (Based on actual submissions) up to the date of notice. The agency will be evaluated by an internal committee of the Institute. Part or full work may be withdrawn if the performance of the consultant is found to be unsatisfactory by giving one-month notice.

12.	Penalty: If the consultant fails to perform their duties diligently, causing delays or non-cooperation, they will be liable for the damage incurred by the Institute. This is without prejudice to the Institute's right to terminate the agreement and pay any fees required at the time of termination, at the Institute's discretion. Extensions to timelines of each of the deliverables need explicit approval by the institute in writing (e.g., via email). If the consultant fails to deliver the services within the agreed-upon timeframe, they will be subject to a penalty of 0.5% for each Week of delay. This penalty shall be calculated on the total value of the affected service.
13.	Transfer of Interest So long as the Agreement subsists, the Agency shall not assign, sublet, or transfer their interest in this Agreement, without the written consent of the Institute.
14.	Notices: For the purpose of all notices, the following shall be the address of the Purchaser and Supplier. Purchaser: Prof. Kaveri Iychettira, School of Public Policy Indian Institute of Technology Hauz Khas, New Delhi - 110016. Supplier: (Name -To be filled in by the supplier) (Supplier should submit its supplies information as per Annexure-II).
15.	Resolution of Disputes: The dispute resolution mechanism to be applied pursuant shall be as follows: • In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Indian Institute of Technology Delhi and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.
16.	Applicable Law: The place of jurisdiction would be New Delhi (Delhi) INDIA.
17.	Governing Language: The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
18.	Applicable Law: The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.

19.	Notices: - Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by email and confirmed in writing to the other party’s address. - A notice shall be effective when delivered or on the notice’s effective date, whichever is later.															
20.	Payment: Payments shall be made on completion of stipulated milestones <table><tr><th>Sl</th><th>Milestones</th><th>Payment</th></tr><tr><td>1</td><td>Inception Report or Presentation – Detailing the methodology, timeline, and tools to be used.</td><td>20%</td></tr><tr><td>2.</td><td>Interim Report – Including phase 1 of the survey results</td><td>25%</td></tr><tr><td>3</td><td>Pre-Final Survey Report and Presentation – Including preliminary findings and analysis</td><td>25%</td></tr><tr><td>4</td><td>Final Survey Report – Incorporating feedback from stakeholders</td><td>30%</td></tr></table>	Sl	Milestones	Payment	1	Inception Report or Presentation – Detailing the methodology, timeline, and tools to be used.	20%	2.	Interim Report – Including phase 1 of the survey results	25%	3	Pre-Final Survey Report and Presentation – Including preliminary findings and analysis	25%	4	Final Survey Report – Incorporating feedback from stakeholders	30%
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21.	Termination for Default: The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part: i. If the Supplier fails to deliver any or all of the services within the period(s) specified in the order or within any extension thereof granted by the Purchaser; or - ii If the Supplier fails to perform any other obligation(s) under the Contract. - iii If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. - For the purpose of this Clause: i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. ii. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;” - In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.															

22.	Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within New Delhi.
23.	Compliance certificate: This certificate must be provided indicating conformity to the technical specifications. (Annexure-I)
24.	As per Ministry of Finance, Deptt. of Expenditure, Public Procurement Division Order (Public Procurement No.1) issued from file No.6/18/2019-PPD dated 23rd July, 2020 regarding Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs) 2017, it is directed that any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority i.e. the Deptt. for Promotion of Industry and Internal Trade (DPIIT). <i>The said order will not apply to bidders from those countries (even sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects (updated lists of the countries are given in the Ministry of External Affairs)</i> “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participated in a procurement process. “Bidders from a country which shares a land border with India” for the purpose of this Order means: - An entity incorporated, established or registered in such a country; or - A subsidiary of an entity incorporated, established or registered in such a country; or - An entity substantially controlled through entities incorporated, established or registered in such a country; or - An entity whose <i>beneficial owner</i> is situated in such a country; or - An Indian (or other) agent of such an entity; or - A natural person who is the citizen of such a country; or - A consortium or joint venture where any member of the consortium or joint venture falls under any of the above The <i>beneficial owner</i> for the purpose of above will be as under: - - In case of a company or Limited Liability Partnership, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercise control through other means. Explanation- “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent of share or capital or profit of the company;

