



भारतीय लघु उद्योग विकास बैंक

Small Industries Development Bank of India

सिड्डी की निवेश कार्यनीति के निर्माण हेतु परामर्शदाता की नियुक्ति के लिए प्रस्ताव का आमंत्रण

REQUEST FOR PROPOSAL

APPOINTMENT OF CONSULTANT FOR PREPARATION OF INVESTMENT STRATEGY
FOR SIDBI

[निविदा सं.400/2018/1313/BYO/CAV दिनांक मार्च 08, 2018]

[RFP No.400/2018/1313/BYO/CAV dated March 08, 2018]

Notice of Confidentiality:

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Important Clarifications

Some terms have been used in the document interchangeably for the meaning as mentioned below:

- i. 'The Bank' or 'SIDBI' or buyer means 'Small Industries Development Bank of India'.
- ii. 'Successful Bidder' refers to the bidder who gets selected by the Bank after completion of evaluation process.
- iii. 'Service Provider' refers to the successful bidder who provides the services to the Bank after the contract is awarded by the Bank, also abbreviated as 'SP'.
- iv. 'RFP' or 'Tender' means the Request For Proposal document
- v. 'Bid' may be interchangeably referred to as 'Offer'.
- vi. Bidder/ Applicant/ Consultant" means the eligible entity or firm who is submitting its proposal for providing services to SIDBI.
- vii. "Partner" means a professional sharing profit in the firm/ LLP of personnel as defined under Partnership Act and/ or Limited Liability Partnership Act.
- viii. "Personnel/ Professional" means full time staff who is a qualified Chartered Accountant on the payroll of the bidder.
- ix. "Proposal/ Bid" means the Technical Proposal and the Commercial Proposal.
- x. "Assignment /Job" means the work to be performed by the consultant pursuant to the contract.
- xi. "Contract" means the appointment letter /contract signed by the parties and all the attached documents and the appendices.
- xii. "Day" means calendar day
- xiii. "Parties"- party or parties means SIDBI or Bidder / Selected Bidder / Consultant or both as the case may be.
- xiv. Financial Institutions (FIs) means Export - Import Bank of India (Exim Bank), National Bank for Agriculture and Rural Development (NABARD), Small Industries Development Bank of India (SIDBI) and National Housing Bank (NHB)

TABLE OF CONTENTS

1. Introduction and Disclaimers.....	6
1.1 Preface.....	6
1.2 Information Provided.....	6
1.3 For Respondent only.....	6
1.4 Disclaimer.....	6
1.5 Costs to be borne by Respondents.....	7
1.6 No Legal Relationship.....	7
1.7 Recipient Obligation to Inform Itself.....	7
1.8 Evaluation of Offers.....	7
1.9 Acceptance of Selection Process.....	7
1.10 Errors and Omissions.....	7
1.11 Acceptance of Terms.....	7
1.12 Requests for Proposal.....	7
1.13 Notification.....	8
2. Information to Bidders.....	9
2.1 Bid Price.....	9
2.2 Earnest Money Deposit (EMD).....	9
2.3 RFP closing date.....	9
2.4 RFP Validity Period.....	9
2.5 Late RFP Policy.....	10
2.6 Receiving of RFP Response.....	10
2.7 Requests for information.....	10
2.8 Pre-Bid Meeting.....	10
2.9 Disqualification.....	11
2.10 Selection process.....	11
2.11 Details of Bids to be Submitted.....	11
2.12 Pre Contract Integrity Pact (IP).....	13
2.13 Non-disclosure Agreement.....	13
2.14 Important.....	13
3. Background.....	14
3.1 Introduction.....	14
4. Project Scope.....	15
4.1 Objective.....	15
4.2 Project Scope:-.....	15
4.3 General.....	15
5. Minimum Eligibility Criteria.....	16
6. Evaluation Methodology.....	18
6.1 Evaluation process.....	18
6.2 Technical Scoring methodology:.....	18
6.3 Evaluation of Commercial Bid.....	20
7. General terms and conditions to contract.....	21

7.1	Non transferable bid.....	21
7.2	Format and signing of Bid.....	21
7.3	Process of Final selection.....	21
7.4	Award of Contract.....	21
7.5	Clarification of Bids.....	21
7.6	Notification of Awards.....	21
7.7	Acceptance of Work Order.....	22
7.8	Payment Terms.....	22
7.9	Bank reserves the right to the following:.....	22
7.10	Other Terms:.....	22
7.11	Compliance Confirmation.....	24
7.12	Assignment.....	24
7.13	Indemnity.....	24
7.14	Representations and Warranties.....	24
7.15	Confidentiality Clause.....	26
7.16	Termination of Contract.....	26
7.17	Publicity.....	26
7.18	Resolution of Disputes.....	27
7.19	Governing Language.....	27
7.20	Governing Law/Jurisdiction.....	27
8.	Annexures and Appendix.....	29
8.1	Annexure A –Proposal Form and Technical Offer.....	29
8.2	Annexure B TECHNICAL BID: Bidder’s Profile.....	31
8.3	Annexure: C COMMERCIAL OFFER.....	32
8.4	Annexure –D: Minimum Eligibility Bid.....	33
8.5	Annexure E – Declaration regarding Clean Track Record.....	35
8.6	Annexure F – Bank Mandate Form.....	36
8.7	ANNEXURE- G Non-Disclosure Agreement.....	45
8.8	ANNEXURE-H PRE CONTRACT INTEGRITY PACT.....	38

Critical Information/ महत्वपूर्ण सूचना

(RFP No.400/2018/1313/BYO/CAV dated March 08, 2018)

S. No. क्र. सं.	Events / कार्यक्रम	Date/ तिथि	Time/ समय
1	Last date for seeking clarifications for pre-bid meeting/ पूर्व-बोली बैठक के लिए स्पष्टीकरण की मांग की अंतिम तिथि	Clarification, if any, regarding RfP may be asked in writing through e-mail not later than March 14, 2018 on mail id, cav_mho@sidbi.in sgupta@sidbi.in	5:00pm
2	Pre Bid meeting (<i>no clarifications would be given after pre-bid meeting</i>)/ पूर्व-बोली बैठक (पूर्व-बोली बैठक के बाद कोई भी स्पष्टीकरण नहीं दिया जाएगा।)	March 16, 2018	3:00pm
3	Last date for submission of bids/ बोली जमा करने की अंतिम तिथि	March 23, 2018	6:00pm
4	Address for Bid Submission/ बोली जमा करने का पता	उप महाप्रबन्धक (सीएवी) / The Dy. General Manager (CAV) Small Industries Development Bank of India Corporate Accounts Vertical MSME Development Centre, 4th Floor, Plot No. C-11, G Block, Bandra Kurla Complex Bandra (E), Mumbai- 400 051 Phone: 022-7531100/67221532 Fax: 022-67531236	
5	Date & Time of Opening of Minimum Eligibility bid & Technical bid/ न्यूनतम व तकनीकी बोली खोलने की तिथि व समय	March 24, 2018	11.00 am
6	Bid Validity/ बोली के वैद्यता	180 days from the last date of bid submission. बोली जमा करने की अंतिम तिथि से तीन महीने तक।	
7	Date and time of opening of commercial bids / वाणिज्यिक बोली खोलने की तिथि व समय	To be intimated at a later date बाद में सूचित किया जायेगा	
8	Contact details of SIDBI official सिडबी अधिकारियों के संपर्क विवरण	Shri Sanjay Gupta, DGM (CAV) 022-67221532, sgupta@sidbi.in	

1. Introduction and Disclaimers

1.1 Preface

This Request for Proposal document ('RFP document' or RFP) has been prepared solely for the purpose of enabling SIDBI to select Consultant in the Bank for preparation of Investment Strategy for SIDBI. The RFP document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between SIDBI and any successful Bidder as identified by SIDBI, after completion of the selection process as detailed in this document.

1.2 Information Provided

The RFP document contains statements derived from information that is believed to be relevant at the date but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with SIDBI. Neither SIDBI nor any of its employees, agents, contractors, or advisers gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this document. Neither SIDBI nor any of its employees, agents, contractors, or advisers has carried out or will carry out an independent audit or verification exercise in relation to the contents of any part of the document.

1.3 For Respondent only

The RFP document is intended solely for the information of the party to whom it is issued ("the Recipient" or "the Respondent" or "the Bidder") i.e. Partnership Firm / Limited Liability Partnership/Company registered in India. It should not be Individual/ Proprietary Firm/ HUF etc.

1.4 Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, Bank and its directors, officers, employees, contractors, representatives, agents, and advisers disclaim all liability from any loss, claim, expense (including, without limitation, any legal fees, costs, charges, demands, actions, liabilities, expenses or disbursements incurred therein or incidental thereto) or damage, (whether foreseeable or not) ("Losses") suffered by any person acting on or refraining from acting because of any presumptions or information (whether oral or written and whether express or implied), including forecasts, statements, estimates, or projections contained in this RFP document or conduct ancillary to it whether or not the Losses arise in connection with any ignorance, negligence, inattention, casualness, disregard, omission, default, lack of care, immature information, falsification or misrepresentation on the part of Bank or any of its directors, officers, employees, contractors, representatives, agents, or advisers.

1.5 Costs to be borne by Respondents

All costs and expenses incurred by Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by SIDBI, will be borne entirely and exclusively by the Respondent.

1.6 No Legal Relationship

No binding legal relationship will exist between any of the Respondents and SIDBI until execution of a contractual agreement.

1.7 Recipient Obligation to Inform Itself

The Recipient must apply its own care and conduct its own investigation and analysis regarding any information contained in the RFP document and the meaning and impact of that information.

1.8 Evaluation of Offers

The issuance of RFP document is merely an invitation to offer and must not be construed as any agreement or contract or arrangement nor would it be construed as any investigation or review carried out by a Recipient. The Recipient unconditionally acknowledges by submitting its response to this RFP document that it has not relied on any idea, information, statement, representation, or warranty given in this RFP document.

1.9 Acceptance of Selection Process

Each Recipient / Respondent having responded to this RFP acknowledges to have read, understood and accepts the selection & evaluation process mentioned in this RFP document. The Recipient / Respondent ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this RFP.

1.10 Errors and Omissions

Each Recipient should notify SIDBI of any error, fault, omission, or discrepancy found in this RFP document but not later than seven business days prior to the due date for lodgment of Response to RFP.

1.11 Acceptance of Terms

Recipient will, by responding to SIDBI for RFP, be deemed to have accepted the terms of this Introduction and Disclaimer.

1.12 Requests for Proposal

(a) Recipients are required to direct all communications related to this RFP, through the Nominated Point of Contact person:

Contact : Shri Sanjay Gupta
Position : Dy. General Manager, Corporate Accounts Vertical
Email : sgupta@sidbi.in, cav_mho@sidbi.in
Telephone : +91 - 22 - 67221532
Fax : +91 - 22 - 67531236

(b) SIDBI may, in its absolute discretion, seek additional information or material from any Respondents after the RFP closes and all such information and material provided must be taken to form part of that Respondent's response.

(c) Respondents should provide details of their contact person, telephone, fax, email and complete address(s) to ensure that replies to RFP could be conveyed promptly.

(d) If SIDBI, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then SIDBI reserves the right to communicate such response to all Respondents.

(e) SIDBI may, in its absolute discretion, engage in discussion with any Respondent (or simultaneously with more than one Respondent) after the RFP closes to improve or clarify any response.

1.13 Notification

SIDBI will notify all short-listed Respondents in writing or by email as soon as practicable about the outcome of their RFP. SIDBI is not obliged to provide any reasons for any such acceptance or rejection.

2. Information to Bidders

2.1 Bid Price

Non-refundable Bid Price of `2,000/- (Rupees Two Thousand only) by way of Banker's Cheque/ Demand Draft/ Pay Order drawn on a scheduled commercial bank, favoring "Small Industries Development Bank of India", payable at Mumbai must be submitted along with RFP response.

2.2 Earnest Money Deposit (EMD)

1. All the responses must be accompanied by a refundable interest free security deposit of amount of `30,000/- (Rupees Thirty Thousand only)

2. EMD should be in the form of Demand Draft / Pay order / Bankers Cheque in favour of "Small Industries Development Bank of India" payable at Mumbai

3. The Demand Draft should be of a Scheduled Commercial Bank only and will be accepted subject to the discretion of the Bank.

4. No interest will be paid on EMD.

5. The EMD amount of all unsuccessful bidders would be refunded immediately upon occurrence of any of the following events, whichever is earlier:

a) Receipt of the acceptance of the contract from the successful bidder.

OR

b) The end of the bid validity period, including extended period (if any),

6. Successful Bidder will be refunded the EMD amount after submission of the acceptance of the offer letter/signed contract/documents by the bidder.

7. The EMD may be forfeited if:

a) Bidder withdraws its bids during the period of bid validity.

b) Bidder makes any statement or encloses any form which turns out to be false/ incorrect at any time prior to signing of the contract.

c) In case of successful Bidder, if the Bidder fails to sign the contract

d) Besides forfeiting the EMD, the Bank may ban the bidder from subsequent bidding for a period of 3 years.

2.3 RFP closing date

RFP Response should be received by SIDBI not later than the time mentioned in 'Critical Information' section above, at the defined address of SIDBI Office premises.

2.4 RFP Validity Period

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 9 of 45
	Issued on: March 08, 2018	

The Bids must remain valid and open for evaluation according to their terms for a period of **180 days** from the date of the submission of bids.

2.5 Late RFP Policy

Responses received after the due date / time would be considered late and may not be accepted or opened. Late received bids shall be returned un-opened **within 02 weeks from the bid submission date**.

2.6 Receiving of RFP Response

Receiving of RFP response will be recorded by SIDBI in a **'Tender Receiving Register'** kept for the purpose upon receiving the RFP response. The submission of the response should be in the format outlined in this RFP and should be submitted preferably through hand delivery. If the submission to this RFP does not include all the documents and information required or is incomplete or submission is through Fax/email mode, the RFP is liable to be summarily rejected. All submissions, including any accompanying documents, will become the property of Bank. The Recipient shall be deemed to have licensed, and granted all rights to the Bank to reproduce the whole or any portion of their submission for the purpose of evaluation and to disclose and/or use the contents of the submission as the basis for any resulting RFP process, notwithstanding any copyright or other intellectual property right of the Recipient that may subsist in the submission or accompanying documents.

2.7 Requests for information

1. Recipients are required to direct all communications for any clarification related to this RFP, to the designated Bank officials and must communicate the same in writing by the time mentioned in 'Critical Information' section above. No query / clarification would be entertained over phone.
2. All queries relating to the RFP, technical or otherwise, must be in writing only and may be sent via email. The Bank will try to reply, without any obligation in respect thereof, every reasonable query raised by the Recipients in the manner specified. However, the Bank will not answer any communication reaching the bank later than the time stipulated for the purpose.
3. The Bank may in its absolute discretion seek, but under no obligation to seek, additional information or material from any Respondents after the RFP closes and all such information and material provided must be taken to form part of that Respondent's response. Respondents should invariably provide details of their email address as responses to queries will be provided to all Respondents via email.
4. The Bank may in its sole and absolute discretion engage in discussion with any Respondent (or simultaneously with more than one Respondent) after the RFP closes to clarify any response.

2.8 Pre-Bid Meeting

1. The Bank shall hold a pre-bid meeting on the date and time mentioned in 'Critical Information' section above. Purpose of the meeting is to bring utmost clarity on the scope of work and terms of the RFP being floated. The Bidders are expected to use

the platform to have all their queries answered. No query will be entertained after the pre-bid meeting.

2. It would be the responsibility of the Bidders to be present at the venue of the meeting.
3. Clarification sought by bidder should be made in writing (Letter/E-mail etc) and submitted on or before the date as indicated in the "Critical Information" Section. Bank has discretion to consider any other queries raised by the bidder's representative during the pre-bid meeting.
4. The text of the clarifications asked (without identifying the source of enquiry) and the response given by the Bank, together with amendment to the bidding document, if any, will be posted on the Bank website (www.sidbi.in) and Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in>) within 02 working days of the pre-bid meeting. It would be responsibility of the bidder to check the websites before final submission of bids.
5. If SIDBI, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then SIDBI reserves the right to communicate such response to all Respondents.

2.9 Disqualification

Any form of canvassing/ lobbying/ influence/ query or request regarding short listing, status etc. will result in a disqualification.

2.10 Selection process

Successful Bidder will be selected through three bids evaluation process:

[A]. Eligibility evaluation [B]. Technical evaluation [C]. Commercial evaluation.

2.11 Details of Bids to be Submitted

1. Bidders are required to submit their responses in **THREE** envelopes, with contents of each as under:

Envelope	Bid Contents	No. of Copies	Label of Envelope
I	<p>Technical Bid</p> <p>The Technical Bid should contain the following information:</p> <ol style="list-style-type: none"> i. Covering letter along with proposal form as per Annexure- A of this document. ii. Bidder's Profile along with necessary documentary evidence required for the present RFP engagement and all relevant enclosures as detailed in Annexure B of this document. iii. Any additional information including assumptions that the Consultant team may think fit but not included elsewhere in the proposal, which will help the Bank to assess the capabilities of the consultant. 	Hardcopy	<p>"Technical Bid - Appointment of Consultant for preparation of Investment Strategy for SIDBI- RFP No. 400/2018/1313/BYO/C AV dated March 08, 2018"</p>

	<p>iv. Duly signed authority letter by the competent authority of the bidder, authorizing the executants to sign the bid on behalf of the firm.</p> <p>Note: Technical Bid shall not include any financial information. A technical bid containing information on the commercial bid shall be declared invalid and be rejected.</p>		
II	<p>Minimum Eligibility Bid</p> <p>i. Response to Minimum Eligibility Criteria as per format prescribed in Annexure-D</p> <p>ii. DDs/Instruments towards bid price</p> <p>iii. DDs/Instruments towards Earnest Money Deposit (EMD)</p> <p>iv. Declaration regarding clean track record, as per format prescribed in Annexure-E</p> <p>v. Bank Mandate Form as per format prescribed in Annexure-F</p>	Hardcopy	<p>"Minimum Eligibility - Appointment of Consultant for preparation of Investment Strategy for SIDBI - RFP No. 400/2018/1313/BYO/C AV dated March 08, 2018"</p>
III	<p>Commercial Bid</p> <p>Commercial Bid as per format prescribed in Annexure-C</p>	Hardcopy	<p>"Commercial Bid- Appointment of Consultant for preparation of Investment Strategy for SIDBI - RFP No. 400/2018/1313/BYO/C AV dated March 08, 2018"</p>

Above mentioned three separately sealed envelopes should be put together in another large sealed envelope super-scribing "Appointment of Consultant for preparation of Investment Strategy and suggestions to maximize value for SIDBI Shareholders- RFP No. 400/2018/1313/BYO/CAV dated March 08, 2018".

2. All the individual envelopes must be super-scribed with the following information as well:
 - i. Name of the bidder, Contact Number and mail id.
 - ii. Bids should be enclosed with all relevant documentary proofs / certificates duly sealed and signed.

2.12 Pre Contract Integrity Pact (IP)

- (a) IP is an agreement between the prospective bidders and the buyer committing the persons / officials of both the parties not to exercise any corrupt influence on any aspect of the contract.
- (b) The bidder has to submit signed Pre Contract Integrity Pact (IP) as per the format at **Annexure-G** on the letter head of the bidder. However, the successful bidder has to submit the same in non-judicial stamp paper of requisite value (to be borne by the bidder) applicable at the place of its first execution before the issue of work Order.
-

2.13 Non-disclosure Agreement

Selected bidder has to submit Non-disclosure Agreement as per the format at **Annexure-H**.

2.14 Important

Bidders must take the following points into consideration during preparation and submission of bids:

- i. Authorized signatory must sign all the pages of the response.
- ii. Relevant documents must be submitted as proof wherever necessary. All the pages must be sealed and signed by the authorized signatory of the respondent.
- iii. Faxed/emailed copies of any submission are not acceptable and will be rejected by the Bank.
- iv. Responses should be concise and to the point. Submission of irrelevant documents must be avoided.
- v. If the bids do not contain all the information required or is incomplete, the proposal is liable to be rejected.
- vi. The RFP is floated on SIDBI website <http://www.sidbi.in>, Central Public Procurement Portal (CPPP) at <https://eprocure.gov.in>. SIDBI reserves the right to change the dates mentioned above. Changes and clarification, if any, related to RFP will be posted on SIDBI website and CPPP. Bidders must have close watch on SIDBI website and CPPP during the intervening period before submitting response to RFP.
- vii. The bidder cannot quote for the project in part.
- viii. Each bidder shall submit only one proposal.

3. Background

3.1 Introduction

Small Industries Development Bank of India (SIDBI), set up on April 2, 1990 under an Act of Indian Parliament, acts as the Principal Financial Institution for the Promotion, Financing and Development of the Micro, Small and Medium Enterprise (MSME) sector and for coordination of the functions of the institutions engaged in similar activities. Financial support to MSMEs is provided by way of (a) indirect finance to eligible Primary Lending Institutions (PLIs), such as banks, Non-Banking Financial Companies (NBFCs) and Micro Finance Institutions (MFIs) for onward lending to MSMEs and (b) direct finance to MSMEs.

Please visit SIDBI website at www.sidbi.in for more information about SIDBI.

4. Project Scope

4.1 Objective

The RfP is invited with a view to appoint Consultant for preparation of Investment Strategy for SIDBI.

4.2 Scope of Work

- Over the time, SIDBI has made many investments, some directly and some through its subsidiaries in the area of micro finance, financial services, consultancy organisations and otherwise. The consultant is supposed to advise SIDBI on an investment policy which will have two components: (i) exit strategy from the existing investments and (ii) entry policy with respect to new investments. The policy shall be approved by the Board of SIDBI.
- SIDBI is promoted by different banks, financial institutions and Government. SIDBI Act provides that at any point of time, these public institutions shall continue to hold 51% of the organisation. As such, SIDBI is a profit generating body and good margins. The business of SIDBI is looking upwards and momentum is likely to continue for a while. The consultant is supposed to advise SIDBI as to how to maximise the value for shareholders through price discovery which may involve listing of SIDBI in part or full or no listing at all. The objective is to provide existing shareholders with an exit route so that they can capitalise on the investment that they have made so far as such private investment can be as high as 49%.

4.3 General

- a) The Bank shall appoint the applicant as per the needs and requirements of the Bank. The selection will be on the basis of eligibility criteria, past experience, credentials and suitability. However, merely satisfying the eligibility criteria will not entitle an applicant to be selected.
- b) The evaluation of the bids will be done by the Bank.
- c) The award of contract shall not normally be more than 2 years except in very rare cases where it can be awarded for a period not exceeding three years. However, the assignment thus awarded to the consultant selected on the basis of the evaluation will be initially for a period of 12 months, with scope for extension for an additional period of upto 2 years, one year at a time or any period of time within that limit, subject to satisfactory performance at the time of annual/periodical review of performance of the consultant and at the Bank's discretion.
- d) Decision of the Bank in all matters regarding appointment of consultant, their eligibility, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced, award of assignment and any other matter relating to this notification will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the Bank in this regard.

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 15 of 45
	Issued on: March 08, 2018	

5. Minimum Eligibility Criteria

- (1) Proposals not complying with the 'Minimum Eligibility criteria' are liable to be rejected and will not be considered for further evaluation.
- (2) The proposal should adhere to the following minimum eligibility criteria.

S.N	Eligibility Criteria	Documents to be submitted
1.	The Bidder shall be an Investment Banking Institution with experience of 5 (five) years or more under fee based income from services relating to disinvestment/ strategic sale / Investment Banking / QIP / Private Placement of buy or sell transactions / M&A and should have carried out atleast 3 (three) such assignments for India-based companies with average transaction size of `50 crore or more in the last 5 (five) years as on 31.03.2017.	<p>Copy of certificate of incorporation/ registration or other Constitutional Document. In respect of assignment undertaken in the last 2 years from 01.04.2015, certificate from Client and for rest of the years certificate from statutory auditors as on 31.3.2017 indicating break up of fee income received from those business.</p> <p>In case of difficulty in getting client's certificate, firm / company auditors certificate be submitted along with the details of the client, contact person & other related details so that bank can undertake independent verification of the bidders claim.</p> <p>In the event of non-submission of contact details for verification of the completed assignments or nil / non-satisfactory response received from the clients on verification by the bank, no marks shall be awarded for such assignments.</p>
2.	The Bidder must have average audited turnover of not less than ` 10 Cr (Rupees Ten Crore) from the above services in the last 3 (three) years including the last financial year ending March 31, 2017.	Audited financial statements along with this, certificate from statutory auditor as on 31.03.2017 for breakup of turnover to support the eligibility
3	The bidder should not have been barred/ black listed / disqualified by any regulators / statutory body in India	Self declaration
4	Bidding in Consortium is not permitted.	Self declaration

(3) Conflict of Interest.

[a] The consultant shall not receive any remuneration in connection with the assignment except as provided in the contract.

[b] The consultant and its affiliates shall not engage in consulting activities that conflict with the interest of the client under the contract. The consultants should provide professional, objective and impartial advice and at all times hold the Bank's interests paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. It is clarified that the bidder shall not undertake any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the bank.

[c] Without limitation on the generality of the fore-goings, the selected bidder and any of their affiliates and member firms, shall be considered to have conflict of interest and shall not be engaged under any of the circumstances set forth below:

(i) Conflict among consulting assignments: Consultants (including their personnel) or any of their affiliates and members shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants to be executed for the same or /and any other employer.

(ii) Relationship with the staff: Consultants (including their personnel) that have a business or family relationship with a member of SIDBI's staff who are directly or indirectly involved in any part of (a) the preparation of the RfP or the contract or terms of reference or assignment, (b) the selection process for such assignment / contract, or (c) supervision of such contract; may not be awarded a contract, unless it is established to the complete satisfaction of the employing authority, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of consultant's work because of resolution of conflict stemming from such relationship in a fair and reasonable manner throughout selection process and execution of the contract.

[d] The bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interests of the Bank, or that may reasonably be perceived as having this effect. The bidders will disclose in their tender details of any circumstances, including personal, financial and business activity that will, or might, give rise to a conflict of interest if they are awarded contract pursuant to RfP.

[e] If tenderer identifies any potential conflict, at any stage of their engagement, they should forthwith inform the Bank and state how they intend/plan to avoid such conflicts.

[f] SIDBI reserves the right to reject any tender which, in SIDBI's opinion, gives rise, or could potentially give rise to, a conflict of interest.

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 17 of 45
	Issued on: March 08, 2018	

6. Evaluation Methodology

6.1 Evaluation process

1. Evaluation Criteria

(i) The evaluation of consultant will be based on two step process.

- a) Technical scores will be given based on scoring methodology in para (ii) below. consultants scoring a minimum of 60 marks in the technical bid will qualify.
- b) Consultants qualifying will be invited for a presentation. 10 marks are assigned for Presentation.
- c) Bidders found qualified after the Technical bidding and Presentation would be finally short-listed for the assignment based on the aggregate marks secured by the bidders. However, such short-listing shall be restricted to a maximum of 5 consultants.

(ii) Scoring methodology: The technical scoring of the proposals will broadly be on the following criteria:

Sl. No.	Evaluation Parameters		Marks
1	Standing of the consultant		25
	Standing of the consultant with presence of minimum of 5 years in India <ul style="list-style-type: none"> • Established for 10 Yrs & Above • More than 7 yrs: less than 10 yrs • More than 5 yrs: upto 7 yrs 	5 3 2	5
	Details of global network / strength & capabilities, preferably global Presence.	5	5
	Profile & business activities of the bidder in last 3 years <ul style="list-style-type: none"> • Overall Turnover of the bidders upto `100 Cr with contribution from consultancy services relating to disinvestment/ strategic sale / investment Banking / QIP / Private Placement of buy or sell transactions/M & A is upto `50 Cr • Overall Turnover of the bidders upto `50 Cr with contribution from consultancy services relating to disinvestment/ strategic sale / investment Banking / QIP / Private Placement of buy or sell transactions / M & A is upto `25 Cr • Overall Turnover of the bidders upto `25 Cr with contribution from consultancy services relating to disinvestment / strategic sale / investment Banking / QIP / Private Placement of buy or sell transactions/ M & A is upto `10 Cr. 	10 5 3	10
	The bidder must have a dedicated advisory team in India with local presence in Mumbai to ensure liaison / interaction with management of the Bank		5

	<ul style="list-style-type: none"> • Presence in Mumbai with/without office elsewhere in India • Presence in other places without office in Mumbai 	5 4		
2	Domain expertise, experience & understanding of banks / financial institutions for past 5 years.			10
	<ul style="list-style-type: none"> • above 5 deals • 3 to 5 deals 	10 5		
3	Experience in similar Transaction			40
	<p>The bidder who has</p> <ul style="list-style-type: none"> • More than 10 Yrs experience • More than 7 yrs: less than 10 yrs • More than 5 yrs: upto 7 yrs <p>For the deals done jointly with others or with some lead institutions, the bidders will secure 50% of the above marks.</p>	10 5 3	10	
	<p>The bidder with more than 10 completed deals / assignments in last 3 years (Only completed deals would be considered)</p> <ul style="list-style-type: none"> • More than 10 deals • 8 to 10 deals • 5 to 7 deals • 3 to 4 deals 	20 15 10 5	20	
	<p>During last 3 years</p> <ul style="list-style-type: none"> • Average deal size concluded is Rs 100 Cr or more • Average deal size is 50 to less than 100 Cr 	10 5	10	
4	Qualification, Experience & Commitment of the key resources of the deal team			10
	<p>Details such as qualification, experience, quality of key resources in the deal team that will be handling the proposed transaction, status of resources in the organization, their background, etc</p> <ul style="list-style-type: none"> • With 5 Partners or 5 full time professional staff in deal team in India. • Less than 5 partners or 5 full time professionals • Average work experience of each resources – 5 Yrs & above • Less than 5 Yrs 	5 3 5 3	10	
5	Capability & Commitment of the Team to provide comprehensive transaction advisory service			5

	<p>The bidder with in-house capability to offer end to end solution and transaction structuring.</p> <ul style="list-style-type: none"> • If all resources are from in-house • If outsourced resources 	5 2	5	
--	--	--------	----------	--

NB: Documentary proof for the credentials submitted by the bidders with reference to above is mandatory. Non compliance results in disqualification

(iii) Final selection

Bidders who achieve overall score of 60% & above in Technical Evaluation will be invited to make presentation before the committee. The evaluation procedures followed are as under:

- Evaluation of Technical bids
- Bidders who score 60 in the Technical bids become eligible for making presentation to the sub-committee of the Bank
- For final shortlisting the Consultant for the assignment, a combined mark of technical and presentation are aggregated and ranked.

Top bidders who secure highest marks in the evaluation shall be shortlisted on the basis of the above combined score. This final list of empanelled bidders shall be notified on the Bank’s website and individually communicated to the successful bidder by way of written / e-mail communication. Bank shall be restricting the shortlisted bidder to maximum of 10.

6.2 Evaluation of Commercial Bid

- (1) The Commercial bid should be submitted strictly in the format given by the Bank as Annexure C of this document and should not have any deviations, restrictive statements, etc. therein. Otherwise, such bids are liable to be rejected at the sole discretion of the Bank. The price shall be quoted in Indian Currency only and shall be all inclusive and shown in commercial bid. No separate fees/reimbursements other than GST, as applicable, at the time of payment shall be made by the Bank.
- (2) Date of opening of Commercial bid would be advised after completion of the process of evaluation of Technical Bid.
- (3) Bidders who score minimum 60 out of 100 marks on the technical evaluation criteria as mentioned above will only be considered. The Commercial bids of the applicants with technical marks less than 60 will not be considered for commercial/financial evaluation.
- (4) In case the number of bidders qualifying in the technical evaluation stage is less than 3, then it is at Bank’s discretion, to choose the top 3 scorers subject to minimum 50 out of 100 marks on the technical evaluation or discontinue the evaluation process or re-tender.
- (5) The commercial bid will be evaluated by an In-house Committee constituted by SIDBI.

7. General terms and conditions to contract

Bidder should examine the documents constituting this RFP in detail to prepare the Proposal. In case of deficiencies in the information required/ requested, the proposal may be rejected.

7.1 Non transferable bid

- a) This bid document is not transferable. Only the bidder, who has purchased this bid form, is entitled to quote and to execute the job, if allotted. There will not be any type of outsourcing.
- b) *The bidder should also submit a declaration on the letter head to the effect that he has not made any modification in the original copy of RFP and his bid would be liable for rejection for any violation of the above.*

7.2 Format and signing of Bid

Each page of the bid shall be made in a legal name of the bidder and shall be signed and duly stamped by the bidder or a person duly authorized to sign on behalf of the bidder.

7.3 Process of Final selection

Bidders who achieve overall score of 60% & above in Technical Evaluation will qualify for the next stage of evaluation (Commercial bid evaluation). The weightage for the technical and commercial scoring will be 70 and 30 respectively.

In respect of all qualified bidders, in whose case the commercial bid has been opened, a combined techno commercial evaluation will be done by the bank as per clause 6 of RFP.

7.4 Award of Contract

In the case of tie between two or more bidders, preference will be given to the bidder having higher technical scoring.

7.5 Clarification of Bids

During evaluation of bids, if found necessary, Bank may seek clarification of the bid from the bidder. The request for clarification and the response shall be in writing.

7.6 Notification of Awards

- a) The acceptance of a bid, subject to contract, technical compliance, commercial considerations & compliance with all the terms and conditions will be communicated in writing by means of offer of contract / service order at the address supplied by the bidder in the tender response.
- b) Any change of address of the Bidder, should therefore be promptly notified to:
The Dy. General Manager (CAV)
Small Industries Development Bank of India
Corporate Accounts Vertical
MSME Development Centre, 4th Floor,
Plot No. C-11, G Block, Bandra Kurla Complex
Bandra (E), Mumbai- 400 051

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 21 of 45
	Issued on: March 08, 2018	

- c) The written offer of contract / order issued to the successful bidder would need to be accepted by the bidder in writing within 7 days from the date of issue of the offer.

7.7 Acceptance of Work Order

The successful bidder / consultant will be required to accept the work order issued by the Bank within 7 days of work order and deliver the acceptance copy to the Bank. The failure, delay or evasion on the part of the successful bidder / consultant to accept the work order will result in cancellation of work order and Bank retains its right to issue work order to the next highest scorer or may start the entire RFP process afresh.

7.8 Payment Terms

Bank will release payment of the agreed professional fees to the selected bidder after deduction of applicable taxes at source. The invoice for retainership fee will be settled on quarterly on pro-rata basis, at the end of the each quarter. The settlement of bills in Appeal matters will be considered and settled on the disposal and obtaining and furnishing of order of the appellate authorities within the overall maximum limit.

7.9 Bank reserves the right to the following:

- Reject any or all proposals received in response to the RFP without giving any reason whatsoever.
- Reject the proposals received in response to the RFP containing any deviation
- Waive or Change any formalities, irregularities, or inconsistencies in proposal format delivery.
- Extend the time for submission of proposal.
- Modify the RFP document, by an amendment that would be notified on the Bank's website.
- To independently ascertain information from the Banks and other institutions / companies to which the bidder has already extended services for similar assignment.
- Modify the time period stipulated in Clause 4 above for the assignment during the execution of assignment if it deems fit.

7.10 Other Terms:

- a) The proposals and related Annexure should be signed by the authorized representative/s of the successful Consultant. The executants' authority to represent and bind the Consultation Firm must be confirmed by a written authority letter issued by the Competent Authority of the Consultant Firm accompanying the proposal.
- b) The proposal should be submitted strictly in the formats provided in this RFP document.
- c) The personnel involved for executing the assignment should be qualified as per the requirements mentioned in the Qualification Criteria and preferably should have been involved in a similar assignment. However, the Bank reserves the right to accept / reject / substitute the key personnel allocated for the project. The staff deployed / involved by the service provider shall never be deemed to be appointed by SIDBI nor shall they be under its service conditions.
- d) The bidder / consultant selected for the assignment should adhere to the quality standards, all applicable regulatory directions/ guidelines in this regard.

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 22 of 45
	Issued on: March 08, 2018	

- e) The bidder / consultant selected for the assignment should treat as confidential all data and information about the Bank obtained in the execution of the proposed assignment, hold it in strict confidence and should not reveal such data / information to any other party without the prior written approval of the Bank.
- f) The proposal should be free of overwriting/ corrections / alterations.
- g) All bids and supporting documentation shall be submitted in English or in Hindi.
- h) The Bank will not return the bids/responses to the RFP received. The information provided by the bidder/s to the Bank will be held in confidence and will be used for the sole purpose of evaluation of bids.
- i) The Commercial Bid shall be opened in due course, after completion of technical bid evaluation, in the presence of Bidders / their representatives, who choose to attend. The date and venue for opening the commercial bid shall be separately informed to the bidders who come out successful in the technical evaluation process as per the methodology mentioned in the clause 6.
- j) It is hereby clarified that the Bid / response to the RFP should be submitted in the exact format given herein without making any changes/alterations to the RFP document. Any change/alteration made to the RFP document by the participant would make the respective Bid/ response to the RFP void and the same shall be liable to be rejected by the Bank without further going into the merits of the tender.
- k) It is also clarified that in case of any difference/change between Bid/ response to the RFP document submitted by the participant and the RFP document maintained by Bank, the RFP document maintained at the Bank, would be considered as authentic and binding on the participant.
- l) The bidders are expected to undertake an assignment only in areas of its expertise, and where it has capability to deliver efficient and effective advice / services to the bank. The successful bidder shall perform the services and carry out its obligations with all due diligence, render any opinion with professional integrity, efficiency and economy, as per generally accepted professional techniques, standards and practices, and shall observe sound management practices. The consultant shall always act, in respect of any matter relating to the assignment or to the services, as a faithful adviser to SIDBI, and shall at all times support and safeguard SIDBI's legitimate interests in any dealings with third parties. The consultant's liability under the agreement will be determined by the Applicable Laws and the provisions hereof. The consultant shall, subject to the limitation to be specified in the agreement, be liable to the bank for any direct loss or damage accrued or likely to accrue due to deficiency in services rendered by it or improper discharge of contractual obligations or deviant conduct.
- (m) It is clarified that the opinion given or certifications furnished by the successful bidder are going to be utilized/ replied upon by SIDBI. Therefore, the bidders needs to note that in the event its opinion/ certification turns out to be untrue and factually incorrect causing loss to the Bank, it may seek such clarifications as may be required to investigate the matter and fix the responsibility. In the event it is established that there was gross negligence on the part of such bidder or bidder had colluded with any other person in causing pecuniary damage or / and any loss to SIDBI, it may recommend such bidder's name for including in the caution list being maintained by the Indian Banks' Association (IBA) for circulation amongst member banks/ financial institutions. The IBA has been mandated by the Reserve Bank of India to do so. It has also been decided to

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 23 of 45
	Issued on: March 08, 2018	

approach the concerned professional bodies with complaints of professional misconduct, if any, on part of any professional engaged by the bank. Accordingly, the bank may also recommend bidders name to the concerned body, for suitable action thereon by them. The Bank also reserves its right to initiate and prosecute such other proceedings as it may deem justified against the consultant. The consultant will have to extend necessary co-operation to the legitimately provided / constituted investigative body, conducting enquiry into processing or execution of the consultancy contract / any other matter related with discharge of contractual obligations by the consultant.

(n) During assignment if substitution is necessary (because of ill health or a staff member proves to be unsuitable, or member is no longer working with consultant), the consultant shall propose other staff of at least the same level of qualifications/experience for approval by the bank including the terms and conditions of such replacement.

(o) The bank may, by written notice of suspension to the successful bidder, suspend all payments to the consultant if the consultant shall be in breach of the agreement or shall fail to perform any of its obligations under the agreement, including the carrying out of the services; provided that such notice of suspension (i) shall specify the nature of the breach or failure, and (ii) shall provide an opportunity to the consultant to remedy such breach or failure within a period not exceeding 15 (Fifteen) days after receipt by the Consultant of such notice of suspension.

7.11 Compliance Confirmation

The bidder must submit unconditional and unambiguous compliance confirmation to all the terms and conditions stipulated in the RFP

7.12 Assignment

The bidder shall not assign or outsource the works awarded to them under this RFP, whether actually or as the result of takeover, merger or other change of identity or character of the bidder upon any such assignment or transfer the engagement may be forthwith terminated by SIDBI.

7.13 Indemnity

The successful bidder shall exercise reasonable skill, care and diligence in the performance of the assignment and indemnify and keep SIDBI, its officers, directors, employees indemnified in respect of any loss, damage or claim howsoever arising out of or related to breach of contract, statutory duty or negligence by the firm or its staff, agents or sub-contractors in relation to the performance or otherwise of the Services to be provided under the Contract.

7.14 Representations and Warranties

a) That the bidder is a Partnership firm/LLP/Company which has the requisite qualifications, skills, experience and expertise in providing Service(s) contemplated by this RFP, possesses the financial wherewithal, the power and the authority to enter into the Engagement and provide the Service(s) sought by Bank.

- b) That the bidder is not involved in any litigation, potential, threatened and existing, that may have an impact of effecting or compromising the performance and delivery of Service(s) under the Engagement.
- c) That the representations made by the bidder in its application are and shall continue to remain true and fulfill all the requirements as are necessary for executing the duties, obligations and responsibilities as laid down in the Engagement and the RFP Documents and unless Bank specifies to the contrary, the Applicant shall be bound by all the terms of the RFP.
- d) That the Applicant has the professional skills, personnel and resources/authorizations/approvals/infrastructure that are necessary for providing all such services as are necessary to perform its obligations under the RFP and this Engagement.
- e) That the Applicant shall use such assets of Bank as Bank may permit for the sole purpose of execution of its obligations under the terms of the RFP or the Engagement. The Applicant shall however, have no claim to any right, title, lien or other interest in any such property, and any possession of property for any duration whatsoever shall not create any right in equity or otherwise, merely by fact of such use or possession during or after the term hereof.
- f) That the Applicant shall procure all the necessary permissions and adequate approvals and licenses for use of various software and any copyrighted process/product free from all claims, titles, interests and liens thereon and shall keep Bank, its directors, officers, employees, representatives, consultants and agents indemnified in relation thereto and in respect of any infringement of any of the intellectual property rights.
- g) That all the representations and warranties as have been made by the Applicant with respect to its RFP and Engagement, are true and correct, and shall continue to remain true and correct through the term of the Engagement.
- h) That the execution of the Service(s) herein is and shall be in accordance and in compliance with all applicable laws.
- i) That there are –
- (1) No legal proceedings pending or threatened against bidder or any of its partners or its team which adversely affect/may affect performance under this Engagement; and
 - (2) No inquiries or investigations have been threatened, commenced or pending against the bidder or any of its Partners or its team members by any statutory or regulatory or investigative agencies.
- j) That the Applicant has the corporate power to execute, deliver and perform the terms and provisions of the Engagement and has taken all necessary corporate action to authorize the execution, delivery and performance by it of the Engagement.
- k) That all conditions precedent under the Engagement has been complied.
- l) That neither the execution and delivery by the bidder of the Engagement nor the bidder's compliance with or performance of the terms and provisions of the Engagement:
- (1) will contravene any provision of any applicable law or any order, writ, injunction or decree of any court or governmental authority binding on the bidder.

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 25 of 45
	Issued on: March 08, 2018	

(2) will conflict or be inconsistent with or result in any breach of any or the terms, covenants, conditions or provisions of, or constitute a default under any agreement, contract or instrument to which the bidder is a party or by which it or any of its property or assets is bound or to which it may be subject.

7.15 Confidentiality Clause

- a) The bidder shall hold in confidence all information, documentation etc which come to their knowledge ('Confidential Information') and shall not disclose or divulge confidential information to any third party or use Confidential Information or any part thereof without prior written consent of bank.
- b) Confidential Information means information which is by its nature confidential or is designated by the bank as confidential and includes:
- i) All information marked or otherwise designated as confidential;
 - ii) Information which relates to the financial position; the internal management structure, the Personnel, policies and strategies of bank,
 - iii) Bank Data, customer lists, customer information, account information, and business information regarding business planning and operations of Bank or other information or data whether such data is permanent or otherwise;
 - iv) Any other information which the parties specifically declared as confidential.
- c) The restriction imposed in this clause does not apply to any disclosure of information:
- i) Which at the material time was in the public domain other than by breach of this clause; or
 - ii) Which is required by law to be communicated to a person who is authorized by law to receive that information.
- d) The selected bidder shall execute separate non-disclosure agreement in Annexure G format immediately after the selection.

7.16 Termination of Contract

1. SIDBI may at its sole discretion and at any time terminate the contract and inform the consultant by written instructions. Normally there will be notice period of 15 days for termination. In the event of the contract being so terminated the consultant shall take such steps, as are necessary to bring the services to an end in a cost effective, timely and orderly manner.
2. Bank also reserves its right to terminate the contract in the event of one or more of the following situations:
 - a) Unnecessary or unwarranted delay in execution of the work allotted.
 - b) Delay in providing the requisite manpower.
 - c) Breach of trust is noticed during any stage of the consultancy assignment.
 - d) Services found to be unsatisfactory.
 - e) For any other valid reason

7.17 Publicity

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 26 of 45
	Issued on: March 08, 2018	

Any publicity by the bidder in which the name of Bank is to be used should be done only with the explicitly written permission of Bank.

7.18 Resolution of Disputes

1. It will be the Bank's endeavor to resolve amicably any disputes or differences that may arise between the Bank and the Bidder from misconstruing the meaning and operation of the Tender and the breach that may result.
2. In case of Dispute or difference arising between the Bank and a Bidder relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The sole Arbitrator shall be chosen by mutual discussion between the Bank and the Bidder. The decision of the arbitrator shall be final.
3. The Bidder shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the Arbitrator or the umpire, as the case may be, is obtained.
4. Arbitration proceedings shall be held at Mumbai, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
5. Notwithstanding anything contained above, in case of dispute, claim & legal action arising out of the contract, the parties shall be subject to the jurisdiction of courts at Mumbai, India only.
6. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by mail and confirmed in writing to the other party's specified address. The same has to be acknowledged by the receiver in writing.
7. A notice shall be effective when delivered or mailed or on the notice's effective date, whichever is later.
8. No conflict between Bidder and SIDBI will cause cessation of services. Only by mutual consent the services will be withdrawn.

7.19 Governing Language

The contract shall be written in English. All correspondence and other documents pertaining to contract that are exchanged between the parties shall be written in English.

7.20 Governing Law/Jurisdiction

The Agreement / Contract shall be governed by and construed in accordance with the laws in India and shall be subject to the exclusive jurisdiction of the Courts of Mumbai.

7.21 Purchase Preference

7.21.1 Introduction

Purchase preference for MSEs and Domestically Manufactured Electronic Products (DMEP) would be provided as per the extent guidelines subject to satisfying the minimum eligibility criteria and technical specifications given in the tender.

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 27 of 45
	Issued on: March 08, 2018	

Since the quantity of items under current procurement is not sufficient for splitting between L1 and other bidders, purchase preference for MSEs and DMEP shall not be applicable in this RfP.

7.21.2. Public Procurement Policy on Micro and Small Enterprises (MSEs)

SIDBI is governed by provisions of the Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, GoI.

These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MSMEs).

Such MSEs would be entitled for exemption from furnishing tender fee and earnest money deposit (EMD). In case of any issue on the subject matter, the MSE's may approach the tender inviting authority to resolve their grievances.

Agencies/ Bidders desirous of availing exemptions under above provisions should submit a copy of proof of Registration as MSEs/ and ownership of the same by SC/ST along with the tender/RFP.

8. Annexures and Appendix

8.1 Annexure A-Proposal Form and Technical Offer

(To be included in Technical Proposal Envelope)

Date: _____

To,

The Dy. General Manager (CAV)
Small Industries Development Bank of India
Corporate Accounts Vertical
MSME Development Centre, 4th Floor,
Plot No. C-11, G Block, Bandra Kurla Complex
Bandra (E), Mumbai- 400 051

Sir,

RFP –Appointment of Consultant for Preparation of Investment Strategy for SIDBI

RFP Reference Number. 400/2018/1313/BYO/CAV dated March 08, 2018

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer to provide our services as detailed in your above referred RFP. Having examined the RFP Document, we, the undersigned, offer our services to provide Consultancy for preparation of Investment Strategy for SIDBI in conformity with the requirements mentioned in said RFP documents.

We undertake, if our bid / Proposal is accepted, to carry out the work as per the scope of work, deliverables as specified in the RFP document as well as on the payment terms mentioned therein.

We confirm that the information submitted by us in our Bid/Proposal is true and correct. We agree to abide by the Bid/ Proposal.

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 the Bank will be treated as authentic and binding and the Bid/Proposal submitted by us will be liable to be rejected by the Bank in the event of any alteration made in the RFP document.

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 sister concern or our CEO, Directors / Partner / Managers / Employees and if it arises we will immediately intimate the Bank of the same.

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 29 of 45
	Issued on: March 08, 2018	

We undertake that, in competing for and, if the award is made to us, in executing the above contract, we will strictly observe the laws against fraud and corruption in force in India including Prevention of Corruption Act, 1988.

We understand that SIDBI 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 will not claim any expenses incurred by us in preparing of bid documents and that SIDBI will not defray any expenses incurred by us in proposal.

We are also aware that SIDBI 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 SIDBI in this regard shall be final, conclusive and binding upon us.

We understand that SIDBI is not bound to accept the lowest, or any other Proposal, SIDBI may receive.

We agree to all the terms and conditions mentioned in the RFP. We hereby submit our Technical Offer in a sealed envelope. The offer shall be binding on us up to 180 days and subject to the modifications resulting from contract negotiations.

Dated this day of 2018

Yours faithfully,

(Signature)

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of _____

8.2 Annexure B - TECHNICAL BID: Bidder's Profile

**RFP for appointment of Consultant for preparation of Investment Strategy for SIDBI
RFP Reference Number 400/2018/1313/BYO/CAV dated March 08, 2018**

S.N	Particulars	Details
1	Name of the Consultant / firm/Company with registration /membership number from ICAI/ROC*	
2	Year of establishment of the Consultant firm / Company and Registration thereof.	
3	Year of commencement of consulting assignments	
4	Contact details: (indicate contact person name, address, Telephone No., Fax No., e-mail address, etc.)	
5	Income tax-PAN and GST registration No, (please attach documentary evidence)	
6	Details of each partner / director including experience, qualification etc.	
7	Details of key employees/qualified assistants including their qualification and experience in executing such assignments	
8	Nature of overall experience and notable achievements / recognitions, if any, in related field (including banks/FI's)	
9	Particulars of infrastructural facilities	
10	Any other related information, not mentioned above, which the audit firm wish to furnish.	

Note : All the relevant details & documentary evidence are to be furnished. The above is only a format. Information may be submitted in additional sheet.

B) Details of past assignments on consultancy provided or experience in previous 10 years to other Banks/FIs

S.N	Client Name	Handling		Work related to	
		From	To	Consultancy	Others

(Signature)

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of _____

8.3 Annexure: C- COMMERCIAL OFFER

(to be furnished in the Consultant's letter head)
(to be submitted in sealed envelope)

Place
Date

To:
The Dy. General Manager (CAV)
Small Industries Development Bank of India
Corporate Accounts Vertical
MSME Development Centre, 4th Floor,
Plot No. C-11, G Block, Bandra Kurla Complex
Bandra (E), Mumbai- 400 051

Sir,

We the undersigned offer to provide our services for consultancy for preparation of Investment Strategy for SIDBI in accordance with your **RFP No. 400/2018/1313/BYO/CAV dated March 08, 2018.**

Our Commercial Offer is `_____ per annum (including out of pocket expenses) (amount in words and figures) plus GST thereon. The breakup is given below:

Particulars	Details to be filled in by the offerer
1. All work related to preparation of Investment Strategy as per Scope of workper annum plus applicable GST on retainership basis (please write in words also)

Our Commercial Offer shall be binding upon us and the same is also subject to modification resulting from contract negotiations, up to expiration of the validity period (180 days) of the proposal.

Yours faithfully,
(Name & designation, seal of the firm)

8.4 Annexure -D: Minimum Eligibility Bid

S.N	Eligibility Criteria	Documents to be submitted	Reference Page No. of relevant document in RFP Response
	Name of the Bidder		
1	The Bidder shall be an Investment Banking Institution with experience of 5 (five) years or more under fee based income from services relating to disinvestment/ strategic sale / Investment Banking / QIP / Private Placement of buy or sell transactions / M&A and should have carried out atleast 3 (three) such assignments for India-based companies with average transaction size of `50 crore or more in the last 5 (five) years as on 31.03.2017.	<p>Copy of certificate of incorporation/ registration or other Constitutional Document. In respect of assignment undertaken in the last 2 years from 01.04.2015, certificate from Client and for rest of the years certificate from statutory auditors as on 31.3.2017 indicating break up of fee income received from those business.</p> <p>In case of difficulty in getting client's certificate, firm / company auditors certificate be submitted along with the details of the client, contact person & other related details so that bank can undertake independent verification of the bidders claim.</p> <p>In the event of non-submission of contact details for verification of the completed assignments or nil / non-satisfactory response received from the clients on verification by the bank, no marks shall be awarded for such assignments.</p>	
2	The Bidder must have average audited turnover of not less than ` 10 Cr (Rupees Ten Crore) from the above services in the last 3 (three) years including the last financial year ending March 31, 2017.	Audited financial statements along with this, certificate from statutory auditor as on 31.03.2017 for breakup of turnover to support the eligibility	

S.N	Eligibility Criteria	Documents to be submitted	Reference Page No. of relevant document in RFP Response
3	The bidder should not have been barred/ black listed / disqualified by any regulators / statutory body in India	Self declaration	
4	Bidding in Consortium is not permitted.	Self declaration	

8.5 Annexure E – Declaration regarding Clean Track Record

Date:

The Dy. General Manager (CAV)

Small Industries Development Bank of India,
Corporate Accounts Vertical
MSME Development Centre, 4th Floor,
Plot No. C-11, G Block
Bandra Kurla Complex (BKC), Bandra (E)
Mumbai - 400 051

Dear Sir,

Declaration Regarding Clean Track Record
RFP No.400/2018/1313/BYO/CAV dated March 08, 2018

I/we have carefully gone through the Terms & Conditions contained in the RFP No. **400/2018/1313/BYO/CAV dated March 08, 2018** regarding selection of the Consultant for preparation of Investment Strategy for SIDBI. I/we hereby declare that our Firm/LLP has not been debarred/ black listed by any Public Sector Bank, PSU, RBI, IBA or any other Government / Semi Government organizations in India during last 05 years. I/we declare that there is no disciplinary action initiated by ICAI against partner(s)/ Firm during last 3 years. I/we further certify that I am/we are competent officer in my Firm/LLP to make this declaration that my/our bid is binding on me/us and persons claiming through me/us and that you are not bound to accept a bid you receive.

Thanking you,

Yours sincerely,

Date	Signature of Authorised Signatory ...
Place	Name of the Authorised Signatory ...
	Designation ...
	Name of the Organisation ...
	Seal ...

8.6 Annexure F – Bank Mandate Form

(To be submitted in Duplicate)

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

1. Name of Borrower / vendor / supplier/consultant: _____
Vendor Code (if applicable) _____

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

City _____ Pin Code _____

E-mail id: _____

Phone No. with STD code: _____

Mobile No.: _____

Permanent Account Number _____

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 transfer		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 / IDBI Bank 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 **RTGS/NEFT**.

Place : _____

Date : _____

Signature of Authorized Signatory

.....

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

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 36 of 45
	Issued on: March 08, 2018	

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.

8.7 ANNEXURE-G: PRE CONTRACT INTEGRITY PACT

General

This pre-bid-pre-contract Agreement (hereinafter called the Integrity Pact) is made at _____ place___ on _____ day of the month of _____, 2018 between Small Industries Development Bank of India, having its Head Office at 15, Ashok Marg, Lucknow – 226001 and inter alia, its Corporate Office at MSME Development Centre, C-11, G-Block, Bandra-Kurla Complex, Bandra (E), Mumbai 400051 (hereinafter called the “BUYER”/SIDBI, which expression shall mean and include, unless the context otherwise requires, its successors and assigns) of the First Part and

M/s _____ represented by Shri _____, Chief Executive Officer (hereinafter called the “BIDDER/Seller” which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes appointment of consultant for preparation of Investment Strategy for SIDBI and the BIDDER/Seller is willing to offer/has offered the services and

WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a corporation set up under an Act of Parliament.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence /prejudiced dealing prior to, during and subsequent to the currency of the contract to be entered into with a view to :-

Enabling the BUYER to obtain the desired said services at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption in any form by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this integrity Pact and agree as follows:

Commitments of the BUYER

1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The BUYER will during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 38 of 45
	Issued on: March 08, 2018	

information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

- 1.3 All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and during such a period shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following : -
 - 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any officials of the BUYER, connected directly or indirectly with bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
 - 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe , gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Government.
 - 3.3 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
 - 3.4 BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.
 - 3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacture/integrator/authorized government sponsored export entity of the defence stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER , or has any amount been paid, promised or intended

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 39 of 45
	Issued on: March 08, 2018	

to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

- 3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with contract and the details of services agree upon for such payments.
- 3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain or pass on the others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative to any of the officers of the BUYER or alternatively, if any relative of the officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filling of tender.
- The term 'relative' for this purpose would be as defined in Section 2 (77) of the Companies Act, 2013.
- 3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

4. Previous Transgression

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 40 of 45
	Issued on: March 08, 2018	

4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money (Security Deposit)

5.1 While submitting commercial bid, the BIDDER shall deposit an amount `-----/- (to be specified in RFP) as Earnest Money/Security Deposit, with the BUYER through Bank Draft or a Pay Order in favour of _____.

5.2 The Earnest Money/Security Deposit shall be valid till the date of bid validity as mentioned in the RFP.

5.3 In case of the successful BIDDER, a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provision of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

6. Sanctions for Violations

6.1 Any breach of the aforesaid provision by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with other BIDDER(s) would continue
- (ii) The Earnest Money Deposit (in pre-contract stage) and /or Security Deposit/Performance Bond) (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER
- (iv) To recover all sums already paid by the BUYER, and in case of Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of Small Industries Development Bank of India, while in case of a bidder from a country other than India with interest thereon at 2% higher than LIBOR. If any outstanding payment is due to the bidder from the buyer in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- (v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER alongwith interest.

- (vi) To cancel all or any other Contracts with the BIDDER, the BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER
- (vii) To debar the BIDDER from participating in future bidding processes of the buyer or its associates or subsidiaries for minimum period of five years, which may be further extended at the discretion of the BUYER.
- (viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with BIDDER, the same shall not be opened.
- (x) Forfeiture of Security Deposit/Performance Bond in case of decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.2 The BUYER will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) of this Pact also on the commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the BUYER to the effect that a breach of the provision of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent Monitor(s) appointed for the purposes of this Pact.

7. Fall Clause

7.1 The BIDDER undertakes that it has not supplied/is not supplying similar products /systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. Independent Monitors

8.1 The bank has appointed Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission. Details of Independent Monitor are:
Shri. Ashok Sinha, (IAS retd.),
13 Yayati, Sector-58A, Nerul (West),
Palm Beach Road, Navi-Mumbai 400706
Ph: 9821844044, Mail id: asinha51@gmail.com.

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 42 of 45
	Issued on: March 08, 2018	

- 8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 8.3 The Monitors shall not be subject to instruction by the representatives of the parties and perform their functions neutrally and independently.
- 8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.
- 8.5 As soon as the Monitor notices or has reason to believe, a violation of the Pact, he will so inform the Authority designated by the BUYER
- 8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documents. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality
- 8.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings
- 8.8 The Monitor will submit a written report to the designed Authority of the BUYER within 8 to 10 weeks from the date of reference or intimation to him by the BUYER/BIDDER and should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of Investigation

In case of any allegation of violation of any provision of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

10. Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER

11 Other Legal Actions

The action stipulated in this integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12. Validity

12.1 The validity of this Integrity Pact shall be from the date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of

Appointment of Consultant for preparation of Investment Strategy for SIDBI	RFP No. 400/2018/1313/BYO/CAV	Page : 43 of 45
	Issued on: March 08, 2018	

both the BUYER and the BIDDER/Seller, including warranty period, whichever is later in case BIDDER is unsuccessful, this integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or several provisions of the Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

12.3 A person signing the Pact shall not approach the Court while representing the matter to IEM and he/she will await his decision in the matter.

13. The parties hereby sign this integrity Pact, at ____ on ____

BUYER
Name of the Officer
Designation
SIDBI
Witness

1. _____
2. _____

BIDDER
CHIEF EXECUTIVE OFFICER

Witness

1. _____
2. _____

8.8 ANNEXURE- H: Non-Disclosure Agreement

(Sample Format - To be executed on a non-judicial stamped paper of requisite value)

WHEREAS, we, _____, having Registered Office at _____, (hereinafter referred to as the COMPANY), are agreeable to execute "**Consultancy for preparation of Investment Strategy**" as per scope defined in the Request for Proposal (RFP) No. **400/2018/1313/BYO/CAV dated March 08, 2018** for Small Industries Development Bank of India, having its Head office at SIDBI Tower, 15 Ashok Marg, Lucknow, 226001 and office at, MSME Development Centre, Plot No. C-11, G Block, Bandra Kurla Complex (BKC), Bandra (E), Mumbai - 400 051 (hereinafter referred to as the BANK) and,

WHEREAS, the COMPANY understands that the information regarding the Bank's activities shared by the BANK in their Request for Proposal is confidential and/or proprietary to the BANK, and

WHEREAS, the COMPANY understands that in the course of submission of the offer for the said RFP and/or in the aftermath thereof, it may be necessary that the COMPANY may perform certain jobs/duties on the Bank's properties and/or have access to certain plans, documents, approvals, data or information of the BANK;

NOW THEREFORE, in consideration of the foregoing, the COMPANY agrees to all of the following conditions, in order to induce the BANK to appoint it as consultant and /or to grant the COMPANY specific access to the BANK's property/information, etc.;

- i. The COMPANY will not publish or disclose to others, nor, use in any services that the COMPANY performs for others, any confidential or proprietary information belonging to the BANK, unless the COMPANY has first obtained the BANK's written authorisation to do so;
- ii. The COMPANY agrees that information and other data shared by the BANK or, prepared or produced by the COMPANY for the purpose of submitting the offer to the BANK in response to the said RFP, will not be disclosed to during or subsequent to submission of the offer to the BANK, to anyone outside the BANK;
- iii. The COMPANY shall not, without the BANK's written consent, disclose the contents of this Request for Proposal (RfP) or any provision thereof, or any specification, plan, pattern, sample or information (to be) furnished by or on behalf of the BANK in connection therewith, to any person(s) other than those employed/engaged by the COMPANY for the purpose of submitting the offer to the BANK and/or for the performance of the Contract in the aftermath. Disclosure to any employed/ engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purposes of such performance. The company shall take all necessary measures to ensure that the information/data obtained under the assignment is not passed on or disclosed.

Yours sincerely,

Date	Signature of Authorised Signatory ...
Place	Name of the Authorised Signatory ...
	Designation ...
	Name of the Organisation ...
	Seal ...