Request for Proposal (RFP)

for

Selection of Knowledge Partner for High Commission of India, London’s “Access India Programme (AIP) II”

- A Market Entry Support Programme to Facilitate Investments by UK SMEs in India

Date: 06/06/2019
High Commission of India, London
Disclaimer

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High Commission of India, London reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel or modify the process or change/modify/amend any or all provisions of this RFP Document, at any time, without assigning any reason whatsoever.

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Abbreviations used in the RFP

KP : Knowledge Partner (which means a reputed Consultant Company/ Firm having the requisite experience for this project).

AIP : Access India Programme


GOI : Government of India

“Company” means companies selected under the AIP Programme

“AIP Associate Partner” means agencies selected by HCI London to support the programme
Section 1: Access India Program

1.1 Background

The High Commission of India in London, along with Department of Industrial Policy and Promotion has created a flagship programme – the Access India Programme (AIP) in the UK which was launched on September 27, 2017. The focus of the programme for the first year was to identify high-potential UK SMEs possessing high-end technologies and assist them in establishing themselves in India. In the second year, the aim is to provide market entry support to the companies selected in first year as well as identify more companies who can be benefitted under the programme.

The High Commission undertook a regional outreach campaign in different parts of the UK like London, TWI Cambridge, Edinburgh, Leicester, Warwick, Leeds, and Birmingham to harness the interest of UK SMEs in India. In addition to the programme launch, the High Commission organised sector specific events to attract companies in sectors like defence and healthcare. Another strategy has been to target the supply chain of the OEMs who have agreed to become the mentors. In addition, four workshops spread over two separate days were conducted for the companies on the matters of entry strategy, taxation, financing and IP regulations in India. In the first year, the High Commission has identified high potential companies for the programme and assistance to these companies is being provided.

As the way ahead, HCI London would like to identify a KP to assist in providing market entry support to the companies selected in first year as well as in further identifying companies who can be benefitted under the programme.

1.2 Objective of the RFP

The objective of this RFP is to engage a Knowledge Partner to:

- Assist HCI London to plan, structure, implement, coordinate and monitor the AIP programme with other Associate Partners (a network of others agencies engaged by HCI
London including GOI Investor facilitation agency, State level investor facilitation agencies, law/tax firms, Chambers, banks and other solution providers etc as required and decided by HCI London) and assist in market entry of selected UK companies by intensively engaging them on a one-to-one basis and by providing them with full spectrum market information, market entry support and investor facilitation services for a period of one year from the date of signing the contract (and on the successful completion of the contract), which can be thereafter extended/renewed/reengaged after review.

1.3 Selection Process for the Knowledge Partner

Selection of the Knowledge Partner shall be based on a **Quality and Cost Based Selection (QCBS)** system.

I. The KP shall be selected through bidding process on Quality and Cost Based System (QCBS)

II. HCI intends to follow two stage selection process in evaluating the proposals received.

III. In the First stage, technical evaluation will be carried out of those proposals that fulfil the core qualification/eligibility criteria.

IV. Technical proposals will be evaluated on the basis of criteria given herein below. Only those applications whose technical proposals score 60 marks or more out of 100 marks shall qualify for further consideration as shortlisted bidders.

V. In the Second stage, financial evaluation will be carried out. Proposals will then finally be ranked according to their combined technical and financial scores.

VI. 60% weightage shall be given to technical proposal and 40% shall be given to financial proposal. The first ranked Consultant shall be selected while the second ranked will be kept in reserve.

1.4 Documents Included in the RFP

The RFP includes the following documents

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1.5 **Schedule for Submission of the RFP**

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1.6 **Address for communication**

All communications related to this RFP including the submission of the Proposal shall be addressed to:

Attache (Economic & Commercial)
High Commission of India
India House
Aldwych
London
WC2B 4NA

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Section 2: Scope of Access India Programme (AIP)

2.1 Scope of AIP:
The objective of AIP is to assist companies already selected under the first year and to further identify a select number of potential UK SME’s for providing them with business facilitation and hand-holding services with the support of a ‘Knowledge Partner’ in the United Kingdom, Invest India in India and other AIP Associate Partners.

The primary focus of the AIP programme will be on delivering to the companies that have already been selected in the first year. AIP programme in the second year will also identify and take on board companies interested in investing in India as part of the ‘Make in India’ initiative. This will require minimum 20 additional companies in Year 2.

2.2 Role and Responsibilities of the KP: HCI London will be the owner of the AIP and shall implement the same with the support of a Knowledge Partner selected for the purpose.

While HCI London would be the main overarching and supervising body for the project, the Knowledge Partner will plan, execute and manage the programme including coordinating the programme with Associate Partners or any other agencies like India’s Invest India, India’s Central and State Governments, tax/legal partners, Chambers, financial institutions in facilitating the market entry of the selected SME companies in India. HCI London is the sole authority in identifying the AIP Associate Partners and shall also assign the role to be performed by each of the AIP Partners including that of the AIP Knowledge Partner. All important steps the Knowledge Partner takes to implement, coordinate, monitor and review the AIP programme would be done in consultation with and express approval of HCI London. Another important part of the role and responsibility of the KP will be to detail the role and responsibilities of the Associate partners of AIP, in consultation with HCI London.

The KP will plan, implement and manage the AIP project for HCI London. It shall be the lead Partner under AIP for HCI London and thereby work closely with all other AIP Associate Partners in ensuring timely delivery of services for the selected companies. The KP shall also provide professional advice on market entry processes and guide the SME’s in the process as per the directions of the High Commission. KP shall operate out of the United Kingdom. If the KP does not possess in-house competency in legal and tax matters, a separate tax and legal company will be identified by the KP, and agreed upon by HCI London, to work closely with the Knowledge Partner under the programme, cost of which, if any shall be borne by the KP.

For the first year, HCI London had engaged a selected group of Associate Partners. There will be a review of role of each of the partners based on which a decision on their future
involvement with the programme will be taken. New Partners could be added based on their relevance to the AIP. Each of the above Partner Agencies of the AIP will be assigned specific role. KP will assist HCI London in this context. HCI London may add or remove any of the Partner Agencies during the course of the Programme under its sole discretion. Nothing shall prevent it from doing so, including any provision/s contained elsewhere in this RFP.

2.3 Eligibility of the Knowledge Partner: A well-known Consulting firm/membership organisation/ Advisory firm with a sound experience in market entry services domain also possessing strong networks, understanding of UK SMEs, sound knowledge of UK and Indian market conditions, prior experience of providing market entry support services to UK SME companies shall qualify to be considered a Knowledge Partner under the AIP Programme.

2.4 AIP Programme Implementation & Monitoring:

HCI London will set up an AIP Project Team for implementation and regular monitoring of the AIP Programme on a regular basis. HCI London reserves the right to reconstitute/add/subtract to this. An AIP Selection Committee, comprising of relevant stakeholders consisting of the High Commissioner of India in the UK (Or any representative assigned) and Secretary, DIPP (Or any representative assigned) has been constituted for monitoring and review.

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Section 3: Scope of Work & Qualifying Criteria for Knowledge Partner (KP)

3.1 Project Support to HCI London:

1. Function as a lead Partner for HCI London for implementation and management of the AIP project. It will work closely with HCI London across the entire programme for its successful planning, implementation, execution, monitoring and publicity of the programme.

2. In pursuit of above, KP shall assist HCI London in designing and implementing the AIP in year 2 including designing programme elements, assistance of selected companies, identification of new companies, branding and publicity, project management, performance review etc. This framework is to be agreed upon by HCI London at the time of signing of contract.

3. Set up an AIP Project Team with a dedicated team of persons (based in London) for liaison with the HCI London on a day-to-day basis. This would include a minimum of two nodal points, team for social media management and event support and a technical team.

4. Assist HCI London in providing support to selected companies and assist in formulating and further refining work plan for the selected companies (Selected in both year 1 and year 2).

5. Assist HCI London in identifying new potential companies from the UK SME landscape for inclusion in the programme as well as assist HCI London in developing a pre-defined criterion for selection of companies under the programme and in selection of companies using this criterion. [Factors for consideration could be for example, the level of interest, stage of their business decision for market entry to India, attractiveness/commitment for investments in India, intensity of support needed for implementation, relevance to industry and impact on India’s manufacturing ecosystem, Make in India / other GoI’s national initiatives and dependency on GoI’s investment incentives for investments]. After Selection of the company, KP shall hold substantive discussions with the concerned company officials to prepare a work plan (based on the request of company) and define the services to be offered (either by KP itself or by other AIP Partners) in consultation with the HCI London.

6. Thereafter, KP shall initiate service delivery to the companies, for services to be rendered by itself as well as for the services concerning other AIP Associate Partners by notifying them of the request.

7. KP shall coordinate with the all AIP Associate Partners for facilitating requests of companies and constantly follow upon pending requests and bring to the attention of the High Commission in case of delay.
8. In addition, KP shall set up a Communication Channel for all the AIP participating companies for receiving service requests and for answering them. If the requests/queries are of general nature not involving significant work, the KP shall answer them on its own. If it concerns the domain of other AIP Associate Partners, the queries will be referred to and responded in consultation with and advice of other AIP partners.

9. KP shall set up an online project monitoring platform for the High Commission to oversee the progress of AIP. It shall regularly report to HCI on the progress of work with respect to selected companies as well requests being attended to through the communication channel.

10. Assist HCI London in organizing the Kick-off event of AIP after agreeing on the framework (reference 3.1.2) and the follow up workshops, roundtables, exchange platforms for the selected companies as defined by the HCI London. Minimum of 6 such events in a year.

11. Participate in all the meetings called by the HCI London in connection with the implementation of the AIP including monthly meeting/e-meeting of the AIP Project Team and the meeting of the AIP Selection Committee. And submit a monthly progress report.

12. Manage the Publicity of the AIP on behalf of the High Commission through facebook, twitter, Newsletters, AV, Online campaigns etc., in consultation with the High Commission.

3.2 Services to AIP Participating Companies: The KP will offer to the companies selected under the AIP, market entry support services from its portfolio of services under its commercial terms. HCI London desires and expects that the services offered by the KP from its portfolio is affordable to the selected companies. For this purpose, the KP is expected to offer services at a discounted rate for the selected companies. During the bidding process, the KP shall submit to the HCI London (under the Technical Bid), its detailed service portfolio and its broad fee structure which will be assessed as part of Technical bid while selecting the KP. This shall later be shared by the KP with the selected companies, after selection of the KP.

3.3 Liaison with AIP Partners: The KP is expected to liaise with other Associate Partners of AIP including GOI or State Government agencies for ensuring delivery of their services to the selected companies. The KP shall not levy any charges on the participating companies for the services provided by other AIP Associate Partners including the services rendered by GOI or State Government agencies.
3.4 Implementation of the AIP by KP
KP shall put up an implementation schedule detailing the various components and timelines, to be agreed upon by HCI London.

3.5 Period of Engagement:
Initially up to one year from the date of kick-off event with a possibility for extension/renewal/reengagement for another year after review by the Selection Committee.

3.6 Mode of Selection of Knowledge Partner (Assessment of Technical presentation will be on the following criteria)
The Proposals are to be submitted in detail as indicated in the following Sections. The weightage for evaluation of the KP in respect of each criterion has been indicated against each Section.

Section (A):
Experience and Capabilities in handling similar transactions as Advisers/Consultants - (Weightage for evaluation 25/100)

(i) Profile of the organization with full particulars of the constitution, ownership and business activities of the prospective bidder. In case of consortium bids, the particulars of the coordinating firm having the principal responsibility for the mandate (Consortium Leader) as well as those of other partners may be furnished along with letters of acceptance from each partner. The responsibility of the consortium bidders shall be ‘joint’ and ‘several’.

(ii) Unabridged Annual Reports or audited financial accounts for the last three years of the firm submitting the Proposal and of each consortium partner, if applicable.

Section (B):
Past Performance with HCI London/Government of India/State Government in India or their agencies (Weightage for evaluation 15/100)

(i) The quality of deal team and its ability to handle the issues that had arisen during the past performance.

(ii) Understanding of the regulatory framework by the deal team and the time frame and quality of response to the queries of HCI London.
Section (C):
Core Team Qualification & Manpower Commitment to the Deal - (Weightage for evaluation 15/100)

(i) Details of core team that will be handling the proposed issue, their status in the organization, their background, qualification, experience and present addresses, telephone numbers – office, residence, mobile, e-mail etc. – hands-on experience should be furnished.

(ii) Separately, similar details in respect of the supervisory team may be indicated.

(iii) Details of other professionals who would provide back-up support may also be indicated separately. An undertaking is also to be given that if during the process, any of the core team members is not available due to resignation etc. another person of the same qualification and experience would be made available with concurrence of the HCI London.

(iv) Names of two nodal points may be identified that will be working with HCI London on this project.

Section (D):
Marketing strategy & Market Support - (Weightage for evaluation 20/100)

(i) Detailing of marketing strategy by the bidder for the programme including on websites, social media, and visibility during various popular events/road shows organised in the UK.

Section (E):
Local presence and commitment to the programme (weightage for evaluation 15/100)

A brief note evidencing the Bidders presence in London, and more widely in the UK as well as in India, in both qualitative and quantifiable terms with specific reference to research teams and details of available infrastructure may be furnished. The details shall include manpower deployed in various sectors, details of offices and other relevant information.

Section (F):
Research Capability - (Weightage for evaluation 10/100)

(i) Research strength in the country, sector, region and world, based on rating as established by independent global surveys.

(ii) Details should be given relating to research capabilities, experience and background of the research team.
3.7 Project Duration & Terms of Payment

The project would begin from the date of the kick-off event and would function initially for one year with a possibility for extension/renewal/reengagement beyond that period after review.

Payment of the agreed lump-sum fees as agreed in the contract with the KP will be done in phases after completion of different stages in work.

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<th>Payment</th>
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<tr>
<td>After satisfactory completion of activities of Q1</td>
<td>25% of the fee</td>
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<tr>
<td>After satisfactory completion of activities of Q2</td>
<td>25% of the fee</td>
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<td>After satisfactory completion of activities of Q3</td>
<td>25% of the fee</td>
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<tr>
<td>After satisfactory completion of activities of Q4</td>
<td>25% of the fee</td>
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Possibility to extend/renew/re-engage the Contract/Agreement subject to extension of the AIP by HCI London.

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Section 4: Instructions to Knowledge Partners

4.1  Bid submission Process

4.1.1 General Terms of Bid Submission

Interested Bidders would be required to make a presentation of their credentials, in the format prescribed in paragraph 3.6 above, before a Selection Committee (SC) at High Commission of India in London, Aldwych, WC2 B4NA. The time / date of the presentation will be posted on the website of High Commission of India in London in due course. Only the Team Leader of the Core Team shall make the presentation.

The SC would evaluate the Bidders on the criteria mentioned in paragraph 3.6 above based on their presentation and Proposals received and shortlist them for the purpose of opening of their Financial Bids.

After the short listing of Bidders based on their presentations, SC would open the Financial Bids of only short listed Bidders. The short listed bidders, if they so desire, may remain present at the time of opening of the financial bids. The qualifying marks and the marks scored by the short listed bidders will be announced before opening of the financial bids.

The marks scored by the short listed bidders in the technical evaluation will then be given a weightage of 60. Similarly, the financial bids of the short-listed bidders will be given a weightage of 40. The score on the basis of Combined Quality Cum Cost based system (CQCCBS) of technical and financial bids will determine the highest points/marks H1, H2, H3 and so on.

The party scoring the highest points/marks (H1) based on the above principles would be invited for signing the contract. After contract negotiations are complete, the HCI London will promptly notify other Knowledge Partners on the shortlist that they were unsuccessful.

It may be noted that the Knowledge Partner should bear all the costs associated with the preparation and submission of his/her bid and HCI London will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

The bids are to be submitted in English language and will be accepted only in British Pound Sterling. Any bid in any denomination other than Pound Sterling shall be summarily rejected. The amount should be mentioned both in figures and words. In case of mismatch between the two, the amount mentioned in words would be considered final. The fee quoted by the
Bidder should be inclusive of all the applicable taxes, cess, duties etc. The fee quoted should be minimum £1.00 (GBP one) or in multiples of £1.00 (GBP one).

Two copies of the Technical bid are to be submitted, one in original duly signed by the competent authority and the other a copy thereof. The KP is also required to submit a softcopy of the Technical Bid-documents (in MS Office formats) and ensure consistency between the hard-copy and the soft-copy that is submitted to HCI London in all respects. One hard copy of the Financial Bid would suffice and no soft copy of the Financial Bid is necessary. Financial bids of only those agencies will be opened who qualify in technical bid.

The bids in English language should be signed by the company of the Knowledge Partner or any person duly authorized to bind the company to the contract. The signatory should give a declaration and through authenticated documentary evidence establish that the person is empowered to sign the tender documents and bind the company. All pages of the tender documents except printed brochures, if any, are to be signed by the authorized signatory.

The offers submitted should preferably not bear any corrections, alterations, over writings and additions. In such cases, the person/s signing the bid should authenticate such corrections.

Failure to furnish information required by the RFP or submission of a bid not substantially responsive to the RFP in every respect will be at the Knowledge Partner’s risk and may result in rejection of the bid.

Any or all the offers may be accepted or rejected, in full or in part, without assigning any reason whatsoever.

HCI London may, at its discretion, abandon the process of the selection associated with this Request for Proposal (RFP) anytime before notification of award.

Responses must clearly state the validity period of the bids.

All responses including Technical Proposals and Financial Bids would be deemed to be irrevocable offers / bids from the Knowledge Partner and may, if accepted by HCI London, form the basis for the final contract between HCI London and Knowledge Partner.

Knowledge Partners are advised to attach a letter from an authorized signatory attesting the veracity of the information provided in the response.
Any Technical or Financial Bid submitted cannot be modified after the closing date. However, the Knowledge Partner may modify or withdraw its offer after submission but prior to the closing date and time. HCI London concludes that there shall be no extra costs associated with the same other than the cost quoted by them.

HCI London reserves the right to accept or reject any and all bids, to revise the RFP, to request one or more re-submissions or clarifications from one or more KPs, or to cancel the process in part or whole. Each party shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP and subsequent presentations and contract negotiation processes.

The KPs submitting the responses should note that they should abide (in true intent and spirit) by all the terms and conditions contained in the RFP. If the responses contain any extraneous conditions put in by the KPs, such bids may be disqualified and may not be considered for the selection process.

The RFP and all supporting documentation/templates are the sole property of HCI London.

By submitting a signed bid, the KP certifies that:

- The KP has arrived at the prices in its bid without agreement with any other KPs of this RFP for the purpose of restricting competition.
- The prices in the bid have not been disclosed and shall not be disclosed to any other KP of this RFP.
- No attempt by the KP to induce any other KP to submit or not to submit a bid for restricting competition has occurred.

Each KP must indicate whether or not they have any actual or potential conflict of interest related to contracting services with HCI London. In case such conflicts of interest do arise, the KP must indicate the manner in which such conflicts can be resolved.

HCI London is not responsible for any assumptions or judgments made by the KPs for arriving at any type of sizing, costing etc. HCI London at all times will benchmark the performance of the KP to the RFP documents and the expected service levels as mentioned in these documents. In the event of any deviations from the requirements of these documents, the KP must make good the same at no extra costs to HCI London, in order to achieve the desired service levels as well as meeting the requirements of these documents.
The KP represents and acknowledges to HCI London that it possesses necessary experience, expertise and ability to undertake and fulfil its obligations, during its engagement period.

HCI London shall be under no obligation to accept the lowest or any other offer received in response to this RFP and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. HCI London reserves the right to make any changes in the terms and conditions of this RFP. HCI London will not be obliged to meet and have discussions with any KP, and / or to listen to any representations.

The KP is responsible for managing the activities of its personnel and will be accountable for both its own activities and those of its personnel.

HCI London shall inform the KP of all breaches and claims of indemnification and shall grant the KP sole authority to defend, manage, negotiate or settle such claims; and make available all reasonable assistance in defending the claims (at the expense of the KP). The written demand by HCI London as to the loss / damages mentioned above shall be final, conclusive and binding on the KP and KP shall be liable to pay on demand the actual amount of such loss / damages caused to HCI London.

4.1.2. Two stage bidding process

For the purpose of selection of the successful Knowledge Partner, a two-stage bidding process will be followed.

The response to the present tender is to be submitted in two parts, i.e. the Technical Proposal and the Financial Bid in separate sealed covers. The Knowledge Partner will have to submit the ‘Technical Proposal’ separately from the ‘Financial Bid’.

The ‘Technical Proposal’ will contain the exhaustive and comprehensive details of approach, methodologies to be followed, assertions, documents and any other collateral the Knowledge Partner would want to submit to HCI London.

The ‘Financial Bid’ will contain the pricing information alone.
4.1.3 Right to accept / reject any applications

HCI London reserves the right to accept or reject any or all applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.

4.1.4 Amendment of RFP document

- At any time, prior to the deadline for submission of Applications, HCI London either on its own or on request of the KP may amend the RFP documents by issuing addendum or addenda. These addenda shall be posted at the website of HCI London and shall be treated as a part of the RFP Documents.

- HCI London may, at its discretion, extend the deadline for the submission of applications.

4.2 Conflict of Interest

The Knowledge Partner shall not receive any remuneration in connection with the assignment except as provided in the contract. The Knowledge Partner and its affiliates shall not engage in consulting activities that conflict with the interest of HCI London.

4.3 Preparation of Proposal

4.3.1 Instructions related to Technical Proposal

The Technical Proposal should furnish the information as per para 3.6 of Section 3. It shall also include the following:

- Brief profile of the organization/firm.
  - Relevant experience of providing effective and efficient investor hand holding to UK SME companies in India, including field experience in project management. Summary of case examples to be furnished.
  - It is expected that Knowledge Partners would integrate their team deployment plan along with the overall approach and work plan and propose suitable number of resources required to successfully deliver the project over a period defined in the RFP.
Documents supporting the size of the company, presence in the United Kingdom and India and other countries; service portfolio, fee structure, discounted fee structures or free service package and reference companies should be presented with the Technical Bid.

Brief CVs of the Key Personnel who will be engaged for the investment facilitation support: The key personnel whose CVs are provided will continue to be engaged and available for the project throughout the duration of the project. Substitution, will, however be permitted with prior written approval of HCI London if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of HCI London.

Detailed technical approach note towards the execution of the project, team deployment plan, methodology of work plan for performing the project. It should also highlight the problems to be addressed along with their importance and explain the technical approach the KP will adopt to address them.

The suitability of organization/Knowledge Partner for undertaking the job will be decided on the basis of overall capacity of the organization and relevant experience in similar field and capabilities and experience of professionals selected for taking up the task

Failure to comply with the prescribed requirements for evaluation of the proposals shall make the proposal liable to be rejected and the evaluation of Financial Bid shall not be undertaken.

4.3.2 Instructions related to Financial Bid

In preparing the financial proposal, Knowledge Partners are expected to take into account the various requirements and conditions stipulated in this RFP document. The Financial Bid should be in the form of a lump-sum quote as professional fees which the KP would charge HCI London for the entire Project inclusive of all the costs including taxes, applicable service tax, travel costs, if any, associated with the Project etc for the entire project duration for up to one year. HCI London will not reimburse any other expenses other than what is quoted as lump-sum in the Financial Bid.

The Financial Bid shall be only in GBP. The total amount indicated in the financial proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Bid, it shall be considered non-responsive and liable to be rejected.
For the purpose of clarification, it is clarified that the Knowledge Partner will mention an unconditional fee that will be a lump sum inclusive of all taxes (including VAT). The HCI London will only be responsible for reimbursing this lump sum amount quoted in the financial proposal.

If HCI London wishes to extend the validity period of the financial proposals, it may ask the Knowledge Partners to extend the validity of their proposals for a stated period. Knowledge Partners, who do not agree, have the right not to extend the validity of their proposals.

4.4.1 Submission, Receipt and Opening of Proposals

The Proposal (Technical Proposal and Financial Bid) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the person or persons who sign(s) the Proposal.

An authorized representative of the firm should initial all pages of both Technical and Financial Bid.

The Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal – Access India Programme: Market Entry Support for UK SME Companies”. The Financial Proposal should be placed in a sealed envelope clearly marked “Financial Bid - Access India Programme: Market Entry Support for UK SME Companies”. Both the above envelopes shall be placed into an outer sealed envelope bearing the submission address and marked “Technical Proposal + Financial Bid” - “Do not open except in presence of the Selection Committee.”

4.4.2 Submission Address:

Attache (Economic & Commercial)
High Commission of India
India House
Aldwych
London
WC2B 4NA

The completed Technical and Financial Proposal must be delivered at the submission address on or before the Bid Submission Date of 27/06/2019 before 5:00 PM- UK time. Any
Proposal received after the closing time for submission of proposals shall be returned unopened.

After the deadline for submission of proposals the Technical Proposal shall be opened by the Selection Committee set up by HCI London to carry out the technical evaluation. The financial bids shall remain sealed till then.

4.4.3 Withdrawal of Proposals: No modification or substitution of the submitted Proposal shall be allowed after the due date for submission of proposals. A Knowledge Partner may withdraw its Proposal after submission, provided that the written notice of the withdrawal is received by HCI London before the due date of submission of Proposals. In case a Knowledge Partner wants to re-submit their Proposal, the Knowledge Partner shall submit a fresh Proposal, following all the applicable terms and conditions prescribed in this RFP.

4.5 Evaluation of Proposal

4.5.1 General

The proposal shall be first evaluated on the basis of its response to the information documents sought in the RFP document. In case of any material deficiencies in providing the information/ documents in technical proposal and in case any assumption or condition is indicated in the financial bid, it shall be considered non-responsive and liable to be rejected.

After the submission of proposal till the contract is awarded, if any bidder wishes to contact the HCI London on any matter related to its proposal, it should do so in writing at the proposal submission address mentioned above. Any effort by the firm to influence the HCI London during the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the firm’s proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until technical evaluation, is concluded.

4.5.2 Evaluation of Technical Proposals

The Selection Committee appointed by HCI London will carry out the evaluation of proposals on the basis of their responsiveness to the RFP, applying the evaluation criteria and point system from 3.6. Each responsive proposal will be given a technical score. Technical Proposals will be evaluated first in terms of responsiveness to the RFP and it will be based on the criteria in 3.6:
The Minimum Technical Score required to qualify is: 60 Points out of 100.

A proposal will be considered unresponsive and shall be rejected at this stage if it does not contain the details as required in this RFP document or if it fails to achieve the Minimum Technical Score.

4.6 Opening and Evaluation of Financial Bids

After Evaluation of Technical Bids by the Selection Committee, the HCI London shall open the Financial Bids of only the qualified bidders on 01/07/2019. A representative of the Knowledge Partner Company shall have the option to be present at the time of opening of financial bids at HCI London on 01/07/2019.

The Selection Committee of HCI London will determine whether the financial bids are complete, unqualified and unconditional. The Financial Proposals shall be opened publicly on in the presence of bidders representatives who have opted to attend. The name of the bidders, their technical scores and the proposed prices shall be read aloud and recorded when the Financial Bids are opened.

Proposals will be ranked according to their combined technical and financial scores, as given in section 4. The firm achieving the highest combined technical and financial score will be selected.

4.7 Negotiations

Based on the RFP, draft contract with be shared with the H1 bidder and contract negotiations will be held. If no decision is reached HCI will ask H2 to come in. If financial bid of H2 is less than H1, HCI will accept their bid; if financial bid of H2 is more than that of H1, HCI will ask H2 bidder to work on H1’s financial bid. If H2 agrees contract would be signed if not then a similar offer will be made to H3, H4 and so on.

4.8 Award of Contract

The contract will be awarded to the selected KP following negotiations. After contract negotiations are complete, the HCI London will promptly notify other Knowledge Partners on the shortlist that they were unsuccessful and return the Financial Bids of those Knowledge Partners who did not qualify the technical evaluation.
4.9 Corrupt or Fraudulent Practices

HCI London requires that KPs under this contract observe the highest standard of ethics.

HCI London will reject a bid for award of consultancy work, if it has determined that the KP recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

4.10 Confidentiality

The selected KP for the consultancy services may have access to some confidential information for the purpose of the project implementation. The Knowledge Partner shall take all precautions necessary to keep the information totally confidential and under no circumstances it will be disclosed to any third party or competitors, which shall otherwise render himself liable for disqualification/premature termination of contract apart from other legal action as may be warranted for any laxity on his part. HCI London is entitled to be indemnified by the selected Knowledge Partner for any loss/damage to reputation and / or for any breach of confidentiality.

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