

Tender No. NHIT/FY2025-26/RFE/Procurement Support Services

Request for Empanelment (“RFE”) issued by National Highways Infra Trust (“NHIT”) on behalf of National Highways Infra Investment Managers Private Limited (NHIIMPL) and SPVs under NHIT for Empanelment of Specialist Manpower for Procurement Support Services

BID SUMMARY		
1.	Last date and time for receipt of Bidding Documents	09 th September 2025, 17:00 Hrs
2.	Date and Time of Opening of Bids	09 th September 2025, 18:00 Hrs
3.	Place of opening of Bids	Unit 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, 3rd Floor, D21 – Corporate Park,
Sector-21, Dwarka –110077, Delhi
Email: procurement@nhit.co.in
Date: 22-08-2025

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Disclaimer

The information contained in this Request for Empanelment ("RFE") or subsequently provided to Bidder(s), in documentary or any other form by or on behalf of NHIIMPL, NHIT and SPVs under NHIT 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 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 selection as consultant for appointment of Procurement Consultants with NHIIMPL, NHIT and SPV's Under NHIT as per notified norms.

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 at the time of application & subsequently, is true to the best of knowledge and belief and especially warrants that it has duly complied with the provisions of laws applicable to it. Bidder indemnifies NHIT 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 issue of this RFE does not imply that NHIT is bound to select any Bidder(s) or select any Bidder(s) for any project. NHIT 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 the Letter of Award/Work Order/Purchase Order 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, or any other costs incurred regarding or relating to its Bid. All such costs and expenses will remain with the Bidder and NHIT shall not 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.

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 (hereinafter referred to as “NHIIMPL”), and SPVs under NHIT, invites bids from reputed parties for Empanelment of specialist manpower for Procurement Operations of road projects as detailed in this RFE.
2. Procurement Consultant will be Empaneled under Quality Based Selection Method as described in this RFE and in accordance with the practices of NHIT.
3. The RFE includes the following documents:
 - Section 1 – Notice Inviting Tender
 - Section 2 – Instructions to Bidders
 - Section 3 – Scope of Work
 - Section 4 – Form of Technical Proposal (on the Bidders Letterhead)
 - Section 5 – Undertakings (on the Bidders Letterhead)
4. The RFE is uploaded on the website of NHIT at www.nhit.co.in
5. Brief Description of Bidding Process
 - a) NHIT has adopted single stage evaluation process for empanelment of the Bidder(s) for award of the work: the technical bid (the “Technical Bid”) 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 and before the date and time specified herein.
 - b) After the submission of technical bids, each of the Bidders may 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 through either video-conferencing facility or in person meeting at NHIT office.
6. Any queries or requests 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: RFE issued by National Highways Infra Trust for appointment of Procurement Consultant for National Highways Infra Investment Managers Private Limited (NHIIMPL), National Highways Infra Trust (NHIT), and/or SPVs under NHIT.**
7. Address for Communication:
GM Procurement, NWPPL (SPV of NHIT)
National Highways Infra Trust,
Unit 324, D21 Corporate Park, Secor 21, Dwarka, New Delhi – 110077, India.
E mail: Procurement@nhit.co.in

8. 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 email communication.

No.	Description of Events	Timeline
1.	Name of the RFE	Request for Proposal ("RFP") issued by National Highways Infra Trust ("NHIT") on behalf of National Highways Infra Trust (NHIT) and SPVs under NHIT for appointment of specialist manpower for procurement operations
2.	Date of uploading the Website RFE at NHIT	22.08.2025
3.	Last date for receiving queries from bidders	29.08.2025
4.	Pre-bid queries	No pre-bid meeting. The bidders have to submit their queries through email which will be replied at NHIT website/ through email - Procurement@nhit.co.in
5.	NHIT's response to queries latest by	02.09.2025
6.	Due date of bids	09 th September 2025, 17:00 Hrs
7.	Opening of Technical Bids	09 th September 2025, 18:00 Hrs
8.	Presentations by Bidders	Will be intimated later

Section 2 – Instructions to Bidders

1. Introduction:

About the company: Please refer our website: www.nhit.co.in

2. Proposal:

NHIT on behalf of NHIIMPL and its SPVs seeks proposal for the empanelment of the Consultant as per the detailed scope of work section 3.

3. Clarification and Amendment of RFE Documents

- a) Bidders may request for clarifications on any of the RFE documents up to the time mentioned in Section-1. Any request regarding clarification must be sent in writing to NHIT's Office address indicated in the RFE or sent by e-mail to the following email id: **Procurement@nhit.co.in**. NHIT will respond in clarifications/queries by e-mail or by uploading responses on NHIT website or will send written copies of the response (including an explanation of the query without revealing the source of inquiry) to the Bidders. Should NHIT deem it necessary to amend the RFE as a result of 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.
- b) 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 www.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.
- c) 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:

- a) The proposal shall be submitted as indicated below:
 - i. Sealed Envelope, containing the Bid as Technical Proposal of the consultant. The proposal should be in the manner and format as prescribed in RFE Section 4 – Form of Technical Bid. Please note that proposals with any conditionality will be summarily rejected.
- b) Your proposal (i.e. the aforesaid sealed envelope marked as "Bid – Proposal "Request for Empanelment ("RFE") issued by National Highways Infra Trust ("NHIT"), on behalf of NHIIMPL, National Highways Infra Trust ("NHIT") and SPVs under NHIT collectively referred as "NHIT-entities", inviting bids for Empanelment of "specialist manpower for procurement operations." should reach the undersigned, latest by date/time mentioned in the Section 1 – Notice inviting Tender. The proposal should be signed by the authorized signatory of your entity. No proposal will be entertained after the due time and date, as stated above. National Highways Infra Trust

shall not be responsible for any delay whatsoever in nature. The proposals received after the due time and date, will be summarily rejected.

- c) NHIT 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:

- a) The Bidder may substitute or withdraw its bid 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.
- b) 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 NHIIMPL, shall be disregarded.
- c) 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 2.4 above, mentioning "Revised Bid" on the top of the sealed envelope and the original bid envelope will be returned to the Bidder. No Technical or Financial Bid may be modified after the Bid Due Date. Withdrawal or modification Bids between the Bid Due Date and Expiration of Bid validity shall result into disqualification from the bidding process.

6. Opening and Evaluation of the Bids:

- a) The Bids will be opened after the due date at the time prescribed in the 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.
- b) After the submission of technical bids, each of the Bidders shall be invited for making presentation of their proposal to NHIT. The date and time of presentations would be intimated to Bidders separately by "NHIIMPL" through email. The Presentation shall be made either through video-conferencing facility or in person meeting at Unit No.: 324, 3rd Floor, D21 - Corporate Park, Sector-21, Dwarka -110077, Delhi.
- c) Prior to evaluation of the Technical Bids, the NHIT shall determine whether each Bid is responsive to the requirements of this RFE.
- d) To assist in the examination, evaluation, and comparison of Bids, 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.
- e) The Bidders would be evaluated on the criteria mentioned in Section 4 of this RFE.

- f) Except in case any clarification is asked 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 NHIIMPL, it should do so in writing at the address prescribed in the Notice Inviting Tender.

7. Prior to evaluation of the Bids, the 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.
- c) Documents are submitted loose. (To clarify, the documents should be serially numbered and be submitted in hard bound / spiral bound).
- d) If in case the Power of Attorney or the Authority/Authorization Letter is not provided.
- 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:

- a) Bidders at all times shall provide professional, objective, and impartial services 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.
- b) NDA clauses to be signed between NHIT entities and the vendor post release of the LOA, wherever applicable.

9. Fraud and Corruption:

- a) Bidders would be required to observe the highest standard of ethics during the selection and execution of such work NHIT defines:
 - i. "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
 - ii. "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.
- b) NHIT will reject a proposal for appointment if it determines that the bidder recommended for engagement has engaged in corrupt or fraudulent activities in competing for the work in question.

- c) NHIT will declare a bidder ineligible, either indefinitely or for a stated period, 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.
- d) The bidder declared ineligible for corrupt and fraudulent practices by NHIT in accordance with the above paras shall not be eligible for selection.

10. Consortium of Bidders is not allowed.

11. Empanelment period

- a) NHIT proposes to empanel Consultant for a period of one (01) year. Further, NHIT reserves the right to modify the number of consultants to be empaneled at its discretion. The empanelment under this RFE may be extended by a further 06 months by NHIT subject to satisfactory delivery of services by consultant and approval from Competent Authority.

12. Proposed Team

- a) For each assignment, the selected Empanelled Consultant shall deploy a team comprising at least 1 Team Leader (Remote Support), Team Member 1 (Client Office), Team Member 2 (Client Office), Team Member 3 (Client Office), Support Staff 1 (Client Office) and Support Staff 2 (Client Office). Detailed CV of the personnel certified by Authorized Signatory of the Bidder to be provided along with the Bid.

The above-mentioned professionals are defined as under:

i.	Team Leader (Remote Support)	Education: MBA/M.Tech/M.E Overall Experience: ≥ 10 years Procurement Experience: ≥ 5 years
ii.	Team Member 1 (Client Office)	Education: MBA/M.Tech/M.E Overall Experience: ≥ 5 years Procurement Experience: ≥ 2 years
iii.	Team Member 2 (Client Office)	Education: MBA/M.Tech/M.E Overall Experience: ≥ 4 years Procurement Experience: ≥ 2 years
iv.	Team Member 3 (Client Office)	Education: MBA/M.Tech/M.E Overall Experience: ≥ 4 years Procurement Experience: ≥ 2 years
v.	Support Staff 1 (Client Office)	Education: Graduate (any) Overall Experience: ≥ 2 years
vi.	Support Staff 2 (Client Office)	Education: Graduate (any) Overall Experience: ≥ 2 years

13. Minimum Eligibility Criteria:

- a) The Bidder/Company should have aggregate annual revenue/turnover from consulting services of minimum INR 200 crores during the last three financial years – 2023, 2024 and 2025.

- Certified copies of financial statements or certificate of turnover from Statutory Auditor/ Chartered Accountant of the Bidder to be submitted along with the bid.
- b) The Bidder/ Company must have an in-house vertical / team focused on construction commodities research – steel and cement and petroleum products in particular – and which track the particular industries and frequently provide outlooks and research reports.
 - c) The Bidder's team / candidates should possess experience in procurement consulting for the roads and highways sector. Experience in procurement services shall be related to procurement operations / managed services but may also include services related to procurement process transformation, procurement reviews, procurement efficiency, concurrent reviews. Experience in EPC contractor companies, O&M service providers and consulting firms shall be considered in the road and highways sector.
 - d) The Bidder's team / candidates should have delivered procurement services for at least 3 operational Expressways/ National Highways having 4 lanes or wider since 01/01/2022. Certified copies of completion certificate issued by the client, letter of appointment, or any other documentary proof of completion to be provided. In the event that the proposed candidates claim the experience through their previous firms then a self-declaration by the Bidder's team/candidates may be provided along with references from three client representatives containing their email ID and contact numbers.
 - e) 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.

14. Tax / GST Payment:

The bidder must have a valid GST Registration and PAN in India. In case of payment to a GST registered supplier, GST amount as claimed in the invoices by the consultant/contractor/vendor in terms of provisions mentioned in the Contract Agreement/Purchase Order may be paid along with their invoices subject to:

- a) The GST portion that would be released would be proportionate to the amount of work certified as due for payment.
- b) If the GST for any previous invoice is not reflected or reflected incorrectly in GSTR-2B after the due date of filing Return under GST Act is over, then for further payments the GST portion will be withheld till the previous GST amount is reflected accurately in GSTR-2B and position to the extent as depicted above is rectified.
- c) The GST portion for the final invoice will be withheld till the GST of all invoices including the final invoice are accurately reflected in the GSTR-2B.
- d) If a consultant/contractor/vendor abandons their work before completion, the unpaid GST portion of all invoices raised by them shall be withheld until the GST portion for the said invoices are reflected accurately in GSTR-2B.

15. Disqualification Criteria:

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

- a) Submit the proposal documents after the bid due date.
- b) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- c) Failed to provide related clarifications, when sought.
- d) Bidders declared ineligible by CPSU/ SPSU/ Government companies/ Government organizations/ regulatory authorities for corrupt and fraudulent practices or blacklisted.
- e) Bidders who submit their bid as JV other than as provided in this document, to meet eligibility criteria will not be considered as qualified bidders. Such, JV bidder will be considered ineligible and summarily rejected.
- f) Bidders who falsify the experience of their team / candidates to meet the minimum eligibility or technical evaluation criteria.

16. Technical Evaluation Criteria:

- a) Technical Evaluation shall be based on the Technical Bid submitted by the Bidders as per Section 4 Form of Technical Proposal.
- b) 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.
- c) The Technical Proposal shall be submitted in physical form along with all supporting documentation/ information as mentioned along with the criteria.
- d) Experience, capability and strength of the Proposed team
- e) 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.
- f) The presentation shall cover the following and shall be evaluated accordingly:
 - i. Experience in procurement consulting and procurement management of Roads & Highways.
 - ii. Experience, capability and strength of the Proposed Team.
 - iii. Elaborate on the Work approach.
 - iv. In case of tie-ups with external agencies, details of collaboration to be shared by the Bidder during presentation
 - v. Provide plans to showcase resource capacity to undertake the works as per the scope provided.

17. Procedure for Selection of Consultant/Consultancy Firm:

- a) Post qualification of the minimum eligibility criteria, the bidder(s) will be selected under Quality Based Selection method as described in this section and in accordance with the practices of NHIT.
- b) Proposals will finally be ranked according to their combined Technical Score (TS).
- c) The score on the basis of Quality Based System (QCBS) of technical will determine the H1, H2, H3 and so on. The bidder scoring the highest points/ marks (H1) based on the above principles would be selected as the Procurement Consultant for NHIT.
- d) NHIT proposes to appoint one Procurement Consultant. However, NHIT reserves the right to appoint an additional Procurement Consultant(s) at its discretion. If an additional Procurement Consultant is to be selected, the other Technically Qualified bidders ranked as

H2, H3 and so on in that order would be asked to accept the fee quoted by H1 bidder and the party who so accepts the fees will also be appointed as Procurement Consultant (s).

- e) In case more than one Procurement consultant is appointed, NHIT shall decide the allocation of projects between Procurement Consultants at its discretion with each consultant being allocated at least one project.
- f) In case two or more Bidders have a tie in their combined scores, the relative rankings would be determined such that the Bidder with higher technical score (as computed in Section 4 (Technical Proposal)) will get higher ranking.

18. Payment Schedule:

- a) Payment shall be Invoice based and shall be made only post submission of invoice.

19. Documents to be submitted along with the Technical Bids:

- a) Either power of attorney or an authority/ authorization letter from Partner/ Board /Managing Committee of the Bidder entity/ Director, should be provided for authentication of the authorized signatory signing the Bid document.
- b) Technical bid in the form provided in the RFE duly signed by the authorized representative of the bidder on all pages.
- c) Detailed profile of the Bidder certified by Authorized Signatory of the Bidder.
- d) 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.
- e) Undertaking in the format provided in the RFE duly signed by the authorized representative of the bidder on all pages.

20. MSME Agency/Firm:

- a) Bidder shall confirm if they are/are not registered as Micro Enterprise/ Small Enterprise/ Medium Enterprise. The registered Bidder shall submit Registration no. along with Registration Certificate issued. Bidder shall also confirm that any change in Status of their organization under the above Act shall be duly informed to NHIT. Any failure on their part in informing them about changed status shall be sole responsibility of Bidder.

21. Indemnification:

- a) The Agency shall hold the NHIIMPL, 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

22. Dispute Resolution

- a) 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 and the remaining disputing party(s) 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 party(s) and such appointment shall be final and binding on the other disputing parties. The venue of the arbitration shall be New Delhi.

23. Governing Law and Jurisdiction

- a) This RFE and the subsequent agreement between the parties shall be interpreted, 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.

24. Limitation of Liability:

- a) Parties comprising of (NHIT and successful bidder), mutually agree.
 - i. That upon issuance of Letter of Award ("LoA"), neither party excludes any liability arising from its own fraud or fraudulent misrepresentation.
 - ii. That neither party shall in any way be held liable towards the other party for any of the other party's or its affiliates' consequential or indirect loss, including but not limited to interruption or loss of business, contract or revenue, loss of goodwill, loss of profit, loss of production, wasted overhead, cost of substitute equipment, downtime costs or other special, punitive or other forms of indirect losses, howsoever such may arise, whether under contract, tort (including negligence), strict liability or otherwise.
 - iii. In case of fraud or fraudulent misrepresentation or other similar circumstance for which a party may not lawfully limit its liability under this RFE's applicable law, successful bidder's maximum cumulative liability (and whether in contract, tort including without limitation negligence, breach of statutory duty, under any indemnity or otherwise howsoever) arising out of or related to a Work / service Order under this RFE and the performance or non-performance of any Work or Deliverables shall be limited to the lesser of (a) a sum equal to 5 (five) times the remuneration paid to the Successful bidder under the relevant Work Order.
 - iv. That, no claims shall be set forth later than twenty-four (24) months after the delivery of the Deliverables, or if none, notice of the completion of the Work under the relevant Work / Service Order.
- b) Undertaking in the format provided in the RFE duly signed by the authorized representative of the bidder on all pages.

25. Key Terms and Conditions of Empanelment

- a) The duration of each Empanelment will be for a period of 1 (One) Year. However, NHIT reserves the right to curtail or extend the validity period of empanelment.
- b) NHIT will have the right to remove any Empanelled Consultant from the empanelled list without assigning any reason whatsoever and without any cost & compensation, therefore.
- c) The Empanelled Consultant(s) is/are expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to NHIIMPL's Interest.
- d) Each Empanelled Consultant will maintain confidentiality on matters disclosed.
- e) Each bidder should undertake that during the empanelment period, the Empanelled 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 credentials higher or equivalent to the exiting member.

26. Anti-Bribery & Corruption (ABC) Policy:

- a) 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 employees of NHIT entities. You may address the same through email at whistleblow@nhit.co.in.

Section 3 – Scope of Work

The scope of services for different categories is mainly divided into following major activities:

1. Managing procurement operations
2. Procurement MIS and reporting
3. Procurement software rollout support

1. Managing procurement operations

- a) Managing the overall procurement operations (PR to PO cycle) as per existing process by understanding user department, preparing and floating enquiries, gathering and evaluating proposals obtained for all civil, electrical, systems and MEP requisitions. All OPEX and CAPEX purchases need to be handled across all NHIT projects.
 - i. Studying and consolidating Purchase Requisitions (PRs) submitted by user teams.
 - ii. Preparing the Request for Proposal (RFP) and circulating it in the NHIT portal or to pre-identified vendors.
 - iii. Identifying bidder universe from the vendor database and understanding their preliminary interest.
 - iv. Collecting bidder responses to RFPs and preparing a Comparative Statement for onward process.
 - v. Seeking and obtaining feedback on bidders from existing/ past clients on their performance and reputation.
 - vi. Collating and addressing pre-bid queries and revising response timelines if necessary.
 - vii. Arranging technical presentations / interviews of bidders with user teams – civil, electrical, systems, etc.
 - viii. Aligning bidders proposed terms of business with NHIT's risk / legal teams for mutual acceptance.
 - ix. Sending queries to bidders seeking clarifications and compiling their responses.
 - x. Rate analyses for high value works as per Standard Data Book/ internal templates.
 - xi. Preparing and submitting Note for Purchase Approval (NFA) to Delegation of Authority (DOA) approvers.
 - xii. Issuing Purchase Orders (POs) / Work Orders (WOs) to selected vendors(s).
 - xiii. Facilitating periodic vendor evaluations and obtaining feedback on vendor's performance from user teams.
 - xiv. Exploring strategic partnerships, entering Memoranda of Understanding (MoUs) with strategic vendor and running empanelment processes

2. Procurement MIS and reporting

- a) Preparing vendor evaluation framework to facilitate periodic performance checks and reports on the same.
- b) AOP Budget vs Actual performance – budgeted vs non-budgeted items.
- c) Analysis of variances in costs vs budget and reasons for the same.
- d) Forecasting on major spends for the next Quarter, Half-year, or Annual.

- e) Tracking price trends of key materials – cement, steel, aluminium, bitumen, emulsion if possible.

3.1 Software rollout support

Supporting the seamless rollout of all features and functionalities of the procurement software by:

- a) Studying and following up as per the approved Functional Requirement Document (FRD).
- b) Facilitating User Acceptance Tests (UATs) of features and approving their migration into production.
- c) Guiding the software developer in customizing the system as per the SOP / process.
- d) Advising the developer on Change Requests (CRs) as per interaction with the user teams.

Section 4 – Form of Technical Proposal

(On the letter head of the bidder)

Technical Proposal From

Section A: General Information

- (i) Profile of the organization with full particulars of the constitution, ownership and business activities of the prospective Procurement Consultant.
- (ii) Commitment(s) which shall act either as a constraint or as a conflicting interest in the proposed assignment (if any).

Section B: Technical Information

No.	Description	Max. Points	Criteria
1	Aggregate Annual Turnover: Aggregate annual revenue from all consulting services during the last three financial years ending 2023, 2024 and 2025.	20	Scoring: (i) Between INR 200 to 250 Crore – 5 Points (ii) Between INR 250 to 300 Crore – 10 Points (iii) Between INR 300 to 350 Crore – 15 Points (iv) Above INR 350 Crore – 20 Points Documents: Certified copies of financial statements or certificate of turnover from Statutory Auditor/ Chartered Accountant of the Bidder to be submitted along with the bid.
2	Experience in procurement consulting The Bidder's team / candidates should possess experience in procurement consulting for the roads and highways sector for at least two (2) assignments. Experience in procurement services shall be related to procurement operations / managed services but may also include services related to procurement process transformation, procurement reviews, procurement efficiency, concurrent reviews. Candidates experience in EPC contractor companies; O&M service provider and consulting firms shall be considered in the roads and highways sector.	10	Scoring: a) 2 assignments – 5 Points b) 3 or 4 assignments – 7 Points c) 5 or 6 assignments – 9 Points d) 7 or more assignments – 10 Points Certified copies of completion certificate issued by the client, letter of appointment, or any other documentary proof of completion to be provided. In the event that the proposed candidates claim the experience through their previous firms then a self-declaration by the Bidder's team/ candidates may be provided along with references of three client representatives containing their email ID and contact numbers.
3	Experience in procurement for Roads	10	Scoring: (i) 3 Highways projects – 5 Points

	The Bidder's team / candidates should have delivered procurement services for at least 3 operational Expressways/ National Highways having 4 lanes or wider since 2022.		(ii) 5 Highways projects – 7 Points (iii) 8 Highways projects – 9 Points (iv) 10 Highways projects or more – 10 Points Certified copies of completion certificate issued by the client, letter of appointment, or any other documentary proof of completion to be provided. In the event that the proposed candidates claim the experience through their previous firms then a self-declaration by the Bidder's team/ candidates may be provided along with references of three client representatives containing their email ID and contact numbers.
4	Team experience and capability	45	
4.1	Team Leader (Remote Support)	15	Education: MBA/M.Tech/M.E – 4 points Overall Experience: ≥ 10 years – 4 points Procurement Experience: ≥ 5 years – 4 points Client technical interview: 3 points
4.2	Team Member 1 (Client Office)	8	Education: MBA/M.Tech/M.E – 2 points Overall Experience: ≥ 5 years – 2 points Procurement Experience: ≥ 2 years – 1 point Client technical interview: 3 points
4.3	Team Member 2 (Client Office)	8	Education: MBA/M.Tech/M.E – 2 points Overall Experience: ≥ 4 years – 2 points Procurement Experience: ≥ 2 years – 1 point Client technical interview: 3 points
4.4	Team Member 3 (Client Office)	8	Education: MBA/M.Tech/M.E – 2 points Overall Experience: ≥ 4 years – 2 points Procurement Experience: ≥ 2 years – 1 point Client technical interview: 3 points
4.5	Support Staff 1 (Client Office)	3	Education: Graduate (any) – 1 point Overall Experience: ≥ 2 years – 1 point Client technical interview: 1 point
4.5	Support Staff 2 (Client Office)	3	Education: Graduate (any) – 1 point Overall Experience: ≥ 2 years – 1 point Client technical interview: 1 point
5	Presentation	15	
	Note: 1. "1" point shall be deducted for the candidate for each year of experience less than the required number of years as described under 'Overall Experience', and 'Procurement Experience'. 2. The Client Office shall be at Mumbai/Delhi.		

Name & Signature of Vendor/Bidder

Authorized Signatory

Section 5 – Undertakings (On the letter head of the bidder)

(To be provided by the bidder with their Financial Bid.)

We undertake that: –

- a) We have a valid registration certificate, issued by the Competent Authorities for undertaking work as described in the scope of work attached as an annexure.
- b) We have not been blacklisted or declared as ineligible to act as Consultant/ Consultancy Firm by the Central Government, the State Government or any public undertaking, autonomous body, authority by whatever name called under the Central or the State Government.
- c) The proposal submitted hereunder shall remain valid for a period of at least 120 days from the last date for submission of proposal.
- d) No other cost/ expenses/taxes/levies shall be payable by NHIIMPL, NHIT and SPVs under NHIT except those mentioned in financial proposal.
- e) Submission of the proposal by the Bidder shall constitute acceptance by the Bidder of all the terms and conditions mentioned in this Request for Empanelment . In the event of any contraction in the terms and conditions as mentioned in RFE, NHIT's decision shall prevail.

We accept all the terms & conditions as 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, the NHIT's decision shall prevail.

Date & Place:

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

