

**DEPARTMENT OF INVESTMENT
AND
PUBLIC ASSET MANAGEMENT
(DIPAM)
MINISTRY OF FINANCE
GOVERNMENT OF INDIA**

**Request for Proposal
for
ENGAGEMENT OF AN ORGANIZATION TO PROVIDE FINANCIAL
ADVISORY SERVICES BY DEPLOYING YOUNG PROFESSIONALS/
CONSULTANTS IN DIPAM - REQUEST FOR PROPOSAL** -

**Document Reference: 13/4/2025-Estt.
Date: 17.11.2025**

Issued by:

**Department of Investment and
Public Asset Management,
Ministry of Finance
New Delhi
Ph: 011-2436 8038
Email: deepak.gupta09@gov.in
Website: www.dipam.gov.in**

DISCLAIMER

This Request for Proposal (RFP) document for “Engagement of an organization to provide financial advisory services by deploying Young Professionals/ Consultants in DIPAM” contains brief information about the scope of work and selection process to assist bidders in formulation of their proposal (“the Proposal”).

This Document does not purport to contain all the information that may be required by the Bidder. The bidder should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their proposals.

Department of Investment and Public Asset Management (“DIPAM”), its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restriction or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from, to be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Terms of Reference and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

DIPAM reserves the right to accept or reject any or all applications without giving any reasons thereof. DIPAM will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the entries to be submitted in accordance with the conditions listed in this RFP.

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1. Data Sheet

1.	Name of the Bid	RFP for “Engagement of an organization to provide Young Professionals/ Consultants in DIPAM”
2.	Time-period of contract	Three (03) years from date of engagement (extendable by two (02) years)
3.	Fee (Refundable)	Rupees One Lakh
4.	Name of the Authority's official for addressing queries/clarifications and submissions*	<p>Shri Deepak Gupta, Under Secretary Tele: 24368038 E-mail: deepak.gupta09@gov.in</p> <p>Ms. Pooja Awana, Deputy Secretary Tele: 011-24364021 Email: pooja-awana@gov.in</p> <p>Department of Investment and Public Asset Management, Ministry of Finance Website: www.dipam.gov.in</p>
Schedule of Bidding Process		
	Task	Key Dates
	Last date of receiving queries	25.11.2025 (Tuesday)
	Pre-bid conference	28.11.2025 (Friday)
	Proposal Due Date (PDD)/ Bid End Date	03.12.2025 (Wednesday)
	Opening of Technical Bids	04.12.2025 (Thursday)
5.	Opening of Financial Bid	10.12.2025 (Wednesday)
<p>*Notes:</p> <p>1. Pre-bid queries can be sent till 25.11.2025 on the email: deepak.gupta09@gov.in. and pooja-awana@gov.in .</p> <p>2. The Pre-bid conference will be held on 28.11.2025 and the link will be shared.</p> <p>3. The proposal due date/Bid end date is 03.12.2025</p> <p>4. All Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app only. Manual bids shall not be accepted.</p> <p>5. Tenderers/Contractors are advised to follow “General Instructions to Bidder for Online Bid Submission” provided in the <u>Annexure-I</u></p>		

2. Introduction

- 2.1. Department of Investment and Public Asset Management (DIPAM) deals with all matters relating to management of Central Government investments in equity including disinvestment of equity in Central Public Sector Enterprises (CPSEs). The three major areas of its work relate to Strategic Disinvestment, Minority Stake Sales and Capital Restructuring. All matters relating to sale of Central Government equity in CPSEs through offer for sale, private placement, strategic disinvestment or any other mode is dealt with in DIPAM. DIPAM is a Department under the Ministry of Finance.
- 2.2. DIPAM proposes to hire an organization for providing financial advisory services through deployment of Young Professionals (YPs)/ Consultants as per defined categories. These YPs and Consultants shall be subject to service conditions, remuneration and other standard terms and conditions as per “General Terms and Conditions for Engaging YPs/ Consultants” placed at **Annexure II**.
- 2.3. These proposals are invited from reputed financial/ consulting firms of national/international standing, statutory bodies and multilateral agencies/ other organizations with experience of deploying YPs/Consultants in Government Ministries, Departments, or places of equal importance.

3. Categories of YPs/Consultants

- 3.1. The organization shall deploy YPs/ Consultants at DIPAM for a fixed period for providing high quality consultancy services and for attending to specific and time-bound jobs. Professionals would not be engaged for routine day-to-day administrative work.
- 3.2. Selection of Consultants would be in the following 3 categories:

Sr No.	Category	Experience in years	Upper entry age	Essential qualification*
1	Young Professional	1 to 6	40 years	Master's degree or equivalent with relevant experience in
2	Technical Consultant	6 to 12	50 years	Economics/ Finance/ Computer Science or MBA(Finance) or
3	Senior Consultant	12 +	60 years	LLB/LLM or possessing any degree earned after a study of 4 years university degree course or more acquired after 10+2 or

				similar. The degree should be from an Institute of Eminence, National Importance or from NIRF for top 70, QS top 100 ranked institutors.
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- a. In case of persons completing professional courses requiring compulsory work experience of 3 or more years as part of the course, weightage of additional 2 years shall be given if such experience wasn't already considered (e.g. CA, CS, ICWA etc.)
- b. For the post of Consultant, research experience while doing PhD will also be counted as post qualification experience.
- c. Relaxation in experience/qualification criterion for above categories may be given at the discretion of DIPAM.

4. Terms of Reference and Scope of Work

4.1. The scope of work for the organization shall include, but not be restricted to, as mentioned below:

(i) **Project Monitoring**

- a. The organization shall regularly monitor the implementation of the project, provide timely insights and reports to support decision-making, and ensure compliance with the approved project plan, budget, and timelines.
- b. The organization shall develop and agree on a Monitoring & Evaluation (M&E) framework including performance indicators (KPIs), data collection tools, and reporting formats.

(ii) **Recruitment Process:**

- a. For the purpose of providing financial advisory services, the organization shall recruit and deploy YPs/ Consultants as per defined categories in consultation with DIPAM.
- b. The process and terms related to recruitment and deployment have been placed in **Para 3 of Annexure II.**

5. Pre-Bid Conference

A pre-bid meeting with the prospective bidders shall be held on **28.11.2025** through Video Conferencing.

The bidders are required to send their queries for the pre-bid meeting prior latest by

25.11.2025 to deepak.gupta09@gov.in and pooja-awana@gov.in. Queries received through any other means shall not be acceptable.

6. Eligibility Criterion

- 6.1. The organization having minimum 5 years of operations as on RFP issue date and must be either:
- i. A reputed financial/ consulting firm of national/international standing; OR
 - ii. A statutory body; OR
 - iii. A multilateral development organization; OR
 - iv. Other organizations with experience of undertaking projects for provision of advisory services including deploying YPs/Consultants in Government Ministries, Departments, or places of equal importance.

Details of the above are required to be submitted in **Annexure III (Bid Form: F-06)**

- 6.2. The organization should have successfully executed at least 5 consulting assignments of relevant nature in the past 5 years, each with a minimum professional fee of INR 1 crore. Details to be submitted in **Annexure III (Bid Form: F-06)**
- 6.3. The organization shall possess minimum of 50 full-time professionals on its payroll (excluding support staff) with capability to deploy a multi-disciplinary team with demonstrated expertise in public policy, disinvestment/privatization advisory, capital markets, corporate finance and valuation, and policy and regulatory advisory. Details of team to be submitted in **Annexure III (Bid Form: F-07)**
- 6.4. The organization shall have average annual turnover of at least INR 50 crore in the last 3 financial years from consulting/advisory services. For statutory bodies and multilateral organizations, financial sustainability and programmatic track record shall be considered in lieu of turnover. **(All applicants are required to submit their audited financial statements for last 3 years prior to RFP issue date and/or other relevant documents to demonstrate qualification of the criterion)**

7. Selection Criteria and Procedure

A two-stage selection process will be adopted.

- 7.1. The first stage will involve pre-qualification and short listing of successful

bidders on the basis of bids and in accordance with the provisions of this Request for Proposal.

- 7.2. In the second stage the eligible bidders would be required to demonstrate their credentials through a presentation, covering the areas/criteria listed. Bidders shall be evaluated based on the criteria mentioned **in para 8**, provided as presentation and proposals submitted. Only the bidders scoring 70 or above marks out of 100, will be short-listed. The date, time and venue of the presentation will be advised in due course.
- 7.3. Financial bids of only short-listed bidders would be opened. The qualifying marks and the marks scored by the short-listed bidders will be announced before opening of the financial bids.
- 7.4. The marks scored by the short-listed bidders in the technical evaluation will be given a weightage of 80 and their financial bids will be given a weightage of 20. The combined score of technical and financial bids, based on Quality-cum-Cost Based System (QCBS), will determine the H- 1, H-2, H-3 and so on. The bidder scoring the highest points/marks (H-1) based on the above principle would be appointed.

8. Bid Preparation

The Proposals are to be submitted in detail as indicated in the following sections. The weightage for evaluation of the bidders in respect of each criterion has been indicated against each section.

<i>Proposal Content</i>	<i>Weightage</i>	
A. Organizational Profile and experience with Government, Regulatory bodies, Multilateral bodies. 1. Profile of the organization with full particulars of the constitution, ownership, sponsor details and activities of the prospective bidder. 2. Engagement with Central/ State Governments, Ministries and Departments including details of assignments undertaken by the organization	50 marks	
	Criteria	Marks
	1. Completeness and Accuracy of Information during presentation	10
	2. Relevance and Scope of Activities	10
	3. Credibility and Reputation	10

<p>3. Multilateral assignments/Work with various Governments/Global organizations undertaken by the organization.</p> <p>4. Sectors in which the organization has worked with in the past with other Ministries as per <u>Annexure-III (BID FORM: F-08)</u></p>	<p>4. Experience with Government and Regulatory bodies</p>	<p>10</p>												
<p>B. Team Quality and domain expertise</p> <p>1. Profile of key personnel of the organization including details of their experience with various Governments/ Ministries/ Departments/ Other Clients</p> <p>2. Employee Strength of the organization including profile and quality of teams engaged by the organization in the past. Details of team to be submitted as per <u>ANNEXURE-III (BID FORM: F-07)</u></p> <p>3. Details of experience in providing advisory services including deployment of technical/professional consultants in other entities/ departments/ministries (including number of assignments done by the organization). Details of experience to be submitted as per <u>ANNEXURE-III (BID FORM: F-06)</u>.</p> <p>4. Publications, research papers and thought leadership on finance/legal issues posted and published by the organization.</p>	<p>50 Marks</p> <table border="1"> <thead> <tr> <th data-bbox="960 555 1329 607">Criteria</th> <th data-bbox="1329 555 1452 607">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="960 607 1329 745">1. Profile of key personnel of the organization</td> <td data-bbox="1329 607 1452 745">10</td> </tr> <tr> <td data-bbox="960 745 1329 790">2. Team strength</td> <td data-bbox="1329 745 1452 790">10</td> </tr> <tr> <td data-bbox="960 790 1329 929">3. Organization worked with in the past</td> <td data-bbox="1329 790 1452 929">10</td> </tr> <tr> <td data-bbox="960 929 1329 1115">4. Details of projects on which advisory service/consultancy has been provided.</td> <td data-bbox="1329 929 1452 1115">10</td> </tr> <tr> <td data-bbox="960 1115 1329 1346">5. Details of publications, research papers or other intellectual property etc.</td> <td data-bbox="1329 1115 1452 1346">10</td> </tr> </tbody> </table>	Criteria	Marks	1. Profile of key personnel of the organization	10	2. Team strength	10	3. Organization worked with in the past	10	4. Details of projects on which advisory service/consultancy has been provided.	10	5. Details of publications, research papers or other intellectual property etc.	10	
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1. Profile of key personnel of the organization	10													
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3. Organization worked with in the past	10													
4. Details of projects on which advisory service/consultancy has been provided.	10													
5. Details of publications, research papers or other intellectual property etc.	10													

