

**Expression of Interest (EOI) for
Empanelment of Service Provider for IT Manpower Outsourcing**



EOI Ref No:

To be submitted before

Date: 07/02/2022 Up to:1600 Hrs

Mode of Application:

Addressed to

General Manager

**IFCI Limited
IFCI Tower, 61 Nehru Place,
New Delhi – 110019**

The Information provided by the Applicants in response to this Expression of Interest (EOI) will be the property of IFCI and will not be returned. IFCI reserves the right to amend, cancel, rescind, or reissue this EOI and all amendments will be advised to the Applicants and such amendments will be binding upon them.

1. Introduction

- The Industrial Finance Corporation of India (IFCI Ltd.) was established on July 1, 1948, as the first Development Financial Institution in the country to cater to the long-term finance needs of the industrial sector. IFCI is a Government of India Undertaking under the aegis of the Dept. of Financial Services, Ministry of Finance, GOI, primarily a Non-Deposit Taking NBFC.
- IFCI offers a wide range of products to the target customer segments to satisfy their specific financial needs. The product mix offering varies from one business/industry segment to another. IFCI Ltd. customizes the product-mix to maximize customer satisfaction. Its domain knowledge and

innovativeness make the product-mix a key differentiator for building, enduring and sustaining relationship with the borrowers.

- IFCI invites application for empanelment from experienced and reputed Service Provider engaged in providing Manpower Outsource (IT) having minimum of three years' experience in the field.
- **The purposes of this EOI is to short list and empanel Service Provider based on specific parameters. It is planned to create panel of Service Provider who can provide IT manpower outsource on tight schedules as and when required.**

2. Guidelines for Submission of Application

- a) Interested vendors who can comply the requirements may submit the application duly filled in and supplemented with all relevant documents to us for further processing as per laid down procedures. In-complete Applications in any respect are liable to be rejected summarily.
- b) The EOI will be advertised on <https://eprocure.gov.in/epublish/app> portal. Application forms can be downloaded from IFCI website www.ifcilttd.com. Eligible vendors may submit their applications (password protected) through email addressed to rfpquery@ifcilttd.com on or before 07th Feb, 2022. **Applications shall be opened on 07th Feb ,2022 at 1600 hrs.**
- c) Any addendum/ Corrigendum to the EOI would be published on the IFCI Website/ePublish Portal.
 - Prospective Applicants must keep track of any corrigendum and/ or addendum or any change in the schedule or any other relevant information issued in respect of the subject EOI by IFCI, on our Website/ePublish Portal
 - Applicants should ensure that copy of all relevant documents are enclosed with the EOI document. Applicants are required to preserve the originals of documents ready for verification by the IFCI at any point of time.
 - Applicants should submit documents as per Document Submission Index and do page numbering and indexing of papers.

3. Empanelment period

- a) The empanelment of Service Provider for outsourcing manpower for IT will be done for at least 05 (five) Service Provider's for Outsourcing manpower for executing IFCI's manpower requirement for IT from the list of finally eligible Service Provider's after evaluation and presentation. The empanelment of selected Service Provider's shall be for a period of 03 (three) years.
- b) IFCI reserves the right to increase/ decrease the number of empanelled Service Provider's based on requirement.

- c) IFCI will have right to remove any Service Provider from the empanelled list without assigning any reason whatsoever, such decision shall be final and binding on empanelled Service Provider's
- d) The Panel of Service Provider for IT Outsourcing Manpower empanelled through this EOI shall be eligible for award of work, as per the EOI enquiry as and when raised by IFCI.
- e) IFCI reserves its right to annul the empanelment at any time without assigning any reason and call for a fresh empanelment.
- f) IFCI will periodically review the performance of the empanelled Service Provider's and will act as deemed fit in case of underperformance.
- g) To ensure that there is adequate response to the Application called by IFCI, from time to time, IFCI reserves the right to de-empanel the Service Provider(s) who abstain from submitting their applications regularly.

4. Empanelment Procedure

- a) Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid. The evaluation of the response will only be based on the documents submitted and evaluation committee reserves the right to relax the evaluation criteria.
- b) IFCI, may waive any informality or non-conformity or irregularity in an application which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any applicant. Decision of IFCI would be final and binding upon the Applicants,
- c) IFCI's decision in respect of evaluation methodology and short listing of Applicants will be final and no communications, whatsoever in this respect, shall be entertained.
- d) IFCI may add/remove any relevant criteria for evaluating the proposals received in response to this EOI at the sole discretion of IFCI.
- e) To allow prospective Applicants reasonable time in which to take the amendment, if any, into account in preparing their response, IFCI, at its discretion, may extend the deadline for the submission of response
- f) IFCI also reserves the right to reject any application if:
 - a) It is not as per the prescribed format
 - b) At any time, a material misrepresentation is made or uncovered, or
 - c) The Service Provider / firm/entity does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the application.

In case any of the documents furnished by the vendor is found forged at any point of time, during the scrutiny or during the entire tenure of empanelment, appropriate legal action as per the

provisions of Indian Penal Code, 1860 as well as including suspension and banning of business can be taken against the defaulter vendor.

5. Scope of Work

(i) List of requirements of resources are as follows

Sl. No.	Category
1	Full Stack Web Developer
2	Tester
3	Data Analyst
4	Integration / Information Security Architect
5	UX design framework specialist
6	Mobile Application Developer

Tentatively, at the start of engagement with the successful bidder, following resources will be required at IFCI Delhi Office.

Onsite Resource	Location	Skill set (Not Exhaustive)
Senior Developer (Full Stack Web Developer)	New Delhi	PHP, Laravel , Postgres, CSS, JavaScript, Oracle Form/reports, .net, Tableau
Junior Developer (Full Stack Web Developer)	New Delhi	PHP Laravel, PostGres, CSS, Java Script, Oracle Forms/reports,.net. Tableau

(ii) **Qualification of Resources:**

Sl. No.	Resource Details	Minimum Educational Qualifications and Experience
1	Senior Developer	B. E./ B. Tech / M.C.A. from a recognized institute / university with 4 years of experience
2	Junior Developer	B. E./ B. Tech / M.C.A. from a recognized institute/ university with 2 years of experience

Optional Items - Additional Resources (Onsite)

Requirement 1:

Besides the resources with experience mentioned in section 5(ii) above, during the contract period IFCI may also require additional resource(s) having experience in following other technologies:

- Microsoft Dot Net Platform: .NET 4.0 or above /C# / SQL Server 2012 / WCF/WPF etc.
- Mobile Technology: Native technologies like Android, iOS, Windows 8.1/10. Hybrid and web technologies like, Java, REST API, HTML5, JavaScript, CSS, bootstrap, AngularJS, React JS, Ionic framework, jQuery mobile, Apache Cordova or any other development technologies found suitable during requirement analysis.
- Tableau Dashboard Developer/Analyst

On need basis, successful bidder would be required to provide the required resources with required technologies.

Requirement 2:

Other Resources: Tester, Data Analyst, Integration / Information Security Architect., Server /Database Administrator

IFCI reserves the right to take / not to take the services of the optional items mentioned above.

Working Days / Hours (Onsite)

IFCI office time and holiday calendar shall be applicable for resources deployed on site.

Following is the service window to be followed by Vendor:

Service Scope	Service Window
Working hours will be advised to the selected bidder. Staggered duty may be considered beyond normal office hours, if required.	As per IFCI’s working hours; Presently 8 hrs x 5 days (Monday to Friday)

Leaves and Holidays

- IFCI holidays will be applicable for the hired resources deployed onsite. In case required, the resources will have to work beyond normal working hours and holidays.
- In case of resource requirement on holiday /Saturday/ Sunday, on advice from IFCI, resources should work on holiday / Saturday / Sunday also. For this extra day of working, IFCI will compensate either by (decision to select the mode of compensation is with IFCI on case-to-case basis):
- Additional payment, based on proportionate amount (person-day rate) of the cost of respective year mentioned for respective category as mentioned in Commercial Bid.

OR

- Compensatory off may be given to the respective resource (which should be utilized by the resource within a period of 3 months)
- A person month will comprise of 22 days to arrive at person day rate for broken periods less than one month for resources deployed onsite.

Continuity of Resources

- Successful service provider is required to take utmost care in identifying the resources to be deployed at IFCI location, should not leave the project in short period without written approval from IFCI. Except in the case of retirement, resignation or termination of the employment.
- Resources deployed at IFCI site, should not be removed from the site by the vendor without prior written approval from IFCI. If any resource to be replaced from IFCI location, a mandatory advance notice of 30 days to be given to IFCI.
- Only after prior written approval from IFCI, resources can be replaced.
- Any shortfall in notice period will be treated as absence and corresponding liquidated damages would be applicable. Also, the replacements, if necessary, need to be done in a staggered manner, so as no two resources to be replaced at a time.
- A resource shall be considered absent if allowed leave of absence has already been availed for the month and no standby resource has been arranged.
- Necessary stand-by resource with similar profile should be arranged during absence of any regular resource on account of leave or any other reason if the leave of absence is more than 5 working days.
- The permanent shadow resource / extra resource with matching profile / experience may only be provided based on written approval from IFCI. Presence of one shadow resource on any day will be adjusted against absence of one regular resource for that day.
- New resources (who will replace the existing resources) to be deployed at IFCI location at least 15 days before the date of relieving of existing resources. I.e., a transition period of 15 days is required. No additional payment will be made by IFCI for this purpose. Not doing so, will be considered as absent for the purpose of levying liquidated damages in addition to the shortfall in notice period, if any.
- Service provider and all the deployed staff members will be required to sign the declaration form as per IFCI's IT security policy or any other similar guideline.
- No additional resources should be deputed at IFCI location without prior written approval from IFCI. If required, IFCI may deploy additional resources from other vendor(s). Under such cases all the team member (including resource from other vendor) would form part of the team and will be managed by team lead (SPOC).

6. Liquidated Damages

- Liquidated damages for delay in deployment of Onsite resource(s)
- Service Provider shall deploy resources within 30 days from (1) date of issue of purchase order OR (2) the date of issue of a change order for additional resources by IFCI. Any delay beyond such limit shall attract liquidated damage as under:

For delay <= 7 days	For delay > 7 days
110% of the Man Day cost	120 % of the Man day cost

Liquidated damages for absence of Onsite resource(s)

Service provider shall ensure the availability of resources as per defined Service Window for each resource category. Any absence beyond the prescribed leave of absence shall attract liquidated damages as under in case stand-by resource with similar profile is arranged by the Service Provider as per defined requirement:

Allowed leave of absence per month	Liquidated damages beyond leave of absence	
	where continuous leave of absence <= 10 working days	where continuous leave of absence > 10 working days
01 day	110 % of the Man Day cost	120% of the Man Days cost

E.g.: If Resource is absent for 13 days (over and above allowed one day leave) in a month, for all 13 days, liquidated damages would be calculated as 120% of Man Day Cost*13.

Note: Un-availed leave (if any) will carry forwarded to next month. In case of change of resource (refer to Clause 2.8), un-availed leave by earlier resource will lapse and not be carried / clubbed with new resource.

7. Statutory & Regulatory Compliance

- The service provider should ensure all statutory and regulatory compliance's towards:
- ESIC & EPFO – All bidders must ensure that the resources deployed at IFCI sites are compliant as per the guidelines of ESIC & EPFO. Please note that these are Government bodies, compliance to which is Mandatory.

- Minimum Wages Act (MWA) – The bidder also must ensure that they are compliant to the respective Minimum Wages Act for deployment of resources across IFCI site. The bidder should follow all pay-out norms as per the MWA.
- Any other Statutory Act/Statutory and regulatory compliances as applicable.
- Service provider shall be responsible for disbursing the salary of the resources deployed by 7th day of succeeding month and raise the invoice to IFCI, with all supporting documents for reimbursement. IFCI shall not make any payment directly to the employees of Service Provider.
- Charges for jobs will be decided on competitive bidding basis amongst the empanelled Service Provider for Outsourcing manpower. The monthly invoices are invariably accompanied by :
- Copy of attendance records duly signed by project in charge at IFCI.
- Challan as proof of deposit of PF, ESI and GST for relevant Month along with a copy of schedule of remittance of PF dues in respect to each staff deployed at IFCI.
- TDS applicable shall be deducted from the bills of service provider.

8. Eligibility Criteria

Sl. No.	Criteria	Documents to be submitted as a proof
1.	The Bidder should be a registered corporate / firm/ LLP / Govt. Institution under Indian Laws or /and an autonomous Institution approved by GOI/RBI promoted.	Partnership firm: Certified copy of Partnership Deed. Limited Company: Certified copy of Certificate of Incorporation / Certificate of Commencement of Business. Reference of Act/Notification
2.	Must have at least 3 years relevant experience in providing IT skilled Manpower as listed in Requirement of Resources) on outsource basis to large, reputed organization in Govt. /Public/Private Sector, IT Industry.	Duly signed & stamped Undertaking by the service provider with enclosed letter of engagement.
3.	The Bidder should have made cash profit in at least 2 out of last 3 financial years out of Indian Operations. In case Financial Statement is not available for FY 2020-21 then at least 2 out of preceding 3 FY (i.e., FY 2019-20, 2018-19, 2017-18) will be considered.	Copy of Audited Balance Sheet and Profit and Loss Statement for last 3 Financial Years. CA Certificate for last FINANCIAL YEAR is acceptable, if Audited Financial Statements are not available.
4.	The Bidder should have positive net worth in Financial Year 2020-21. In case Financial Statement is not available for FY 2020-21 then Financial Statement for FY 2019-20 will be considered.	Copy of Audited Balance Sheet and Profit and Loss Statement. CA Certificate for last FINANCIAL YEAR is acceptable, if Audited Financial Statements are not available.
5.	The bidder must have a minimum turnover of Rs. 1 crore during the Financial Year i.e., 2020-21. In case Financial Statement is not available for FY 2020-21 then Financial Statement for FY 2019-20 will be considered. (Rs.80 lakh in case of MSEs).	Copy of Audited Balance Sheet and Profit and Loss Statement. CA Certificate for last FINANCIAL YEAR is acceptable, if Audited Financial Statements are not available. (MSEs claiming exemption shall also provide valid MSE certificate)
6.	The Bidder should have minimum SEI CMM Level 3/ISO 9001:2015 / ISO 20000-1:2018 or higher certification and the certificate should be valid as on date	Copy of certificate duly signed & stamped by authorized signatory of the bidder.
7.	The Bidder should have its registered office within India. The bidder should also have preferably operational office in Delhi NCR.	Self-declaration with address and contact details on letterhead duly signed & stamped by authorized signatory of the Bidder.
8.	The bidder should not have been blacklisted by any Public Financial Institutions, Public Sector Bank, RBI or IBA or any other Government Service Provider. Bidder must certify to that effect	Declaration as per Annexure 4 on company's letterhead duly signed & stamped by authorized signatory of the Bidder
9.	Compliance of Statutory & Regulatory guidelines towards (i) ESIC & EPFO, (ii) Minimum Wages Act and (iii) Any other Act/ Statutory and regulatory compliance as applicable	Declaration as per Annexure 4 on company's letterhead duly signed & stamped by authorized signatory of the Bidder

Sl. No.	Criteria	Documents to be submitted as a proof
10	The bidder must have minimum 25 staff on roll for IT manpower resources as per the list provided.	Non-Government must provide duly signed & stamped undertaking for resources on roll. In case of Government company duly signed & stamped undertaking for resources on roll/contract is applicable.

9. Procedure for Empanelment of Service Provider for Outsourcing manpower

- a) An initial screening of all the bids/ applications will be done. The Service Provider will be evaluated based on the minimum eligibility criteria as indicated in Section 8 (Eligibility Criteria) by the screening committee constituted by Competent Authority.
- b) The Screening Committee, after evaluation of all the applications based on will shortlist five Service provider for Outsourcing manpower and will issue a letter of award. The screening committee may increase/decrease shortlisting number based on the applications received.

10. Notification of Empanelment

1. IFCI shall notify the successful applicant about empanelment in writing by registered letter or by e-mail.
2. The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send his acceptance within 7 days of receiving the notification. Failure to abide by this may lead to termination of the empanelment.
3. During empanelment period, IFCI reserves the right to de-panel, if the service provided by the vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the IFCI reserves the right to remove such vendors from the empaneled list without giving any notice to the vendor in advance. IFCI's decision will be final & binding in this regard.

11. Awarding of Works/EOI to Empaneled Service Provider

1. IFCI shall invite the service provider for empanelment by floating a limited RFP, as per the organizational requirements, as and when required, as per given date and time schedule.
2. IFCI shall carry out detailed evaluation of such received proposal on technical aspect to arrive at best selected Service Provider for that work.

3. IFCI shall select and enter specific contract with identified Service providers on basis of scope, deliverables, terms and conditions. The selected Service Provider shall be responsible and bound by that contract for successful execution of the work.
4. The Service provider shall be solely responsible for compliance with the provisions of all statutory central and state laws, various taxes (GST, Income tax, sales tax, service tax, etc.), labour and industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity, etc. relating to persons deployed for providing services to IFCI.
5. IFCI reserves right to approach vendors outside the panel of empanelled vendors in absence of proper response from empanelled partners.
6. Whenever fresh manpower is required, following process for outsourcing, in addition to others as notified from time to time, but not limited to following shall be followed: -
 - Requisition for manpower containing details such as designation, education qualification, skill/specialization, experience, Projects etc. will be forwarded to the all the empanelled Service Provider.
 - The empanelled agencies will provide commercial bid for the manpower to IFCI within 5 days.
 - On selection of the Service Provider, IFCI will provide letter for providing manpower resource within 5 days. The service provider shall arrange for the calling the applications and line-up candidates for the scheduled interview in consultation with IFCI.
 - The details of candidates are to be provided to IFCI well in advance. The applications which fulfil the eligibility criteria only should be shared with the IFCI and such application should be more than 5 times of required number of the manpower.
 - Arrange for interview with relevant list and Profiles of candidates (both hard and soft copies).
 - Panel of selected candidates will be intimated to service provider for appointment and supply to IFCI along with order. Four percent of service charges will be paid to service charges on the Quotation price by IFCI.
 - Issue appointment letters on its letter head to the selected candidates on the basis of panel of selected candidates. A copy of appointment letter is mandatorily to be forwarded to IFCI New Delhi, before joining.
 - Complete Joining formalities of selected candidates including police verification, medical fitness, I Card etc. are to be completed by the service provider before joining.
 - The service provider is to complete the process within 15 days from the date of the requisition to issue of appointment letters. The joining time shall not be more than 15 days.
 - The successful bidder(s) shall execute a “Service Level Agreement” with IFCI on non-judicial stamp paper of Rs.100/-.
 - Service Provider shall appoint / nominate a senior and responsible officer as a single point of contact for communication and resolution of any issues arising out of or related to the service rendered.
 - Service Provider shall render service as per the requirement and satisfaction of the IFCI, New Delhi and for this purposed shall depute a team to carry out the said service as per

the requirements spelt out by in concurrence with IFCI, New Delhi for execution of the services.

- Service Provider shall obtain all necessary registrations, licenses, approvals and sanctions under the laws as are applicable in India.
- Service Provider shall maintain the records of statutory deductions like Provident Fund, ESI and Leave records etc. in respect of the resources deployed and shall provide the reports to them from time to time.
- The personnel deputed by the Service Provider shall not be deemed to be employees of IFCI, New Delhi in any case and they shall have no claim or right whatever against the IFCI, New Delhi.
- The service provider shall inform its personnel the nature of job involved and ensure that all the candidates are ready and willing to undertake the job knowing fully well that the job is not of a permanent nature, nor on the muster rolls of IFCI, New Delhi.
- It shall be the responsibility of the Service Provider to have the Character and Antecedents of members verified through the Police before deployment.
- Service Provider shall be responsible for disbursing the salary of the resources deployed by 7th day of succeeding month and raise the invoice on IFCI, with all supporting documents for reimbursement. The attendance, leave record etc. duly verified.
- IFCI, New Delhi will not make any payment directly to the employees of Service Provider.
- **Payments** :-The monthly invoices are invariably to be accompanied by:
 - Copy of attendance records duly authenticated by the project in-charge and HoD in IFCI.
 - Wages bill/Salary register, mentioning name, Basic salary, ESI, EPF, PF-Account No, Total deduction and Net Pay and any other relevant details.
 - A Compliance certificate for discharging all statutory liabilities related to ESI, EPF & GST and under the provision of Labour/Statutory Laws.
 - Challan as proof of deposit of PF, ESI and GST for the relevant month and along with a copy of schedule of the remittance of PF dues in respect of each staff deployed at IFCI sites (specifically mentioning the names/PF account) submitted (along with the PF challan) to EPF authorities for the entire period of contract till date, from time to time . The Service Provider should submit a copy of the 'contribution card' (Form 3A) and copy of annual returns (Form 3A and 6A) furnished to EPF authorities. The documents are to be certified / signed by authorised signatory of the Service Provider. If it is found that the Service Provider has not discharged the statutory obligations, IFCI shall be at liberty to deduct such sums/dues from the bills and pay to the respective authorities.
 - TDS as applicable shall be deducted from the bills of the Service Provider.

- In case outsource staff is to proceed on outstation tour, The service provider shall disburse the tour expenses based on entitlements and local/outstation tour/travel form duly verified by IFCI as and when required and claim reimbursement by submitting original tour claim form along with the monthly salary bill.
- The Service Provider and all their employees shall always during the continuance of the empanelment, obey and observe all the directions and instructions which may be given by IFCI, New Delhi
- Performance Bank Guarantee: Performance Bank Guarantee will be required to be deposited with IFCI on the estimated Bill of the contract, the percentage of PBG will be based upon the prevailing IFCI rates and will cover the strategic dues of the outsourced manpower.

12. Confidentiality

Both the parties shall take all reasonable steps to minimize the risk of disclosure of confidential information. In case of breach of confidentiality IFCI reserves the right to take corrective steps including but not limited to blacklisting Service Provider /Vendor.

13. Disclaimer

1. The information contained in this EOI document or information provided subsequently to Applicant(s) or applicants whether verbally or in documentary form by or on behalf of IFCI, is provided to the Applicant on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.
2. This EOI is neither an agreement nor an offer and is only an invitation by IFCI to the interested parties for submission of Applications. The purpose of this EOI is to provide the Applicant with information to assist the formulation of their proposals. This EOI does not claim to contain all the information each Applicant may require. Each Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI and where necessary obtain independent advice. IFCI makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EOI. IFCI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI.

Annexure – 1

EOI FOR EMPANELMENT OF SERVICE PROVIDERS FOR IT OUSOURCING MANPOWER
(To be typed & submitted in the Letter Head of the Company/Firm of Applicant)

Offer Reference No.....

Dated:

To,

General Manager
IFCI Limited
IFCI Tower
61 Nehru Place
New Delhi -110 019

Dear Sir,

Sub: Submission of Application against **EOI No: IFCI/CPD-CCD/EOI/2021-22/**

We wish to introduce ourselves as Service Provider for manpower outsourcing and request you to consider our application for empanelment as Service Provider for manpower outsourcing. IFCI's various work detailed in the EOI issued by IFCI Limited, in accordance with the terms and conditions thereof.

I/We have carefully perused the terms and conditions specified in EOI and following listed documents connected with the EOI documents and agree to abide by the same.

1. Amendments/Clarifications/Corrigenda/Errata/etc. issued in respect of the EOI by IFCI.
2. Notice Inviting Application
3. Documents referred to in EOI document

Should our application be accepted by IFCI for empanelment, I/we further agree to work as provided for in the EOI within the stipulated time as may be indicated by IFCI.

Further, IFCI reserves the right to accept or reject any or all responses to this without assigning any reason for the same.

Authorized Representative of Applicant

Signature:

Name:

Address:

Place:

Date:

Bidder's General Information & Eligibility Criteria

Sl. No.	Particulars (Information Required)	Bidder's response	Document Page No.
1	Name of the Firm/ Company (Govt./Private)		
2	Year of Registration/Incorporation		
3	Address of the Firm / Company		
4	Name and address the telephone Number of the Proprietor/person to whom all references shall be made regarding tender: Name of the person Telephone No (Landline) (ii) Mobile No. (iii) FAX No. (iv) E-mail address		
5	Whether MSME If MSME Owned by Women Owned by SC/ST		
6	Details of the Bank Account of the Bidder <ul style="list-style-type: none"> • Name of the Bank • Branch and address • IFSC Code 		
7	The Bidder must have following valid Certificates: Permanent Account Number GST Registration		
8	The Bidder should be a registered corporate / firm/ LLP / Govt. Institution under Indian Laws or /and an autonomous Institution approved by GOI/RBI promoted.		

9	Must have at least 3 years relevant experience in providing IT skilled Manpower as listed in Requirement of Resources) on outsource basis to large, reputed organization in Govt. /Public/Private Sector, IT Industry.		
10	The Bidder should have made cash profit in at least 2 out of last 3 financial years out of Indian Operations. In case Financial Statement is not available for FY 2020-21 then at least 2 out of preceding 3 FY (i.e., FY 2019-20, 2018-19, 2017-18) will be considered.		
11	The Bidder should have positive net worth in Financial Year 2020-21. In case Financial Statement is not available for FY 2020-21 then Financial Statement for FY 2019-20 will be considered.		
12	The bidder must have a minimum turnover of Rs.1 crore during the Financial Year i.e., 2020-21. In case Financial Statement is not available for FY 2020-21 then Financial Statement for FY 2019-20 will be considered.		
13	The Bidder should have minimum SEI CMM Level 3/ISO 9001:2015 / ISO 20000-1:2018 or higher certification and the certificate should be valid as on date		
15	The Bidder should have its registered office with minimum 100 staff in India. The bidder should also have preferably an operational office in Delhi NCR.		
16	The bidder should not have been blacklisted by any Public Financial Institutions, Public Sector Bank, RBI or IBA or any other Government Service Provider. Bidder must certify to that effect		
17.	Compliance of Statutory & Regulatory guidelines towards (i) ESIC & EPFO, (ii) Minimum Wages Act and (iii) Any other Act/ Statutory and regulatory compliance as applicable		
18.	The bidder must have minimum 25 staff on roll for IT manpower resources as per the list provided.		

Note: Bidder should submit all the required documents as per Eligibility Criteria.

EOI Acceptance Letter
(To be typed & submitted in the Letter Head of the Company/Firm of Applicant)

To

General Manager
IFCI Limited,
IFCI Tower, 61 Nehru Place,
NEW Delhi -110 019

Dear Sir/Madam,

Sub: **Acceptance of Terms & Conditions of EOI.**

EOI Reference No: IFCI/CPD-CCD/EOI/2021-22/

Dear Sir,

1. I / We hereby certify that I / we have read the entire terms and conditions of the EOI documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the EOI conditions of above mentioned EOI document(s) / corrigendum(s) in its totality / entirety.
4. I/We hereby declare that our Company/Organization has not been blacklisted /debarred /banned or disqualified by any Government or any Government agencies including PSUs, Public Sector Banks / Public Sector Insurance Companies during a period of last three years.
5. Further, we hereby declare that none of our partners /directors of our Company/Organization is blacklisted /debarred /banned by any Government or any Government agencies including PSUs, Public Sector Banks / Public Sector Insurance Companies or has any criminal case against him /her during a period of last three years.
6. I/We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the Application or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit /Security deposit or both absolutely.

7. I/We hereby certify that all the information and data furnished by me with regard to the above EOI Specification are true and complete to the best of my knowledge. I have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.
8. I further certify that I am authorized to represent on behalf of my company/firm for the above-mentioned EOI and a valid Power of Attorney/Authorization letter to this effect is also enclosed.
9. We hereby confirm that we have not changed/modified/materially altered any of the EOI as downloaded from the website/issued by IFCI and in case of such observance at any stage, it shall be treated as null and void and our EOI shall be deemed to be withdrawn.
10. We also hereby confirm that we have neither set any Terms and Conditions and nor have we taken any deviation from the EOI conditions together with other references applicable for the above referred EOI Specification.
11. We further confirm our unqualified acceptance to all Terms and conditions, unqualified compliance to EOI Conditions, Integrity Pact (if applicable), and acceptance to Reverse bidding process.
12. I/ We confirm that all the Rules prevailing in the concerned state, the Labour Laws, Risk Insurance obligations, State & Central Govt. statutory requirements etc are complied by me/ us.
13. I/We understand that this is merely an application and does not entitle me / us to be necessarily qualified by the IFCI and the IFCI reserves the right to reject all and / or any application without assigning any reason whatsoever.
14. We confirm to have submitted offer in accordance with EOI instructions and as per aforesaid reference.
15. We undertake to inform you about any insolvency proceedings, if any initiated against us by any financial/operational creditors within seven days from the receipt of such notice.

Date:

Signature of authorized person

Place:

Full Name & Designation:

Company's Seal

(On Company Letter Head)

Dated: _____

The General Manager
IFCI Limited, IFCI Tower,
61 Nehru Place
New Delhi -110 019

CERTIFICATE OF UNDERTAKING- COMPLIANCE OF STATUTORY AND REGULATORY GUIDELINES

RFP: _____

All dues of personnel, to be deployed at IFCI Site, for the said contract, have been paid by me/us, in accordance with the latest statutory and regulatory guidelines. All the statutory obligations and/or requirements have been complied with towards (i) ESIC & EPFO, (ii) Minimum Wages Act, (iii) Any other Act/Statutory and regulatory compliance as applicable. I/we indemnify IFCI from any action/due/responsibility arising out of such dues/payments/compliance.

The Contract Labour (Regulation & Abolition) Act, 1970 and (Central) Rules, 1971 have also been complied with. We also confirm that the consolidated monthly payment challans to ESI & PF authorities include the contributions deducted from all personnel deployed at IFCI Site.

Regards

Signature

(Name of the Concerned Person)

For & on behalf of (Name of Company)

**Declaration that the vendor has not been blacklisted
(To be submitted on the Letterhead of the vendor)**

To

General Manager
IFCI Limited, IFCI Tower
61 Nehru Place
NEW Delhi -110 019

Subject: RFP - Empanelment of Service Provider for supply of IT Resources for Application Development/
Maintenance Outsourced Services

Dear Sir/Madam,

I/We confirm that my/our company is not blacklisted in any manner whatsoever by any central Government department, autonomous organizations, Public Sector Undertakings (PSUs) or any other Government organizations in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

It is hereby confirmed that I/We are entitled to act on behalf of my/our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this ___ day of ___ 2022

Yours sincerely,

On behalf of [Vendor's Name]

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Address:

Seal/Stamp of Vendor: