

**REQUEST FOR PROPOSAL (RFP)**

**ENGAGEMENT OF CONSULTANT  
FOR  
CONDUCTING PCMM ASSESSMENT IN ECGC LTD.**

**RFP Reference Number: ECGC/HRD/PCMM/1032/01**

**Dated: 01.10.2018**

**ECGC LIMITED**

**Dalamal House Gr. Floor, Nariman Point Mumbai-400021**

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### **DISCLAIMER**

The information contained in this Request For Proposal Document (RFP Document /Bid Document) or information that may be provided subsequently to bidder(s) through mail or in documentary form by ECGC Ltd, is provided on the terms and conditions set out in this RFP document.

This RFP Document is neither an agreement nor an offer but only an invitation by ECGC Ltd to the interested bidders to participate in the bid process. The purpose of this RFP document is to provide the bidder(s) with information to assist the formulation of their proposals and may not contain all the information that may be required by them.

ECGC shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP Document. ECGC Ltd may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.

ECGC Ltd reserves the right to reject any or all the bids / proposals received in response to this RFP document at any stage without assigning any reason whatsoever. The decision of ECGC Ltd in this regard shall be final, conclusive and binding on all the parties. The information provided by the Bidder in response to this Request For Proposal document will become the property of ECGC Ltd and will not be returned.

**BID DETAILS**

1	Date of commencement of Bidding Process (i.e. Posting of Tender Document on web site of ECGC Ltd)	01.10.2018
2	Last date for receipt of queries via mail for clarification from bidders	05.10.2018
3	Cutoff date for issuing clarifications to queries by ECGC Ltd	08.10.2018
4	Last date for submission of Bidding Documents including Technical and Financial Bid	10.10.2018
5	Date of opening of the Technical Bids	11.10.2018
6	Validity period of Technical / Commercial Bid	Sixty days (60 days) after the last date for submission of bidding documents.
7	<p>1. Bidders scoring a minimum of 70% marks (i.e. 56 out of 80 marks) in Part I in the technical bid will qualify; (Please refer to the section ‘Evaluation Criteria’ on page no. 11 for further details.)</p> <p>2. The bidders who have qualified in Part I of the bid will be evaluated by the Project Steering Committee and will be allotted marks (Out of 20) on the basis of the criteria mentioned above in Part II. (Please refer to the section ‘Evaluation Criteria’ on page no. 11 for further details.)</p> <p>Thereafter, commercial bids will be opened.</p> <p>3. A combined evaluation of the bidders shall be done on the basis of marks obtained in Part I and Part II. Of the top three scorers, award will be issued to the bidder making the lowest quote. (Please refer to the section ‘Evaluation Criteria’ on page no. 11 for further details.)</p>	

	4. In case the selected bidder fails to accept the award then next least quoted bidder will be considered for the award and so on.	
8	Address for communication (ECGC Ltd)	<p><b>Name: Mrs. Tapasi Sen De</b></p> <p><b>Designation:</b> General Manager</p> <p>HRD Department.</p> <p><b>E mail:</b> hrd@ecgc.in</p> <p><b>Address:</b> Dalamal House Gr. Floor, Nariman Point, Mumbai-400021</p> <p><b>Contact Number:</b> 02266138401</p>
9	Earnest Money Deposit (EMD)	Rs.50,000/-(Rupees Fifty Thousand only) in the form of Demand Draft in favour of ECGC Ltd., payable at Mumbai. EMD should be enclosed with Technical Bid.

**Note: Time lines are subject to change at the sole discretion of ECGC Ltd.**

## PROFILE OF ECGC LTD

ECGC Ltd. (formerly Export Credit Guarantee Corporation of India Ltd) is a Government of India Enterprise, incorporated on 30<sup>th</sup> July, 1957 under Companies Act, 1956. ECGC Ltd provides export credit insurance facilities to exporters and banks in India. It functions under the administrative control of Ministry of Commerce and Industry and is managed by a Board of Directors comprising representatives of the Government, Reserve Bank of India, Banking, insurance and exporting community. ECGC Ltd is registered with IRDAI under general insurance category bearing registration number 124.

Over the years, it has offered various export credit risk insurance products to suit the requirements of Indian exporters and commercial banks. ECGC is the seventh largest credit insurer of the world in terms of coverage of national exports. The present paid up capital of the Company is Rs.2000 crores and the authorized capital is Rs. 5000 crores with a network of 60 branches and 5 regional offices manning over 600 employees.

### PURPOSE

ECGC Ltd desires to conduct a People Capability and Maturity Model (henceforth referred to as PCMM) assessment of the company. In this connection, ECGC Ltd invites Request for Proposal (henceforth referred to as RFP) from consultants of repute and proven track record for conducting PCMM assessment as per the scope given in this RFP.

### SCOPE

ECGC Ltd intends to engage the services of a consultant company to conduct a PCMM assessment and determine the level of capability/ maturity of the company and provide recommendations on whether to go for up gradation in maturity level.

#### **The scope of the work will broadly cover the following:**

1. Assessing and determining ECGC Ltd's current level of workforce maturity vis-à-vis the PCMM, including but not limited to:
  - Review of extent of Deployment of HR policies and practices through implementation checks & focus group sessions.

- Representative sample (across SBUs/ Entities) for interviews (face-to-face or virtually) for each Process Area viz. Process Owner, Senior leader, Middle management level, Junior management level.
2. Establishing the maturity level of ECGC Ltd workforce practices.
  3. Documenting the findings in a Gap Assessment Report which includes:
    - Executive Summary- Strengths, Key themes for Improvement & Recommendations
    - Red Amber Green rating on Approach and Deployment.
    - High Level Roadmap with Milestones for PCMM benchmarking appraisal and achieving an upgradation in maturity levels.
    - Detailed Findings- Model expectations, Strengths and Opportunities for upgradation by each PCMM Process area.
    - Document the gaps for each Process area and provide recommendations for addressing key findings/ gaps.
    - Integrated report on As-Is and Desired state. Best practices report for each Process Area.

**Deliverables:**

1. Detailed Schedule of the Gap Assessment.
2. Detailed Gap Assessment Report (Draft as well as final) capturing all aspects as listed in scope above.
3. High level summary report to be shared with top management.
4. Report on practicability and feasibility on recommendations should be submitted.
5. Detailed organization development plan and roadmap with timelines in achieving the proposed maturity level.
6. Training of key personnel for an overview of PCMM.

**Timeline:**

The consultancy firm is required to complete the task in all aspects in a time bound manner to the entire satisfaction of ECGC Ltd., and shall be required to conduct the assessment and hand over the final report within 30 days from issuance of the PO/LOI.



### **CLARIFICATION OF QUERIES**

A prospective bidder requiring any clarification of this RFP may notify ECGC Ltd in writing by e-mail at [hrd@ecgc.in](mailto:hrd@ecgc.in) as per the time line given elsewhere in this RFP document.

### **DUE DILIGENCE**

Bids shall be deemed to have been submitted after careful study and examination of the contents of this RFP. The bids should be precise, complete in all respects and in the prescribed format as per the requirement of this RFP only. Failure to furnish all information required by this RFP or submission of a bid not responsive to this RFP in every respect will be at the applicant's risk and may result in rejection of the bid for which ECGC Ltd shall not be held liable under any circumstances.

### **AMENDMENT OF RFP**

At any time before the deadline for submission of bids/offers, ECGC Ltd may, for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify this RFP Document. Any clarification issued by ECGC Ltd will be in the form of an addendum/ corrigendum and will be available on website of ECGC Ltd <http://www.ecgc.in>. Such amendments shall be binding on them and shall form an integral part of this RFP.

### **TENURE OF THE ASSIGNMENT**

This assignment and the submission of the final report are to be completed within a period of 30 days from the date of awarding of this contract.

If the consultant fails to complete the above mentioned work as per the time frame prescribed in the RFP an extension may be granted on request up to a maximum duration of 5 days.

Any extension, if allowed, will be with a penalty of 2% of the contract value per day, up to 5 days; beyond which it will be treated as a breach of contract.

ECGC Ltd reserves the right to grant an extension, cancel the order in the event of any breach of contract.

**ELIGIBILITY CRITERIA**

<b>Sl.</b>	<b>Required by ECGC Ltd.</b>	<b>To Be Confirmed by the Contractor</b>
1.	Bidder should be a duly constituted entity under Indian Laws.	Certified copy of the Certificate of Incorporation issued by the Registrar of companies/ Partnership deed.
2.	Party should be a registered partner organization with CMMI Institute for undertaking PCMM assessment related activities.	Copy of proof of its registration
3.	Contactoer should have work experience in similar nature of work-related to PCMM for any reputed company.	Evidence like email confirmation from client person email address or work completion certificate should be provided along with the bid.
4.	Status of organization, clearly indicating details of managerial, supervisory and other staff available.	Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in ECGC.
5.	The bidder should have an average annual turnover of at least Rs.10 crores for the last three financial years, and reported profit for at least two financial years ended on 31.03.2018.	IT returns acknowledgments & Audited Financial Statements to be provided for last three financial years ended on 31.03.2018
6.	PAN No.	Attached copy
7.	GST Registration No.	Attached Copy
8.	Power of Attorney/authorization for signing the bid documents, if applicable.	
9.	Copy of entire tender document is duly signed and stamped on each page as a token of acceptance is to	

	be attached.	
10.	The Bidder should not have been black listed by any Govt. Financial Institutions / Banks / Government/ Semi-Government departments in India.	A self-declaration by the Bidder on its letter head.
11.	The firm should have never been blacklisted / barred / disqualified by any regulator / statutory body/judicial or any other authority.	A self-declaration by the Bidder on its letter head.
12.	The Bidder's Firm should not be owned or controlled by any Director or Employee of ECGC Ltd.	A self-declaration by the Bidder on its letter head.

## **BID PROPOSAL PROCESS**

The Request for Proposal Document has been made available on the website of the ECGC Ltd [www.ecgc.in](http://www.ecgc.in). Interested consultancy firms should submit their proposals in 2 separate and sealed envelopes containing “**Technical Bid**” and “**Commercial Bid**” proposals superscribed with “Request for proposal for Engagement of Consultant for Conducting PCMM assessment in ECGC Ltd”

### **Technical Proposal:**

This document should contain a clear layout of the conceptual design and the implementation stages and deliverables at the end of each stage. It should also contain the details of similar work undertaken for any insurance/bank/financial institution. The technical proposal should also include details of the team, its composition and key functionaries proposed in various stages of the project.

### **Commercial Proposal:**

This should include the financial quote covering the total fees/ cost for the assignment for the entire duration of the project. The financial quote should be in Indian rupees and inclusive of all expenses and applicable taxes.

The sealed covers containing the “**Technical Bid**” and the “**Commercial Bid**” should in turn be put in a sealed outer envelope to be super-scribed as “Technical and Commercial bids for Engagement of Consultant for Conducting PCMM assessment in ECGC Ltd”

## **RFP PURCHASE AND EARNEST MONEY DEPOSIT**

### **RFP Purchase:**

The interested eligible bidder may download the RFP document from ECGC Ltd website [www.ecgc.in](http://www.ecgc.in) and furnish a **non-refundable application fee** of Rs. 5,000/- by way of Demand Draft from any Scheduled Commercial Bank drawn in favour of “ECGC Ltd.” and payable at Mumbai along with the technical bid (in a separate cover). Bids not accompanied by the Demand Draft of requisite amount shall be rejected.

### **Earnest Money Deposit:**

1. The bidder should furnish as a part of its Bid, an Earnest Money Deposit (EMD) in the form of Demand Draft from any Scheduled Commercial Bank drawn in favour “ECGC Ltd.” and payable at Mumbai for an amount of 50,000/- (Indian Rupees Fifty Thousand only).
2. No Interest shall be payable on the EMD.
3. EMD must be submitted along with the demand draft against cost of RFP document in a separate cover marked “EMD & cost of RFP” and should be kept inside the Technical Bid.
4. In the event of its non-submission, the Bid will be rejected without any further correspondence.
5. Unsuccessful bidder’s EMD will be discharged / returned back after 15 days from the date ECGC Ltd enters into an Agreement with the Successful bidder.
6. The EMD shall be forfeited if a Bidder withdraws its Bid during the period of Bid validity.
7. In the case of a successful Bidder EMD shall be forfeited if the Bidder-
  - Fails to accept the assignment or
  - Fails to furnish Performance guarantee or
  - Fails to deliver the relevant services within the stipulated period or
  - Fails to comply any terms of RFP

## EVALUATION CRITERIA

### Evaluation Parameters

Each bidder will be evaluated on the scale of 100 marks on the following criteria. Eighty marks have been fixed for technical bid and twenty marks for presentation.

Sl.	Evaluation Parameter	Documentary requirement/s	Max Marks	Marking System
<b>Part I</b>				
1	Number of HR advisory assignments completed in the last 5 years in Public Sector Organisations.	Copies of work orders and completion certificate (both) in support of their fulfilling the respective pre-qualification criteria.	<b>20</b>	<ul style="list-style-type: none"> <li>• <b>20 Marks-</b> 5 or more assignments</li> <li>• <b>16 Marks-</b> 3-4 assignments.</li> <li>• <b>12 Marks-</b> Less than 3 assignments</li> </ul>
2	Number of advisory/ assessment in PCMM projects.	Copies of work orders and completion certificate (both) in support of their fulfilling the respective pre-qualification criteria.	<b>20</b>	<ul style="list-style-type: none"> <li>• <b>20 Marks-</b> 5 or more assignments</li> <li>• <b>16 Marks-</b> 3-4 assignments.</li> <li>• <b>12 Marks-</b> Less than 3 assignments</li> </ul>
3	Number of high maturity (Maturity level 4 + maturity level 5) PCMM appraisals conducted by the organization in the last 5 years.	Documentary evidence certified by the CEO of the bidder with details of the team.	<b>20</b>	<ul style="list-style-type: none"> <li>• <b>20 Marks-</b> 3 or more</li> <li>• <b>16 Marks-</b> 2</li> <li>• <b>12 Marks-</b> 1 or less</li> </ul>
4	Experience of the	CV certified by the CEO		<ul style="list-style-type: none"> <li>• <b>20 Marks-</b> 10 or more</li> </ul>

	Project Head who will be engaged in this proposed assignment for ECGC - No. of years in HR consultancy	of the bidder	<b>20</b>	<ul style="list-style-type: none"> <li>• <b>16 Marks-</b> 7- 10</li> <li>• <b>12 Marks-</b>Less than 7</li> </ul>
	<b>Total Part I</b>		<b>80</b>	
<b>Part II</b>				
5	Presentation that demonstrates in-depth understanding of ECGC Ltd's requirements supplementing the technical proposals made.	Shall be evaluated by the designated members of Project Steering committee.	<b>20</b>	
	<b>Total (Part I + Part II)</b>		<b>100</b>	

### **Evaluation procedure**

1. Bidders scoring a minimum of 70% marks (i.e. 56 out of 80 marks) in Part I in the technical bid will qualify;
2. The bidders who have qualified in Part I of the bid will be evaluated by the Project Steering Committee and will be allotted marks (Out of 20) on the basis of the criteria mentioned above in Part II.  
Thereafter, commercial bids will be opened.
3. A combined evaluation of the bidders shall be done on the basis of marks obtained in Part I and Part II. Of the top three scorers, award will be issued to the bidder making the lowest quote.

4. In case the selected bidder fails to accept the award then next least quoted bidder will be considered for the award and so on.

#### **CONFIDENTIALITY AGREEMENT/ PERFORMANCE GUARANTEE**

Selected bidder will have to provide Performance Guarantee to the extent of 100% of the Bid amount/ Contract value and sign the Confidentiality agreement on the specified format at the time of acceptance of the award.

#### **PAYMENT TERMS**

1. No advance payment will be made on award of the contract.
2. Payment will be made at the end of the Project term, upon successful completion of the assignment, to the satisfaction of ECGC Ltd.
3. All payments shall be subject to TDS, if any, as per the tax rules at the time of Payment.
4. It may be noted that ECGC Ltd will not pay any amount/expenses/charges/ fees /travelling expenses / boarding expenses / lodging expenses / conveyance expenses / out of pocket expenses other than the “Agreed Professional Fee.”

#### **MISCELLANEOUS TERMS & CONDITIONS**

1. ECGC Ltd is not responsible for non-receipt of bids within the specified date due to any reason including postal delays or holidays.
2. ECGC Ltd reserves the right to alter/modify the RFP at any time before the last date for submission of response under a notification that shall be displayed on the website of ECGC Ltd. The Bidders should regularly visit the website till the last date for submission for RFP.
3. Bids not conforming to the requirements of the RFP may not be considered by ECGC Ltd. However, ECGC Ltd reserves the right at any time to waive any of the requirements of the RFP.
4. ECGC Ltd shall have the right to cancel the RFP process at any time prior to award of contract, without thereby incurring any liabilities towards the affected Bidder(s). Reasons for cancellation, as determined by ECGC Ltd, in its sole discretion, may include but are not limited to, the following :
  - Services contemplated are no longer required;



- Scope of work were not adequately or clearly defined due to unforeseen factors and/or new developments ;
  - Proposed fees is unacceptable for the assignment/project;
  - Any other reason/s.
5. The bidders have to bear all the costs in connection with the preparation of their Proposals, visits to ECGC Ltd, their presentation before the project steering committee, etc. ECGC Ltd will not be in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.
  6. ECGC Ltd reserves the right to verify the validity of bid information and reject any bid, where the contents are found incorrect whether partially or fully, at any time during the process of RFP or even after award of contract.
  7. All pages of RFP should be stamped and signed by Authorized Signatory of the Bidder. Authority letter in favour of the Authorized signatory duly signed by Managing Director/Partner should be submitted with the technical bid.
  8. ECGC Ltd may at its discretion take an undertaking from employees of the consultant to maintain confidentiality of ECGC Ltd's information/documents etc. ECGC Ltd may seek details/counter verify the credentials of consultant's employees vis-à-vis their job related experience mentioned in their individual bio data.

**LIST OF ANNEXURES**

**Annexure: A**

**(Covering letter Technical Offer)**

(Letter to ECGC Ltd on the Consultant's letterhead)

Date: \_\_\_\_\_

To  
The General Manager  
Human Resource Development  
ECGC Ltd.  
Dalamal House Gr. Floor  
Nariman Point  
Mumbai – 400021  
Madam,

**Sub: RFP for Engagement of Consultant for Conducting PCMM assessment in ECGC Ltd**

**RFP REFERENCE NO. ECGC/HRD/PCMM/1032/01: Dated: 01.10.2018**

We hereby enclose our technical bid/offer, in a sealed envelope, to provide our services for assessment of PCMM level in ECGC Ltd. as detailed out in your subject RFP.

We agree to all the terms and conditions mentioned in the RFP. The offer shall be binding on us during the bid validity period i.e. up to 60 days from the last date for submission of the bid and subject to the modifications resulting from contract negotiations.

Yours faithfully,

(Name and Designation, seal of the firm)

Encl: Technical Offer in sealed envelope.

**Annexure B**

**PROPOSAL FORM**

**(To be included in Technical Proposal Envelope)**

To  
The General Manager  
Human Resource Development  
ECGC Ltd.  
Dalamal House Gr. Floor  
Nariman Point  
Mumbai – 400021

Madam,

**Sub: Engagement of Consultant for Conducting PCMM assessment in ECGC Ltd**

**RFP REFERENCE NO. ECGC/HRD/PCMM/1032/01 Dated: 01.10.2018**

We offer our consultancy services for conducting PCMM assessment in ECGC Ltd. in conformity with the requirements mentioned in above referred to RFP document.

We undertake, if our bid is accepted, to carry out the work as per the scope of work, deliverables and in accordance within the time frames specified in the RFP document.

We confirm that the information submitted by us in our Bid is true and correct. We agree to abide by the terms and conditions mentioned in the RFP.

We declare that we have not made any alterations/changes whatsoever in the RFP document and we are fully aware that in the event of any change, the RFP document maintained at ECGC Ltd will be treated as authentic and binding and the Bid/Proposal submitted by us will be liable to be rejected by ECGC Ltd.

We certify that there has been no conviction by a Court of Law or contemplated by court for misconduct, guilty or indictment/adverse order by a regulatory authority for an offence against us or any of our Directors / Managers / Employees and if it arises we will intimate the ECGC immediately.

We undertake that we will strictly observe the laws that are in force in India against fraud and corruption namely “Prevention of Corruption Act, 1988”.

We understand that ECGC is not bound to accept our request for participation in the process or bound to accept our bid, or give any reason for rejection of any bid. We also agree and confirm that we have no right to claim any expenses incurred by us in connection with the preparation of the bid documents, visits to ECGC Ltd, making presentation before the Project Steering Committee or any other activity required to participate in the bid process.

We are also aware that ECGC Ltd has also right to re-issue / re-commence the bidding process, to which we do not have right to object and have no reservation in this regard; the decision of ECGC Ltd in this regard shall be final, conclusive and binding upon us. We understand that ECGC Ltd is not bound to accept the lowest or any other proposal.

Dated:

\_\_\_\_\_  
(Signature)

Authorized Signatory

**Annexure C**

**TECHNICAL BID**

**Engagement of Consultant for Conducting PCMM assessment in ECGC Ltd**

**RFP REFERENCE NO. ECGC/HRD/PCMM/1032/01 Dated: 01.10.2018**

<b>Particulars</b>	<b>Details to be furnished for the Particulars</b>	<b>Details of Enclosures to be submitted</b>
Name of the Bidder		
Address of Registered Office		
Telephone / mobile number		
Name and designation of the person authorized to make commitments to ECGC Ltd		
Date of incorporation of the Bidder		
E mail address		
Experience in conducting PCMM assessment.		
PCMM related experience in Insurance/Banks /Financial institutions, if any.		Please attach a separate sheet, if required. (Give scope of work for each assignment) with letters from the respective organizations supporting the same.
Number of professional staff who are proposed to be associated for executing the assignment with names including that of the Team Leader. The Team Leader, once assigned to		Resume of the identified team persons in the format enclosed as CV format to this document.

ECGC Ltd should not be replaced except with the consent from ECGC Ltd.		
<b>Tax related Registrations</b>		
PAN No: GST No: TIN No:		

**Details of Partners/promoters of the Bidder.**

S. No.	Name of the Partner/promoter	PAN No.

**Details of full time professional staff of the Bidder.**

S. No.	Name of the Professional staff	PAN No.

Dated:

\_\_\_\_\_  
(Signature of Authorized Signatory)

**Annexure: D**

**(To be furnished on letter head of the consultancy firm/company)**

**Covering letter for cost of RFP and EMD**

**(To be enclosed with Technical Bid)**

To

The General Manager  
Human Resource Development  
ECGC Ltd.  
Dalamal House Gr. Floor  
Nariman Point  
Mumbai – 400021

Madam,

Please find enclosed herewith demand drafts against the cost of RFP document and Earnest Money Deposit (EMD) as per following details.

S.no	Particulars	Amount (Rs)	DD No.	DD Date	Drawn on Bank.
1	Cost of RFP	5,000/-			
2	EMD	50,000/-			

Yours faithfully,

(Signature of Authorized Signatory)

Encl: Demand drafts towards cost of RFP and Earnest Money Deposit.

Date:

Place:

**Annexure E**  
**COMMERCIAL BID**  
**(To be placed in Commercial Proposal Envelop)**

Date: .....

Sir,

**Sub: Engagement of Consultant for Conducting PCMM assessment in ECGC Ltd**

We submit our commercial bid (fees) for the proposed assignment as under:

Amount in Figures (Rs)	
Amount in words	

**Terms and Conditions**

- 1) The above quoted fee is inclusive of all expenses and applicable taxes.
- 2) We undertake to deliver all the deliverables as envisaged in the proposal/agreement and complete the assignment within the time frame stipulated in the RFP document.
- 3) ECGC Ltd will deduct tax (TDS) while releasing payment, if applicable as per the provisions of Income Tax Act.

Dated:

\_\_\_\_\_  
(Signature of Authorized Signatory)



**Annexure F**

**(Letter of Undertaking)**

**(On the letter head of the bidder)**

We hereby undertake that we and our employees shall not, unless ECGC Ltd gives permission in writing, disclose any information furnished by ECGC Ltd (including its other service providers) or any information that we may come across during the course of assignment to any person other than a person employed by the bidder for completion of the project. Disclosure to any such employed person shall be made only as far as may be necessary for completion of his assignment vis-à-vis the project. The employees engaged by us will maintain strict confidentiality.

We and our employees shall not without prior written consent from ECGC Ltd make use of any document or information given by the user, except for purpose of completion of the Project.

We shall ensure the compliance of the guidelines of Central Vigilance Commission for the purpose of selection and employment of Consultants. In case of breach, ECGC Ltd shall take such legal action as it may deem fit.

Signature and seal of authorized person.

Date:

Place:

**Annexure G**

**Details of Professional staff who will be engaged for the project**

(Separate Sheet for every Staff member that is likely to be involved in the project)

1. Name of Employee
2. E-mail Id
3. Phone No. (Office)
4. Mobile No
5. Date since working in the Firm
6. Professional Qualifications
7. Experience

S.No	Details of PCMM consultancy services undertaken	Brief Details of services undertaken in India/abroad and the Organization where assignment was undertaken	Period : From-To
01			
02			
03			

(Signature of Authorized Person)

**Annexure: H**

**AUTHORIZATION LETTER FORMAT**

(On the letter head of the bidder)

To  
The General Manager  
Human Resource Development  
ECGC Ltd.  
Dahamal House Gr. Floor  
Nariman Point  
Mumbai – 400021

Sir,

**Subject: Authorization Letter in favour of Authorized Signatory.**

**RFP REFERENCE NO. ECGC/HRD/PCMM/1032/01 Dated: 01.10.2018**

We hereby authorize Mr./Mrs/Miss..... to sign any document that may be required in connection with the processing of subject bid/proposal or for completion of the project.

The specimen signature is attested below:

(Name & Designation)

Specimen Signature of Authorized Signatory

(Name & Designation)

Signature of Managing Director/Managing Partner

Date:

Place: