

# National Highways Infra Trust



## Request for Empanelment of Consultant for Evaluation of Bids

Doc No.: NHIT/FY25-26/RFE/  
Financial Consultant/Procurement

### Tender No. NHIT/FY25-26/RFE/Consultant/Bid Evaluation

**Request for Empanelment (“RFE”) issued by National Highways Infra Trust for Empanelment of Consultant for Bids Evaluation for National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under National Highways Infra Trust, collectively referred as “NHIT-entities”**

<b><u>BID SUMMARY</u></b>		
1.	Last date and time for receipt of Bidding Documents	5 <sup>th</sup> February 2026 up to 17:00 Hrs
2.	Date and Time of Opening of Bids	5 <sup>th</sup> February 2026 at 18:00 Hrs
3.	Place of opening of Bids	<b>National Highways Infra Trust (NHIT)</b> Unit No. 324, D21 Corporate Park, Sector-21, Dwarka, New Delhi, 110077-India

**Note:** Bids will be opened in the presence of bidders who choose to attend as above

## NATIONAL HIGHWAYS INFRA TRUST

Unit No. 324, D21 Corporate Park, Sector 21,

Dwarka, New Delhi – 110077

Email: [tender@nhit.co.in](mailto:tender@nhit.co.in)

**Date of Issue:** 21.01.2026

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### Disclaimer

The information contained in this Request for Empanelment ("RFE") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of "NHIT-entities" by persons authorized to do so, is provided to the interested parties on the terms and conditions set out in this RFE and such other terms and conditions subject to which such information is provided.

This RFE is not an agreement and is neither an offer nor an invitation by NHIT-entities to interested parties who submit their quote (henceforth "Bidders") in response to this RFE. The purpose of this RFE is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("Proposal") for Empanelment of Consultant(s) by National Highways Infra Trust (NHIT) National Highways Infra Investment Managers Private Limited (NHIIMPL) for National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under National Highways Infra Trust, collectively referred as "NHIT-entities"

NHIT makes no representation or warranty and shall have no liability to any person or 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 RFE or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFE and any assessment, assumption, statement or information contained herein or deemed to form part of this RFE or arising in any way from this process.

A Bidder must warrant that all the information provided by it to NHIT-entities at the time of application & subsequently, is true to the best of its knowledge and belief and especially warrants that it has duly complied with the provisions of laws applicable to it. Bidder indemnifies NHIIMPL and NHIT-entities from any liabilities arising out of error or default or negligence or contravention in regard to any of the applicable laws, including, but not limited to, submission of statutory forms & other such documents.

The issuance of this RFE does not imply that NHIT-entities are bound to select any Bidder(s) for any project/Evaluation. NHIT-entities may accept or reject any proposal in its discretion and may ask for any additional information or vary its requirements, add to or amend the terms, procedure and protocol set out in RFE for bona fide reasons, which will be notified to all the Bidders invited to tender. Further NHIT hereby reserves its right to annul the process at any time prior to issuance of Letter of Award without incurring any liability towards the Bidders.

The Bidders shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by NHIIMPL/NHIT-entities or any other costs incurred regarding or relating to its Bid. All such costs and expenses will remain with the Bidder and neither NHIIMPL or NHIT-entities shall be liable in any manner for the same or for any other costs or expenses incurred by a Bidders in preparation or submission of the Bid, regardless of the conduct or outcome of this RFE and the related processes.

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### **Section 1. Notice Inviting Tender**

1. The National Highways Infra Trust (hereinafter referred to as "NHIT") on behalf of National Highways Infra Investment Managers Private Limited (NHIIMPL), and SPVs under National Highways Infra Trust, collectively referred as "NHIT-entities", invites bids from eligible parties for Empanelment of Consultant(s) for National Highways Infra Investment Managers Private Limited (NHIIMPL), and SPVs under National Highways Infra Trust, collectively referred as "NHIT-entities".
2. National Highways Infra Trust (NHIT) is seeking proposals from experienced Consultants for evaluation of Bids.
3. This is intended to ensure that the bids received from bidders fully comply with the qualification criteria prescribed in the RFP/RFQ documents, and that the documents submitted have not been altered, falsified, or fraudulently prepared for the purpose of meeting eligibility requirements.
4. After qualifying technically, the Consultant(s) will be empaneled under Cost Based Selection Method as described in this RFE and in accordance with the practices of NHIT.
5. The RFE includes the following documents:
  - Section 1 – Notice Inviting Tender
  - Section 2 – Instructions to Bidders
  - Section 3 – Scope of Services
  - Section 4 – Form of Technical Proposal
  - Section 5 – Form of Financial Proposal
  - Section 6 – Undertakings
6. The RFE will be uploaded to the website of NHIT at [www.nhit.co.in](http://www.nhit.co.in).

### **7. Brief Description of Bidding Process**

- a. NHIT has adopted a Single stage evaluation process for the empanelment of the Consultant(s) i.e., the technical bid (the "Technical Bid") containing the documents for satisfying eligibility criteria of the Bidder, shall be submitted in physical form in the prescribed format (To clarify, the documents should be serially numbered and hard/spiral bound) in the manner specified, and before the date and time specified herein.
- b. After the submission of the Bids, each of the responsive Bidders may be invited to make presentation of their proposal to NHIT. The date and time of presentations would be intimated to Bidders separately through email if required. The Presentation shall be made through either video- conferencing facility or in person meeting at NHIT office in New Delhi.
- c. Only those Bidders whose Bids are found to be responsive and meeting the Minimum Eligibility Criteria (hereinafter referred to as "**Technically Qualified Bidders**") in terms of this RFE, shall be eligible for empanelment and may be invited to participate in the Financial Bid submission process as and when NHIT issues an invitation. The Bidders may send their authorized representatives along with authorization letters on the letter head of the bidder for participation in the opening of the Bid. Only one representative of the Bidder shall be allowed to attend the opening of the Bids.

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8. Any queries or request for additional information concerning the RFE shall be submitted in writing and/or e- mail to the officer designated below. The envelope / email communication shall clearly bear the following identification/title: "Queries/ Request for Additional Information: Request for Empanelment ("RFE") issued by National Highways Infra Trust for Empanelment of Consultant for Bid Evaluation for National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under National Highways Infra Trust, collectively referred as "NHIT-entities".

**9. Address for Communication:**

To,

**Shri Sandeep Khosa**

**GM, Procurement, NWPL**

National Highways Infra Trust,

Unit No. 324, D21 Corporate Park, Sector 21

Dwarka, New Delhi

E-mail: [Tender@nhit.co.in](mailto:Tender@nhit.co.in)

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### **10. Schedule of Bidding Process:**

The NHIT shall endeavor to adhere to the following schedule: Any changes to the following schedule shall be informed to the Bidders through Website or email communication.

S. No.	Description of Events	Date
1.	Last date for receiving queries from bidders	28 <sup>th</sup> January 2026
2.	Pre-Bid Meeting	No pre-bid meeting. The bidders have to submit their queries through email which will be replied to at NHIT website/ through email.
3.	NHIT's response to queries latest by	30 <sup>th</sup> January 2026
4.	Bid due date (Last date for bid submission)	5 <sup>th</sup> February up to 17:00 Hrs
5.	Opening of Technical Bids	5 <sup>th</sup> February 2026 at 18:00 Hrs, at NHIT Office, New Delhi
7.	Letter of Empanelment (LOE)	Will be intimated later
8.	Technical Presentation	Will be intimated later
9.	Validity of proposals	120 days from Bid Due Date

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### **Section 2: Instructions to the Bidders**

#### **1. Introduction:**

About the company: Please refer to our website <https://nhit.co.in/>.

#### **2. Proposal**

NHIT seeks proposals for the Empanelment of Consultant(s) for NHIT, National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under National Highways Infra Trust, collectively referred as "NHIT-entities" as per scope of work given in Section 3 – Scope of Services of the RFE document ("Services").

#### **3. Clarification and Amendment of RFE Documents**

3.1 Bidders may request clarifications on any of the RFE documents up to the time mentioned in Section 1. Any request for clarification must be sent in writing to NHIT's address indicated in the RFE or by e-mail to [Tender@nhit.co.in](mailto:Tender@nhit.co.in). NHIT will respond in writing, or by e-mail/ uploading responses on website or will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders. Should NHIT deem it necessary to amend the RFE as a result of a clarification, it shall do so following the established procedure and inform the Bidders of the same through written communication or by uploading it on the website of NHIT.

3.2 At any time before the submission of the Bids, NHIT shall have the right to amend the RFE by issuing an addendum/ amendment in writing or by standard electronic means. The addendum/ amendment shall be uploaded on the website of NHIT at <https://nhit.co.in/> which will be binding on all Bidders. To give Bidders reasonable time for considering the addendum/ amendment in their Bids, NHIT may, if the addendum/ amendment is substantial, at its discretion, extend the deadline for the submission of Bids.

3.3 It will be the responsibility of the Bidders to keep track of any uploaded addendum/ amendment before submission of the Bid.

#### **4. Submission of Proposal**

4.1 The proposal shall be submitted as indicated below:

4.1.1 Envelope containing the Bid of the "Consultant(s)". The proposal should be in the manner and format as prescribed in RFE Section 4 – Form of Technical Proposal. Please note that proposals with any conditionality will be summarily rejected.

4.2 Proposal (i.e. the aforesaid sealed envelope marked as **"Bid – Proposal for Empanelment of Consultant(s) by National Highways Infra Trust (NHIT) for National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under National Highways Infra Trust, collectively referred as "NHIT-entities"** as per scope of work given in Section 3 – Scope of Services of the RFE document ("Services").) should reach the undersigned, latest by date/time mentioned in the Section 1 – Notice inviting Tender, in hard copies/in original and shall remain valid for 120 days thereafter. The proposal should be signed by the authorized signatory of the Bidder, supported by the relevant authorization document. No Proposal will

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be entertained after the due time and date, as stated above. NHIT-entities shall not be responsible for any delay whatsoever in nature. The proposals received after the due date and time, will be summarily rejected.

4.3 NHIT-entities reserves the right to accept or reject any or all the offers received without assigning any reason. For any clarification, you may feel free to contact the undersigned.

### 5. **Modification/Substitution/Withdrawal of Bids**

- 5.1 The Bidder may substitute or withdraw its bid after submission prior to the Bid due date. No Bid shall be allowed to be substituted or withdrawn by the Bidder on or after the Bid due date.
- 5.2 Any alteration/modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by NHIT-entities, shall be disregarded.
- 5.3 Partial modification of the Bid is not allowed. The Bidder will have to submit the revised bid again in a sealed envelope, as per clause 4 above, mentioning "Revised Bid" on the top of the sealed envelope and the original bid envelope will be returned to the Bidder.

### 6. **Opening and Evaluation of the Bids**

- 6.1 The Technical Bids will be opened after the due date at the time prescribed in this RFE document in the presence of the Bidders who choose to attend. NHIT will subsequently examine and evaluate the Bids in accordance with the provisions set out herein.
- 6.2 After the submission of Bids, each of the responsive Bidders shall be invited to make presentation of their proposal to NHIT. The date and time of presentations would be intimated to Bidders separately by NHIT through email. The Presentation shall be made either through video-conferencing facility or in person meeting at NHIT office.
- 6.3 To assist in the examination, evaluation, and comparison of Bids, NHIMPL/NHIT may, at its discretion, ask any Bidder for clarification of its Bid. The request for clarification and the response shall be in writing or by e-mail, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by NHIT in the evaluation of the Bids.
- 6.4 The Bidders would be evaluated on the criteria mentioned in Section 4 of this RFE and shortlisted for the empanelment.
- 6.5 Except in case any clarification is asked for by NHIT, no Bidder shall contact NHIT on any matter relating to its Bid from the time of the Bid opening to the time the contract is awarded. If any Bidder wishes to bring additional information to the notice of NHIT, it should do so in writing at the address prescribed in the Notice Inviting Tender.

### 7. **Prior to evaluation of the Bids, NHIT shall determine as to whether each Bid is responsive to the requirements of this RFE document. A Bid will be declared non-responsive in case:**

- a. If a Bidder submits more than one Bid against this RFE.
- b. The physical bid submissions are incomplete/ inadequate to the requirements of the RFE Documents.

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- c. Documents are submitted loose. (To clarify, the documents should be serially numbered or to be submitted in bounded form).
- d. If in case the Power of Attorney or the Authority Letter is not provided as per Paragraph 17 of this Section.
- e. If a Bidder submits a conditional Bid or makes changes in the terms and conditions given in this RFE document.
- f. Failure to comply with all the requirements of RFE document by a Bidder.
- g. If the Bid is not submitted in the formats prescribed in the RFE document.
- h. If any requisite document/ certificate is not in the prescribed format the same shall not be considered while evaluating the bids and the same may lead to Bid being declared as non-responsive.
- i. If the envelope containing physical submission is not sealed and marked as prescribed in the RFE document.
- j. A Bid valid for a period of time shorter than prescribed in the RFE document.

## 8. **Conflict of Interest**

Bidders at all times shall provide professional, objective, and impartial advice and at all times hold the NHIIMPL, NHIT and SPVs under NHIT interest paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. No two Bidders can have same constituents or any such arrangement pursuant to which any third party is in a position to have access to confidential information of each other.

## 9. **Fraud and Corruption**

- 9.1 Bidders would be required to observe the highest standard of ethics during the selection and execution of such work. NHIT defines:
  - 9.1.1 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
  - 9.1.2 "Fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the NHIT and includes collusive practices among bidders (prior to or after submission of proposals) and to deprive the NHIT of the benefits of free and open competition.
- 9.2 NHIT will reject a proposal for empanelment/ appointment if it determines that the bidder recommended for engagement has engaged in corrupt or fraudulent activities in competing for the work in question.
- 9.3 NHIT will declare a bidder ineligible, either indefinitely or for a stated period of time, to be engaged if it at any time determines that the bidder has engaged in corrupt or fraudulent practices in the bidding process for engagement for the subject work.
- 9.4 The bidder declared ineligible for corrupt and fraudulent practices by NHIT in accordance with the above paras shall not be eligible for selection.

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### 10. **Consortium of Bidders is not allowed**

### 11. **Minimum Eligibility Criteria**

- 11.1 The Bidder/Company should have cumulative revenue/turnover of minimum Rs 75.00 lacs during the last three financial years ending 31/03/2023, 31/03/2024 and 31/03/2025. Certified copies of financial statements or certificate of turnover from Statutory Auditor/ Chartered Accountant/any other proof of earning/fees by an individual consultant/Consultant of the Bidder to be submitted along with the bid.
- 11.2 The Bidder should have worked/working with minimum 2 Government/PSU/Autonomous Govt. body/InVIT clients in last 3 Yeras, proof of the same shall be part of their Technical Proposal.
- 11.3 The Bidder should have minimum one Senior Expert having experience of minimum 10 years of similar work/services, proof of the same shall be submitted along with bid documents.
- 11.4 The Bidder should have minimum two (02) Financial Analyst having minimum 05 years of total experience in similar field as an Individual/Firm/Agency, documentary evidence shall be submitted as part of their bid, minimum qualifications of these resources must be CA/CMA/CFA/CS/MBA-Finance.
- 11.5 The Bidder shall not be an associate of the Sponsor i.e., NHAI, or NHIIMPL or IDBI Trusteeship Services Limited.
- 11.6 The Bidder should have a minimum technical score of 70 marks as per evaluation criteria mentioned in Section 4 including their presentation scores. Only those bidders who score minimum 70 marks shall be considered as Technically Qualified Bidder.

### 12. **Dis-Qualification Criteria:**

The NHIT may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the respondent:

- 12.1 Submitted the proposal documents after the response deadline.
- 12.2 Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- 12.3 Failed to provide related clarifications, when sought.
- 12.4 Respondent or its directors declared ineligible by CPSU/ SPSU/ Government companies/ Government organizations/ regulatory authorities for corrupt and fraudulent practices or blacklisted.

### 13. **Technical Evaluation Criteria:**

- 13.1 Technical Evaluation shall be based on the Technical Bid submitted by the Bidders as per Section 4 - Form of Technical Proposal.
- 13.2 The evaluation of the Technical Proposals shall be carried out on a maximum score of 100 as per the methodology mentioned in Section 4 - Form of Technical Proposal.

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13.3 The Technical Proposal shall be submitted in physical form along with all supporting documentation/ information as mentioned along with the criteria.

13.4 The presentation need not be included in the Technical Proposal. The Presentation shall be made as per schedule communicated by NHIT and a copy of presentation to be submitted on email at the time of presentation.

13.5 The Presentation shall cover the following and shall be evaluated accordingly:

- Qualification, Experience and commitment: Detailed profile of the core and support teams (with CVs of each team member detailing qualification and relevant experience that will be deployed on the assignment in the event of selection)
- Experience of working in Relevant fields.

### 14. **Procedure for Empanelment of Consultant(s)**

14.1. Post qualification of the minimum eligibility criteria, the bidder(s) will be empaneled under the cost Based Selection method as described in this section and in accordance with the practices of NHIT.

14.2. The score on the basis of Quality Based System (QBS) of technical proposals will determine the H1, H2, H3 and so on, and will be referred only to identifying the required number of additional Consultant(s) for empanelment.

14.3. For the purpose of utmost clarity, RFE is only for the empanelment of **consultant(s) and discover rates of bid evaluation**. All such newly Empaneled **Consultants** will be eligible to participate in the financial bid process for appointments for NHIT entities for each assignment, on a case-to-case basis, during the period of empanelment.

14.4. Further, the engagement/appointment of consultant(s) amongst the respective Empaneled Consultant(s) will be done by NHIT Entities at its own discretion. Accordingly, NHIT has the right to award the work to any of the Empaneled Consultant(s), depending on the exigencies, nature and magnitude of the Work.

### 15. **Empanelment with NHIT**

15.1. NHIT proposes to empanel at least 2 (two) **Consultant(s)** for a period of Three years.

15.2. The respective employment may be extended by one further year by NHIT Entities subject to satisfactory delivery of services and approval from Competent Authority. Further, NHIT reserves the right to modify the number of consultants(s) to be empaneled at its discretion.

### 16. **Engagement for Future Services**

16.1. NHIT may appoint one or multiple Consultant from the respective pool of empaneled Consultant(s) for a single entity.

16.2. For the purpose of clarity, NHIT may choose not to appoint any Consultant from the respective empanelment pool created through this RFE for Services.

### 17. **Documents to be submitted along with the Bid**

17.1. Either power of attorney or an authority letter from Partner/ Board / Managing Committee of the Bidder entity should be provided for authentication of the authorized signatory signing

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the Bid document.

- 17.2. Bid in the form provided in the RFE duly signed by the authorized representative of the bidder on all pages.
- 17.3. Detailed profile of the Bidder certified by Authorized Signatory of the Bidder.
- 17.4. Documents in support of the claims of Bidder regarding eligibility/ experience duly signed by the authorized representative of the bidder on all pages. NHIT may ask for 3rd. party certificates from the Bidder(s), at a later stage.
- 17.5. Undertaking in the format provided in the RFE duly signed by the authorized representative of the bidder on all pages.

## 18. **Key Terms and Conditions of Empanelment**

- 18.1. NHIT reserves the right to curtail or extend the validity period of empanelment of a Financial Consultant.
- 18.2. NHIT will have the right to remove any Empaneled Consultant from the empaneled list without assigning any reason whatsoever and without any cost & compensation therefore NHIT also reserves the right to replace/remove/ appoint any new empaneled bidder as the Consultant for an ongoing or future Services at any stage of the Services or Empanelment Period.
- 18.3. The Empaneled Consultants are expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to NHIT's Interest.
- 18.4. Each Empaneled Consultant will maintain confidentiality on matters disclosed.
- 18.5. The reports/ opinions/ presentations submitted by Empaneled Consultants as part of its Services shall be the property of the NHIT-entities and it can be repeatedly used by NHIT-entities for its disclosed and undisclosed purposes.
- 18.6. Each bidder should undertake that during the empanelment period, the Empaneled Consultant would make no change in the composition of the Proposed Team (as submitted in the Technical Proposal) and if any change happens, then the replacement should have higher or equivalent to the exiting member.

## 19. **Dispute Resolution**

Any dispute arising out of the RFE, which cannot be amicably settled between the parties, shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996 through a panel of three arbitrators, with each of NHIT entities and the remaining disputing party(ies) appointing one arbitrator and the two arbitrators so appointed appointing a third arbitrator. Provided that in the event that any disputing parties fail to appoint an arbitrator within 15 days from the dispute being referred to arbitration, the other parties shall be at liberty to appoint an arbitrator for such disputing parties(ies) and such appointment shall be final and binding on the other disputing parties. The venue of the arbitration shall be at New Delhi.

## 20. **Indemnification:**

The Agency shall hold the NHIT and SPVs under NHIT harmless and shall indemnify the same against all claims, penalties, fines, losses, damages, costs and proceedings arising from the breach or contravention of any laws, rules and regulations referred to in this order.

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## 21. **Anti-Bribery & Corruption (ABC) Policy:**

It is our policy to conduct all our business in an honest and ethical manner. We take a zero-tolerance approach to Bribery and Corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery. Requested to report improper demands from the NHIT Employees. You may address the same through email at [whistleblow@nhit.co.in](mailto:whistleblow@nhit.co.in).

## 22. **Force Majeure:**

A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an act of God (like a natural calamity) or events such as a war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). In the case of an FM, the contract frees both parties (NHIT & the Agency/Firm) from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. However, this does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. The parties have to give notice of FM as soon as it occurs, and it cannot be claimed ex-post facto. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (Ninety) days, NHIT may at its option terminate the contract without any financial repercussion on the other side.

Notwithstanding the punitive provisions contained in the contract for delay or breach of contract, the Agency/Firm would not be liable for imposition of any such sanction so long as the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event covered in the FM clause.

## 23. **Governing Law and Jurisdiction**

This RFE and the subsequent agreement between the parties shall be interpreted by and shall be governed and construed in accordance with the laws of India. The Courts at New Delhi, India shall have sole jurisdiction over all matters arising out of or relating to this agreement.

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### Section 3: Scope of Services

#### **1. Scope of Services for Consultant / Bid Evaluation Agency**

The Consultant / Bid Evaluation Agency shall be responsible for providing comprehensive, impartial, and technically sound support to the Client during the procurement process. The scope shall include, but not be limited to, the following:

##### **A. Technical Bid Evaluation**

1. Evaluation of Eligibility Criteria
  - o Verify documentation related to bidder's legal status, registration, tax compliance, and affidavits.
  - o Validate experience certificates, project completion proofs, and performance records.
2. Evaluation of Technical Proposals
  - o Assess conformity with technical specifications, standards, drawings, and guidelines in the Published RFP document.
  - o Review methodology, work plan, resource deployment, and construction/operation strategy.
  - o Evaluate qualifications and experience of proposed key personnel.
  - o Verify equipment availability certifications, OEM authorizations, and technical literature.
3. Compliance & Deficiency Checks
  - o Check completeness of documents as per tender checklist.
  - o Identify deviations, omissions, exceptions, or non-compliances.
  - o Prepare a clear summary of disqualified and qualified bidders with justification.

##### **B. Financial Bid Evaluation**

1. Opening & Verification
  - o Assist the Client during financial bid opening.
  - o Verify the correctness of submitted financial formats.
2. Detailed Financial Assessment
  - o Check arithmetic accuracy of quoted prices.
  - o Examine compliance with payment terms, taxes, duties, and price adjustment clauses.
  - o Evaluate reasonableness, abnormally low/high bids, and financial risks.
3. Ranking & Recommendation
  - o Prepare comparative statements and financial scoring.
  - o Recommend the most responsive bidder as per evaluation criteria and applicable guidelines.

##### **C. Contractual and Compliance Review**

1. Ensure evaluation conforms to applicable guidelines (e.g., NHAI/MoRTH, CPWD, PPP guidelines, GFR, Procurement laws).
2. Highlight contractual risks or deviations affecting project cost, time, or performance.

##### **D. Reporting & Documentation**

1. Prepare a Technical Evaluation Report (TER).
2. Prepare a Financial Evaluation Report (FER).
3. Prepare a Final Bid Evaluation Report with ranking and recommendation.
4. Maintain confidentiality and ensure secure handling of bidder documents.

##### **E. Post-Evaluation Support**

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1. Provide clarifications during internal/third-party audit or review.
2. Assist the Client in responding to queries raised by the selected bidder during award stage.
3. Participate in negotiation meetings, if required.

## F. Audit of Received Bids Against Qualification Criteria

1. Bid Compliance Audit
  - o Conduct a detailed audit of all bids received to verify compliance with the eligibility and qualification requirements specified in the tender documents.
  - o Check completeness, correctness, and authenticity of documents such as:
    - Legal documents
    - Financial statements
    - Work experience certificates
    - Key personnel CVs
    - Equipment certificates
    - Affidavits/undertakings
    - EMD/Bid security instruments
  - o Identify deviations, deficiencies, forged documents, or non-compliant submissions.
2. Verification & Validation
  - o Cross-check supporting documents with original sources (where applicable), including client certificates, MoUs, registrations, and licenses.
  - o Validate turnover, net worth, and other financial criteria through audited statements.
  - o Validate technical work experience, completion certificates, and performance certificates with issuing agencies whenever required.

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## G. Preparation of Technical Qualification Report

1. Technical Evaluation Summary
  - o Prepare a detailed Technical Qualification Report indicating:
    - List of compliant and non-compliant bidders
    - Summary of eligibility criteria fulfilled/not fulfilled
    - Detailed justification for qualification or rejection
    - Observations on inconsistencies or missing information
    - Recommendations for clarification or rejection as per tender rules
2. **Technical Score Sheet (if applicable)**
  - o Prepare a scoring sheet based on technical evaluation criteria, weightages, and scoring methodology defined in the RFP.
3. **Presentation to Evaluation Committee**
  - o Present technical findings to the Client's Evaluation Committee
  - o Provide clarifications on observations and recommendations.

## I. Preparation of Final Bid Evaluation Report

1. **Financial Bid Evaluation**
  - o Conduct arithmetic checks, verify quoted amounts, tax treatment, price adjustments, and ensure compliance with the financial bid format.
  - o Check for abnormally low/high bids and assess financial risks.
2. **Combined Technical & Financial Report**
  - o Consolidate all findings into a **Final Bid Evaluation Report**, which includes:

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- Summary of technical and financial evaluations
- Final ranking of bidders
- Compliance status of each bidder
- Recommendation of the successful bidder in line with procurement guidelines.

### 3. **Support During Award Stage**

- Assist in responding to internal audit, external audit, or Board-level queries.
- Provide clarifications during contract award and negotiation, if required.

#### **Note:**

1. The Empanelled vendor(s) has to conduct bid evaluation at NHIT premises only.
2. NHIT shall pay the consultant only the fees specified in their Financial Proposal (whenever sought). No other compensation or reimbursement towards travel, boarding, lodging, or any incidental expenses shall be payable.

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### Section 4: Form of Technical Proposal

(On the letter head of the bidder)

#### Section A: General Information

(i) Commitment(s) which shall act either as a constraint or as a conflicting interest in the proposed assignment (if any).

#### Section B: Technical Information

S. No	Evaluation Criteria and Scoring Guidance	Maximum Marks
1	Experience in Years acting as a Consultant/Service Provider for providing similar services, refer Scope of Services in section-3 of this document (Minimum 03 Years)	
	<b>Number of years</b>	<b>Marks</b>
	From 03 Years to less than 05 years	15
	From 05 Years to less than 10 years	20
	10 Years or more	25
2	Turnover/Income of Bidder from Similar Services	
	<b>Cumulative Turnover/ Income from Similar Services on the last 3 FY.</b>	<b>Marks</b>
	75 Lacs to Less than 100 Lacs	15
	100 Lacs to Less than 150 Lacs	20
	150 lacs or more	25
3	Number of Financial Analyst	
	1. <b>Senior Expert having minimum 10 years' experience in similar services</b>	<b>Marks</b>
	Minimum 1	06
	Additional professionals having more than 10 years of similar experience will get 3 marks for each such professional subject to maximum of 15 marks under this category	15
	2. <b>Financial Analyst having minimum 5 years' experience in similar services</b>	<b>Marks</b>
	Minimum 2	06
	Additional Financial Analyst having more than 5 years of similar experience will get 2 marks for each such professional subject to maximum of 16 marks under this category	16
4	Qualified Legal Advisory (Minimum 1) Minimum Qualification LLB (Bachelor of Laws) from a recognized university with specialization/experience in Contract Law, Arbitration, Corporate Law, or Infrastructure law having minimum 10 years of experience – 10 marks (undertaking of association shall be submitted along with bid document) (3 marks will be given for additional such professional subjects to maximum of 19 marks).	19
	<b>Total Technical Score</b>	<b>100</b>

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- Minimum 70 marks will be required for consideration of financial proposal or eligible for empanelment.

We accept all the terms & conditions mentioned in the RFE. In the event of any contradiction in the terms and conditions mentioned in the RFE and our proposal/ offer to NHIT, NHIT's decision shall prevail.

**Signature(s) and name(s) of the Authorized Signatory with Seal Date:**

# National Highways Infra Trust



## Request for Empanelment of Consultant for Evaluation of Bids

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### **Section 5: Form of Financial Proposal (For reference only)**

(On the letter head of the bidder)

**Subject: Request for Empanelment ("RFE") issued by National Highways Infra Trust for Empanelment of Consultant for Bids Evaluation for National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under National Highways Infra Trust, collectively referred as "NHIT-entities"**

#### **1. Fee:**

S. N.	Description of Services	Professional Fees In INR Ex. GST
1	Fees for evaluation of each Bid as per scope mentioned in this RFE document, Corrigendum and Addendum thereof.	-----

#### **2. Terms and Conditions**

- The Consultant/Bid Evaluation Agency shall be paid a fixed fee per bid, which shall be quoted by the Consultant in the Financial Proposal whenever sought by NHIT.
- The fee shall be applicable for evaluation of each bid package, in accordance with the Scope of Services defined in this RFE document, including any Corrigendum and Addendum issued thereto.
- The quoted fee shall be **inclusive of all professional charges**, administrative expenses, data verification costs, communication costs, travel for outstation (if required, outside Delhi), and any other out-of-pocket expenses. No additional charges shall be payable unless specifically approved in writing by the Client.
- Applicable **GST and statutory taxes** shall be paid extra at prevailing rates, TDS shall be deducted at source as per applicable law.
- The Consultant shall provide all necessary tax invoices as per statutory requirements.

**Name, Signature & stamp of  
Authorized Signatory**

# National Highways Infra Trust



## Request for Empanelment of Consultant for Evaluation of Bids

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### **Section 6: Undertakings**

(On the letter head of the bidder)

#### **To be provided with the technical bid**

We undertake that: -

1. The proposal submitted hereunder shall remain valid for a period of at least 120 days from the last date for submission of proposal.
2. The Bidder has not been banned/ blacklisted/ de-listed/ disqualified/ debarred by any organization/ government agency/ quasi-government agency/ PSU to participate in their tenders for empanelment. We further certify that there is no investigation pending against us or the CMD/CEO/Directors of our Company and no action has been initiated against us/ our Directors by CVC/ RBI or any other government/ statutory agency with regard to any financial irregularities.
3. The Bidder does not have any conflict of interest which is prejudicial to the scope of services. Further, the bidder will ensure that no such business or professional activities will be carried out by it, which may affect the interest of NHIT.
4. The Bidder has adequate infrastructure, personnel, resources to carry out the required Services and are eligible for acting as Financial/ Consultant. The Bidder has understood the scope of services properly and shall comply with the terms of engagement.
5. No bankruptcy/ liquidation proceedings have been initiated against the Bidder by any entity/ government agency/ quasi-government agency/ PSU and there is no material case/ proceeding against the Bidder/ its Directors that is likely to have significant impact on its business as Empaneled Bidder / Appointed Consultant or on its deliverables pursuant to this bid/ RFE.
6. All the information submitted as part of the Bid is true and correct.

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We accept all the terms & conditions mentioned in the RFE. In the event of any contradiction in the terms and conditions mentioned in the RFE and our proposal/ offer to NHIMPL/ NHIT-entities, the NHIT/NHIMPL's decision shall prevail.

**Signature(s) and name(s) of the Authorized Signatory with Seal Date:**