



**SICOM**  
**Ministry of Environment, Forest & Climate Change**  
**Government of India**  
**Ground Floor, B-4 Wing Deen Dayal Antyodaya Bhavan,**  
**CGO Complex, Lodhi Road, New Delhi- 110003**

**ONLINE TENDER**

**REQUEST FOR EXPRESSION OF INTEREST (REOI)**  
**FOR**  
**PROCUREMENT AND FINANCIAL MANAGEMENT CONSULTANCY (PFMC)**

**REOI No.: SICOM/2021-22/Consultancy/REOI/2**

**Country:** India

**Name of project:** Integrated Coastal Zone Management (ICZM)

**Funding:** Government of India

**Dated:** 09<sup>th</sup> April 2021

1. Society of Integrated Coastal Management (SICOM) has been established under the aegis of the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India with a vision for vibrant, healthy and resilient Coastal and Marine Environment for continuous and enhanced outflow of benefits to the Country and the Coastal Community. SICOM is the nodal agency for strategic planning, management, execution, monitoring and successful implementation of Integrated Coastal Zone Management (ICZM) practices across the country and National Project Management Unit (NPMU) for the ICZM Project in all the 13 coastal States /Union territories.
2. With a view to protect the Coastal and Marine ecosystem and environment through a holistic Coastal Management, the MoEFCC, Government of India has embarked upon the ICZM principles for the management of Coastal Zone of India.
3. Consulting services are now required to support and provide professional expertise in procurement and financial management to the SICOM. The overall objectives of the proposed services are:
  - a) To manage and support in carrying out the procurement activities required for the implementation of Coastal Zone Management Project including preparation of bid documents/tenders, award of contract and contract management etc. in accordance with the Procurement Guidelines and the prescribed guidelines as per GFR 2017 and other relevant guidelines.
  - b) To provide support to ensure that all financial management aspects including accounting for the Project is satisfactorily implemented as per the accounting standards

of Guidance notes issued by ICAI & GFR -2017 & prescribed guidelines, Multilateral funding Agency like World Bank etc.

4. The PFMC herein referred as Entity (through a team of professional experts), will handle the procurement, Finance, other consultancy and related works. The Procurement and Finance procedures will be followed under various contract methods to meet SICOM's requirements to achieve value for money, efficiency, transparency, probity and adherence to the Guidelines. The detailed Terms of Reference (ToR) may be seen at **Annexure- I**.
5. The duration of the Contract is 2 years. However, the Contract may be renewed further based on the requirement and satisfactory performance of the Entity.
6. SICOM intends to select the Entity from reputed/experienced organizations and eligible consulting firms who indicate their interest in providing these services of Procurement and Financial Management Consultancy.
7. An Entity will be selected in accordance with the Quality and Cost Based Selection (QCBS) Method procedures set out in the General Financial Rules (GFR) 2017 and Manual for Procurement of Consultancy & Other Services 2017 of Department of Expenditure, Ministry of Finance, Government of India.
8. The eligibility criteria for the assignment are as follows:
  - i) The Consultancy entity must be legally constituted entity (under the Indian Companies Act 1956/ 2013; or established under the LLP Act, 2008; or Partnership Firm); and should have been in operation for at least 10 years;
  - ii) The Entity should have an average annual turnover of minimum INR 1 crore (Rupees One Crore only) during the last three financial years i.e., 2017-18, 2018-19 & 2019-2020;
  - iii) The Entity including its subsidiary firm/ company should not have been suspended/ debarred/ blacklisted by any Ministry/ Department/ Organization (as on the date of opening of EoI). Declaration to this effect is to be submitted as per **Annexure- III**.

**Notes:**

- **Checklist in this regard is placed at Annexure- II, which is required to be fully filled by the Entity.**
- **In case the above requirement is not met, SICOM shall not consider the proposal.**

9. The evaluation criteria are as mentioned below:

S. No.	Evaluation Criteria	Maximum marks
(a)	<b>General Qualification</b>  (i) Standing of entity ( <b>Maximum marks- 10</b> ) <ul style="list-style-type: none"> <li>• 10-11 years standing- 1 mark</li> <li>• 11-15 years standing- 3 marks</li> <li>• 15-20 years standing- 6 marks</li> <li>• 20-25 years standing- 8 marks</li> <li>• More than 25 years standing- 10 marks</li> </ul>	<b>60 Marks</b>

	(ii) Experience in Procurement and Financial Management with Govt Agencies/ Multilateral funding agency like World Bank / ADB etc. during the last 10 years i.e., from April 2010 to March 2020 <b>(Maximum marks- 50)</b> <ul style="list-style-type: none"> <li>• Procurement functions only (2 marks for each project subject to maximum of 10 marks)</li> <li>• Finance/ Accounts functions only (2 marks for each project subject to maximum of 10 marks)</li> <li>• Procurement &amp; Financial Management (6 marks for each project subject to maximum of 30 marks)</li> </ul>	
(b)	<b>Experience of 10 Key staff/partner etc.</b> <ul style="list-style-type: none"> <li>(i) Qualification- 10 marks</li> <li>(ii) Relevant experience including their participation in similar projects- 20 marks</li> </ul>	<b>30 Marks</b>
(c)	<b>Financial strength of the Entity during the last three financial years i.e., 2017-18, 2018-19 &amp; 2019-2020</b> <ul style="list-style-type: none"> <li>(i) Average annual turnover of more than INR 1 Crore and less than INR 1.5 Crores- 5 marks</li> <li>(ii) Average annual turnover of more than INR 1.5 Crores- 10 marks</li> </ul>	<b>10 Marks</b>

**Notes:**

- *Certificate of incorporation of entity, curriculum vitae and financial statements are not required at this stage.*
- *PFMC means the entity/ firm which has been outsourced by an Government Organisation and based in-house in the organization having full time personnel deputed for Procurement and Finance/Accounts and being managed on day to day basis of procurement viz doing all the procurement functions such as preparation of bid documents/tenders, award of contract, contract management etc.. Finance/ Accounts includes giving assistance in all finance and accounting matters by deputing full time staff-Chartered Accountants and Accountants and giving assistance in providing financial and accounting services related to the project such as maintaining accounting books, statutory compliances, payments, budgeting, projections etc.. The entity which has executed only a part of these activities will not be considered as giving services of PFMC.*
- *Procurement means preparation of bid documents/tenders, award of contract, contract management etc., of Government Organisations only.*
- *Finance/ Accounts means giving assistance in all finance and accounting matters by deputing full time staff-Chartered Accountants and Accountants or giving assistance in providing financial and accounting services related to the project such as maintaining accounting books, statutory compliances, payments, budgeting, projections etc of Government Organisations only.*

10. Once the Entity meets the minimum criteria stated at para 8 above, the EoIs shall be evaluated strictly based on the substantive information/credentials/documentary evidence submitted by entity in support of the information as asked for at para 9 above. The Entity which secures a minimum of 70 marks out of 100 will be shortlisted. Thereafter, Request for Proposal (RfP) will be issued to the maximum of top 8 shortlisted firms but not less than 3.

