

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**SELECTION OF CONSULTING FIRM FOR PROVIDING QUALIFIED AND EXPERIENCED CONSULTANTS FOR PROFESSIONAL/CONSULTING SERVICES ON FULL TIME BASIS**



**IREL (India) Limited**

(CIN- U15100MH1950GOI008187)

**(A Govt. of India Undertaking – Dept. of Atomic Energy)**

Plot No. 1207, Veer Savarkar Marg, Near Siddhi Vinayak Temple,  
Prabhadevi, Mumbai- 400028

Website: <https://irel.co.in>

## SCHEDULE OF RFP

Name of Work	Selection of consulting firm for providing qualified and experienced consultants for professional/consulting services on full time basis
Type of Tender	Open Tender through GeM, Single Stage Two Bid System Two cover System
Tendering Mode	Public tender (Two cover System) 1) Techno-commercial Bid 2) Financial Bid
Date of Starting of bid	26.02.2026
Estimated Value of the service	Rs.1.13 Cr (Inclusive of Taxes)
Period of contract	6 months
Last date for submission of queries	<b>05.03.2026</b>
Date & time for pre-bid conference:	06.03.2026 15:00 hrs VC link: <a href="https://meet.mgovcloud.in/M13zW07rig">https://meet.mgovcloud.in/M13zW07rig</a>
Date of closing of online GeM for submission of Bids	<b>19.03.2026 15:00 hrs</b>
Opening of techno-commercial bid:	<b>19.03.2026 15:30 hrs</b>
Date & time of opening of Financial Bid	Shall be informed separately to the eligible bidders through GeM
Declaration of Successful Bidder	To be decided
RFP document fee. Bid security/EMD	Rs.1,92,000/-
Contact Details	Shri S Acharjya, GM & I/c Purchase IREL (India) Limited Plot No. 1207, V.S. Marg, ECIL Building, Opp. Siddhi Vinayak Temple, Prabhadevi, Mumbai-400 028 Email: <a href="mailto:purchase-ho@irel.co.in">purchase-ho@irel.co.in</a> ;  Shri Anil Kumar Kanjam, CM-HRM (Est.) Email: <a href="mailto:anilkumarkanjam@irel.co.in">anilkumarkanjam@irel.co.in</a>

## DISCLAIMER

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of IREL or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided. The information provided is only for the information and reference of the Bidders.

This RFP is not an agreement and is neither an offer by IREL to the prospective Bidder(s) 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 bid for participation in this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by IREL in relation to the Project. 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 IREL, its employees or advisors to consider the investment objectives, financial situation 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, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is 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. IREL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

IREL, its employees and advisors 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, completeness or reliability 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 with qualification of Bidders for participation in the Bidding Process. IREL 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. IREL may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that IREL is bound to select and short-list qualified Bids for Price Bid stage or to appoint the Selected Bidder for the Project, and IREL reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by IREL or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and IREL 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 Bid, regardless of the conduct or outcome of the Bidding Process.

## Contents

PART-I: INSTRUCTION TO BIDDERS.....	6
1. INTRODUCTION.....	6
1.1. BACKGROUND.....	6
1.2. OBJECTIVE.....	6
1.3. SCOPE OF WORK/ Terms of Reference.....	6
1.4. BRIEF DESCRIPTION OF THE BIDDING PROCESS.....	7
2. PRE-QUALIFICATION CRITERIA.....	8
3. PRE-BID CONFERENCE:.....	9
4. AMENDMENT OF THE RFP.....	9
5. MODE OF SUBMISSION.....	9
6. AUTHENTICATION OF BID:.....	10
7. PROPOSAL PREPARATION COSTS.....	10
8. LANGUAGE OF BIDS.....	10
9. GENERAL TERMS OF BID SUBMISSION.....	10
10. CONFLICT OF INTEREST.....	10
11. CHANGES IN OWNERSHIP.....	11
12. ACKNOWLEDGEMENT BY BIDDER.....	11
13. EARNEST MONEY DEPOSIT/BID SECURITY (EMD):.....	11
14. SECURITY DEPOSIT (SD):.....	12
15. RIGHT TO ACCEPT/ REJECT ANY OR ALL BIDS:.....	12
16. DISQUALIFICATION.....	13
17. QUERIES AND CLARIFICATIONS.....	13
18. CONFIDENTIALITY.....	13
19. STRUCTURE OF BID.....	13
20. EVALUATION PROCESS:.....	14
21. VALIDITY OF BIDS.....	15
22. JURISDICTION.....	15
23. GENERAL.....	15
24. VERIFICATION OF DOCUMENTS.....	15
25. ACKNOWLEDGEMENT BY BIDDER.....	15
26. BID EVALUATION AND SELECTION OF BIDDER.....	16
27. OPENING AND TEST OF RESPONSIVENESS.....	16
28. CALCULATION OF QUALIFICATION SCORE.....	17
29. EVALUATION OF BIDS.....	18
30. PROPRIETARY DATA.....	19
31. ETHICS IN TENDERING AND OTHER BUSINESS DEALINGS.....	19
32. PART II: SPECIAL CONDITION OF CONTRACT (SCOC).....	20
PART III: APPENDICES/FORMS.....	21
APPENDIX 1 - LETTER COMPRISING THE BID.....	21
APPENDIX 2 – POWER OF ATTORNEY FOR SIGNING OF BID.....	24

APPENDIX 3 - UNDERTAKING BY THE BIDDER.....	25
APPENDIX 4 - STATEMENT OF LEGAL CAPACITY.....	26
APPENDIX 5 – SECRECY AGREEMENT .....	27
APPENDIX 6 - FORMAT FOR PRICE BID WITH BREAKUP.....	29
APPENDIX 7 - DECLARATION – NON-BLACKLISTING (Part of PQ no. 2 SI No.6).....	30
Appendix 8-Bid Security/EMD Declaration.....	31
Appendix 9- Proforma for Bank Guarantee for Earnest Money Deposit.....	32
Appendix 10- Proforma for Bank Guarantee for Security Deposit.....	34
APPENDIX 11 : Bidder’s Organization and Experience.....	36
APPENDIX 12 : Turnover statement.....	37
CHECKLIST OF DOCUMENTS TO BE PROVIDED BY THE BIDDER .....	38

## PART-I: INSTRUCTION TO BIDDERS

### 1. INTRODUCTION

#### 1.1. BACKGROUND

IREL (India) Limited (IREL) is a Multi-Unit-Multi-Product CPSE incorporated under the Companies Act 1956, wholly owned by the Government of India, under the Administrative Control of the Department of Atomic Energy (DAE). IREL operations spans across mining, mineral beneficiation and refining of heavy minerals and has its operating units at Chavara (Kerala), Manavalakurichi (Tamil Nadu) & Odisha Sands Complex (OSCOM), (Odisha). The Chemical plants i.e., Rare Earth Extraction Plant (REEP) is operation in OSCOM. Further, Rare Earth Division of IREL is located at RED, Aluva and engages in production of separated high pure rare earths.

IREL has been making efforts to domestically produce and manufacture products and make India more self-reliant. Such an approach gives the company a valid reason to increasingly looking at furthering the exploration of securing REE assets. In this context, IREL is embarking on new projects in the field of Mining, Mineral processing, REE extraction, refining and setting up of downstream industries in the Titanium and RE value chain to foster its business development plans.

Currently, IREL is in the process of implementation of various green field and brown field projects across pan-India. It also intends to invest in value added products in the titanium and REE value chain.

#### 1.2. OBJECTIVE

As part of this endeavor, IREL (India) Limited intends to appoint a consulting firm through this bid process for providing professionals to support IREL's growth. Consulting firms should possess proven international expertise in mining, metals, and transaction advisory services, encompassing technical and commercial assessments, valuations, and risk analyses.

The role of Agency is detailed in Part-II covered under SCOC.

#### 1.3. SCOPE OF WORK/ Terms of Reference

The scope of work shall include the following but not limited to.

##### 1.3.1 Market and Supply-Chain Assessment

- Evaluate global and regional supply-demand dynamics for key REEs in magnet manufacturing (Nd, Pr, Dy, Tb, Sm, Gd), identifying priority geographies and assets for IREL.
- Identify and prioritize alternative sources of feedstock—ores, concentrates, mixed RE carbonates, and recycled materials—and long-term offtake opportunities aligned with India's projected magnet and EV/renewable energy demands.
- Conduct preliminary technical and commercial screenings, assessing resource quality, reserve life, infrastructure, operating costs, regulatory context, ESG risks, and alignment with IREL's strategy.

##### 1.3.2 Technical Due Diligence

- Execute detailed technical due diligence including geology, reserves, processing flowsheets, recovery rates, operational bottlenecks, and expansion potential.
- Review licences, environmental clearances, waste management protocols, and compliance with applicable national and international regulations.

##### 1.3.3 Commercial, Financial, and Risk Analysis

- Develop project-level financial models (CAPEX/OPEX, pricing scenarios, sensitivity, and risk analysis) for each opportunity.
- Assess counterparty, geopolitical, and supply-chain risks, recommending risk mitigation measures such as offtake terms, step-in rights, staged investments, guarantees, and insurance.

#### 1.3.4 E-Waste and Secondary Resource Strategy

- Evaluate options for recovering Nd and other REEs from electronic and magnet scrap, considering technology partnerships, licensing arrangements, and potential JV structures.
- Provide a phased implementation roadmap for establishing or integrating recycling operations with existing IREL facilities.

#### 1.3.5 Roadmap for IREL Mega Expansion

- Consolidate findings into a comprehensive “Mine-to-Magnet” roadmap for IREL, covering capacity enhancement, project sequencing (domestic, foreign, recycling, toll processing), and capital requirements consistent with national magnet development schemes.
- Recommend organizational restructuring, workforce development, skill enhancement, and partnership models to support timely execution.

#### 1.3.6 Transaction Support

- Deliver full-spectrum advisory support during negotiations, including data-room management, Q&A facilitation, term-sheet preparation, valuation, and review of definitive agreement/contract clauses.
- Assist in drafting proposals for investment and submissions to Cabinet or relevant authorities, ensuring alignment with National Critical Minerals Mission and REPM scheme objectives.

The assignments will be based on the directives of IREL management from time to time.

Accordingly consulting firm has to deploy 4 nos consultants on full time basis at IREL Corporate Office, Mumbai as detailed below:

- **Consultant 1 & 2:** B.Tech / B.E.in Mining / Metallurgy / Chemical / Mechanical / Mineral Processing with more than 5 years of experience in the field of mining and metals sector.
- **Consultant 3:** M.Tech / M.Sc. in Geology with more than 5 years of experience in the field of mining and metals sector.
- **Consultant 4:** MBA (Finance) / CA with more than 5 years of experience. Should be well versed in financial modelling.

In case of separation of consultants, suitable replacement to be provided by the selected bidder.

**Backend Knowledge Support:** The bidder has to submit an undertaking to provide Backend Knowledge Support to the deployed consultants from the Partners / Directors of the firm.

#### 1.4. BRIEF DESCRIPTION OF THE BIDDING PROCESS

IREL will be adopting 2-part (Part I-Techno-commercial, Part II-Price Bid) bidding process (collectively referred as the “Bidding Process”) for selection of the Bidder for award of the work on QCBS method. The online tenders are invited from the empaneled/shortlisted bidders to participate in the e-bidding process system through GeM portal.

##### **Part I (Techno-Commercial Bid):**

For this part of the Bidding Process, the Bidders are required to upload their Techno-commercial bids including Qualification documents in the GeM portal as per requirements of this RFP.

The Techno-commercial Bid shall comprise the following:

- a) Signed copy of RFP including addendum/corrigendum If any.
- b) Bid security/EMD
- c) Power of attorney, etc

- d) Undertaking on ethics
- e) At the end of this part, the Bidders who are qualified (the “Technically Qualified Bidders”) will enter the next part of the Bidding Process.  
 Technical score will be calculated based on the markings obtained by the bidder as per the tabulated requirements.

**Part II (Price Bid):**

For this part of the Bidding Process, the Bidders are required to upload their Price Bids in the GeM Portal. Financial score will be calculated based on the price quoted by the bidders. Based on highest combined score(70% technical and 30% Financial) the selected bidder will be appointed for engagement of 4 consultants as per the scope of work. The detailed evaluation process of bid is mentioned at Clause 29 of the RFP.

- 1.4.1 IREL shall receive the Bids pursuant to this RFP in accordance with the terms set forth herein as modified, altered, amended and clarified from time to time by IREL. All Techno-commercial document and Price Bids shall be prepared and uploaded in the GeM portal in accordance with such terms on or before the date specified for submission in accordance with this RFP.
- 1.4.2 The Bidder whose bid is responsive, technically qualified and who shall score the combined highest score as per evaluation shall be declared as the “Selected Bidder”. After selection, a work order shall be issued by IREL to the Selected Bidder for the Works.
- 1.4.3 The Selected Agency/Bidder shall be responsible for providing professionals / consultants on full time basis at our Corporate Office, Mumbai.

**2. PRE-QUALIFICATION CRITERIA**

The minimum qualification criteria for a Bidder to qualify for Technical Evaluation and opening of Financial Proposal are listed below:

Sl. No.	Basic Requirement	Specific Requirements
1	Legal Entity	The Bidder(s) must be a duly registered legal entity in India, under any of the following categories: - a Limited Liability Partnership (“LLP”) registered under the LLP Act, 2008; - an Indian Company (“Company”) registered under the Companies Act, 2013
2	Existence of the firm	The Bidder(s) should be operating in the domain of management consulting services for last 15 (Fifteen) Financial Years
3	Work Experience: Domain	The Bidder, in the last 7 years, should have completed at least one project related to business strategy, transaction advisory or project management involving transaction advisory and / or monitoring support for at least one year in minerals, metals and mining sectors for government or Indian public sector enterprises. The fee should be equal to or higher than INR 2 crores excluding taxes from a single work order.
4	Average Annual Turnover	The Bidder(s) should have an average annual consultancy services turnover of INR 300 Crore (INR Three Hundred Crores only) in the last Five preceding financial accounting years (2020-21, 2021-22, 2022-23, 2023-24, 2024-25). The consultancy turnover should exclude revenue from Audit, Taxation, ERP and IT implementation. A certificate from Statutory Auditors of the organisation along with UDIN is to be submitted.
5	Net Worth	The Bidder(s) should have a positive net worth in each of the last 05 (Five) Financial Years (i.e., 2020-21, 2021-22, 2022-23, 2023-24, 2024-

Sl. No.	Basic Requirement	Specific Requirements
		25)
6	Blacklisting	The Bidder(s) shall not have been debarred/ blacklisted by any Central Govt./ State Govt./ Public Sector Undertaking/ any other local Body or body established under or in the control of the Central or state Government and till completion of the selection process under this RFP
7	Bidder consulting capacity	The bidder should have minimum 100 full time Consulting professionals (at least MBA or equivalent OR B.E. / B. Tech on the payroll of the company, as on bid due date)

### 3. PRE-BID CONFERENCE:

- 3.1. A Pre-bid conference will be held through video conferencing on the date and address mentioned in the bid data sheet. The representatives of the interested organizations may attend the pre-bid conference at their own cost. The prospective participants have to inform the IREL on the email id mentioned above for attending the pre-bid conference along with name, email and contact no 2 days prior to the pre-bid date.
- 3.2. The purpose of the conference is to provide bidders with information regarding the RFP and the proposed work requirements, and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP.
- 3.3. Request for clarifications shall be sent by bidders 2 days prior to the pre bid date. All the requests shall be addressed to the contact person in IREL as mentioned in the RFP.
- 3.4. IREL will endeavor to provide a complete, accurate, and timely response to all questions to all the bidders. However, IREL makes no representation or warranty as to the completeness or accuracy of any response, nor does IREL undertake to answer all the queries that have been posed by the bidders.
- 3.5. IREL may incorporate any changes in the RFP based on acceptable suggestions received during the interactive Pre-Bid Conference. The decision of the IREL regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances.
- 3.6. However, bidders are free to raise their queries during the meeting and acceptable responses, if felt necessary by IREL, will be conveyed to all the prospective bidders (by way of hosting amendments/ clarifications on the website i.e. at <https://www.irel.co.in> OR by uploading it in GeM Portal in accordance with the respective clauses of the RFP and no participant would be intimidated individually about the response.

### 4. AMENDMENT OF THE RFP

- 4.1. At any time prior to the Bid Due Date, IREL may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of addenda.
- 4.2. Any addendum issued hereunder will be in writing and shall be uploaded on IREL website [www.irel.co.in](http://www.irel.co.in) or GeM Portal.
- 4.3. In order to allow the Bidders a reasonable time for taking an addendum into account, or for any other reason, IREL may, in its sole discretion, extend the Bid Due Date.
- 4.4. The responsibility of downloading the related corrigenda, if any, will be that of the Bidders. No separate intimation in respect of corrigendum will be sent to tenderer(s) who have downloaded the documents from web site.

### 5. MODE OF SUBMISSION

Bidders are allowed to participate in the bidding process as a single entity only.

RFP documents should be uploaded in the GeM portal as under:

- 5.1. Checklist of documents is to be uploaded.

- 5.2. Towards submission of bid, Bidders are requested to carefully go through the RFP document.
- 5.3. IREL reserves its right to postpone the opening of the RFP at their own discretion.
- 5.4. RFP will be opened as per bid schedule. If the date stipulated for receipt of RFP bids or for their opening of RFP happens to fall on a Sunday/ Public Holiday /unscheduled closure, it shall be deemed to fall on next working day. Incomplete bid will be rejected.

#### **6. AUTHENTICATION OF BID:**

The "Bidder" as used in the RFP shall mean the one who has signed the Bid document forms; duly authorized by the Bidder, in which case Bidder shall submit a Power of Attorney in the name of the Authorized signatory. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, be signed by the authorized signatory. (As per Appendix-2).

#### **7. PROPOSAL PREPARATION COSTS**

The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other due diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by IREL to facilitate the evaluation process, and all such activities related to the bid process.

#### **8. LANGUAGE OF BIDS**

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and the IREL, shall be written in the English language and all numbers in Indian System of numbering (0,1,2 .....9).

#### **9. GENERAL TERMS OF BID SUBMISSION**

- 9.1. Notwithstanding anything to the contrary contained in this RFP, the detailed terms specified in the GeM Contract shall have overriding effect; provided, however, that any conditions or obligations imposed on the Bidder hereunder shall continue to have effect in addition to its obligations under the RFP.
  - 9.2. Any condition or qualification or any other stipulation contained in the Bid shall render them liable to rejection as a non-responsive Bid, as the case may be.
  - 9.3. The Bid and all communications in relation to or concerning the Bidding Documents and the Bid shall be in English language.
  - 9.4. The documents including this RFP and all attached documents, provided by IREL are and shall remain or become the property of IREL and are transmitted to the Bidders solely for the purpose of preparation and the submission of the bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. The provisions of this clause shall also apply mutatis mutandis to Bids and all other documents submitted by Bidders, IREL shall have the right not to return to Bidders document or any information provided along therewith.
  - 9.5. The statements and explanations contained in this RFP are intended to provide a better understanding to the Bidders about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Agency set forth in the GeM contract or IREL's rights to amend, alter, change, supplement or clarify the scope of work, the Project to be awarded pursuant to this RFP or the terms there of or herein contained. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this RFP are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by IREL.
- #### **10. CONFLICT OF INTEREST**
- 10.1. A Bidder shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. This includes firms that have provided any consultancy services to the project/

substantially involved in the preparatory work for the project, if any. Any Bidder found to have a Conflict of Interest shall be disqualified.

- 10.2. In the event of disqualification, IREL shall be entitled to any action, as mutually agreed genuine pre- estimated loss and damage likely to be suffered and incurred by IREL and not by way of penalty for, inter alia, the time, cost and effort of IREL, including consideration of such Bidder's Bid (the "Damages"), without prejudice to any other right or remedy that may be available to IREL under the Bidding Documents and/or the Contract or otherwise. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, unless specifically permitted elsewhere in the RFP documents. The conflict of interest is guided by CVC circular no 08/06/11 dated 24/06/2011.

The bidder is required to submit a declaration of not having any Conflict of Interest.

## **11. CHANGES IN OWNERSHIP**

By submitting the Bid, the Bidder shall also be deemed to have acknowledged and agreed that in the event of a change in control / change in ownership of the Bidder, the bidder's liability to honor the Contract and complete the Project would be continued.

## **12. ACKNOWLEDGEMENT BY BIDDER**

- 12.1. It shall be deemed that by submitting the Bid, the Bidder has:
- a) Made a complete and careful examination of the RFP;
  - b) Accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of IREL relating to any of the matters referred to in this clause; and
  - c) Agreed to be bound by the undertakings provided by it under and in terms hereof.
  - d) Is aware of the site conditions and requirements there in
- 12.2. IREL 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 the RFP or the Bidding Process, including any error or mistake therein or in any information or data given by IREL.
- 12.3. In case it is found during the evaluation or at any time before issuance of the GeM Order/ Contract or after its execution and during the period of subsistence thereof, including the Project thereby granted by the IREL, the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified and liable to be terminated without IREL being liable in any manner whatsoever.

In such an event, IREL shall be entitled to forfeit and appropriate the Security Deposit, as the case may be, as Damages, without prejudice to any other right or remedy that may be available to IREL under the Bidding Documents and/or the Contract or under Applicable Law, or otherwise.

## **13. EARNEST MONEY DEPOSIT/BID SECURITY (EMD):**

- 13.1. In terms of the RFP, a Bidder will be required to deposit, along with Part I(techno-commercial bid), a bid security for INR 1,92,000/- (the "Bid Security"). The Bidders will provide Bid Security in the form of Demand Draft/online transfer (NEFT/RTGS) or bank guarantee acceptable to IREL (the format for Bank Guarantee is provided at Appendix 9). It's validity period shall not be less than 90 (ninety) days from the Bid Due Date, with an additional claim period of 30 (thirty) days, and may be extended as may be mutually agreed between IREL and the Bidder from time to time. The Bid shall be summarily rejected, if, it is not accompanied by the Bid Security. The Bid Security will be issued by a Indian Nationalised/Schedule bank, in favour of "IREL (India) Limited", payable at Mumbai.
- 13.2. The bidder shall scan and upload copy of the Bid Security/ EMD in the GeM Portal and send physical copy to IREL's Corporate Office Address so as to reach Corporate Office within 10 days of the due date of submission of the Bid.
- 13.3. The genuineness of bank guarantee shall be checked by IREL from the issuing bank.

- 13.4. IREL shall not be liable to pay any interest on the Bid Security deposit so made and the same shall be interest free.
- 13.5. Any bid not accompanied by the Bid Security shall be summarily rejected by IREL as non-responsive.
- 13.6. The Bid Security of unsuccessful Bidders will be returned by IREL, without any interest within 30 (thirty) days from the date of issuance of Work Order.
- 13.7. IREL shall be entitled to forfeit and appropriate the Bid Security as Damages inter alia in any of the events specified in the RFP. The Bidder, by submitting its Bid pursuant to this RFP, shall be deemed to have acknowledged and confirmed that IREL will suffer loss and damage on account of withdrawal of its Pre-Qualification Application or Bid or for any other default by the Bidder during the period of Bid Validity as specified in this RFP. No relaxation of any kind on Bid Security shall be given to any Bidder.
- 13.8. The Bid Security shall be forfeited as Damages without prejudice to any other right or remedy that may be available to IREL under the Bidding Documents and / or under the GeM contract, or otherwise, if
  - a. A Bidder submits a non-responsive bid, or a non-responsive Techno-commercial Bid, or a non-responsive Financial Bid at Bid Stage of the Bidding Process;
  - b. A Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as specified in this RFP;
  - c. A Bidder submits false/fabricated documents;
  - d. A Bidder withdraws its Bid during the period of Bid Validity, and as extended by mutual consent of the respective Bidder(s) and IREL;
  - e. The Selected Bidder fails within the specified time limit-
    - i. to sign and return the duplicate copy of GeM Order; or
    - or
    - ii. to furnish the Security Deposit within the period prescribed thereof in the GeM Order as per appendix 10.
  - f. The Selected Bidder, having accepted the GeM Contract, commits any breach thereof prior to furnishing the Security Deposit.

#### **14. SECURITY DEPOSIT (SD):**

- 14.1. The Successful Bidder shall be required to furnish Demand Draft/Online transfer(NEFT or RTGS) or Bank Guarantee from Indian nationalized Bank as per Appendix 10 in favor of IREL, for an amount equivalent to 5% (Five percent) of the contract value towards Security Deposit towards the satisfactory performance of the contract, within 14 (fourteen) days of the written acceptance of the GeM order or contract or commencement of work whichever is earlier. Contract value means basic price quoted by the bidder exclusive of applicable GST.
- 14.2. The SD shall be dealt with as below: -
  - 14.2.1. The SD shall be returned to the Bidder after six months of completion of activities in line with the deliverables of the contract and with the certification of "No Dues" from Officer-in-Charge (OIC) and after adjustment of dues, Damages etc. if any from any dues to the Bidder and further shall be dealt with as per "Payment terms" of SCOC. (Special Conditions of the Contract).
  - 14.2.2. The Security Deposit shall stand forfeited in favor of IREL without any further notice to the Bidder in the following circumstances:
    - (a) In case of any failure whatsoever on the part of the Bidder at any time in the performance of his part of the contract including that during the extended periods of contract, where notice is given & time for rectification allowed.
    - (b) If the Bidder indulges at any time in any subletting / subcontracting of any portion of the work without notice and approval from IREL.

#### **15. RIGHT TO ACCEPT/ REJECT ANY OR ALL BIDS:**

Notwithstanding anything contained in this RFP, IREL reserves the right to accept or reject any

bids and to annul the Bidding Process and reject all bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons there for.

## **16. DISQUALIFICATION**

The proposal is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this RFP

- a. Proposal not submitted in accordance with the procedure and formats prescribed in this document.
- b. The bidder qualifies the proposal with his own conditions.
- c. Proposal is received in incomplete form.
- d. Proposal is not accompanied by all the requisite documents.
- e. Information submitted in technical proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- f. Failure to furnish all information required by the RFP Document or submission of a bid not substantially responsive to the RFP.
- g. Failure to furnish proofs for information provided.
- h. Bidders not complying with the terms and conditions as stated in the RFP Documents.
- i. The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Scope of work.
- j. If the bid does not conform to the timelines indicated in the bid.

## **17. QUERIES AND CLARIFICATIONS**

- 17.1. IREL shall endeavour to respond to the questions raised or clarifications sought by the Bidders. However, IREL reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring IREL to respond to any question or to provide any clarification.
- 17.2. IREL may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by IREL shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by IREL or its employees or representatives shall not in any way or manner be binding on IREL.
- 17.3. IREL may seek clarifications regarding any matter connected with this RFP
- 17.4. The Bidder shall furnish their queries to GM(Technical) through email [purchase-ho@irel.co.in](mailto:purchase-ho@irel.co.in)

## **18. CONFIDENTIALITY**

Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising IREL in relation to or matters arising out of, or concerning the Bidding Process. IREL will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. IREL 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 is to enforce or assert any right or privilege of the statutory entity and/ or IREL or as may be required by law or in connection with any legal process.

## **19. STRUCTURE OF BID**

The Bidders will prepare their bids in the structure and sequence provided below. In case the Bids are not found as per the required structure, IREL shall have the right to declare the Bid as non-responsive and the Bid shall not be considered for further evaluation.

The following conditions shall be adhered to while submitting a Bids

- a. Bidders should attach clearly marked and referenced continuation sheets in the event that the space provided in the prescribed forms in the Appendix is insufficient. Alternatively, Bidders

may format the prescribed forms making due provision for incorporation of the requested information;

- b. Information supplied by a Bidder must apply to the Bidder or Associate named in the Bid and not, unless specifically requested, to other associated companies or firms

The Bidders will prepare their Bids in the structure and sequence provided below. In case the Bids are not found as per the required structure, IREL shall have the right to declare the Bid as non-responsive and the Bid shall not be considered for further evaluation. Bidders should attach clearly marked and referenced continuation sheets for techno-commercial conditions, in the event that the space provided in the prescribed forms is insufficient.

**Part I – Techno Commercial bid - Checklist of documents to be submitted**

Sl. No.	Document	Reference	Compliance (Y/N)
1.	Letter comprising bid	Appendix 1	Y
2.	Power of Attorney	Appendix 2	Y
3.	Undertaking by Bidder	Appendix 3	Y
4.	Statement of Legal Capacity	Appendix 4	Y
5.	Secrecy Agreement	Appendix 5	Y
6.	Format for price bid with breakup	Appendix 6	Y
7.	Non-Blacklisting	Appendix 7	Y
8.	EMD Declaration	Appendix 8	Y
9.	Bank Guarantee format for EMD	Appendix 9	Y
10	Bank Guarantee format for security deposit	Appendix 10	Y
11	Any other document mentioned in this RFP	General	Y

Submission Terms for response by the participating bidders:

Sl No.	Submission Terms	Response
1	Bidder is deemed to have gone through the RFP document and Corrigendum, if any and understood the same before participating in the e-RFP. All terms and Conditions of the RFP document and Corrigendum(s) issued are acceptable to them.	AGREE
2	Bidder agrees to upload the scanned copies all the documents as called for submission in Part-I as per the checklist above in the GeM portal	AGREE
3	Contact details Name & Designation of the Contact person, Phone no, Cell no. Email	Remarks

**Part II – Price Bid**

For this part of the Bidding Process, the Bidders are required to upload their Price Bids in the GeM portal only.

**20. EVALUATION PROCESS:**

Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Bidding Process or selection will be given. IREL may seek clarifications from the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents.

Any information contained in the Bid shall not in any way be construed as binding on IREL, 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.

- a. IREL 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.
- b. If any information furnished by the Bidder is found to be incomplete, or contained in formats other than those specified herein, IREL may, in its sole discretion, exclude the relevant project of the Bidder.
- c. IREL reserves the right to reject any non-responsive Empanelment Bid and no request for alteration, modification or substitution shall be entertained by IREL in respect of such Bid.

## **21. VALIDITY OF BIDS**

- 21.1. The Bids (Techno-Commercial and Price Bid) shall be valid for a period of not less than 120 (one hundred and twenty) days from the Bid Due Date.
- 21.2. The validity of Bids may be extended by mutual consent of the respective Bidders and IREL.

## **22. JURISDICTION**

Without prejudice, Civil court of Mumbai shall have jurisdiction to deal with/or to decide any legal issue or dispute whatsoever arising out of this RFP.

## **23. GENERAL**

IREL, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

- a. suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding 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. pre-qualify or not to pre-qualify any Bidder and/ or to consult with any Bidder in order to receive clarification or further information;
- d. retain any information and/ or evidence submitted to IREL by, on behalf of, and/ or in relation to any Bidder; and/ or
- e. 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

It shall be deemed that by submitting the Bid, the Bidder agrees and releases IREL, 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 and the Bidding Documents, pursuant hereto, and/ or in connection with the Bidding Process, to the fullest extent permitted by applicable law, and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

## **24. VERIFICATION OF DOCUMENTS**

- 24.1. IREL reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP and the Bidder shall, when so required by IREL, make available all such information, evidence and documents as may be necessary for such verification. Any such verification, or lack of such verification, by IREL shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of IREL thereunder.
- 24.2. IREL reserves the right to reject any Bid if:
  - a. at any time, a material misrepresentation is made or uncovered, or
  - b. the Bidder does not provide, within the time specified by IREL, the supplemental information sought by IREL for evaluation of the Bid.
- 24.3. Such misrepresentation/ improper response shall lead to the disqualification of the Bidder.

## **25. ACKNOWLEDGEMENT BY BIDDER**

- 25.1. It shall be deemed that by submitting the Bid, the Bidder has:
  - a. made a complete and careful examination of the RFP;

- b. accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of IREL relating to any of the matters referred to in this clause; and
- c. agreed to be bound by the undertakings provided by it under and in terms hereof.
- d. Is aware of the site conditions and requirements there in

- 25.2. IREL 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 the RFP or the Bidding Process, including any error or mistake therein or in any information or data given by IREL.
- 25.3. Various Government of India policies/guidelines such as MSEs, make in India policy, etc. relevant to the project are applicable
- 25.4. In case it is found during the evaluation or at any time before issuance of the RFP/ GeM Order/ contract or after its execution and during the period of subsistence thereof, including the Project thereby granted by the IREL, that one or more of the pre- qualification 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 and liable to be terminated without IREL being liable in any manner whatsoever.

In such an event, IREL shall be entitled to forfeit and appropriate the Security Deposit, as the case may be, as Damages, without prejudice to any other right or remedy that may be available to IREL under the Bidding Documents and/ or the Contract or under Applicable Law, or otherwise.

## **26. BID EVALUATION AND SELECTION OF BIDDER**

- 26.1. IREL will examine and evaluate the Bids in accordance with the provisions set out in this RFP. IREL may seek clarifications from the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents.

Any information contained in the Bid shall not in any way be construed as binding on IREL, 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.

IREL 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.

If any information furnished by the Bidder is found to be incomplete, or contained in formats other than those specified herein, IREL may, in its sole discretion, exclude the relevant project of the Bidder.

IREL reserves the right to reject any non-responsive Bid and no request for alteration, modification or substitution shall be entertained by IREL in respect of such Bid.

Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Bidding Process or selection will be given.

## **27. OPENING AND TEST OF RESPONSIVENESS**

- 27.1. Bidders shall submit Techno-commercial & Price bid in the manner and form as specified in the RFP. IREL shall open the Techno-Commercial Bids electronically as per the schedule.
- 27.2. Prior to evaluation of the Bid, IREL shall determine whether each Bid is responsive to the requirements of the RFP. A Bid shall be considered responsive if:
  - a. it is received by Bid Due Date (including any extension thereof) as per format prescribed along with all filled up forms, data/ details/ documents requested in this RFP;
  - b. it does not contain any condition or qualification; and responsive in terms hereof.
- 27.3. IREL reserves the right to reject any Bid that is non-responsive and no request for alteration, modification or substitution shall be entertained by IREL in respect of such Bid. Provided,

however, that IREL may, in its discretion, allow the Bidder to rectify any infirmities or omissions if the same do not constitute a material modification of the Bid.

## 28. CALCULATION OF QUALIFICATION SCORE

Technical evaluation of only those Bidder(s) shall be carried out of those meeting all the defined minimum pre-qualification criteria. After the technical evaluation each Proposal will be given a technical score (TS) as detailed below. The maximum points/ marks to be given under each of the evaluation criteria are:

Sl. No	Basic Requirement	Specific Requirements	Maximum Marks	Scoring Mechanism
1	Work Experience: Sector	Number of assignments completed in the last 7 years (up to bid due date) related to business strategy, Go-to-Market (GTM) strategy, market studies, bid advisory services, transaction advisory services or program management <b>in mining &amp; metals sector</b> with work order value greater than or equal to INR 1.00 Cr (excluding taxes).	20 Marks	4 marks shall be awarded for each completed assignment, subject to a maximum of 20 marks.  Note: Documentary evidence (e.g., work order and completion certificate) must be submitted for each assignment.
2	Work Experience: PSU in sector	Number of assignments completed in the last 7 years (up to bid due date) related to business strategy, Go-to-Market (GTM) strategy, market studies, bid advisory services or transaction advisory services or program management for <b>government or Indian public sector enterprises in mining &amp; metals sector</b> with work order value greater than or equal to INR 1.00 Cr (excluding taxes).	20 Marks	4 marks shall be awarded for each completed assignment, subject to a maximum of 20 marks.  Note: Documentary evidence (e.g., work order and completion certificate) must be submitted for each assignment.
3	Work Experience: Others	Number of assignments completed related to due diligence, financial appraisal of projects, pre-feasibility report (PFR), techno economic feasibility report (TEFR) for a mining / mineral/ metallurgy/ chemical project in India.	20 Marks	4 marks shall be awarded for each completed assignment, subject to a maximum of 20 marks.  Note: Documentary evidence (e.g., work order and completion certificate) must be submitted for each assignment
4	Financial capability	The Bidder(s) should have an average annual consultancy and advisory services of INR 300 Crore (INR Three Hundred Crores	10 Marks	All Consultants having average annual turnover of Rs.200 Crore or above from consultancy and advisory services as mentioned above in

Sl. No	Basic Requirement	Specific Requirements	Maximum Marks	Scoring Mechanism
		only) in the last Five preceding financial accounting years (2020-21, 2021-22, 2022-23, 2023-24, 2024-25). The consultancy turnover should exclude revenue from Audit, Tax, Recruitment services, and IT services.		the period under consideration shall be awarded marks as below. <ul style="list-style-type: none"> <li>• ≥ 300 Cr to 350 Cr: 3 marks</li> <li>• &gt; 350 Cr to 400 Cr: 5 marks</li> <li>• &gt; 400 Cr: 10 marks</li> </ul> A Certificate from Statutory Auditors of the Organization along with UDIN should be submitted.
5	Approach & Methodology	The bidder should provide detailed approach & methodology for executing the study, proposed deliverables and timelines. Presentation on approach and methodology, learning from similar experience, team, work plan and other technical aspects of the proposal will be required.	30 Marks	<ul style="list-style-type: none"> <li>• Understanding of scope of work and project objectives: 10 marks</li> <li>• Approach and methodology including work plan: 5 marks.</li> <li>• Case studies: 10 marks</li> <li>• Tools &amp; accelerators: 5 marks</li> </ul>

**Note:** Please note that the assignments furnished at Sl.No.1, 2 & 3 (above table) cannot be used more than once for scoring.

## 29. EVALUATION OF BIDS

Following evaluation process will be adopted by IREL:

Only the Bidders, who meet ALL the Pre-Qualification Criteria as mentioned in the table above, would be considered for further technical and financial evaluation purposes. Bidders who fail to fulfill any of the requisite Pre-Qualification Criteria would not be considered for the evaluation of the technical proposal.

The technical score would be calculated for each Bidder by the client and all the Bidders who get a minimum of 70 marks out of 100 would only be considered for opening of financial proposal for financial evaluation purposes. The bidders who get a technical score of less than 70 out of 100 would not be considered for the financial evaluation.

The technical and financial scores secured by each Bidder will be added using weightage of 70% and 30% respectively to compute a Quality and Cost Based Selection ("QCBS"). The bidder with the highest QCBS Score shall be the selected bidder for executing the SoW under the published RFP.

### 29.1. EVALUATION OF FINANCIAL BID:

- 29.1.1. After the evaluation of Techno-commercial Bid, the Financial Bids submitted by the Technically Qualified Bidder will be evaluated.
- 29.1.2. For financial evaluation, the total cost indicated in the Financial Bid will be considered.
- 29.1.3. IREL will determine whether the Financial Bids are complete, unqualified and unconditional. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest Financial Bid (F,) will be given a financial score (Sf) of 100 points. The financial scores of other Bids will be computed as follows:

$$S_f = 100 \times F_m / F$$

(F = amount of Financial Bid; F<sub>m</sub> = Lowest Financial Bid)

### **Combined and final evaluation**

Bids will be ranked according to their combined technical (S<sub>t</sub>) and financial (S<sub>f</sub>) scores as follows:

$$S = (S_t \times T_w) + (S_f \times F_w)$$

Where S is the combined score, and T<sub>w</sub> and F<sub>w</sub> are weights assigned to Techno-commercial Bid and Financial Bid, which shall be 0.70 and 0.30 respectively.

- 29.1.4. Subject to the provisions of Clause 29, the Bidder whose Bid is adjudged as responsive and who scores the highest combined score shall be declared as the Selected Bidder.
- 29.1.5. In the event that two or more Bidders quote the same Bidding Parameter (the "Tie Bidders"), IREL shall identify the Selected Bidder based on their Qualification Score-The Bidder with the higher Qualification Score will be the Selected Bidder.
- 29.1.6. After selection, a work order shall be issued, in duplicate, by IREL to the Selected Bidder and the Selected Bidder shall, within 15 (fifteen) days of the receipt of the work order, sign and return the duplicate copy of the work order in acknowledgement thereof.
- 29.1.7. The Selected Bidder will be required to submit the Security Deposit as mentioned in the GeM Order within a period of fourteen (14) days from the issuance of Work Order or at the time of issuance of the GeM Order, whichever is earlier. The Selected Bidder will have to keep its Security Deposit valid for a period covering the period of the contract plus three months. In case, the contract is further extended beyond the initial period, the Demand draft/ RTGS/NEFT/Bank Guarantee will have to be accordingly renewed by the successful bidder. The Security Deposit (SD) shall not bear any interest, and is liable to be forfeited for unsatisfactory completion or on abandonment of the Work contract. In case of revision of SD to any other higher percentage by any Govt. Notification, the same shall be applicable.
- 29.1.8.

### **30. PROPRIETARY DATA**

All documents and other information supplied by IREL or submitted by a Bidder to IREL shall remain or become the property of IREL. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. IREL will not return any Bid or any information provided along therewith.

### **31. ETHICS IN TENDERING AND OTHER BUSINESS DEALINGS**

IREL (India) Limited, a Government of India Undertaking, under the administrative control of Department of Atomic Energy is doing its business as per the rules and regulation of the Public Sector Undertaking and other statutory agencies. The business is done in an ethical, rational & impartial manner with good Corporate Governance.

In our endeavour to be more transparent in our dealings and to support our ideology all Vendors, Customers and Business Partners are requested not to provide any gift and /or inducement to any of our employees for securing/ being granted favour in dealings with our Company. In assurance of your commitment to the aforesaid, it will be highly appreciated if you fill up, sign and abide by the attached undertaking format in Appendix 3.

Report of any gifts and /or inducements sought by any employee of the company (IREL) should be immediately reported to the following:

Shri SB Mohanty, Chairman and Managing Director IREL (India) Limited, 1207 VS Marg, Prabhadevi, Mumbai 400 028 Ph.022-24225778, Email: <a href="mailto:cmd@irel.co.in">cmd@irel.co.in</a>	Shri Ajitkumar Vasantryo Sontakke Chief Vigilance Officer IREL (India) Limited, 1207 VS Marg, Prabhadevi, Mumbai 400 028 Email: <a href="mailto:cvo@irel.co.in">cvo@irel.co.in</a>
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We assure you those complaints, if any, made by you on the subject will be kept confidential and fair investigation will be conducted and appropriate action will be taken. Similarly, we expect your commitment to the undertaking and its violation will have consequences as per prevailing rule of the company.

## 32. PART II: SPECIAL CONDITION OF CONTRACT (SCOC)

### 1 NO. OF CONSULTANTS TO BE DEPLOYED BY THE CONSULTING FIRM:

The following numbers may be deployed full time at IREL Mumbai Office by the consulting firm:

**Consultant 1 & 2:** B.Tech / B.E.in Mining / Metallurgy / Chemical / Mechanical / Mineral Processing with more than 5 years of experience in the field of mining and metals sector.

**Consultant 3:** M.Tech / M.Sc. in Geology with more than 5 years of experience in the field of mining and metals sector.

**Consultant 4:** MBA (Finance) / CA with more than 5 years of experience. Should be well versed in financial modelling.

In case of separation of consultants, suitable replacement to be provided by the selected bidder.

**Backend Knowledge Support:** The bidder has to submit an undertaking to provide Backend Knowledge Support to the deployed consultants from the Partners / Directors of the firm.

### 2 PERIOD OF CONTRACT:

The consultants may be engaged for a period of 6 months, with a provision to extend for a further period of six months at a time, but not beyond 2 years, based on the performance.

### 3 DELIVERABLES AND OUTCOMES:

- 1 The consultant will be responsible for overall assistance in all activities related to identification and assessment / screening of assets. This includes providing technical inputs, coordination, and making efforts to support IREL to drive towards definite outcomes.
- 2 The consultant will support IREL in preparation of background notes, power point presentations, concept notes, for the above-mentioned areas mentioned in the scope.
- 3 The consultant should submit a monthly progress report to IREL management.

### 4 TERMS OF PAYMENT:

Payment will be made based on the monthly bills raised by the agency against deployment of consultants, subject to acceptance by IREL of the work done in that month.

### 5 Officer-In-Charge: Shri. K Anil Kumar, Chief Manager-HRM (Establishment), IREL (India) Limited, Corporate Office, Mumbai, Email: [anilkumarkanjam@irel.co.in](mailto:anilkumarkanjam@irel.co.in)

## PART III: APPENDICES/FORMS

### APPENDIX 1 - LETTER COMPRISING THE BID

Dated:

To:

**Subject: RFP for Selection of consulting firm for providing qualified and experienced consultants for professional/consulting services on full time basis**

Dear Sir,

1. With reference to RFP document no..... dated \*\*\*\*\*, I/we, having examined the RFP Documents and understood their contents, hereby submit my/our Bid for the aforesaid Project. The Bid is unconditional and unqualified.
2. All information provided in the Bid and in the Appendices is true and correct.
3. This statement is made for the express purpose of participating as Bidder for the development, construction and completion of the office building in all aspect for the of the aforesaid Project
4. I/ We shall make available to IREL any additional information it may find necessary or require to supplement or authenticate the Bid.
5. I/ We acknowledge the right of IREL to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/ We declare that:
  - a. I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by IREL.
  - b. I/ We do not have any conflict of interest in accordance with the RFP document.
  - c. 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 the RFP document, in respect of any RFP or Expression of Interest issued by or any contract entered into with IREL or any other public sector enterprise or any government, Central or State; and
  - d. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders.

9. I/ We believe that we satisfy the requirements as specified in the RFP document and are/ is qualified to submit the Bid.
10. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/ employees.
13. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of ineligibility in terms of the provision of the RFP, we shall intimate IREL of the same immediately.
14. I/We acknowledge and agree that in the event of a change in control of the organization, I/We shall inform IREL forthwith along with all relevant particulars and IREL may, in its sole discretion, disqualify us or withdraw the Letter of Intent, as the case may be.
16. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by IREL in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
17. In the event of my/ our being declared as the Selected Bidder, I/We agree to accept the Agreement/Contract in accordance with the GeM terms & conditions. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
18. I/We have studied all the Bidding Documents carefully. We understand that except to the extent as expressly set-forth in the Contract, we shall have no claim, right or title arising out of any documents or information provided to us by IREL or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Project.
19. I/We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the Project is not awarded to me/us or our Bid is not opened.
20. We have studied all the Bidding Documents (RFP) carefully. We understand that except to the extent as expressly set-forth in the Contract, we shall have no claim, right or title arising out of any documents or information provided to us by IREL or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Project.
21. The Bid has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP, Technical information, and our own estimates of costs and after a careful assessment of the site conditions and all the conditions that may affect the Bid.
22. With reference to above, this is to confirm that we have not changed/ modified the RFP documents as appeared in the website/ issued by you.
23. We hereby confirm that we have not taken any deviation from RFP clauses together with other references as enumerated in the above referred RFP.
24. We hereby confirm our unqualified acceptance to all terms & conditions of RFP. In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null & void.

25. We agree to keep this Bid valid for 120 (one hundred and twenty) days from the Bid Due Date specified in the RFP or such further period as may be requested by IREL.
28. We accept that, we will not modify our bid during the bid validity period, and undertake to submit security deposit/performance security within the stipulated period and honour the contract after award of contract. In the event of any modification to our bid by us or failure on our part to honour the contract after final award or failure to submit security deposit / performance security, our firm may be debarred from participation in any tender/contract notified by IREL(India) Limited for a period of one year
29. I/We agree and undertake to abide by all the terms and conditions of the RFP document.

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

Yours faithfully,

(Signature of the Authorized signatory)

(Name and designation of the of the Authorized signatory)

Name and seal of Bidder Firm, Place :                      Date.....

**APPENDIX 2 – POWER OF ATTORNEY FOR SIGNING OF BID**

Know all men by these presents, We, (name of the Bidder and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (Name), son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is [presently employed with us and holding the position of \_\_\_\_\_], as our true and lawful attorney (hereinafter referred to as the “Attorney”) 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 bid for the “Please mention the name of the RFP” proposed or being developed by the IREL (India) Limited (the “IREL”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders’ and other conferences and providing information / responses to IREL, representing us in all matters before IREL, signing and execution of all contracts including the Agreement/Contract and undertakings consequent to acceptance of our Bid, and generally dealing with IREL in all matters in connection with or relating to or arising out of our Bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement/Contract with IREL.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney 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 Attorney 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 \_\_\_\_\_, 2022

For \_\_\_\_\_ (Signature)  
(Name, Title and Address) Witnesses:

- 1.
- 2.

Accepted \_\_\_\_\_  
(Signature)  
(Name, Title and Address of the Attorney)

[Notarised]

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

**APPENDIX 3 - UNDERTAKING BY THE BIDDER**

Date:

To,  
M/s. IREL (India) Limited,  
1207, V.S. Marg, Prabhadevi,  
Mumbai 400 028

I / We ..... am / are a Vendor / Customer of IREL (India) Limited (now onwards to be referred as Company).

I / We agree and undertake:

Not to provide any gift and / or inducement to any employee of the Company in connection with securing / being granted favour (s) in my / our dealings with the Corporate office of the company and / or its any field units namely MK, Chavara, OSCOM, RED, REPM, RETTP & IRERC.

To immediately report any gift and / or inducement sought by any employee of the Company granting favour(s) to me / us in my / our dealings with the Company and / or its field units.

Signature.....  
Name.....  
Title.....  
Name of the Company and Address (with Seal).....

**APPENDIX 4 - STATEMENT OF LEGAL CAPACITY**

(To be forwarded on the letterhead of the Bidder)

Ref.

Date.

To,

.....  
.....

Dear Sir,

We hereby confirm that we satisfy the terms and conditions laid out in the RFP document.

We have agreed that ..... (insert individual's name) will act as our representative and has been duly authorized to submit the RFP. Further, the authorised signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,

(Signature, name and designation of the authorised signatory)

For and on behalf of.....

Please strike out whichever is not applicable

## APPENDIX 5 – SECRECY AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 20- - by and between IREL (India) Limited, a company incorporated under Indian Companies Act having its registered office at Plot No.1207, , Opp. to Siddhivinayak Temple, Veer Savarkar Marg, Prabhadevi, Mumbai – 400 028, India (hereinafter called “IREL”) on one part and \_\_\_\_\_, a company duly incorporated under \_\_\_\_\_, with its registered office \_\_\_\_\_ (hereinafter called \_\_\_\_\_) includes its successors and permitted assigns, on the other part.

### **WITNESSETH :**

#### **WHEREAS:**

- A. IREL intends to purchase \_\_\_\_\_ from \_\_\_\_\_ (Name of the company).
- B. \_\_\_\_\_ (Name of the company) intends to produce \_\_\_\_\_ at their project in \_\_\_\_\_ (Name of the place) and intend to sell the same to IREL.
- C. The parties, therefore, intend to enter into an MoU and subsequently an agreement for the sale and purchase of \_\_\_\_\_.

**NOW, THEREFORE,** in consideration of the premises and the mutual covenants herein contained, the parties hereto agree as follows:

- 1. The term “Confidential Information” means:
  - (1) All details supplied by IREL/ (Name of the company) on technical, commercial and other information and data on the Process.
  - (2) All details supplied by IREL/ (Name of the company) on technical, commercial and other information and data relating to the products.
- 2. Each party hereto shall keep secret and confidential any and all Confidential information it receives from any other party or parties hereto under this Agreement and shall not use such Confidential Information for any purposes except for the said tender purpose hereunder. The obligations under this Article shall not apply to any information or data that:
  - (i) at the time of its disclosure hereunder is in the public domain,
  - (ii) after disclosure hereunder becomes part of the public domain by publication or otherwise through no fault of the party to whom such information or data is disclosed hereunder (“Receiving party”) (but only after it is published or otherwise becomes part of the public domain),
  - (iii) the Receiving Party can show in its possession at the time of disclosure hereunder and which the Receiving party, without breach or any obligation is free to disclose to others, or
  - (iv) was received by the Receiving Party after the time of disclosure by a party hereto (“Disclosing Party”) hereunder from a third party who did not acquire it, directly or indirectly, from the Disclosing Party under an obligation of confidence and which the Receiving party, without breach of any obligation, is free to disclose to others.

For the purpose of this Article 2, information or data which is specific, e.g., those on operating conditions or equipment, shall not be deemed to be within the foregoing exceptions merely because it is embraced by general information or data in the public domain or in the possession of Receiving Party. In addition, any combination of features shall not be deemed to be within the foregoing exceptions merely because individual features are in the public domain or in the possession of the Receiving Party, but only if the combination itself and its principle of operation are in the public domain or in the possession of the Receiving Party.
- 3. The Receiving Party shall limit the access to the Confidential Information received hereunder to its directors, officers and employees, who (i) need to have access with such Confidential Information, (ii) have been informed of the confidential nature thereof and (iii) have agreed to undertake the obligations of non-disclosure and non-use of such Confidential Information.
- 4. Upon request of IREL, .....(name of the party) shall, free of charge, promptly return to IREL all the Confidential information received from IREL hereunder.
- 5. Each party hereto shall not, without the other party’s prior express written consents, disclose or allow the disclosure of the existence of this Agreement.
- 6. It is mutually understood and agreed that no license or other rights are granted to any party hereto under this Agreement, by implication or otherwise, for any of the patents or patents

applications of any other party hereto or as to any information and data disclosed by any other party or parties hereto under this Agreement.

7. None of the parties may assign its rights or obligations hereunder without the prior written consent of the other parties.
  8. The obligation of non-disclosure and non-use of the Confidential information under this Agreement shall remain in effect for five (5) years after the date hereof and shall terminate upon lapse of said five (5) years.
  9. This Agreement shall be governed by and construed in accordance with Indian laws.
  10. Each party hereto acknowledges and agrees that monetary damages for any breach or threat of breach of this Agreement are inadequate. Each party hereto shall, therefore, be entitled to seek and obtain temporary and injunctive relief for any breach or threat of breach of this Agreement relating to its Confidential Information, in addition to any other remedy.
- IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed in duplicate by their duly authorized representatives on the day and year first above written. The original shall remain with IREL and the duplicate with .....(name of the party).

1. For \_\_\_\_\_

(Name)  
Designation

Witness:

1.

2.

2. For IREL (India) Ltd.

(Name)  
Designation

Witness:

1.

2.

## APPENDIX 6 - FORMAT FOR PRICE BID WITH BREAKUP

(To be submitted online on GeM – BoQ)

**Name of Project: RFP FOR SELECTION OF CONSULTING FIRM FOR PROVIDING PROFESSIONALS/CONSULTANTS**

Name of Bidder:

**A. Fee for deploying professionals / consultants by the consulting firm.**

Sl. No.	Particulars	Amount in Rs.(figures)	in	Amount in Rs. (words)
1	Professional fee per consultant per month			
2	GST as Applicable Tax on the Fee (Sr.No.1)			
3	Total Fee (inclusive of all applicable taxes) (1+2)			
4	Total fee for 4 consultants per month			
5	Total fee for 4 consultants for 6 months			

**Bidder to submit the price break up statement in Part II-(Price Bid only) along with the summary/main price format online. No price bid is to be submitted with technical bid, otherwise bid will be considered void.**

**(Price quoted in summary sheet should match with the breakup statement total submitted on GeM Portal (Total Lump-sum basis)).**

**Bidder has to submit complete price bid as per format provided in price break up. Non submission of complete price bid will lead to rejection of bid.**

Notes:

- a) The fee will be quoted in Indian Rupees only. Contract value means fee inclusive of GST.
- b) The fee will be inclusive of all costs including travel, boarding, lodging, etc to be incurred by the Bidder.
- c) No escalation on any account will be payable on the above amounts.
- d) Tax applicable on the fee will be paid by the IREL as per Applicable Law.

Signature and Seal of Bidder

Name

Designation

Date

Place

**APPENDIX 7 - DECLARATION – NON-BLACKLISTING (Part of PQ no. 2 SI No.6)**

(On bidder's letter head)

To,  
GM-Technical  
IREL (India) Limited  
Corporate Office, Mumbai

Sir,

In response to the RFP Ref No.: \_\_\_\_\_ dated \_\_\_\_\_ 2026, I/We hereby declare that presently our company has not been declared ineligible or blacklisted for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State Govt./ Central Govt./PSU/Government of India Society on the date of bid submission. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our RFP if any, to the extent accepted may be cancelled.

Thanking you

Yours faithfully,

Name of the  
agency: -

Authorized  
Signatory: -

Seal of the  
organization  
Date:  
Place:

**Appendix 8-Bid Security/EMD Declaration**

I have furnished a sum of Rs. 1,92,000/- (Rupees ninety thousand only) towards EMD vide NEFT/RTGS No..... dated.....

Place:  
of tenderer:

Signature

Full Address:

IREL Bank Details

Name of the Bank	HDFC Bank Limited, V S Marg, Opp. Siddhivinayak Temple, Prabhadevi, Mumbai – 400028.
Account Type	Current Account
Account Number	00122320000135
IFSC Code	HDFC0000012

Details of payment to be uploaded to purchase-ho@irel.co.in

Email should contain the following details

- 1) Name of the company
- 2) Transaction ID with details Bank and Branch

## **Appendix 9- Proforma for Bank Guarantee for Earnest Money Deposit**

(To be issued by approved Nationalized/Scheduled Banks)

In accordance with Bid No. \_\_\_\_\_ Dated \_\_\_\_\_ for the work of \_\_\_\_\_ (herein after referred to as "the said Works") for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only), under \_\_\_\_\_ (Corporate Office) of M/s IREL (India) Limited, a company incorporated under Indian Companies Act, having its registered office at Plot No.1207, ECIL building, Opp. to Siddhivinayak Temple, Veer Savarkar Marg, Prabhadevi, Mumbai – 400028, India (herein after referred to as IREL), M/s \_\_\_\_\_ Address \_\_\_\_\_ [Herein after referred to as Contractor (s)] wish /wishes to participate in the said tender and a Bank Guarantee for the sum of Rs. \_\_\_\_\_ (in words) valid for a period of \_\_\_\_\_ days (in words) is required to be submitted by the Bidder towards the Bid Security.

We the \_\_\_\_\_ Bank (hereinafter called the said Bank) do hereby undertake to pay to IREL, the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) by reason of the said tenderer's failure to enter into an agreement of contract on intimation of acceptance of the work order and/or to commence the contract works and/or failure to deposit the security deposit within the stipulated period as per the terms and conditions relating to and/or governing the contract and/or specified in the Bid. We also agree that any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. We also agree that notwithstanding any dispute or difference or any litigation in respect of or arising from the said contract and/or the acceptance of the tender of the tenderer afore stated by IREL including the question as to the tenability of the claim of the IREL for forfeiting the Earnest Money being the Bank Guarantee herein, we shall forthwith pay the said amount to IREL on demand being made as aforesaid.

We \_\_\_\_\_ Bank further agree that the guarantee herein contained shall remain in full force and effect and that it shall continue to be enforceable till all the dues of the IREL under the terms and conditions of the Bid for the work have been fully paid and its claims satisfied or discharged or till IREL certifies, that the terms and conditions of the bid have been fully and properly carried out by the said tenderer and accordingly discharges the guarantee.

We \_\_\_\_\_ Bank further agree with the IREL that the IREL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the Bid and/or terms and conditions governing the contract or to extend the time of validity of the offer from the said tenderer from time to time or to postpone for any time or from time to time any of the powers exercisable by the IREL against the said tenderer and to forbear or enforce any of the terms and conditions of the Bid and we shall not be relieved from our liability hereunder by reason of any such variation, or extension being granted to the said tenderer or for any forbearance, act or omission on the part of the IREL or any indulgence by the IREL to the said tenderer or by any such matter or thing whatsoever which under the law relating to surety/guarantee would but for this provision have effect of so relieving us.

We \_\_\_\_\_ Bank do hereby further agree that any change in the Constitution of the said tenderer or the Bank will not affect the validity of this guarantee.

We \_\_\_\_\_ Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the IREL in writing.

Notwithstanding anything to the contrary contained herein before:

- (i) Our Liability under this Bank Guarantee shall not exceed and restricted to Rs \_\_\_\_\_ (in words)
- (ii) This Bank Guarantee shall be valid upto \_\_\_\_\_, unless extended on demand.
- (iii) The bank is liable to pay the guaranteed amount or any part thereof under this bank Guarantee only if IREL serve a written claim or demand on or before \_\_\_\_\_ (Three months from the expiry of Guarantee period)

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20--  
\_\_\_\_\_Bank

(Signature with name in Block letters with designation,  
Attorney as per power of Attorney No. \_\_\_\_\_dt. \_\_\_\_\_)

Bank's Common seal

## Appendix 10- Proforma for Bank Guarantee for Security Deposit

(To be issued by approved Nationalised/Scheduled Banks)

WHEREAS on or about the \_\_\_\_\_ day of \_\_\_\_\_ M/s \_\_\_\_\_ (Tenderer's name & address), having its registered office situated at \_\_\_\_\_ (Postal address) (herein after referred to as 'The Tenderer') entered into a contract bearing reference no. \_\_\_\_\_ dtd. \_\_\_\_\_ with \_\_\_\_\_ (RETPP unit/Corporate Office) of M/s IREL (India) Limited, a company incorporated under Indian Companies Act having its registered office at Plot No.1207, ECIL building, Opp. to Siddhivinayak Temple, Veer Savarkar Marg, Prabhadevi, Mumbai – 400 028, India (herein after referred to as IREL), for \_\_\_\_\_ (details of order) (herein after referred to as 'The Contract').

AND WHEREAS under the terms and conditions of the contract the tenderer is required to keep with IREL a security deposit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) or submit a Bank Guarantee in lieu of cash deposit for the fulfilment of the terms and conditions of the contract, and whereas the supplier has chosen to submit a Bank Guarantee.

We \_\_\_\_\_ Bank do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from IREL stating that the amount claimed is due by way of loss or damage caused to or that would be caused to or suffered by IREL by reason of breach of any of the terms and conditions of the said contract. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. The payment will be released within three working days from the date of demand for payment.

We undertake to pay to IREL any money so demanded notwithstanding any dispute or disputes raised by the tenderer in any suit or proceeding pending before any court or tribunal relating thereto, our liability under these present being absolute and unequivocal.

The payment so made by us under these guarantees shall be valid discharge of our liability for payment thereunder and the tenderer shall have no claim against us for making such payment.

We \_\_\_\_\_ Bank further agree that the Guarantee herein contained shall remain in full force and effect and it shall continue to be enforceable till all the dues of IREL have been fully paid and its claims satisfied or discharged or till IREL certifies that the terms and conditions of the said Work Order have been fully and properly carried out by the said tenderer and accordingly discharges this Guarantee. Our Guarantee shall remain in force until \_\_\_\_\_ and unless a demand or claim under this guarantee is made on us in writing within three months from the expiry of the Guarantee period, we shall be discharged from all liability under this Guarantee thereafter.

We \_\_\_\_\_ Bank, further agree that IREL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Work Order or to extent time of performance by the said tenderer from time to time or to postpone for any time or from time to time any of the powers exercisable by IREL against the said tenderer and to forbear or enforce any of the terms and conditions relating to the Work Order and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contract or for any forbearance, act or omission on the part of IREL or any indulgence by IREL to the said tenderer or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant.

We \_\_\_\_\_ Bank lastly undertakes not to revoke this guarantee during its currency except with the previous consent of IREL in writing.

Notwithstanding anything to the contrary contained herein before:

- (i) Our Liability under this Bank Guarantee shall not exceed and restricted to Rs ..... (in words)
- (ii) This Bank Guarantee shall be valid upto ....., unless extended on demand.
- (iii) The bank is liable to pay the guaranteed amount or any part thereof under this bank Guarantee only if IREL serve a written claim or demand on or before ..... (Three months from the expiry of Guarantee period)

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20--

\_\_\_\_\_ Bank

(Signature with name in Block letters with designation,  
Attorney as per power of Attorney No. \_\_\_\_\_ dt. \_\_\_\_\_)

Bank's Common seal

## APPENDIX 11 : Bidder's Organization and Experience

### **A - Bidder's Organization**

Provide here a brief description of the background and organization of your firm/entity.

The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.

Provide supporting documents such as Certificate of Incorporation, GSTIN Registration, PAN, Partnership/LLP deed etc.]

### **B - Bidder's Experience (in compliance to Clause No. 2 and Clause No. 28)**

Using the format below, provide information on each Assignment/job for which your firm, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this RFE.

Sl No.	Name of the project along with address	Short description of Consultancy assignment **	Name of the Client	Date of issuance of the LOA/LOI/ W.O/ SC/ Agreement	Actual date of completion	Value of the assignment in Rs Crores	Any other relevant information such as value of the services provided, details of senior professional engaged etc

\*\* Scope of work/ the assignment undertaken to be given matching to that called for in PQ No. 2 and Clause No. 28

**APPENDIX 12 : Turnover statement**

[From Statutory Auditor]

I hereby declare that I have scrutinized and audited the financial statement of M/s\_\_\_\_\_. Following is the audited turnover from Consultancy Work of the firm in last five financial years.

<b>Years*</b>	<b>Turnover from Consulting Activities** (Rs. Crore)</b>
2020-21	
2021-22	
2022-23	
2023-24	
2024-25	

\*\*Consulting Activities are defined as Management/Business advisory services provided to clients excluding revenues from IT implementation, ERP and Audit services.

\_\_\_\_\_  
**(Signed and Sealed by the statutory auditor)**

**CHECKLIST OF DOCUMENTS TO BE PROVIDED BY THE BIDDER**

Sl. No.	Document	Reference (Page no. of the document submitted)	Response (Yes/No)
1	RFP Application/Bid		
2	Eligibility conditions along with relevant documents Certificate of Incorporation, GSTIN Registration, PAN, Partnership /LLP deed		
3.	Pre-Qualification documents in support of Clause 2 (S.No. 1 to 7)		
4.	Technical Score document in support of Clause 28 (S.No. 1 to 5)		
4	Signed copy of RFP Application including all addendum, corrigendum and clarification, if any.		
5	APPENDIX- 1 Letter comprising bid		
6	APPENDIX-2 Power of Attorney		
7	APPENDIX -3 Undertaking by Bidder		
8	APPENDIX – 4 Statement of Legal Capacity		
9	APPENDIX – 5 Secrecy Agreement		
10	APPENDIX - 6 Format for price bid with breakup		
11	APPENDIX – 7 Non-Blacklisting		
12	APPENDIX – 8 EMD Declaration		
13	APPENDIX – 9 Bank Guarantee format for EMD		
14	APPENDIX- 10 Bank Guarantee format for security deposit		
15	APPENDIX – 11 Bidders Organization and Experience		
16	APPENDIX – 12 Turnover Statement		