	b. “Control” shall include the right to appoint majority of the directors or to control the management of policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements; 2. In case of a partnership firm, the beneficial owner is the natural person (s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership; 3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals; 4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official; 5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership. An agent is a person employed to do any act for another, or to represent another in dealings with the third person. For Works contracts, including Turnkey contracts, the successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority. A certificate shall be submitted by bidders in the tender documents regarding their compliance with the said order. If the certificate submitted by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law. Annexure IV (For Goods/ Services contracts)/ <i>Annexure V (For Works contracts, including Turnkey contracts)</i>
25.	<u>It is mandatory for bidders to quote items having local content minimum 20%. Refer revised Public Procurement (Preference to Make in India), Order 2017, No. P-45021/2/2017-PP (B.E-II) dated 16.09.2020 issued by DPIIT, Ministry of Commerce and Industry, Govt. of India. (Submit duly filled Annexure VIII for the same). <i>The Annexure VII once submitted in the Technical Bid will be final. Submission of Revised Annexure VII will NOT be accepted.</i></u> <i>As per O.M. of DPIIT, Ministry of Commerce and Industry, Govt. of India No.P-45021/102/2019-BE-II- Part (1) (E-50310) Dated 04.03.2021, Bidders offering Imported products will fall under the category of Non_Local Suppliers. They cannot claim themselves as Class-I or Class –II Local Suppliers by claiming the services such as Transportation, Insurance, Installation, Commissioning, Training and After Sale Service Support like AMC/ CMC etc. as Local Value Addition.</i>

BID SUBMISSION

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **two** Envelops as explained below: -

Envelope – 1 (Following documents to be provided as single PDF file)			
Sl. No.	Document	Content	File Types
1.	Technical Bid	Evaluation Criteria and Technical Proposal (Annexure – I)	.PDF
2.		Relevant experience and track record & List of Client Organizations (Annexure – II)	.PDF
4.		Team composition and expertise (Annexure-III)	.PDF
7.		(For Goods/ Services Contracts) Certificate - Bidder Not from/ from Country sharing Land border with India & Registration of Bidder with Competent Authority (Annexure-IV)	.PDF
8.		(For Works Contracts, including Turnkey Contracts) Certificate – Bidder Not from/ from Country sharing Land border with India, Registration of Bidder with Competent Authority & not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority (Annexure-V)	.PDF
9.		Bid Security Undertaking in lieu of EMD (Annexure-VI)	.PDF
10.		Declaration certificate for local content (Annexure VII)	.PDF
11.		Consultant’s Commercial Information (Annexure VIII)	. PDF
Envelope – 2			
Sl. No.	Document	Content	
1.	Financial Bid	Price bid should be submitted in given BOQ_XXXX.xls format. (Note: -Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as ‘Optional’ in the specs is not to be included for overall comparison.) Bids for optional items are to be submitted in ‘sheet2_Quote for optional items’	.XLS

Evaluation Criteria

Please submit the financial and technical details in separate envelopes. If technical and financial components are not mutually exclusive, your submission will be treated as null and void.

After the financial and technical components of your submission are sent, the shortlisted companies would be called for the presentation for the technical evaluation (comprising of components I,II, III in the table below). This presentation is likely to be held one day after the last date for uploading of bids. Bidders who do not make themselves present for a technical presentation (to be held in front of a committee) will not be considered for technical evaluation.

The financial proposals of only those firms that are shortlisted after the technical evaluation will be opened. Firms must score a minimum of **80 out of 100** in the technical evaluation to qualify for the financial evaluation. Among the firms shortlisted for financial evaluation, one with lowest cost quotation will be selected.

Sl. No.	Suggested structure of Technical Proposal and Evaluation Criteria	Document	Max Score
I.	Understanding of requirements, proposed methodology Please explain your understanding of the objectives of the assignment , the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output.	ANNEXURE-I	50
II.	Work Plan. Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.	ANNEXURE-I	20
III.	Relevant experience and track record Please give brief descriptions of relevant past projects which the present team has been involved in	Annexure II & Annexure III	20
IV.	Team composition and expertise Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff Please furnish CVs of key personnel	Annexure IV	10
		Total	100

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

Technical Proposal

I. Understanding of requirements, proposed methodology and work plan

Please explain your understanding of the objectives of the assignment , the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output.

II. Work Plan.

Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.

Relevant experience and track record

Relevant work experience in the field of workforce survey or energy sector

Please give brief descriptions of relevant past projects with the following details:

- Title
- Duration of assignments with starting and ending dates.
- Description of project including methodologies used, process followed
- Name of organization for which the assignment was conducted along with contact information
- Stakeholders involved
- Outcome achieved

List of Client Organizations.

List of any organizations for whom the Bidder has undertaken such work during last three years (must be supported with work orders)		
Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

Team composition and expertise

Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff

Please furnish CVs of key personnel

Name of application specialist who will be involved in the project		
Name of key experts	Designation and expertise	Contact No.

<On Organization Letter Head>

(ANNEXURE-IV)
(For Goods/ Services Contracts)

No. _____

Dated: _____

CERTIFICATE

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that this bidder is not from such a country.

OR (whichever is applicable)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that this bidder is from _____ (*Name of Country*) and has been registered with the Competent Authority. I also certify that this bidder fulfills all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached)

Signature of Bidder/ Agent

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

<On Organization Letter Head>

(ANNEXURE-V)

(For Works Contracts, including Turnkey contracts)

No. _____

Dated: _____

CERTIFICATE

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries and hereby certify that this bidder is not from such a country and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

OR (whichever is applicable)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries and hereby certify that this bidder is from _____ (Name of Country) and has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I also certify that this bidder fulfills all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached)

Signature of Bidder/ Agent

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

BID SECURITY UNDERTAKING

(To be issued by the bidder on company's letterhead in lieu of EMD)

To,

The Registrar,
I.I.T. Delhi, Hauz Khas,
Delhi – 110016.

We, M/s _____ (Name of the Firm), with ref. to Tender
No. _____ dated _____ hereby undertake that:

1. We accept all terms and conditions of the tender document.
2. We accept that, we will not modify our bid during the bid validity period and will honour the contract after the award of contract.
3. In the event of any modification to our bid by us or failure on our part to honour the contract after final award, our firm may be debarred from participation in any tender/ contract notified by IIT Delhi for a period of one year.

Yours faithfully,

(signature)

Name:

Date:

Office Seal:

DECLARATION OF LOCAL CONTENT

(To be given on Company Letter Head – For tender value below Rs.10 Crores)
(To be given by Statutory Auditor/ Cost Auditor/ Cost Accountant/ CA for tender value above Rs.10 crores)

To,
The Director,
Indian Institute of Technology Delhi New Delhi-110016

Subject: - Declaration of Local Content

Tender Reference No: _____

Name of Tender/ Work: _____

1. Country of Origin of Goods/Services being offered: _____
2. We hereby declare that items/services offered has _____% local content
3. Details of the Location at which the Local Value Addition is made _____
4. Details of Local Content _____

“*Local Content*” means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

Bidders offering Imported products will fall under the category of Non Local Suppliers. They cannot claim themselves as Class-I or Class –II Local Suppliers by claiming the services such as Transportation, Insurance, Installation, Commissioning, Training and After Sale Service Support like AMC/ CMC etc. as Local Value Addition.

“*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.”

Yours faithfully,

SIGNATURE: _____

Date: _____

Seal / Stamp of Bidder

<< Organization Letter Head >>
Consultant's Commercial Information

Note: Consultant shall fill in the following information and enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. (Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1. Consultant particulars:
 - a. Name of the Consultant:.....
 - b. Corporate Identity No. (CIN):
 - c. Registration, if any, with The Procuring Entity:
 - d. Place of Registration/ Principal place of business”
 - e. Complete Postal Address:
 - f. Pin code/ ZIP code:
 - g. Telephone nos. (with country/ area codes):
 - h. Mobile Nos.: (with country/ area codes):
 - i. Contact persons/ Designation:
 - j. Email IDs:

Submit a self-certified copy of the registration certificate; in case of a Company – Notarized and certified copy of its Registration; in case of a Company – Notarized and certified copy of its Registration; and in case of Society – its Byelaws and registration certificate of the firm.
 All these documents should be Notarized.

2. Taxation:
 - a. PAN number:
 - b. Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.):
 - c. GSTIN number: in Consultant and Service Site States
 - d. Registered/ Certified Offices from where the Services would be supported and Place of Service Site for GST Purpose:
 - e. Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):
 - f. Comments on Tax liability and the breakup of CGST, SGST, IGST and Cess in this assignment:
 Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration

3. Trade Registrations and Licences

We have the following registrations/ licences required for the performance of this Service (tick as applicable).
 Authenticated copies of these are enclosed herewith:

- ☐ EPF
- ☐ ESI
- ☐ Labour Licence

4. Consultant's Authorized Representative Information

- a. Name:
- b. Address:
- c. Telephone/ Mobile numbers:
- d. Email Address:

(Signature of the Tenderer)

Name: _____

Seal of the Company

BID SUBMISSION

Online Bid Submission:

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