9. Bid Submission

9.1 Proposals are required to be submitted as per the following directions:

Cover 1(Online) to contains:

- i. The bank draft/pay order/digital payment (to be credited to Govt. Account No. 34663044146; IFSC: SBIN0000625, SBI, Central Secretariat Branch, New Delhi by using Inter Bank RTGS Code R42) of Rs 1,00,000/- payable

at New Delhi in favor of Pay & Accounts Officer, DIPAM, towards EMD (refundable). In case of digital payment, a proof of the same may be attached with the bid. Government/ Statutory institutions/organizations are exempted from payment of fee.

- ii. Tender acceptance Letter as per **ANNEXURE III (BID FORM: F-01)**.
- iii. Authority letter authorizing the person of the bidder to sign the proposal and other documents in **ANNEXURE III (BID FORM: F-2)**
- iv. Undertaking with respect to “Adverse order by Regulator” and about “No Conflict of Interest” duly signed by the authorized signatory of the bidder in the format placed at **ANNEXURE III (BID FORM: F-3)**, Certificate with respect to “No Conflict of Interest” in **ANNEXURE III (BID FORM: F-4)**, Certificate with respect to “Adverse order by Regulator” in **ANNEXURE III (BID FORM: F-5)**.
- v. Containing the technical bid appropriately incorporating parameters mentioned in the Para-8 along with relevant annexures.
- vi. The documents required to be submitted by the bidder are as under:

Sr. No.	Documents required
1	Tender Acceptance Letter in Annexure III (Bid Form: F-1)
2	Authority Letter in Annexure III (Bid Form: F-2)
3	Undertaking with respect to “Adverse order by Regulator” and about “No Conflict of Interest” in Annexure III (Bid Form: F-3)
4	Certificate with respect to “No Conflict of Interest” in Annexure III (Bid Form: F-4)
5	Certificate with respect to “No adverse order by Regulator” in Annexure III (Bid Form: F-5)
6	Format for experience in providing advisory services and certifying years of operation in Annexure III (Bid Form: F-6)
7	Details of the Team in Annexure III (Bid Form: F-7)
8	Past experience with Ministry of Finance, Ministry of Commerce, Regulatory Bodies, Niti Aayog, Multilateral and International assignments in Annexure III (Bid Form: F-8)

9.2 Cover 2 (Online) shall include:

- i. The financial bid which should be submitted in BoQ format (.xls) provided online along with the RFP document. **Contract shall be made with the organization on a cost-plus management fee. The cost towards the resources deployed shall be reimbursed completely by DIPAM. The**

fees shall be on actual expense and not on the maximum amount. Hence the organization shall quote only the management fees as a percentage of the cost incurred, over and above the remuneration being paid to the consultants.

- ii. The proposals will be downloaded from the CPP Portal and opened by the technical bid-opening committee to check the veracity of the documents as per critical date sheet.
- iii. DIPAM reserves the sole right to accept or reject any or all proposals thus received without assigning any reasons thereof.

Notes:

1. Bids with any conditionality shall stand summarily rejected. Financial aspects of the offer should not be disclosed in any way other than in Cover 2 in financial bid. Technical bids containing any indication of the financial bids will be rejected.
2. Non-submission of any documents required under the RFP shall be grounds for disqualification of the applicant.
3. Incomplete bids, conditional bids, bids not conforming to the terms and conditions will be rejected.
4. Misrepresentation of any fact within the bid documents would lead to cancellation of the contract apart from any other actions which DIPAM would be entitled to take.

10. Terms of Engagement for the Organization

10.1. Duration of Engagement

The contract shall be valid for a period of 3 years from the date of engagement, extendable by another 2 years on an annual/yearly basis.

10.2. Strength of Consultants

The maximum number of Consultants and Young Professionals to be deployed under this engagement shall not exceed fifteen. The professionals to be hired have been divided into three categories, with indicative strength of each category as follows: Young Professionals-10; Consultant- 4 and Senior Consultant -1. The actual number of YPs/Consultants deployed shall depend on the specific requirements of DIPAM from time to time and shall be subject to approval of DIPAM.

10.3. Compliance with “General Terms and Conditions for Engaging YPs/Consultants”

YPs/ Consultants shall be selected and remuneration be paid, based on the

“General Terms and Conditions for Engaging YPs/Consultants” enclosed in **Annexure II**.

10.4. Payment to Successful Bidder

The successful organization shall be paid on cost plus basis based on the remuneration given to individual YP/Consultant. Consultants shall be paid fixed monthly remuneration as outlined in these Terms and Conditions. Annual increments shall be subject to performance appraisal. The minimum rate of the management fee shall be 7%. Only rates of 7% or above shall be considered in the bids. The Organization shall ensure regular payment of remuneration to deployed YPs/Consultants and provide proof of such payments to DIPAM. It shall submit an annual Utilization Certificate, certified by a Chartered Accountant, confirming that funds have been used in accordance with the terms of engagement.

10.5. Responsibility of the organization

The organization shall be responsible for deploying suitable professionals and verifying the qualifications and experience of all Consultants and conducting police and antecedent verification. It shall issue formal letters of engagement to each YP/ Consultant and maintain all related records and be solely responsible for compliance with all applicable statutory and regulatory requirements. YPs/Consultants deployed by the organization shall not be deemed employees of DIPAM.

11. Termination of the Assignment

11.1. In case it is found that at any time before award of the assignment or after its execution and during the period of subsistence or after the period thereof, that one or more of the terms and conditions laid down in this Request for Proposal have not been met by the bidder, or the bidder has made material misrepresentation or has given any materially incorrect or false information, such a bidder shall be disqualified forthwith if not yet appointed.

11.2. DIPAM, in its sole discretion, at any point in time reserves the right to terminate the appointed organization and substitute it with another, without DIPAM being liable in any manner whatsoever to the organization. This action will be without prejudice to any other right or remedy that may be available to the DIPAM under the bidding documents, or otherwise. However, before terminating the assignment, a show cause notice stating why its appointment should not be terminated would be issued giving it an opportunity to explain its position.

- 11.3. In case of a default by the organization, DIPAM reserves the right to take appropriate penal action which may lead to the termination of agreement and debarment up to 3 years from the date of such termination.

12. Law governing the contract

- 12.1. This document and services hereunder shall be governed by and construed and enforced in accordance with the Laws of India and only the courts in New Delhi shall have exclusive jurisdiction for any dispute arising out of as in relation to this proposal.

13. Non-disclosure

- 13.1. By virtue of being selected and in the course of its performance, the organization may have access to Confidential Information of DIPAM and Central Public Sector Enterprises (CPSE).
- 13.2. For the purpose of this clause “Confidential Information” shall mean all non-public information, of the Government/CPSE which is accessible by or is available to the organization directly or indirectly, whether in writing, oral, graphic, visual or any other tangible, intangible or electronic form including, without limitation, any and all information relating to the CPSE’s (whether past, present or future), financial data, financial results and projections, costs and prices, details of CPSEs’ employees and consultants (past, present or prospective), technologies, technical and business strategies, business and marketing plans, marketing and sales techniques, pricing and other strategies, computer programs, software tools, source codes, object codes, protocols, product descriptions, development schedules, Software positioning, choices of Software names, trade secrets or know how, customer information and Intellectual Property Rights (defined later) as well as any such information not generally known to third parties or received from others.
- 13.3. Confidential Information is valuable information, and any breach of its confidentiality obligations hereunder may cause irreparable loss and damage to the Government. Accordingly, the organization agrees and undertakes to not disclose or use any Confidential Information including to any third party and agrees that its employees and consultants shall also maintain confidentiality of such information.
- 13.4. The organization shall agree to neither use, nor reproduce for use in any way,

