



भारतीय लघु उद्योग विकास बैंक
Small Industries Development Bank of India

**LETTER OF INVITATION (LOI)
FOR SUBMISSION OF COMMERCIAL BID FOR
'UPDATION / PREPARATION OF PROJECT PROFILE FOR UDYAMIMITRA PORTAL'
(ONLY FOR EMPANELLED AGENCIES OF SIDBI)**

LOI Number – UV/02032020/OUT/04787 dated March 03, 2020

भारतीय लघु उद्योग विकास बैंक
स्वावलंबन भवन, सी-11, जी ब्लॉक,
बान्द्रा कुर्ला कॉम्प्लेक्स, बान्द्रा (पू.), मुम्बई – 400051

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA
Swavalamban Bhavan, C-11, 'G' Block,
Bandra Kurla Complex (BKC), Bandra (E), **Mumbai - 400051**

वेबसाइट / Website: www.sidbi.in

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निविदा महत्वपूर्ण सूचना / Bid Critical Information

(LoI Number – UV/02032020/OUT/04787 dated March 03, 2020)

क्र.सं./ S.No.	कार्यक्रम/ Events	तिथि/ Date	समय/ Time
1	वाणिज्यिक बोली जमा करने की अंतिम तिथि/ Last date for submission of Commercial bids	March 12, 2020	5.00 PM
2	बोली जमा करने का पता / Address for Bid Submission		
	उद्यमीमित्रा उदभाग भारतीय लघु उद्योग विकास बैंक स्वावलंबन भवन, तीसरा मंजिल प्लॉट नं. – सी-11, जी ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, बांद्रा (पू), मुंबई – 400 051 दूरभाष: 022-67531100 फैक्स: 022-67531236	Udyamimitra Vertical (UMV) Small Industries Development Bank of India, Swavalamban Bhavan, 3rd Floor, Plot No. C-11, G Block, Bandra Kurla Complex Bandra (E), Mumbai - 400 051 Phone: 022-67531100 Fax: 022-67531236	
3	वाणिज्यिक बोली खोलने की तिथि व समय/ Date and time of opening of commercial bids	March 12, 2020, 05.30 PM	
4	Contact details of SIDBI officials / सिडबी अधिकारियों के संपर्क विवरण		
	Shri Budh Parkash, Deputy General Manager 022-67531122, parkashb@sidbi.in	Ms. Mamta Kumari, Assistant General Manager, 022-67531584, mamta@sidbi.in	

Table of Contents

I. LETTER OF INVITATION	4
II. TERMS OF REFERENCE (TOR).....	6
III. GENERAL TERMS & CONDITIONS	7
IV. FORMAT OF COMMERCIAL BID	9
V. BANK MANDATE FORM	10

I. Letter of Invitation

Ref No. : UV/02032020/OUT/04787

March 03, 2020

LETTER OF INVITATION (LoI)

To,

[Addressed only to Agencies Empanelled with the Bank]

महोदया/ प्रिय महोदय,
Madam / Dear Sir,

**SUBJECT: LETTER OF INVITATION (LoI)
FOR SUBMISSION OF COMMERCIAL PROPOSAL FOR
UPDATION / PREPARATION OF PROJECT PROFILE FOR UDYAMIMITRA PORTAL**

Please refer to your empanelment with Small Industries Development Bank of India (SIDBI). You are hereby invited to submit proposals for the captioned assignment, which would form the basis for future negotiations and ultimately a contract between your firm/ Company and SIDBI (hereinafter referred to as Client).

The purpose of the assignments is to update 325 model project profiles hosted on Udyamimitra Portal.

2. This document includes the following documents:

- Section I - Letter of Invitation
- Section II - Terms of Reference (ToR)
- Section III - General Terms & Conditions (GTC)
- Section IV - Format of Commercial Bid
- Section V - Bank Mandate Form

3. The proposal complete in all respect, should be submitted in a Sealed NON-WINDOW envelope super-scribing "**Quotation for 'UPDATION / PREPARATION OF PROJECT PROFILE FOR UDYAMIMITRA PORTAL'**" at the address mentioned in the table "Bid Critical Information" above latest by **17:00 hours on March 12, 2020.**

4. Date and Opening of the Commercial Proposal shall be on **March 12, 2020, 17:30 hrs.**

5. Address for Communication

Deputy General Manager, Udyamimitra Vertical
Small Industries Development Bank of India,
Swavalamban Bhavan, 3rd Floor,
Plot No. C-11, G Block, Bandra Kurla Complex
Bandra (E), Mumbai - 400 051
Phone: 022-67531100
Fax: 022-67531236

7. Contact Person

Shri Budh Parkash, Deputy General Manager Tel No: 022-67531122 Email Id: parkashb@sidbi.in	Ms. Mamta Kumari, Assistant General Manager Tel No: 022-67531584 Email Id: mamta@sidbi.in
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The Client reserves the right to accept or reject any or all the Proposals in whole or part without assigning any reasons.

8. You are requested to hold your proposal valid for 90 days from the last date of submission without change in your proposed price. The Client will make its best efforts to select a vendor within this period. The Client may solicit your consent to an extension of Proposal validity (but without any modification in the Proposal including proposed price).

9. Please note that payments which you receive from this assignment will be subject to applicable tax liability as per rules. Kindly contact the concerned tax authorities for further information in this regard, if required.

10. We would appreciate if you inform us by E-mail:

- Your acknowledgement of the receipt of this letter of invitation and;
- Whether or not you will be submitting a proposal.

भवदीय / Yours faithfully

Sd/-

(बुद्ध प्रकाश/ Budh Parkash)

उपमहाप्रबन्धक/ Deputy Gen. Manager

Dated: March 03, 2020

II. Terms of Reference (ToR)

1. SIDBI's Udyamimitra portal is initiative of the Bank aimed at evolving entrepreneurial India which endeavors to be a one point solution for all budding / existing entrepreneurs by giving access to financial and non-financial services.
2. The said portal has details of 325 project profiles to help and educate a potential entrepreneur in choosing the right business and making a move ahead.
3. It has been observed that there is a further scope to simplify these project profiles and make them more user-friendly particularly enable segregation as per geography, cluster, investment etc. In this regard, successful agency (L-1) is to (i) Review and update these project profiles hosted on the Udyamimitra (UMP) Portal.
4. **Deliverable**
 - a. Updated 325 project profiles.

The agency shall submit the 325 updated project profile in lot of 40-50 each on a weekly basis.. SIDBI shall review the same and necessary further modifications / updation required shall be carried out by the agency. Upon carrying out the modifications, the agency shall re-submit the report and upon satisfaction to SIDBI, these shall be considered as approved Project Profiles.
5. **Total Duration of the Assignment:** 2 Months from the date of execution of agreement subject to extension, as deemed necessary at the sole discretion of SIDBI.
6. **Others:**
 - The agency should be ready to modify draft profile/s till the time final approval is communicated.
 - Any clarification, as needed for developing the profiles would be clarified by SIDBI.

III. GENERAL TERMS & CONDITIONS

1. The quotation submitted by the bidder must be **strictly in the enclosed tabular format only with all heads duly filled in wherever applicable**. The quotation submitted in any other format other than the format given in **Section IV** may not be considered.
2. The commercial bid should be duly signed by authorised signatory with date and seal. Unsigned bids will be rejected.
3. **Period of validity:** Price quoted by the agency must be valid till 90 days from the last date of submission without change in your proposed price. SIDBI will make its best efforts to select a vendor within this period. SIDBI may solicit bidder's consent to an extension of Proposal validity (but without any modification in the Proposal including proposed price).
4. The price quoted must be inclusive of all taxes, levies etc. No additional cost whatsoever other than the price quoted by the vendor will be paid by SIDBI.
5. **Opening and Evaluation of Commercial Bid:**
 - 1) Proposals will be opened publicly by the Client in the presence of the Consultants' representatives who choose to attend. The name of the Consultant and the offered prices shall be read aloud and recorded when the commercial quotes / proposals are opened. The Client shall prepare minutes of the public opening. It would be bidder's responsibility to depute the representative (one only) for the opening of bids. No separate communication in this regard shall be sent to the bidders
 - 2) The lowest quoted price (inclusive of all taxes) as per **Section-IV** will be termed as L1 bid and the rest of the bids shall be ranked in ascending order of price quoted, as L2, L3, L4 and so on. In case of a tie in price quoted between bidders, the agency/bidder with the highest technical score during empanelment process will be given a higher rank.
 - 3) During evaluation, the Consultant must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by it, as may be required to adjudge the reasonableness of its Commercial Bid.
 - 4) Commercial Bid valuation shall be considered in discrepancy in case of the following:
 - If there is a discrepancy between words and figures, the amount in words shall prevail.
 - If there is a discrepancy between percentage and amount, the amount re-calculated as per the stipulated percentage basis shall prevail.
 - If there is a discrepancy in the total, the correct total shall be arrived at by the Client.
 - 5) Award of the assignment would be placed with the commercially lowest quoting bidder i.e. L1 bidder.
 - 6) SIDBI reserves the right to negotiate the prices in the event of changes in market conditions and/or technology, etc.
 - 7) If the contract with least quote price cannot be concluded, the Consultant quoting second least price score will be invited for negotiations. This process will be repeated till an agreed contract is concluded. SIDBI reserves the rights to take a decision in this regard.
 - 8) SIDBI is not bound to select any of the Consultant submitting the proposal. Further, SIDBI also does not bind itself in any way to select the firm offering the lowest price.

6. Payment Terms:

Payment shall be made as per the following:

Payment Trench	Description of Payment
1 st	30% of the contract value upon submission of 100 project profiles & acceptance of the same to the satisfaction and upon approval of SIDBI.
2 nd	30% of the contract value upon submission of next 100 project profiles & acceptance of the same to the satisfaction and upon approval of SIDBI
3 rd	30% of the contract value upon submission of next 100 project profiles & acceptance of the same to the satisfaction and upon approval of SIDBI
4 th	10% of the contract value upon submission of last 25 project profiles & acceptance of the same to the satisfaction and upon approval of SIDBI

Note:

- (i) Applicable taxes at source (TDS) will be deducted by SIDBI at the time of making payment.
- (ii) Payment shall be made electronically through RTGS/ NEFT by crediting the same to vendor's bank a/c as per details provided in the Bank Mandate Form.
- (iii) SIDBI is not obliged to approve all lots received from the selected agency. Hence, SIDBI shall not be responsible for making payments towards those profiles which is / are not approved by SIDBI. The agency, therefore, at its own interest, may start working on lots and upon approval of the first lot of profile by SIDBI, invoice for that lot can be raised.

7. Bank Mandate Form: All the bidders are required to submit duly filled-in Bank Mandate Form as per format attached as **Section V**. Form should necessarily be accompanied by a cancelled cheque leaf, Copy of PAN Card and GST Certificate of the agency.

IV. Format of Commercial Bid

**COMMERCIAL PROPOSAL FOR
UPDATION / PREPARATION OF PROJECT PROFILE FOR UDYAMIMITRA PORTAL
[To Be Furnished in Bidder's Letter Head]**

[Amount in Rs.]

Sr. No.	Particulars	Base Cost (A)	Taxes (B)	Total Cost (A+B)
1	Cost towards updation of 325 project profiles hosted on Udyamimitra Portal			

Bidder may please make note of the following:

- 1) The costs must be quoted in Indian Rupees.
- 2) The Price quoted above by the bidder must be valid till 90 days from the last date of submission without change in proposed price. SIDBI will make its best efforts to select a vendor within this period. SIDBI may solicit bidder's consent to an extension of Proposal validity (but without any modification in the Proposal including proposed price)
- 3) **In case, the commercial is not as per the above format, SIDBI shall have right to reject the bid.**
- 4) No conditions should be stipulated in the commercial bids. The conditional bids shall be rejected.

Signature : _____
Date : _____
Seal :

V. Bank Mandate Form

बैंक अधिदेश फॉर्म /BANK MANDATE FORM

(To be submitted on Bidder's letter-head in Duplicate)

(Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)

1. Name of Borrower / vendor / supplier: _____

Vendor Code (if applicable) _____

2. Address of the Borrower / vendor / supplier: _____

City _____ Pin Code _____

E-mail id: _____

Phone No. with STD code: _____

Mobile No.: _____

Permanent Account Number _____

GSTIN _____ GSTIN State _____

MSE Registration / CA Certificate _____ (if applicable)

3. Particulars of Bank account:

Beneficiary Name																				
Bank Name						Branch Name														
Branch Place						Branch City														
PIN Code						Branch Code														
MICR No.																				
Account type	Saving					Current					Cash Credit									
Account No.																				

(as appearing in the Cheque book)										
(Code number appearing on the MICR¹ cheque supplied by the Bank. Please attach a cancelled cheque of your bank for ensuring accuracy of the bank name, branch name & code and Account Number)										
IFSC CODE ²	For RTGS transfe		For NEFT transfer							

4. Date from which the mandate should be effective :

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold SIDBI / State Bank of India responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through **RBI RTGS/NEFT**.

Place : _____
 Date : _____

Signature of the party / Authorized Signatory with Seal

.....
 Certified that particulars furnished above are correct as per our records.

Bank's stamp :
 Date :

(Signature of the Authorized Official from the Banks)

N.B.: RTGS/NEFT charges if any, is to be borne by the party

^{1, 2}: Note on IFSC / MICR

Indian Financial System Code (IFSC) is an alpha numeric code designed to uniquely identify the bank-branches in India. This is 11 digit code with first 4 characters representing the bank's code, the next character reserved as control character (presently 0 appears in the fifth position) and remaining 6 characters to identify the branch. The MICR code, (Magnetic Ink Character Recognition) that appears on cheques, has 9 digits to identify the bank-branch. RBI had since advised all the banks to print IFSC on cheque leaves issued to their customers. A customer may also contact his bank-branch and get the IFS Code of that branch.