11. The prior experience and prior turnover are exempted for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy and Startups as defined by Department of Industrial Policy and Promotion. The eligibility criteria of ‘standing of entity (General Qualification)’ and ‘prior turnover’ as given in 9 (a) (i) and 9 (c) above are exempted for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy and Startups as defined by Department of Industrial Policy and Promotion. These entities will be given full marks for the above two parameters. In case of MSME/Startup, the entity shall submit the requisite documents along with the Undertaking as per **Annexure VI**.
12. Joint Ventures/ Consortiums are not permitted.
13. **The EoI should be signed and properly Indexed with heading & page numbering and supporting documents should be attached as per Annexure II.** An authorized representative of the entity shall sign the original submission letters in the required format and shall initial all pages. The authorization shall be in the form of a written power of attorney as per **Annexure VII**.
14. Please note that at this stage no technical and financial proposals are required. Based on the information submitted in response to this request for EoI, SICOM will prepare a shortlist of qualified Entities and RfP document will be issued to the qualified entities.
15. REoI document may be downloaded from the web portal: **<https://moefcc.euniwizarde.com>** or through SICOM’s website: **[sicom.nic.in](http://sicom.nic.in)** prior to the deadline for submission of EoI online. **The EoI shall be submitted online only.** To participate in this REoI, it is mandatory for the entities to registered with **E-Procurement Portal <https://moefcc.euniwizarde.com/>**, using a valid Digital Signature Certificate (DSC) and valid email address. The entities will be required to submit their EoI online on the e-Procurement Module. After downloading the REoI document, the entities should go through them carefully and then upload the documents as asked. The shortlisted entities shall be later invited to submit detailed proposals online in the form of RfP.
16. Interested entities must upload Expression of Interest online latest by 03<sup>rd</sup> May 2021 till 1000 hours.
17. **Address for communication:**

Office name	SICOM, Ministry of Environment, Forest & Climate Change
Office Address	Society of Integrated Coastal Management, Ground Floor, B4 Wing, Pandit Deen Dayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi -110003  For any queries/ clarifications, the bidders can visit SICOM office from 09 <sup>th</sup> April 2021 to 20 <sup>th</sup> April 2021 (on working days) between 0930 hrs to 1700 hrs or contact at the below mentioned phone number and email id:  Tel.: 011-24360934 E-mail: <a href="mailto:procurment.sicom@gov.in">procurment.sicom@gov.in</a> <a href="http://www.sicom.nic.in">Website: www.sicom.nic.in</a>

18. The EoIs will be opened on 04<sup>th</sup> May 2021 at 1100 hours.
19. Any EoI received after the closing date and time will not be considered. The EoI received

unsigned/ incomplete shall be summarily rejected.

20. SICOM reserves the right to reject all or any of the proposals without assigning any reasons thereof.

SICOM  
New Delhi- 110003

**Terms of Reference  
for  
Procurement and Financial Management Consultancy**

**Background**

1. Society of Integrated Coastal Management (SICOM) has been established under the aegis of the Ministry of Environment, Forests and Climate change, Government of India with a vision for vibrant, healthy and resilient Coastal and Marine Environment for continuous and enhanced outflow of benefits to the Country and the Coastal Community. SICOM is the nodal agency for strategic planning, management, execution, monitoring and successful implementation of Integrated Coastal Zone Management practices across the country and NPMU for the ICZM project in all the 13 Coastal states /UTs.
2. With a view to protect the Coastal and Marine ecosystem and environment through a holistic Coastal Management, the Ministry of Environment, Forest & Climate Change, Govt of India has embarked upon the ICZM principles for the management of Coastal Zone of India.

**Objective of the Assignment**

3. Consulting services are required to support in procurement and financial management functions of SICOM. The overall objectives of the proposed services are:-
  - a) To manage and support in carrying out the procurement activities required for the implementation of Project including preparation of bid documents/tenders, award of contract and contract management etc., in accordance with the Procurement Guidelines and the prescribed guidelines as per GFR 2017 and other relevant guidelines.
  - b) To provide support to ensure that all financial management aspects including accounting for the Project is satisfactorily implemented as per the accounting standards of Guidance notes issued by ICAI & GFR -2017 & prescribed guidelines, Multilateral funding Agency like World Bank etc.
4. The Procurement and Finance Management consultant herein referred as Consultant (through a team of professional experts), will handle the procurement of goods, works, consulting & non- consulting services (details can be seen at <http://sicom.nic.in>) under various contract methods to meet SICOM's requirements to achieve value for money, efficiency, transparency, probity and adherence to the Guidelines.
5. Procurement, financial management and accounting procedures in the project will be as per the project's Procurement Plan, Procurement guidelines and Financial Management guidelines and as amended from time to time.

**Scope of the Services**

6. The scope of the services would be to provide the necessary operational support in procurement, financial management and other professional works, to SICOM to ensure that the above objectives are achieved. The scope of services to achieve these objectives and the required outputs include but are not limited to the following:-

- a) Assist SICOM in drawing up a procurement plan and budget detailing contract packages at the outset of each year in the format agreed for the project;
- b) Monitor procurement implementation on monthly basis and update the Procurement Plan whenever it becomes necessary to do so;
- c) Identifying and establish a list of potential suppliers and periodically update this register to facilitate advertisements, solicitations and drawing up of shortlists & check the organization set up and its capabilities whenever required; keep updating the list of suppliers periodically;
- d) For Procurement of Goods/ works, Prepare Bidding Documents for Request for Quotations, Letters of Invitations, clarifications/amendments to procurement documentation, contract award decisions, etc.;
- e) For Procurement of Consulting services, preparing the Terms of Reference ( ToR), Request for Expressions of Interest (REOs), Request for Proposals (RfP), bid documents and other solicitation documents whenever required. Further, the consulting firm will assist in evaluation of EOIs, Technical Bids, Financial Bids and finalize the award of contract;
- f) In consultation with the relevant technical staffs of the Organizations, coordinate the preparation of (Terms of Reference), technical specifications using standard documentation, and also assist in evaluation of bids, expressions of interest for preparation of shortlists, pre-qualification of suppliers, etc. where necessary. The Consultant shall review Terms of Reference and specifications for completeness, consistency and fairness, and if necessary suggest amendments; Assist SICOM in organizing information sessions with bidders or other market research as required;
- g) The Consultant shall assist in formulation of standard bid documents for procurement of equipment, goods, civil works, consulting and/or non-consulting services as per the accepted procurement strategy of the SICOM and the Procurement Plan. These services will include drafting and finalizing the conditions of contract, special conditions of contract, work requirements and technical specifications, bill of quantities, implementation schedules, etc., for all procurement to be undertaken in the Project in compliance with the Procurement Plan and the Procurement Guidelines;
- h) Initiate the procurement processes, ensuring compliance with agreed procurement methods' threshold,; Provide expertise and logistics support to SICOM in issuance of EOIs and Notice inviting Tenders and related services through E-Procurement;
- i) Preside over bidding procedures and participating in bid/proposal opening sessions, proposal evaluations, preparation of Bid Evaluation Report for making recommendations for award of contract and ensuring that the appropriate Guidelines are followed to arrive at the recommendations for award of contracts;
- j) Superintend over procurement clarification meetings (if any) and develop clarifications/amendments to procurement documentations (if needed);
- k) Seek and obtain approvals/No Objections wherever required as per the agreed procurement arrangements;
- l) Prepare draft and final contracts, and ensure timely distribution of all relevant procurement and contract documents to relevant stakeholders;
- m) Establish a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the service providers;
- n) Liaise with all relevant teams within the organisations with a view to prepare monthly, semi-annual and annual procurement reports (or other periods as may be required);
- o) Regular monitoring of procurement across the Project and problem-solving as needed including regular updates on problems experienced and on changing needs for specific types of advice;
- p) Establish and maintain a central procurement filing system (both electronically and manually), and ensure all related documents are included in the respective files, to

- ensure ease of retrieval of information and the ease of following the trail of procurement by independent external auditors or authorized agents;
- q) Advise the organisations on processes for disposal of un-required stores and equipment including actual disposal in line with the Laws of the Country;
  - r) Provide training and capacity building of procurement staff of the organizations and other identified stakeholders to ensure long-term sustainability of the procurement procedures, with a view of strengthening staff capacities and skills, filling skills gap and also support institutional strengthening;
  - s) Provide advice, mentoring, coaching and providing on-the-job training for relevant procurement staff in the organizations, and advise them to plan and execute all stages of the procurement cycle in accordance with the Bank and national procurement procedures;
  - t) Assist in supervising contracts in accordance with the respective contract agreements including the processing of payments, physical inspection and testing, receipt and transfer of the goods to the Client, submission of consultants' reports and closing of respective contracts;
  - u) Provide procurement advisory services as and when needed;
  - v) Participate in procurement audits and reviews of the organizations;
  - w) Work with relevant officers to identify their procurement needs under their respective departments and help them manage the procurement planning and execution process in a timely way;
  - x) Assist in dealing with complaints, bid challenges and litigations relating to bidding process and contracts;
  - y) Develop and implement a robust procurement monitoring system and follow up mechanisms to ensure that procurement activities are carried out as planned;
  - z) Identify any deviations and take appropriate actions and submit regular periodic procurement reports to the Controller-F&A;
  - aa) Various stages of tender to be entered in the software of Ministry;
  - bb) Responsible for identifying the indicators of collusion and other indicators of fraud and corruption;
  - cc) Publish contract award information and provide debriefing to unsuccessful bidders, if requested; and
  - dd) Ensure implementation of E- Procurement.
  - ee) Guide SICOM to maintain an accounting and financial management system as an effective tool for financial Management;
  - ff) Facilitate in release payments to suppliers in accordance with the agreed terms and conditions of payment;
  - gg) The Consultant shall provide all required support and advice to ensure that the service standards for financial management aspects for the Project are met;
  - hh) Accounting books and records are up-to-date and satisfactorily maintained;
  - ii) All financial and accounting reports are submitted timely;
  - jj) The budgeting system is managed as per the Project's annual action plans;
  - kk) The overall cost table describing all details of estimated and/or actual cost is updated timely;
  - ll) Analysis of the various reports to facilitate decision making by SICOM;
  - mm) The Consultant shall ensure that the Annual Project Financial Statements (consolidated for the whole project) are prepared in a timely manner and submitted to the Authority and other stakeholders;
  - nn) The Consultant will liaise with the Internal and Statutory Auditors and provide necessary information and/or clarifications, if needed;
  - oo) All statutory compliances are adhered to;
  - pp) Fixed assets registers are properly maintained;



- qq) To provide Administrative, Secretarial support to SICOM;
- rr) To assist in organizing Workshops, conference, meetings, seminar etc.;
- ss) To respond to RTIs timely and providing answers to applicants under Right to Information Act (RTI), 2005 & Parliament Questions;
- tt) Drafting Regulation, Guidelines, Code, Ethics and Standard etc. given by SICOM;
- uu) Appearing before the Courts and any quasi-judicial body, public authorities and other offices as legal agent of the SICOM;
- vv) Review the contract templates as well as past contracts of staff and external service providers and make recommendations for enhancing these to make it more effective; and
- ww) Review, recommend and take up the ongoing disputes at the appropriate levels.

### **Period of Assignment**

7. The assignment will start within one month from the date of signing of Contract. The initial period of this assignment will be for 24 months from the date of commencement of services. After 24 months, the period may be extended based on satisfactory performance and on mutual consent. For initial period of 2 years of assignment, the contract fee will be fixed. In case the period is extended, the contract amount may be increased based on CII index based on the following formula i.e.,  $\text{Contract price} * \text{present CPI Index} / \text{CPI Index at the beginning of the assignment}$ .

### **Skills Required**

8. The Consultants provided to perform the assignment should have a good knowledge of their relevant field. The integrity of the appointed Consultant is a must for the assignment, and in the proposal the Consultant shall state the internal control systems in detail.
9. With the ambitious targets of the project and the variety of the activities, a strong service-oriented attitude of the Consultant is expected. Thorough country knowledge, a flexible and dynamic organization and excellent communication skills and abilities are essential. Consultants will ensure that the best standards of integrity and transparency as per the Government of India norms.
10. The Consulting firm is expected, as a minimum, to employ the following Key Personnel for the execution of the services:-

S. No.	Key Professionals	Qualification, Experience and skills required	Number of persons	Person-months
1	Senior Specialist	<ul style="list-style-type: none"> <li>Chartered Accountant with L.LB or MBA with L.L.B;</li> <li>Minimum 15 years of professional experience;</li> <li>Knowledge of General Financial Rules and procedures and other related guidelines;</li> <li>Fluency in spoken English and ability to write lucid reports and documents in English;</li> <li>Excellent interpersonal skills, sound judgement, communication skills, training experience, ability to identify and resolve policy and operational constraints</li> </ul>	1	8 days in a month
2	Senior Consultant	<ul style="list-style-type: none"> <li>Post Graduate Degree;</li> <li>Minimum 20 years of professional experience;</li> <li>Knowledge of General Financial Rules and procedures, legal procedures, Government's Administrative &amp; Fundamental Rules, RTI and Court matters</li> </ul>	1	24
3	Procurement Specialist	<ul style="list-style-type: none"> <li>A Masters or PG Diploma in Management/ Engineering/ Administration/Procurement/ Supply Chain Management from reputed institute;</li> <li>Minimum 10 years of professional experience in Public Procurement practices and procedures;</li> <li>Knowledge of General Financial Rules and procedures;</li> <li>Worked in at least one GFR funded project/ World Bank funded project in the profile of Procurement</li> </ul>	2	48
4	Financial Specialist	<ul style="list-style-type: none"> <li>Chartered Accountant;</li> <li>Minimum 10 years of professional experience in accounting;</li> <li>Should have good working knowledge of the operation of accounting software and systems;</li> <li>Proficient in usage of electronic spreadsheets, word processors and all types of accounting reports;</li> <li>Should have good working knowledge of the operation of accounting software and systems;</li> <li>Proficient in using Tally Accounting software;</li> <li>Sound working knowledge with statutory compliances viz. TDS/ GST/ Income Tax/ Labour Laws;</li> <li>Worked in at least one GFR funded project/ World Bank funded project</li> </ul>	1	24

5	Senior Accountant	<ul style="list-style-type: none"> <li>• CA Inter / MBA Finance from reputed institute;</li> <li>• Minimum 5 years of professional experience in accounting;</li> <li>• Worked in at least one Govt. of India funded project in the profile of Finance;</li> <li>• Should have good working knowledge of the operation of accounting software and systems;</li> <li>• Proficient in using Tally Accounting software;</li> <li>• Sound working knowledge with statutory compliances viz. TDS/ GST/ Income Tax/ Labour Laws;</li> <li>• Proficient in usage of electronic spreadsheets, word processors and all types of accounting reports</li> </ul>	1	24
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Procurement Specialist, Financial Specialist, Senior Consultant & Senior Accountant will be based at SICOM Office and shall have regular working hours of the NPMU.

### **Place of Performance of Assignment**

11. The assignment will be performed at Delhi. The Consultant team members may be required to travel to SPMUs of different states as per the requirement of NPMU. Each such visit shall be followed by a mission report, stating the objectives of the mission contents and conclusion. The consultant may have to depute specialists in the SPMUs of different states, if required.

### **Administration**

12. The Entity will report directly to the Controller of Finance & Accounts .

### **FACILITIES TO BE PROVIDED BY THE SICOM:**

13. Will provide office spaces within the SICOM Office in New Delhi, work stations, and all office equipment and stationery needed for the Consultants.

**Check List- Supporting Documents**

<b>S. No.</b>	<b>Eligibility Criteria</b>	<b>Supporting Documents</b>	<b>Page No.</b>
1.	The Consultancy Firm/entity must be legally constituted (under the Indian Companies Act 1956/ 2013; or established under the LLP Act, 2008; or Partnership Firm)	Name of the entity and details of partners etc.	
2.	Average turnover of the Entity during the last 3 financial years i.e., 2017-18, 2018-19 & 2019-2020	Must indicate each year turnover	
3.	Power of Attorney	As per <b>Annexure- VII</b>	
4.	The Entity should not have any conflict of interest as per GFR 2017	Self- declaration in entity's letter head	
5.	The Entity including its subsidiaries should not have been suspended/ debarred/ blacklisted by any Ministry/Department/Organization/PSUs on the last date of submission of EoI	Undertaking in entity's letter head as per <b>Annexure III</b>	
6.	Experience of the Entity	Must indicate the number of years in operation	
7.	Experience in PFMC with Govt Agencies/ World Bank / ADB/UNDP/IBIC/KFW/DFID during the last 10 years i.e. from April 2010 to March 2020	Details as per <b>Annexure IV</b>	
8.	General Profile of qualification and experience of key staff	Details as per <b>Annexure V</b>	
9.	In case of MSE or Start up as defined by DIPP, Certificate should be enclosed	In case of MSE & startups, a copy of valid registration certificate/Udyog Aadhaar Memorandum and other mandatory documents as per GFR 2017 shall be enclosed, failing which their tender will be liable to be ignored/rejected. Also Undertaking as per <b>Annexure VI</b> shall be submitted	

**UNDERTAKING (On Entity's Letter head)**

I \_\_\_\_\_ son/daughter of \_\_\_\_\_ resident of \_\_\_\_\_ solemnly undertake that I am an authorized signatory of M/s \_\_\_\_\_ (*insert name of the company with full address*) and I hereby undertake that we have not been suspended/ debarred/ blacklisted by any Ministry/Department/Organization/PSUs on the date of opening of EoI .

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

**Annexure- IV**

**Details of Experience in PFMC with Govt Agencies/ World Bank/ADB/UNDP/IBIC/KFW/DFID during the last 10 years i.e., from April 2010 to March 2020**

<b>S. No.</b>	<b>Assignment name</b>	<b>Brief description of the assignment</b>	<b>Deliverables/output</b>	<b>Name of Client</b>	<b>Duration of the Contract</b>	<b>Contract value (INR in Lakhs)</b>

**Details of Key Staff**

<b>S. No.</b>	<b>Name of Incumbent</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>

**Undertaking by MSME/Startups**

- a) I/ We have read and understood all the conditions and requirements in the tender document.
- b) I/ We are applying in this tender in the capacity of MSME/Startup and comply with all the laid down provisions as per General Financial Rules 2017 and as amended from time to time.
- c) The following documents, to substantiate my claim as MSME/Startup as required under GFR 2017, are enclosed:
  - -----
  - -----
  - -----
  - -----
- d) I/ We hereby certify that all the information furnished above are true to my knowledge. I have no objection to SICOM verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- e) In case I/ We haven't submitted any of the requisite/ mandatory documents as per GFR 2017 then SICOM reserves the right to accept or reject the proposal without assigning any reason thereof.
- f) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling SICOM to cancel the proposal at any point of time.
- g) I/ We also certify that, I/ We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally.

Date

Signature of Entity/Authorized signatory

Name of the Entity

Seal of the Entity



**Power of Attorney**  
(On Stamp Paper of INR 100/- or Letter Head of Firm)

We (name of the company and address of the registered office) do hereby appoint and authorize Mr./Ms. (full name and residential address) who is presently employed with us and holding the position of \_\_\_\_\_, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid document for \_\_\_\_\_, including signing and submission of all documents and providing information/ responses to SICOM in all matters in connection with our bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said ----- pursuant to this Power of Attorney and that all acts, deeds and things done by him/her shall and shall always be deemed to have been done by us.

Dated \_\_\_\_\_ day of 2021

For

(Signature)

(Name, Designation and Address) Accepted

(Signature)

(Name, Title and Address of the Authorized Person along with official stamp)

**Note:** The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure. In addition, wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the bidder.

In case the bid is signed by an authorized Director / Partner or Proprietor of the bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.