any Confidential Information. Without limitation of the foregoing, the organization shall advise DIPAM immediately in the event that the organization learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this agreement. The organization shall immediately seek injunctive relief against any such person, at its cost and expenses.

- 13.5. The selected organization and all the resources deployed in DIPAM shall execute a Non-Disclosure Agreement at the time of award of contract.

For any further clarification, kindly contact Shri Deepak Gupta, Under Secretary, DIPAM (Tele: 2436 8038, e-mail: deepak.gupta09@gov.in) and Ms. Pooja Awana, Deputy Secretary, DIPAM, Ministry of Finance (Tele: 24364021, e-mail: pooja-awana@gov.in).

Instructions for Online Bid Submission:

Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:

Bid Submission

1. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
2. Not more than one tender/bid shall be submitted by one contactor or contractors having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders/bids of both parties liable to rejection. Tenderer/bidder who has downloaded the tender from Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer/bidder is liable to be banned from doing business with DIPAM.
3. Intending bidders are advised to visit this website regularly till closing date of submission to keep themselves updated as any change/ modification in the tender will be intimated through this website only by corrigendum/ addendum/ amendment.
4. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of technical-bid the results of their qualification as well financial-bid opening will be intimated later.
5. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
6. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

Registration

1. Bidders are required to enrol on the e-Procurement module of the Central Public

Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidder Enrolment**” on the CPP Portal **which is free of charge**.

2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register **their valid Digital Signature Certificate (Class III Certificates with signing key usage)** issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/ eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder can then log into the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Searching for Tender Documents

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

Preparation of Bids

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number

of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get the bid documents ready to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To save the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Submission of Bids

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder must digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder must select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the official concerned, at the latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
5. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption

using buyers/bid openers public keys.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

Assistance to bidders

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Subject: General Terms and Conditions for Engaging Consultants.

- a) Professionals would be engaged as YPs/ Consultants for a fixed period for providing high quality services or for attending to specific and time-bound jobs. These Professionals would not be engaged for routine day-to-day administrative work.
- b) The engagement of Professionals shall be on full - time basis and they shall not be permitted to take up any other assignment during the period of consultancy with DIPAM. The engagement is of temporary nature and can be cancelled at any time without assigning any reason.

1. Scope of Work of YPs/ Consultants

The scope of work of Professionals shall include, but not be restricted to, as below:

(i) Financial Consulting & Advisory Services

The selected Professionals shall undertake assignments including, but not limited to:

- a. Strategic and transaction advisory for disinvestment, minority stake sales, and privatization of CPSEs.
- b. Designing and executing capital market transactions (IPOs, OFS, buybacks, mergers, restructuring).
- c. Advising on asset monetization and public asset management strategies.
- d. Providing financial modeling, business valuation, and risk analysis.
- e. Undertaking other assignments as entrusted by DIPAM, consistent with its mandate.

(ii) Stakeholder Coordination and Project Management:

- a. Liaising with market intermediaries, legal advisors, regulatory bodies, and other stakeholders.
- b. Manage multiple stakeholders, including PSEs (Public Sector Enterprises), bidders, and regulatory authorities.

(iii) Policy & Strategic Advisory

- a. Support policy formulation on privatization, capital markets, and public asset management.
- b. Research global best practices in disinvestment and government asset

monetization.

- c. