

Indian Council of Medical Research (ICMR)
Department of Health Research
Ministry of Health & Family Welfare
Government of India

**Request for Proposal (RFP) for Selection of Consulting Firm as Project Support Unit
(PSU) for the project 'India - Enhancing Innovation among ICMR Institutions'**

REQUEST FOR PROPOSAL

09.04.2026

Disclaimer

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

This RFP is not an agreement or an offer by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

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

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

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

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

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery

fees, expenses associated with any demonstrations or presentations which may be required by the Authority, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

1. INTRODUCTION

1.1 Background

1.1.1 The President of India acting through the Indian Council of Medical Research, (hereinafter referred as '**Authority**'), Department of Health Research, Ministry of Health and Family Welfare, Government of India is the apex body for biomedical research in India and is committed to strengthen the ecosystem for successful commercialization of medical technologies being developed among the Indian Council of Medical Research (ICMR) institutions and ICMR-supported institutions under the project entitled "India - Enhancing Innovation among ICMR Institutions" supported by World Bank.

1.1.2 In pursuance of the above, the Authority invites proposals from firms registered in e-Governance Tier-I category of the NICSI (National Informatics Centre Services Inc.). The selected Firm shall be responsible to assist the Authority as Project Support Unit (PSU) for strategic development and implementation of the project and assist towards achieving the objectives of the Project as per Terms of Reference(**TOR**) specified at Schedule-1 of the RFP.

1.2 Request for Proposal

The **Authority** invites proposals from registered in e-Governance Tier-I category of the NICSI(hereinafter referred as '**Bidder**') for selection as Project Support Unit (PSU)who shall assist the Authority for strategy development and implementation of the project and assist towards achieving the objectives of the project (collectively the "**Services**"). The time-period of the assignment will be 1 year from the date of award of the contract extendable to 1 more year based on milestones achieved on quarterly remuneration basis on same terms and conditions. Based on the performance of the Consultants and progress of the project the duration may be further extended, subject to the approval by the competent authority, ICMR.

The Authority intends to select the Consulting Firm through a **limited competitive bidding** in accordance with the procedure set out herein.

1.3 Due diligence by Bidders

Bidders are encouraged to inform themselves fully about the assignment before submitting the Proposal and attend a Pre-Bid Conference on the date and time specified in Clause 1.8.

1.4 Sale of RFP Document

The bid document is available online on the ePublish mode of the CPP Portal. This can also be downloaded from the Authority's website (*icmr.gov.in/tenders*). *[Note: All subsequent corrigendum/ amendment, if any, shall be published only on <https://eprocure.gov.in> or ICMR website <https://www.icmr.gov.in/tenders>]*

1.5 Validity of the Proposal

The Proposal shall be valid for a period of not less than 210 days from the Proposal Due Date (the "**PDD**").

1.6 Brief description of the Selection Process

The Authority shall adopt QCBS method for evaluating the Proposals invited from the shortlisted agencies, comprising of technical and financial proposal separately in sealed

envelope. In the first stage, a technical evaluation will be carried out as specified in the RFP and in the second stage, a financial evaluation will be carried out as specified in the RFP. Proposals will finally be ranked according to their combined technical and financial scores as specified in technical evaluation criteria in the RFP.

1.7 Payment to Consultants

All payments to the Consulting Firm shall be made in INR in accordance with the provisions of this RFP.

1.8 Schedule of Selection Process

The Authority would endeavour to adhere to the following schedule:

S No.	Event Description	Date
1.	Date of Publishing	09.04.2026, 06:00 PM
2.	Bid Submission Start Date	09.04.2026, 06:30 PM
3.	Pre-Bid Conference	15.04.2026, 11:00 AM
4.	Bid Submission End Date	24.04.2026, 06:00 PM
5.	Bid Opening Date	24.04.2026, 06:30 PM
6.	Presentation by the bidders meeting the pre-qualification Criteria	Shall be informed to pre-qualified bidders separately, through email
7.	Opening of Financial proposal	Shall be informed to technically qualified bidders separately
8.	Signing of Agreement	Within 7 Days of Letter of Award (LOA)
9.	Validity of Applications	210 days of Proposal Due Date

1.9 Pre-Bid Conference

Date & Time: 15.04.2026, 11:00 AM

Venue: Interested bidders may attend the meeting to be conducted via Video Conferencing (VC), using the link given below:

<https://echo.zoom.us/j/89600419416>

Meeting ID: 896 0041 9416

1.10 Communications

1.10.1 All communications including submission of hard copy along with the enclosures of Technical Proposal should be submitted to the address mentioned in section 2.1.3.

1.10.2 All communications should contain the following information, to be marked at the top in bold letters as

RFP NOTICE NO. ICMR/RFP/PSU/ConsultingFirm/01 FOR SELECTION OF CONSULTING FIRM AS PROJECT SUPPORT UNIT (PSU) FOR THE PROJECT 'INDIA - ENHANCING INNOVATION AMONG ICMR INSTITUTIONS.

2. INSTRUCTIONS TO BIDDERS

A. GENERAL

2.1 Scope of Proposal

2.1.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy Services are specified in this RFP. In case an applicant firm possess the requisite experience and capabilities required for undertaking the Consultancy Services, it may participate in the Selection Process individually (the “**Sole Firm**”) in response to this invitation. The term bidder (the “**Bidder**”) shall mean the Sole Firm who submits its Proposal under this RFP. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP. For avoidance of doubt, it is clarified that NO consortium / Joint Venture / Subcontracting can be resorted to by Bidder while applying under this RFP, and the same (if undertaken) shall not be eligible under this RFP, and be liable for summary rejection.

2.1.2 Bidders are advised that the selection of consultant shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority’s decisions are without any right of appeal whatsoever.

2.1.3 The Bidder shall submit their Proposal in the designated tender box (available at reception at ICMR Hqrs) in hard copy and manner specified in this Section of the RFP. The Technical and Financial Proposal shall be submitted in signed and sealed envelope in the form at Appendix-I and II respectively.

Attn: Address for submission of hard copies

Tender Box (Reception)
Indian Council of Medical Research
Address- V. Ramalingaswami Bhawan, P.O. Box No. 4911,
Ansari Nagar, New Delhi - 110029, India
Email: cpcicmr.hq@icmr.gov.in
Contact No: 011-26588004

2.1.4 Key Personnel

The Consulting Firms team (the “**Consultancy Team**”) shall consist of the key personnel (the “**Key Personnel**”) as defined in Clause 3.1.2 below.

2.2 Pre-qualification criteria/ Condition of eligibility

2.2.1 Bidders must read carefully the minimum conditions of eligibility (the “**Conditions of Eligibility**”) provided herein. Proposals of only those Bidders who satisfy the pre-qualification criteria will be considered for technical evaluation.

2.2.2 To be eligible for evaluation of its Proposal, the Bidder as sole entity (no consortium / JV / sub-contracting shall be allowed for the purpose of this RFP) shall fulfil the following:

(A) Pre –Qualification Criteria

S. No.	Minimum qualification criteria	Documentary Evidence
A	<p>The Bidder shall be an organization registered under the Indian Companies Act, 1956/2013 or a Partnership Firm registered under the Indian Partnership Act, 1932/ a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 and operational in India for the last 10 years from the date of issue of this RFP.</p> <p>The Bidder must be currently empanelled as a Tier 1 Consultancy under “e-Governance category” with NICSI (National Informatics Centre Services Inc.)</p>	<p>Bidders are required to submit the following documents:</p> <ol style="list-style-type: none"> a. Certificate of incorporation or Partnership deed or firm registration b. GSTIN copy c. Copy of PAN d. Proof of valid empanelment by NICSI (Tier 1)
B	<p>Bidder is required to have an average annual turnover of INR 100 Cr from consulting services in India during last three years, ending on 31st March of the previous financial year (FY 2022-2023, 2023-24, 2024-25)</p> <p>For the purposes of this RFP, the term “Turnover” shall mean:</p> <p>“The aggregate value of the realization of amount made by the sale, supply of consultancy services rendered by the entity during a Financial Year. For the avoidance of doubt, it is clarified that it shall not include interest earned from financial instruments.”</p> <p>For the purposes of this RFP, the term “Consultancy Services” shall mean:</p> <p>“those services defined as such in General Financial Rules issued by Min. of Finance, GOI excluding services related to Tax Advisory, Legal, Audit, Compliance, Risk Assessment and Information Technology.”</p>	<p>Certificate signed by the Statutory Auditor and/or documentary evidence certified by CA as per the specified criteria for the year FY 2022-2023, 2023-24, 2024-25</p>
C	<p>The net worth of the Bidder should not be negative on 31.3.25.</p>	<p>Net Worth Certificate from the Statutory Auditor or equivalent.</p>
D	<p>The bidder should have physical offices with permanent staff in India with access to their knowledge networks and the office/ branch/ site office must be located in Delhi, NCR.</p>	<p>Self Declaration of the Bidder on their letter head along with the Address proof.</p>
E	<p>The Bidder should not have been blacklisted by any State Government, Central Government or</p>	<p>Self-Declaration Certificate that the Bidder is not blacklisted.</p>

	any Public Sector undertaking or any Autonomous Organization of Central or State Government for breach of Contractual Conditions as on proposal due date.	(Certificate to be enclosed in the proposal duly signed by the authorized signatory on its letter head)
F	<p>Bidder must meet the following:</p> <ul style="list-style-type: none"> At least one completed project in last five years in Pharma/MedTech/Health sector in policy making/project management/ implementation/ growth strategy in government/ ministry/ department/ public sector undertaking/ government authority etc. <p>OR</p> <ul style="list-style-type: none"> At least one completed project in last five years related to healthcare in policy management/ implementation (preferably in Pharma/ MedTech) in government/ ministry/ department/ public sector undertaking/ government authority etc. 	Copies of Work Order / LOI / LOA / Contract Agreement document / Completion Certificate issued by Competent Authority etc.,

2.2.3 The Bidder should submit a Power of Attorney as per the format at Form - 4 of Appendix- I; provided, however, that such Power of Attorney would not be required if the Application is signed by a partner or Director (on the Board of Directors) of the Bidder.

2.2.4 While submitting a Proposal, the Bidder should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Bidders may format the specified forms making due provision for incorporation of the requested information.

2.2.5 Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.

2.3 Conflict of Interest

2.3.1 Authority requires that Selected Bidder provides professional, objective, and impartial advice and always holds the Authority's interest's paramount, strictly avoids conflicts with other assignment(s)/ job(s) or his own corporate interests and act without any consideration for future work.

2.3.2 Without limitation on the generality of the foregoing, Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below: -

(a) Conflicting assignment/ job: A Consultant {including its Personnel and Sub-Consultant(s)} or any of its affiliates shall not be hired for any assignment/ job that by its nature may be in conflict with another assignment/ job of the Consultant to be executed for the same or for another Authority, for example a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project and a Consultant assisting an Authority in the privatization of public assets shall not purchase nor advise purchasers of such assets.

(b) Conflicting Relationships: A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Authority's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment/job (ii) the selection process for such assignment/job or (iii) supervision of the Contract, may not be awarded a Contract unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Authority throughout the selection process and the execution of the Contract.

2.3.3 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of Authority, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the standard forms of technical proposal provided herewith. If the Consultant fails to disclose said situations and if the Authority comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or termination of its Contract during execution of assignment.

2.3.4 No agency or current employees of the Authority shall work as consultants under their own ministries, departments or agencies.

2.3.5 The Selected Bidder shall not have a Conflict of Interest as per the terms of the Agreement.

2.4 Number of Proposals

No Bidder or its Associate shall submit more than one Application for the Consultancy. A Bidder applying individually or as an Associate shall not be entitled to submit another application either individually.

2.5 Cost of Proposal

The Bidders shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.6 Acknowledgement by Bidder

2.6.1 It shall be deemed that by submitting the Proposal, the Bidder has:

- (a) made a complete and careful examination of the RFP;
- (b) received all relevant information requested from the Authority;
- (c) accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of their Authority;

- (d) satisfied itself about all matters, things and information, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
- (e) acknowledged that it does not have a Conflict of Interest; and
- (f) agreed to be bound by the undertaking provided by it under and in terms hereof.

2.6.2 The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

2.7 Right to reject any or all Proposals

2.7.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefor.

2.7.2 Without prejudice to the generality of Clause 2.7.1, the Authority reserves the right to reject any Proposal if:

- (a) at any time, a material misrepresentation is made or discovered, or
- (b) the Bidder does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

2.7.3 Misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Bidder gets disqualified / rejected, then the Authority reserves the right to consider the next best Bidder, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

B. DOCUMENTS

2.8 Contents of the RFP

2.8.1 This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below and will additionally include any Addendum / Amendment issued in accordance with Clause 2.10:

Request for Proposal

1. Introduction
2. Instructions to Bidders
3. Criteria for Evaluation
4. Fraud and corruption
5. Miscellaneous

Schedules

1. **Terms of Reference**

2. Appendices

Appendix – I: Technical Proposal

- Form 1 : Letter of Proposal
- Form 2 : Particulars of the Bidder
- Form 3 : Statement of Legal Capacity
- Form 4 : Power of Attorney
- Form 5 : Financial Capacity of the Bidder
- Form 6 : Abstract of Eligible Assignments of the Bidder
- Form 7 : CVs of Key Personnels
- Form 8 : Format for Earnest Money Deposit/Bid Security
- Form 9 : Description of Approach, Methodology and Work Plan
- Form 10 : Work Schedule and Planning for Deliverables
- Form 11 : Checklist for Bidders

Appendix – II: Financial Proposal

- Form 1 : Covering Letter
- Form 2 : Financial Proposal

2.9 Clarifications

2.9.1 Bidders requiring any clarification on the RFP may send their queries to the Authority in writing before the date mentioned in the Schedule of Selection Process at Clause 1.8. The envelopes or email subject shall clearly bear the following identification:

“Queries/Request for Additional Information concerning RFP for Selection of Consulting Firm as Project Support Unit (PSU) for the project ‘India - Enhancing Innovation among ICMR Institutions’”

The Authority shall endeavour to respond to the queries within the period specified therein but no later than 7 (seven) days prior to the PDD.

2.9.2 The Authority reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause 2.9 shall be construed as obliging the Authority to respond to any question or to provide any clarification.

2.10 Amendment of RFP

2.10.1 At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the official website and by conveying the same to the prospective Bidders through electronic communication.

2.10.2 The revised RFP containing the amendments shall be binding on all Bidders.

2.10.3 In order to afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the PDD.

C. PREPARATION AND SUBMISSION OF PROPOSAL

2.11 Language

The Proposal with all accompanying documents (the “**Documents**”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

2.12 Format and signing of Proposal.

2.12.1 The Bidder shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects.

2.12.2 The Bidder shall submit the Proposal as prescribed in Clause 1.6.

2.12.3 The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder before submitting hard copy. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialled by the person(s) signing the Proposal. The Proposals must be properly signed by the authorized representative (the “**Authorised Representative**”) as detailed below:

- (a) by the proprietor, in case of a proprietary firm; or
- (b) by a partner, in case of a partnership firm and/or a limited liability partnership; or
- (c) by a duly authorised person holding the Power of Attorney, in case of a Limited Company or a corporation; or
- (d) A copy of the Power of Attorney certified by a notary public in the form specified in Appendix-I (Form-4) shall accompany the Proposal (if required).

2.12.4 Bidders should note the PDD, as specified in Clause 1.8, for submission of Proposals.

Except as specifically provided in this RFP, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only on the basis of Documents received

by the closing time of PDD as specified in Clause 2.16.1. Bidders will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.

2.13 Technical Proposal

2.13.1 Bidders shall submit the technical proposal as per the formats specified at Appendix-I (the “**Technical Proposal**”).

2.13.2 While submitting the Technical Proposal, the Bidder shall, in particular, ensure that:

- (a) all forms are submitted in the prescribed formats and signed by the prescribed signatories;
- (b) power of attorney, if applicable, is executed as per Applicable Laws;
- (c) CVs of all Key Personnel have been included;
- (d) no alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished;
- (e) the CVs have been recently signed and dated, in blue ink by the respective Personnel and countersigned by the Bidder. Photocopy or unsigned / countersigned CVs shall be rejected;
- (f) the CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
- (g) Key Personnel proposed have good working knowledge of English language;
- (h) Key Personnel would be available for the period indicated in the TOR;
- (k) the proposal is responsive in terms of Clause 2.19.3.

2.13.3 Failure to comply with the requirements spelt out in this Clause 2.13 shall make the Proposal liable to be rejected.

2.13.4 If an individual Key Personnel makes a false averment regarding his qualification, experience or other particulars, he shall be liable to be debarred for any future assignment of the Authority for a period of 3 (three) years. The award of this Consultancy to the Bidder may also be liable to cancellation in such an event.

2.13.5 The Technical Proposal shall not include any financial information relating to the Financial Proposal.

2.13.6 The Authority reserves the right to verify all statements, information and documents, submitted by the Bidder in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.

2.13.7 In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Consultant either by issue of

the LOA or entering into of the Agreement, and if the Selected Bidder has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Selected Bidder or Consultant, as the case may be.

2.14 Financial Proposal

2.14.1 Applicants shall submit the financial proposal in the formats at Appendix-II (the “Financial Proposal”) clearly indicating the total cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the Applicant ‘s Authorized Representative. The bid of the Consultancy will be treated as unresponsive in case of a mismatch while quoting financial cost between figure and words.

2.14.2 The rates quoted shall be firm throughout the period of performance of the assignment up to and including acceptance of the deliverables by the Authority and discharge of all obligations of the Consultant under the Agreement.

2.14.3 While submitting the Financial Proposal, the Bidder shall ensure the following:

(i) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Key Personnel (Expatriate and Resident, in the field, office etc.), administrative & documentation cost, contingency, travel cost etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered as nonresponsive and liable to be rejected.

(ii) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

2.15 Submission of Proposal

1. A two staged bid system will be followed for this RFP with QCBS system selection as per GFR,2017. The two covers to be submitted by bidders are –
 - a. Technical and
 - b. Financial
2. The bid document is available online on the CPP portal [eprocure.gov.in]. This can also be downloaded from the Authority’s website, viz [icmr.gov.in/tenders]. The copy of EMD shall be submitted along with Technical Proposal. In case, original hard copy of EMD is not submitted, the Proposal will be considered as not responsive and be rejected.
3. The Proposal are to be submitted on or before the last date of proposal submission. Proposals received in any other form will not be accepted and may lead to rejection of the Proposal.
4. Details of the process for submission is provided in this RFP

5. The Bidder should take into account any Corrigendum to this RFP document that may have been published before submitting their Proposals.
6. Please note that prices must not be indicated in the technical bid and must only be indicated in the financial bid. In case any Bidder submits prices or any other financial information in technical bid then the bids of such bidders will be summarily rejected by the Authority.
7. The technical bid and financial bid should be complete documents and should be submitted separately as per their respective format specified in this RFP. All the pages of the bid must be sequentially numbered and must contain the list of contents with page numbers. Bidders are required to submit all details as per the formats given in the RFP document only. Any deficiency in documentation may result in the rejection of the bid at the sole discretion of the Authority.
8. The Bidders are requested to go through the RFP document carefully to understand the documents required to be submitted and the process to be followed as a part of the Proposal. Any deviations may lead to rejection of the Proposal.
9. The Bidder should try to submit the proposal well before the last date and hence to avoid any inconvenience at the last moment. The Bidder will not be allowed to submit the Proposal after the Bid submission time.
10. Each document submitted by the bidder in technical and financial proposals must be duly signed by the authorized signatory as per RFP (Authorized Signatory and Authentication of Bids)
11. Bids are to be submitted in two Parts i.e. Part - I & Part - II.

PART - I titled as **TECHNICAL BID** shall contain the complete technical details on the competency of the bidder (Except Price Bid Form). Apart from the documents and signed copy of the purchased tender document, the necessary enclosures should be submitted in this technical bid. In short, the technical bid should contain all the necessary documents to prove the technical competency and capability of the bidders.

PART - II titled as **PRICE BID** shall contain only the 'Price Bid Form' duly filled in the prescribed Performa. Price Bid not submitted in the prescribed performa will not be considered for evaluation and summarily rejected.

The tender offers, duly filled, shall be submitted in two separate sealed covers for Technical and Price Bids respectively. Such covers shall be super scribed as Technical (Envelope-1 marked as "Technical Bids") and Commercial Bids (Envelope-2 marked as "Commercial Bids") and sealed separately. Both the sealed covers shall be put into **another sealed (third) bigger envelope** which should also be super scribed as "BIDS for RFP for Selection of Consulting Firm as Project Support Unit (PSU) for the project 'India - Enhancing Innovation among ICMR Institutions'

2.16 Proposal Due Date

2.16.1 Proposal should be submitted before end date specified at Clause 1.8 at the address provided in Clause 1.10 in the manner and form as detailed in this RFP. A receipt thereof should be obtained from the person specified therein.

2.16.2 The Authority may, in its sole discretion, extend the PDD by issuing an Addendum in accordance with Clause 2.11 uniformly for all Bidders.

2.17 Modification/ substitution/ withdrawal of Proposals

2.17.1 The Bidder may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by the Authority prior to PDD. No Proposal shall be modified, substituted, or withdrawn by the Bidder on or after the PDD.

2.17.2 The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with Clause 2.15, with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.

2.17.3 Any alteration / modification in the Proposal or additional information or material supplied subsequent to the PDD, unless the same has been expressly sought for by the Authority, shall be disregarded.

2.18 Earnest Money Deposit/Bid Security

The Bidder shall furnish as part of its Proposal, a bid security of INR 8.28 Lakh (Indian Rupees Eight Lakh Twenty Eight Thousand only), the bid security may be accepted in the form of Bank Guarantee (including e- Bank Guarantee as per applicable norms) from any of the Commercial Banks in the format specified at Form 08 of this RFP in favour of Director General, Indian Council of Medical Research and payable at New Delhi (the “**Bid Security**”), returnable not later than 60 (sixty) days from PDD except in case of the second highest ranked Bidders. In the event, the first ranked Bidder commences the assignment, the second ranked Bidder, who has been kept in reserve, shall be returned its Bid Security forthwith, but in no case would it be later than 120 (one hundred and twenty) days from PDD. The Selected Bidder’s Bid Security shall be returned, upon the Bidder signing the Agreement and submitting the Performance Security as per the terms of the Agreement. In case a bank guarantee is provided, its validity period shall not be less than 210 (two hundred and ten) days from the Bid Due Date, inclusive of a claim period of 60 (sixty) days and may be extended as may be mutually agreed between the Authority and the Bidder from time to time.

Any Bid not accompanied by the Bid Security shall be rejected by the Authority as non-responsive. The Bid Security submitted in Bank Guarantee shall be in format as prescribed in Form 08 of Appendix I.

The Authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.

The Bidder, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority’s any other right or remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for,

inter alia, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:

- (a) If a Bidder submits a non-responsive Proposal.
- (b) If a Bidder engages in any of the Prohibited Practices specified in Section 4 of this RFP;
- (c) If a Bidder withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Bidder from time to time.
- (d) In the case of the Selected Bidder, if the Bidder fails to reconfirm its commitments during negotiations as required vide Clause 2.22.
- (e) In the case of a Selected Bidder, if the Bidder fails to sign the Agreement or commence the assignment as specified in Clauses 2.26 and 2.27 respectively; or
- (f) If the Bidder is found to have a Conflict of Interest as specified in Clause 2.3.

D. EVALUATION PROCESS

2.19 Evaluation of Proposals

2.19.1 The submissions for Pre-Qualification shall be evaluated first as specified in this tender. Subsequently the technical and financial evaluation as specified in this tender will be carried out only for those Bidders who meet the Pre-Qualification criteria. Based on this technical evaluation, a list of technically qualified Applicants shall be prepared in the order of their merit. The “Financial Proposal” shall be opened in the presence of the Bidders who choose to attend. at a date communicated separately to the technically qualified bidders.

2.19.2 Proposals for which a notice of withdrawal has been submitted in accordance with Clause 2.17 shall not be opened.

2.19.3 Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- (a) the Technical Proposal is received in the form specified at Appendix-I;
- (b) it is received by the PDD including any extension thereof pursuant to Clause 2.16;
- (c) it is signed, sealed, bound together in hard cover and marked as stipulated in Clauses 2.12 and 2.15;
- (d) it is accompanied by the Power of Attorney as specified in Clause 2.2.3;
- (e) it is accompanied by the EMD as specified in Clause 2.18;
- (f) it contains all the information (complete in all respects) as requested in the RFP;
- (g) it does not contain any condition or qualification; and
- (h) it is not non-responsive to the terms/requirements hereof.

2.19.4 The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.

2.19.5 The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified at Clause 1.6 and the criteria set out in Section 3 of this RFP.

2.19.6 After the technical evaluation, the Authority shall prepare a list of technically qualified Bidders in terms of Clause 3.2 for opening of their Financial Proposals. A date, time and venue will be notified to all Bidders for announcing the result of evaluation and opening of Financial Proposals. Before opening of the Financial Proposals, the list of technically qualified Bidders along with their Technical Scores will be read out. The opening of Financial Proposals shall be done in presence of respective representatives of Bidders who choose to be present. The Authority will not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of Clauses 3.3 and 3.4.

2.19.7 Bidders are advised that Selection shall be entirely at the discretion of the Authority.

Bidders shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.

2.19.8 Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Bidder if the Consultancy is subsequently awarded to it.

2.20 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of or concerning the Selection Process. The Authority shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

2.21 Clarifications

2.21.1 To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Bidder regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

2.21.2 If a Bidder does not provide clarifications sought under Clause 2.21.1 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the Authority.

E. APPOINTMENT OF CONSULTANT

2.22 Negotiations

The Selected Bidder may, if necessary, be invited for negotiations. The negotiations shall generally not be for reducing the price of the Proposal but will be for re-confirming the obligations of the Consultant under this RFP issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations.

2.23 Substitution of Key Personnel

The Authority will not normally consider any request of the Selected Bidder for substitution of the Experts as the ranking of the Bidder is based on the evaluation of the Expert and any change therein may upset the ranking. Substitution will, however, be permitted in exceptional circumstances if ANY Expert is not available for reasons of any incapacity or due to health or due to leaving the job subject to the following conditions:

- i) Any replacement should be as well qualified or better qualified than the person being replaced;
- ii) The remuneration should not be more than that was agreed upon for the person being replaced;
- iii) The consultant/ service provider should bear all costs arising out of or incidental to the replacement (such as airfares for the substitute expert).
- iv) Such substitution may ordinarily be limited to not more than 25% of total key personal, subject to equally, or better, qualified and experienced personnel being provided to the satisfaction of the procuring entity.

2.24 Award of Consultancy

After selection, a Letter of Award (the “**LOA**”) shall be issued, in duplicate, by the Authority to the Selected Bidder and the Selected Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest-ranking Bidder may be considered.

2.25 Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Agreement within the period prescribed in Clause 1.8. The Selected Bidder shall not be entitled to seek any deviation in the Agreement.

2.26 Commencement of Assignment

The Consultant shall commence the Consultancy within seven days of the date of the Agreement, or such other date as may be mutually agreed. If the Consultant fails to either sign the Agreement as specified in Clause 2.26 or commence the assignment as specified herein, the Authority may invite the second ranked Bidder for negotiations. In such an event, the LOA or the Agreement, as the case may be, may be cancelled / terminated.

2.27 Proprietary data

Subject to the provisions of Clause 2.20, all documents and other information provided by the Authority or submitted by a Bidder to the Authority shall remain or become the property of the Authority. Bidders and the Consultant, as the case may be, are to treat all information as strictly confidential and shall follow The Digital Personal Data Protection Act, 2023 as prescribed by the Authority. The Authority will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Consultancy shall be the property of the Authority.

2.28 In the event of delay in achievement of any contractual milestone attributable to the Consultant, ICMR shall levy Liquidated Damages (LD) at the rate of 0.5% (zero point five percent) of the milestone value per week or part thereof, subject to a maximum cap of 10% of the total contract value.

2.28.1 LD shall be calculated milestone-wise, linked directly to the approved project plan and payment schedule.

2.28.2 Levy of LD shall be without prejudice to ICMR's right to terminate the contract or invoke the Performance Security.

2.29 The sole jurisdiction over any matters arising in connection with any actions or proceedings arising out of or in relation to this tender and subsequent contract shall be with the Courts of New Delhi only.

3. CRITERIA FOR EVALUATION

3.1 Evaluation of Technical Proposals

3.1.1 In the first stage, the Technical Proposal will be evaluated on the basis of Bidder's experience, its understanding of TOR, proposed methodology and Work Plan, and the experience of Key Personnel.

3.1.2 The scoring criteria to be used for evaluation shall be as follows:

Technical Evaluation Criteria		Score
A. Bidder's Competence		30
1.	<p>Average Annual Turnover of the Bidder on consultancy services in the last three financial years (i.e., 2022-2023, 2023-2024 and 2024-2025) preceding the Bid Due Date.</p> <p>This shall be arrived based on the certificate from the duly certified by statutory auditor/ equivalent.</p>	<p>> Rs 100 - 200 Cr: 5 Marks > Rs 201 - 300 Cr: 7 Marks > Rs 301 – 400 Cr: 9 Marks > Rs 400 Cr: 10 Marks</p> <p style="text-align: center;">10</p>
2.	<p>Firm Experience</p>	<p>The Bidder should have minimum 3 years of experience of working with Central/State Government/ PSUs/ Government agencies/Autonomous bodies in the last 3 years.</p> <p>1 mark each year with maximum up to 10 marks for ≥ 10 years</p> <p>The Bidder must have Completed projects in India in the capacity of Project Consultant with Central/ State Govt. Agencies or Undertaking or its agencies with each order value of more than INR 1.00 crore during last 5 years</p> <p>(1 mark per project subject to maximum of 10)</p> <p style="text-align: center;">10</p>
B. Team Composition (Key Personnels)		40

	<p>Project Lead (1) Subject Matter Expert (SME)</p>	<p>Education Qualification Master's in Life Sciences, Pharmaceutical Sciences, Biotechnology, Microbiology, Biochemistry or Bachelor of Medicine or surgery(MBBS), BDS/MPH, Biomedical, Biochemical or Mechanical Engineering and related fields- 1 Mark</p> <p>Experience 10-12 years of experience in public/private sector with at least 5 years in managerial role leading multidisciplinary teams and multiple stakeholder projects involving innovators, entrepreneurs & Start-ups–2Mark</p> <p>Prior experience of working with startups & innovators: <ul style="list-style-type: none"> - Managed Start-up portfolio (minimum 50 start-ups) including start-up registrations, Fund Management - Facilitated Industry-Academia Collaborations - Served as External Expert or advisor in Committees providing mentorship to innovators, incubatees, & start-ups 2 Marks</p> <p>Total – 5 marks</p>	5
	<p>Regulatory Affairs (2) Senior Consultants <ul style="list-style-type: none"> - Medical devices (1) - In-vitro Diagnostics (1) </p>	<p>Education Qualification Master's in Life Sciences, Pharmaceutical Sciences, Biotechnology, Microbiology, Biochemistry or Bachelor of Medicine or surgery(MBBS), BDS/MPH ,Biomedical, Biochemical or Mechanical Engineering and related fields - 1 Mark (each Medical device Consultant and IVD Consultant resp.)</p> <p>Experience 8-10 years of experience in regulatory affairs in MedTech sector(Medical devices/Diagnostics) in Industry / Consulting/ Academia Institution / Research Organization / Govt. Agency – 2 marks(each Medical</p>	5 + 5

		<p>Devices Consultant and IVD Consultant resp.)</p> <table border="1" data-bbox="675 254 1180 363"> <tr> <td>8 years</td> <td>1 mark</td> </tr> <tr> <td>9 years</td> <td>1.5 marks</td> </tr> <tr> <td>10 years</td> <td>2 marks</td> </tr> </table> <p>Hands-on-experience in filing:</p> <ul style="list-style-type: none"> - Test licenses, manufacturing licenses, import licenses for Class A, B, C, D medical devices/Diagnostics (minimum 5 such licenses must have filed), - Preparing, compilation, & submission of dossiers for registration of Medical Devices/ Diagnostics (minimum 2 products), and - Replying to queries & following-up with CDSCO on product registrations & product renewals <p>2 marks (each Medical Devices Consultant and IVD Consultant resp.)</p> <p>Total – 10 marks (5 marks for Medical Device and 5 marks for IVD)</p>	8 years	1 mark	9 years	1.5 marks	10 years	2 marks	
8 years	1 mark								
9 years	1.5 marks								
10 years	2 marks								
	<p>Clinical Affairs (2)</p> <p>A. Mid-level Consultant (1)</p> <p>B. Junior Consultant (1)</p>	<p>A. Mid-level Consultant</p> <p>Education Qualification Master’s in Life Sciences, Pharmaceutical Sciences, Biotechnology, Microbiology, Biochemistry or Bachelor of Medicine or surgery(MBBS), Biomedical, Biochemical or Mechanical Engineering and related fields – 1 mark</p> <p>Experience 6-8 years of experience in healthcare sector - 2 Marks</p> <table border="1" data-bbox="675 1623 1180 1732"> <tr> <td>6 years</td> <td>1 mark</td> </tr> <tr> <td>7 years</td> <td>1.5 marks</td> </tr> <tr> <td>8 years</td> <td>2 marks</td> </tr> </table> <p>Prior experience of minimum 4 years in clinical affairs/ medical writing in MedTech sector with hands-on-experience in Industry /</p>	6 years	1 mark	7 years	1.5 marks	8 years	2 marks	<p>5 + 5</p>
6 years	1 mark								
7 years	1.5 marks								
8 years	2 marks								

		<p>academia institution / research organization / Govt. agency in</p> <ul style="list-style-type: none"> - writing protocols for regulatory approvals, - preparing study designs, clinical investigation plans (CIP), and - clinical evaluation reports (CERs) <p>for Medical Devices & Diagnostics 2 Marks</p> <p>B. Junior Consultant</p> <p>Education Qualification Master's in Life Sciences, Pharmaceutical Sciences, Biotechnology, Microbiology, Biochemistry or Bachelor of Medicine or surgery(MBBS), BDS, Biomedical, Biochemical or Mechanical Engineering and related fields – 1 mark</p> <p>Experience 3-6 years of experience in healthcare sector – 2 Marks</p> <table border="1" data-bbox="670 1066 1182 1178"> <tr> <td>3 years</td> <td>1 mark</td> </tr> <tr> <td>4-5 years</td> <td>1.5 marks</td> </tr> <tr> <td>6 years</td> <td>2 marks</td> </tr> </table> <p>Prior experience of minimum 3 years in clinical affairs/medical writing in MedTech sector with hands-on-experience in Industry / academia institution / research organization / Govt. agency in</p> <ul style="list-style-type: none"> - writing protocols for regulatory approvals, - preparing study designs, clinical investigation plans (CIP), and - clinical evaluation reports (CER) <p>for Medical Devices & Diagnostics 2 Marks</p> <p>Total – 10 marks (5 marks for each post)</p>	3 years	1 mark	4-5 years	1.5 marks	6 years	2 marks	
3 years	1 mark								
4-5 years	1.5 marks								
6 years	2 marks								

	<p>IPR & TT Subject Matter Expert (1)</p>	<p>Education Qualification</p> <p>Master’s in Life Sciences, Pharmaceutical Sciences, Biotechnology, Medical Microbiology, Biochemistry, Biomedical Engineering, Biochemical engineering, Medicine and related fields - 1 Mark</p> <p>Registered Patent Agent– 1 Mark</p> <p>Registered Technology Transfer Practitioner or degree in law– 1 Mark</p> <p>Experience</p> <p>6-10 years of demonstrated relevant working experience in Intellectual Property Rights (IPR) Management/Technology Transfer including drafting & vetting of MoAs, License agreements, NDAs, and other agreements including SOPs, IPR ownership, licensing models, and collaborative R&D agreements in Healthcare/ Medicines/ Therapeutics in Govt./ Public / Private Sector 2Marks</p> <table border="1" data-bbox="675 1144 1182 1255"> <tr> <td>6-7 years</td> <td>1 mark</td> </tr> <tr> <td>7-8 years</td> <td>1.5 marks</td> </tr> <tr> <td>8-10 years</td> <td>2 marks</td> </tr> </table>	6-7 years	1 mark	7-8 years	1.5 marks	8-10 years	2 marks	5
6-7 years	1 mark								
7-8 years	1.5 marks								
8-10 years	2 marks								
	<p>IT Consultant (1)</p>	<p>Education Qualification</p> <p>Bachelor’s or Master’s degree (M.Tech/MCA/M.ScIT or related) from a recognized university – 2 Mark</p> <p>Experience</p> <p>6-10 years in IT consulting, web developing, systems integration, software management, digital data management, or enterprise IT management – 3 Mark</p>	5						
	<p>Workshop/Event Manager (1)</p>	<p>Education Qualification</p> <p>Bachelor’s or Master’s degree/Post graduate diploma in Public Health, Event</p>	5						

	<p>Management, Communications, Business Administration, or related field – 1 Mark</p> <p>Experience</p> <p>6-10 years of demonstrated experience in planning and executing high-level workshops, seminars, or stakeholder events, event management, social media handling– 2 Mark</p> <p>Prior experience of minimum 3 years of working for Central/State Government/Government agencies, organizations, or start-up/innovation ecosystem - 2 Mark</p>	
C. Approach & Methodology and Technical Presentation		30
4.	<ul style="list-style-type: none"> • Technical presentation and interaction with the Team– 15 • Adequacy and Quality of the Proposed Methodology& Work Plan – 15 <p>(All the proposed team members shall have to be present physically at the time of the presentation)</p>	30

*Additional consultants may be requested based on requirement of the project.

The combined score will be summing total of technical score and financial score.

The team will be deployed on full-time basis for the engagement. In addition to above successful bidder shall also be required to deploy a Senior Personnel having more than 15 years of experience in healthcare preferably Pharma or MedTech Sector with 50% deployment for overseeing the smooth execution of activities carried out by the Project Support Unit on time-to-time basis and attend meetings, as required. The Authority reserves the right to further request for deployment of additional team members for successful execution of the project. The financial consideration for such additional deployment will be in accordance with the provisions of this RFP.

3.2 Short-listing of Bidders

Bidders will be shortlisted based on the technical scores above 70. Those bidders who qualify in technical bid, only their financial bids shall be opened.

3.3 Evaluation of Financial Proposal

3.3.1 Financial Proposals will be opened only of those applicants who score 70 or more marks in technical evaluation.

3.3.2 Financial proposal will be examined to see whether the same is in accordance with the prescribed terms of the RFP.

3.3.3 The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional.

3.4 Combined and Final Evaluation

3.4.1 The evaluation of the bids shall be based on Quality and Cost Based Selection (QCBS). Final selection would be based on weighted score where the weights for technical and financial scores would be in the ratio of 70:30. Proposals will finally be ranked according to their combined score (S) derived from technical (S_T) and financial (S_F) scores as follows:

$$S = 0.7S_T + 0.3S_F$$

3.4.2 The Selected Bidder shall be the first ranked Bidder (having the highest combined score S). The second ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws or fails to comply with the requirements specified in Clauses 2.23, 2.26 and 2.27, as the case may be.

3.5 Correspondence with Bidder

Save and except as provided in this RFP, the Authority shall not entertain any correspondence with any Bidder in relation to the acceptance or rejection of any Bid. Any information contained in the Bid shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Bidder if the Project is subsequently awarded to it on the basis of such information. The Authority reserves the right not to proceed with the Bidding Process at any time without notice or liability and to reject any or all Bid(s) without assigning any reasons.

4. FRAUD AND CORRUPTION

1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

a. Defines, for the purposes of this provision, the terms set forth below as follows:

i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;

iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

v. "obstructive practice" is:

(a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.

b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the

loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;

d. Pursuant to the Bank's Anti- Corruption Guidelines and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner; (ii) to be a nominated sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;

e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

¹ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

¹ A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

¹ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

5. MISCELLANEOUS

5.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts in the State in which the Authority has its headquarters and shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

5.2 The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- (a) suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
- (b) consult with any Bidder in order to receive clarification or further information;
- (c) retain any information and/or evidence submitted to the Authority by, on behalf of and/or in relation to any Bidder; and/or
- (d) independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

5.3 It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

5.4 All documents and other information supplied by the Authority or submitted by a Bidder shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder. Bidders are required to treat all such documents and information as strictly confidential.

5.5 The Authority reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.

5.6 Financial quote shall be inclusive of all out-of-pocket expenses like local taxi, conveyance, food etc.

5.7 The procedures for making a Procurement-related Complaint are detailed in the "Procurement Regulations for IPF Borrowers (Annex III)." If a Consultant wishes to make a Procurement-related Complaint, the Consultant shall submit its complaint following these procedures, In Writing (by the quickest means available, such as by email or fax), to:

For the attention: [insert full name of person receiving complaints]

Title/position: [insert title/position]

Client: [insert name of Client]

Email address: [insert email address]

Fax number: [insert fax number] delete if not used

In summary, a Procurement-related Complaint may challenge any of the following:

1. the terms of this Request for Proposal;
 2. the Client's decision to exclude a Consultant from the procurement process prior to the award of contract; and
 3. the Client's decision to award the contract.
- 5.8 A list of debarred firms and individuals is available at the Bank's external website: www.worldbank.org/debarr

SCHEDULES

SCHEDULE – 1

(See Clause 1.1.3)

Terms of Reference (TOR)

1. Introduction

To strengthen the ecosystem for successful commercialization of medical technologies within the Indian Council of Medical Research (ICMR) and ICMR-supported institutions, the ICMR, under the Department of Health Research, has launched the project “India – Enhancing Innovation among ICMR Institutions” with support from the World Bank. The emphasis is on fostering innovations that address national health priorities and benefit vulnerable populations, thereby creating a sustainable pipeline of affordable and impactful Indian technologies.

ICMR has launched MedTech Mitra in collaboration with Central Drugs Standard Control Organization (CDSCO), under the guidance of NITI Aayog (National Institution for Transforming India). The initiative serves as a platform to foster the development of indigenous medical technologies, including novel vaccines, drugs, medical devices, and in-vitro diagnostics, by bridging the gap between MedTech entrepreneurs/innovators and key knowledge providers.

MedTech Mitra provides support in areas such as clinical evaluation, regulatory facilitation, and market adoption of new products. Additionally, it contributes to ecosystem development by promoting the translation of promising research from ICMR institutions into accessible products and services, particularly benefiting vulnerable populations.

Key Objectives of the Project:

1. To provide guidance on safety & clinical outcomes of MedTech innovations, to ensure products meet relevant safety, efficacy, and performance benchmarks before market entry.
2. Provide expert guidance to innovators on navigating regulatory frameworks, formulating strategies, to ensure compliance with Indian and international standards.
3. Strengthen the MedTech Ecosystem by fostering public private partnerships among healthcare professionals, scientists, engineers, and entrepreneurs to stimulate the development of innovative healthcare technologies and products, translating concepts into practical solutions

Expected Actionable Goals and Outcomes from the project:

A. Facilitate clinical evaluation of innovations

Actionable Goals:

- Develop standardized clinical trial protocols for devices, diagnostics, and vaccines.
- Facilitate access to ICMR-CAR network for innovators, drafting study protocols and its finalization
- Provide end-to-end support for ethical clearances and trial approvals.

Outcomes:

- Increased number of innovations completing pre-clinical and clinical validation within shorter timelines.
- Standardized protocols ensuring adherence to safety, efficacy, and performance benchmarks.
- Improved success rate of indigenous devices and diagnostics entering the market.

B. Provide guidance on Regulatory framework

Actionable Goals:

- Set up regulatory facilitation cells to guide innovators in meeting CDSCO and international compliance requirements.
- Conduct regular training sessions and regulatory bootcamps for innovators.
- Offer one-on-one mentorship for preparation of dossiers, CERs, and QMS compliance.

Outcomes:

- Reduced timelines for regulatory submissions hence regulatory approval.
- Improved compliance of MedTech products with national and global standards.
- Higher success rates for innovations entering the market.

C. Strengthening MedTech Ecosystem

Actionable Goals:

- Create a collaborative platform linking innovators, healthcare providers, research institutions, and industry stakeholders.
- Develop structured engagement forums connecting innovators with industry, investors, and hospitals.

Outcomes:

- Stronger network of stakeholders supporting MedTech innovation.
- Improved knowledge flow and skill development across the sector.
- Sustainable ecosystem for continuous innovation.

2. Scope of Work of Project Support Unit (PSU)

The PSU is expected to **assist** ICMR in successful implementation and execution of “India – Enhancing Innovation among ICMR Institutions” project in undertaking following activities:

- i. **Innovation Support:** Identify and handhold promising technologies (devices, diagnostics, vaccines, drugs) from ICMR and allied institutions.
- ii. **Regulatory Guidance:** To provide guidance to innovators on MDR 2017, CDSCO approvals, ISO compliance, and international certifications.

- iii. **Clinical Facilitation:** Develop standardized clinical protocols, facilitate clinical study at INTENT/ ICMR CAR network, and ensure GCP/ISO 14155 adherence.
- iv. **Capacity Building:** Organize training, workshops, and toolkits on regulatory, quality, and market access pathways.
- v. **Program Management:** Monitor funded projects, track KPIs, ensure timely reporting, and coordinate with stakeholders including World Bank.

Roles & Responsibilities of Key Personnels:

1. Project Lead-Subject Matter Expert (SME) (1): Assist the Authority in:

a. Project Management

- To undertake comprehensive project planning, implementation, and supervision in accordance with applicable World Bank operational and fiduciary frameworks.
- To serve as the primary liaison between national implementing authorities and World Bank task teams, ensuring alignment of project objectives, timelines, and deliverables.

b. Financial Management

- To prepare, manage, and monitor project budgets, fund flow mechanisms, and expenditure statements in accordance with approved financial plans.
- To ensure that procurement of goods, works, services, and consultancies is conducted in compliance with the World Bank Procurement Framework and applicable national procurement guidelines.
- To coordinate with finance divisions for timely financial reporting, utilization certificates, internal controls, and statutory audits.
- To prepare, review, and maintain comprehensive procurement and contract documentation, including selection memoranda, evaluation reports, negotiation minutes, agreements, contract amendments, and closeout documentation.

c. Monitoring & Evaluation

- To develop and monitor Key Performance Indicators (KPIs) for each project component.
- To ensure timely progress reports, MIS updates, and evaluations to World Bank.
- To oversee compliance with environmental and social safeguard requirements, if applicable.

d. Stakeholders Coordination

- To serve as the nodal interface between government ministries, innovators, technical experts, regulatory authorities, and all knowledge partners.
- To organize Committee meetings, Technical Advisory Groups, and maintain documentation.
- To maintain structured communication channels and systematic documentation of all project-related deliberations, action points, and follow-up activities.

2. Regulatory Affairs-Senior Consultants (Medical devices, In-vitro Diagnostics)(2):

Assist the Authority:

- a. To provide strategic and operational guidance on regulatory compliance and statutory approvals, pertaining to medical devices and in vitro diagnostics.
- b. To undertake preliminary technical and regulatory due diligence of submitted technologies, including assessment of Technology Readiness Level (TRL) and risk classification under applicable regulatory frameworks.
- c. To facilitate evaluation of technologies by the designated Technical Advisory Committee and systematically document observations, recommendations, and action points.
- d. To ensure adherence to national and international regulatory requirements, including compliance with Medical Devices Rules (MDR) 2017, and applicable Indian and international standards.
- e. To draft, review, and provide technical inputs for regulatory submissions (including Test License, clinical investigation, manufacturing license), technical dossiers, policy briefs, and related documentation for innovative medical technologies.
- f. To design and conduct capacity-building initiatives for MedTech innovators, including orientation sessions on regulatory pathways, amendments in MDR, and procedural requirements.

3. Clinical Affairs (2) A. Mid-level Consultant, B. Junior Consultant: Assist the Authority in:

- a. To draft, critically review, and finalize clinical investigation protocols for medical devices and clinical performance evaluation protocols for in vitro diagnostics, in accordance with applicable regulatory, ethical, and scientific standards.
- b. To prepare, review, and standardize essential clinical documentation, including Investigator's Brochures (IBs), Informed Consent Forms (ICFs), and Case Report Forms (CRFs), ensuring completeness and regulatory compliance.
- c. To develop comprehensive Clinical Study Reports (CSRs), Clinical Evaluation Reports (CERs), risk management files, and executive summaries to support regulatory submissions and post-evaluation documentation requirements.
- d. To draft and review submissions to the Clinical Trials Registry–India (CTRI) for registration of clinical investigations and performance evaluation studies, ensuring accuracy and regulatory alignment.
- e. To coordinate and liaise with Data Safety Monitoring Boards (DSMBs), regulatory authorities, and clinical investigators to secure timely approvals and ensure adherence to applicable regulatory and safety requirements.

- f. To collaborate closely with clinical investigators, biostatisticians, regulatory experts, and research and development teams to ensure scientific rigor, compliance with applicable standards, and regulatory alignment throughout the conduct of clinical studies.
- g. To design, develop, and implement standardized templates, Standard Operating Procedures (SOPs), and guidance documents to strengthen protocol development processes and ensure sustained regulatory compliance.

4. IPR & TT Consultant(1): Assist the Authority in:

- a. Drive and manage technology transfer and licensing activities across various stages of the technology transfer lifecycle, from technology assessment to commercialization.
- b. Establish, implement, and oversee institutional processes, frameworks, and documentation for intellectual property management, technology transfer, and licensing activities.
- c. Develop and maintain operational workflows, standard operating procedures, legal templates, commercial documentation, and communication materials (including flyers, press releases) to support technology commercialization and stakeholder engagement.
- d. Provide strategic advisory support and mentorship to researchers, innovators, and startups on intellectual property strategy, technology readiness, commercialization pathways, and market engagement.
- e. Draft, review, negotiate, and finalize commercial contracts, term sheets, licensing agreements, collaboration arrangements, and investment-related documentation.
- f. Build, manage, and strengthen partnerships with academic and research institutions, and coordinate technology showcases, industry roundtables, and multi-stakeholder engagements with leaders in the MedTech, pharmaceutical, and biopharmaceutical sectors.
- g. Conduct investment committee evaluations, facilitate commercial, legal, and technical due diligence, and lead negotiations for investments in MedTech, Pharma, Biologicals and technology-driven startups.

5. IT Consultant (1): Assist the authority:

- a. To develop and implement Information Technology (IT) strategies aligned with ICMR's research priorities and administrative objectives on technology adoption, digital transformation initiatives, and infrastructure modernization.
- b. To lead and manage large-scale IT projects, including software development, research data management systems, enterprise applications, and cloud migration initiatives.

- c. To design and implement structured management frameworks to ensure seamless transition during technology upgrades, system integrations, and process reforms.
- d. To coordinate with internal divisions and external vendors/service providers to ensure timely project delivery, quality assurance, and regulatory compliance.
- e. To design scalable, secure, and interoperable IT architectures for research data platforms, ERP systems, and digital services, ensuring seamless integration of legacy systems with contemporary technologies.
- f. To establish, implement, and monitor IT governance protocols in compliance with applicable government regulations, cybersecurity standards, and data protection laws.
- g. To ensure adherence with national guidelines and statutory requirements, including NICSII guidelines, MeitY policies, and RTI provisions.
- h. To provide technical oversight, operational support, and troubleshooting for mission-critical IT systems and digital infrastructure.
- i. To mentor and supervise junior IT personnel, and to conduct training programs on emerging technologies, cybersecurity practices, and IT governance frameworks.

6. Workshop/ Event Manager (1): Assist the authority in:

- a. Develop and maintain an annual workshop calendar aligned with the Projects strategic roadmap.
- b. Coordinate with internal teams and external partners to finalize event themes, formats, and speaker line-ups.
- c. Manage end-to-end logistics including venue selection, vendor onboarding, travel arrangements, and digital infrastructure.
- d. Facilitate pre-event briefings and post-event debriefs with stakeholders to ensure alignment and feedback integration.
- e. Prepare and maintain all event-related documentation including TORs, concept notes, SOPs, and attendance records.
- f. Monitor event budgets, ensure cost-effectiveness, and maintain financial documentation for audits.
- g. Support dissemination of toolkits, SOPs, and innovation resources during workshops
- h. Ensure compliance with institutional protocols and government norms throughout the event lifecycle.

The team shall be stationed full-time at a place designated by ICMR for the duration of the engagement.

Milestones and Deliverables for performance evaluation & release of payment of Project Support Unit (PSU) are as follows:

Year	Timeline	Milestone / Deliverable*	Payment terms
PSU will assist in achieving the objectives of the project in diligent, efficient, and timely manner			
Y1	Months 1	Within two weeks Signing of the LOA/ Award of the Contract.	10% of the payment will be released on initiation of project
	Months 2-3	Inception Report - Identifying Gaps, Challenges & proposing a Detailed Work Plan for smooth execution of the project	20% of the payment will be released upon submission of the Inception Report and completion of team
		Full deployment of the team	
Y1	Months 10-12	Interim Progress Report (Milestone 1): Efficiently & diligently assisting in: <ul style="list-style-type: none"> • Streamlining Processes including assisting in developing a dynamic dashboard for monitoring stage-wise status of activities • Information Architecture & Design • Technical Architecture & Setup • Co-ordinating & timely scheduling Technical Advisory Committee Meetings • Preparing timely MoMs, with clearly defined action items • Preparing ppts. to update on the progress of the project to the stakeholders • Standard Operating Procedures (SOPs) covering critical aspects of technology transfer – 1-2 • Case studies (vaccines, diagnostics and therapeutics) developed for capacity building of ICMR staff 	40% of the payment will be released upon submission of the Progress Report
Y2	Months 22-24	Final Progress Report (Milestone 2): Efficiently & diligently assisting in - <ul style="list-style-type: none"> • Conducting Technical Advisory Committee Meetings, preparing timely MoMs, with clearly defined action items • Facilitating support to innovators by connecting them with relevant stakeholders and coordinating activities 	30% of the payment will be released upon completion of the project and submission of the Final Progress Report

		<ul style="list-style-type: none"> • Identifying capacity-building needs and developing Standard Operating Procedures (SOPs) for ICMR staff • Regulatory filings in a timely manner including test licenses, manufacturing licenses as per actionable items identified during TAC meetings • Facilitating Pre-clinical/Clinical study as per action items identified in TAC meetings including <ul style="list-style-type: none"> ○ Drafting protocols ○ Preparing Clinical Study Designs & facilitating studies • Facilitating Health Technology Assessment as per action items identified in TAC meetings • Undertaking capacity building exercises for awareness creation on regulation and different aspects of medical device & diagnostics, therapeutics and vaccines of development and validation including workshops, webinars • Preparing ppts. to update on the progress of the project to the stakeholders • Standard Operating Procedures (SOPs) covering critical aspects of technology transfer – 2 - 3 • Case studies (vaccines, diagnostics and therapeutics) developed for capacity building of ICMR staff – 3 – 6 	
--	--	---	--

Payment against milestones shall be linked to the competence and performance of the deployed team and successful submission of deliverables. Any delay in deliverables attributable to dependencies on other stakeholders, and not directly due to the Consultant, shall not result in withholding of payment, subject to timely intimation.

APPENDICES

APPENDIX-I

(See Clause 2.1.3)

TECHNICAL PROPOSAL

Form-1

Letter of Proposal

(On Bidder's letter head)

(Date and Reference)

To,

Sub: Request for Proposal (RFP) for Selection of Consulting Firm as Project Support Unit (PSU) for the project 'India - Enhancing Innovation among ICMR Institutions'

Dear Sir,

1. With reference to your RFP Document dated, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Consultant (the "**Consultant**") as consulting firm for strategy development and implementation of project 'India - Enhancing Innovation among ICMR Institutions'
2. I/We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consultant, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.
4. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder.
7. I/We declare that:

(a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;

(b) I/We do not have any conflict of interest in accordance with Clause 2.3 of the RFP Document;

(c) We meet the eligibility requirements as stated in Clause 2.2, and we confirm our understanding of our obligation to abide by the Bank's policy in regard to Fraud and Corruption as per Section 4.

(d) We, along with any of our sub-consultants, subcontractors, suppliers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Client's country laws or official regulations or pursuant to a decision of the United Nations Security Council.

(e) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4.3 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

(f) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Bidders in accordance with Clause 2.7 of the RFP document.

9. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.

10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

11. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and/ or the Government of India] in connection with the selection of consultant or in connection with the Selection Process itself in respect of the above-mentioned Project.

12. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.

13. I/We agree to keep this offer valid for 180 (one hundred eighty) days from the PDD specified in the RFP.
14. A Power of Attorney in favor of the authorized signatory to sign and submit this Proposal and documents is attached herewith in Form 4.
15. In the event of my/our firm being selected as the Consultant, I/we agree to enter into an Agreement in accordance with the draft provided. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
16. In the event of my/our firm being selected as the Consultant, I/we agree and undertake to provide the services in accordance with the provisions of the RFP and Terms of Reference.
17. I/We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.
18. The Financial Proposal is being submitted online separately. This Technical Proposal read with the Financial Proposal as submitted online shall constitute the Application which shall be binding on us.
19. I/We agree and undertake to abide by all the terms and conditions of the RFP Document.
20. The Bid Security in accordance with this RFP is submitted.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorised signatory) (Name and seal of the Bidder)

APPENDIX-I

Form-2

Particulars of the Bidder

1.1	Title of Consultancy:
1.2	Title of Project:
1.3	State whether applying as Sole Firm: Sole Firm
1.4	State the following: Name of Firm: Legal status (e.g. sole proprietorship or partnership): Country of incorporation: Registered address: Year of Incorporation: Year of commencement of business: Principal place of business: Name, designation, address and phone numbers of authorised signatory of the Bidder: Name: Designation: Company: Address:

Phone No.:

Fax No. :

E-mail address:

(Signature, name and designation of the authorised signatory)

For and on behalf of

APPENDIX-I

Form-3

Statement of Legal Capacity

(To be forwarded on the letter head of the Bidder)

Ref. Date:

To,

Dear Sir,

Sub: Request for Proposal (RFP) for Selection of Consulting Firm as Project Support Unit (PSU) for the project 'India - Enhancing Innovation among ICMR Institutions'

I hereby confirm that we, the Bidder satisfy the terms and conditions laid down in the RFP document.

I have agreed that (insert individual's name) will act as our Authorised Representative and has been duly authorized to submit our Proposal. Further, the authorised signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorised signatory

For and on behalf of

** Please strike out whichever is not applicable*

APPENDIX-I

Form-4

Power of Attorney

Know all men by these presents, We, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr/Ms..... son/daughter/wife and presently residing at, who is presently employed with/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorised Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for Selection of Consulting Firm as Project Support Unit (PSU) for the project ‘India - Enhancing Innovation among ICMR Institutions’ – [*****] (the “Authority”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20**

For

(Signature, name, designation and address)

Witnesses:

1

1

2

2

Notarized

Accepted

.....

(Signature, name, designation and address of the Attorney)

APPENDIX-I

Form-5

Financial Capacity of the Bidder

(Refer Clause 2.2.2 (B))

S. No.	Financial Year	Annual Turnover from Consultancy Project(Rs.)
1.	2022-2023	
2.	2023-2024	
3.	2024-2025	

Certificate from the Statutory Auditor§

This is to certify that (name of the Bidder) has received the payments shown above against the respective years on account of consultancy projects.

(Signature, name and designation of the authorised signatory)
Date: _____ Name and seal of the audit firm: _____

§ In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder.

£ In the event that the Bidder does not wish to disclose its Annual Revenue, it may state that it has received more than the amount specified in the aforesaid certificate.

Note: Please do not attach any printed Annual Financial Statement.

APPENDIX-I

Form-6

Abstract of Eligible Assignments of the Bidder*

(Refer Clause 3.1)

S. No	Name of Project	Name of Client	Project particulars	Estimated cost of Project@ (in Rs. Crore for domestic)	Professional fees received by the Bidder (in Rs. crore)	Start date -End date
(1)	(2)	(3)		(4)	(5)	
1						
2						
3						
4						
5						

* The Bidder should provide details of only those assignments that have been undertaken by it under its own name.

@ In the event that the Bidder does not wish to disclose the actual fee received for any particular assignment, it may state that it has received more than the amount specified for eligibility under this RFP. For example, it may state: “Above Rs. 5 (five) lakh” in respect of a particular project.

Certificate from the Statutory Auditor§

This is to certify that the information contained in Column 5 above is correct as per the accounts of the Bidder and/ or the clients.

(Signature, name and designation of the authorised signatory)

Date:

Name and seal of the audit firm:

§ In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder.

APPENDIX-I

Form-7

Curriculum Vitae (CV) of Key Personnels

1. Proposed Position:
2. Name of Personnel:
3. Date of Birth:
4. Nationality:
5. Educational Qualifications:
6. Employment Record:

(Starting with present position, list in reverse order every employment held.)

Certification:

- 1 I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.
- 2 I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and me.

Place.....

(Signature and name of the Professional Personnel)

(Signature and name of the authorised signatory of the Bidder)

Notes:

- 1 The names and chronology of assignments included here should conform to the project-wise details submitted in Form-8 of Appendix-I.
- 2 Each page of the CV shall be signed in ink by both the Personnel concerned and by the Authorised Representative of the Bidder firm along with the seal of the firm. Photocopies will not be considered for evaluation.

-

APPENDIX-I

Form-8

Bid Security

(To be executed on Stamp paper of appropriate value)

B.G. No.

Dated:

In consideration of you, the ----- (hereinafter referred to as the “**Authority**”, which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Bid of {a Company registered under the provisions of the Companies Act, 1956/2013 or Applicable Laws of the country of incorporation} and having its registered office at (hereinafter referred to as the “**Bidder**” which expression shall unless it be repugnant to the subject or context thereof include its/their executors administrators, successors and assigns), for the project related to the _____ (hereinafter referred to as the “**Project**”) pursuant to the RFP Document dated ***** issued in respect of the Project and other related documents (hereinafter collectively referred to as “**Bidding Documents**”), we [Name of Bank (hereinafter referred to as the “**Bank**”), at the request of the Bidder, do hereby irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the Bidding Documents (including the RFP) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of Rs. 8.28 Lakh as bid security (hereinafter referred to as the “**Bid Security**”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said Bidding Documents (“**Guarantee**”).

1. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents shall be final, conclusive and binding on the Bank.
2. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the Bidding Documents including, *inter alia*, the failure of the Bidder to:

- a. keep its Bid valid and open during the Bid validity period, as set forth in the said Bidding Documents, for any reason whatsoever.
 - b. sign the Letter of Award and/or the Service Agreement, within the specified time limit;
 - c. furnish the Performance Security within the period prescribed in the Service Agreement;
3. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding **Rs. 8.28 Lakh**.
4. This Guarantee shall be irrevocable and remain in full force for a period of one hundred and fifty (180) days from the Bid Due Date inclusive of a claim period of sixty (60) days or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.
5. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents including, inter alia, the failure of the Bidder to keep its Bid open during the Bid validity period set forth in the said Bidding Documents. The decision of the Authority, that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any court, tribunal, arbitrator or any other authority.
6. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
7. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Bidding Documents or to extend time for submission of the Bids or the Bid validity period or the period for conveying acceptance of Letter of Award by the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said Bidding Documents by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Bidding Documents or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of

the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.

8. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
9. We undertake to make the payment on receipt of your notice of claim on us addressed to [name of Bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.
10. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.
11. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.
12. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, and the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.

Signed and delivered by _____ Bank

By the hand of Mr./Ms. ____ ____, its _____ and authorized official.

(Signature of the authorized Signatory)

(Official Seal)

APPENDIX-I

Form-9

Description of Approach, Methodology and Work Plan

(To be submitted as part of Technical Proposal)

(on Bidder's Letter-head)

Consultant's Name _____

[Address and Contact Details]

Consultant's Reference No. _____

Date.....

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training if the Terms of Reference specify training as a specific component of the assignment.

[Suggested structure of your Response:]

a) Technical Approach and Methodology

{Please explain your understanding of the objectives as outlined in the TOR and also highlight its important aspects and may supplement various requirements of the TOR, also make precise suggestions if it considers this would bring more clarity and assist in achieving the Objectives laid down in the TOR. Please do not repeat/copy the TORs here.}

b) Work Plan.

{Please outline the methodology for carrying out this assignment, its approach toward achieving the Objectives laid down in the TOR. The Applicant will submit a brief write up on its proposed team and organization of personnel explaining how different areas of expertise needed for this assignment have been fully covered by its proposal. The Applicant should specify the sequence and locations of important activities, and provide a quality assurance plan for carrying out the Consultancy Services. A list of the final documents (including reports) to be delivered as final output(s) should be included here}.

.....

(Signature with date)

.....

(Name and designation)

Duly authorized to sign Proposal for and on behalf of

.....

[Name, address, and seal of Consultant]

APPENDIX-I

Form 10

Work Schedule and Planning for Deliverables^[1]

(To be submitted as part of Technical Proposal)

(on Consultant's Letter-head)

Consultant's Name _____

[Address and Contact Details]

Consultant's Reference No. _____ Date.....

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

N°	Deliverables ²	Months/ Quarters ³												Total
		1	2	3	4	5	6	7	8	9	10	11	12	

APPENDIX-I

Form 11

Checklist for Consultants

(To be submitted as part of Technical Proposal)

(on Consultant's Letter-head)

Consultant's Name _____

[Address and Contact Details]

Consultant's Reference No. _____ Date.....

Note to Consultants: This checklist is merely to help the Consultants prepare their Proposals; it does not override or modify the tender requirement. Consultants must do their own due diligence also.

Sr	Documents submitted, duly filled, signed	Yes/ No/ NA
Technical Proposal		
1.	Form 1	
2.	Form 2	
3.	Form 3	
4.	Form 4	
5.	Form 5	
6.	Form 6	
7.	Form 7	
8.	Form 8	

9.	Form 9	
10.	Form 10	
11.	Financial Proposal was separately enveloped	

APPENDIX-II
FINANCIAL PROPOSAL
Form-1
Covering Letter

(Indicative ONLY; To be submitted in the BOQ available online only)

(Date and Reference)

To,

Dear Sir,

Subject: Request for Proposal (RFP) for Selection of Consulting Firm as Project Support Unit (PSU) for the project 'India - Enhancing Innovation among ICMR Institutions'

I/We, (Bidder's name) herewith enclose the Financial Proposal for selection of my/our firm as Project Support Unit (PSU) for the project 'India - Enhancing Innovation among ICMR Institutions'.

I/We agree that this offer shall remain valid for a period of 180 days from the Proposal Due

Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

Note: *The Financial Proposal is to be submitted strictly as per forms given in the RFP.*

APPENDIX-II

(See Clause 2.1.3)

Form-2

Financial Proposal

S No	Particular	Basic Cost (excl. Tax) (Rs.)	Taxes as applicable on (i)	Total Cost (Rs.)
		(i)	(ii)	[(i)+(ii)]
1.	Consultancy including all expenses for 24 months			

Note:

1. Bidders may be asked to submit price break-up of the quoted cost, at the financial evaluation stage.
2. The financial evaluation shall be based on the above Financial Proposal. The total Amount in the above table, therefore, be the amount for purposes of evaluation.
3. No Escalation on any account will be payable on the above amounts.
4. All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws withholding taxes if any.

Authorized Signature

Name:.....

Designation.....

Name of Firm.....

Address: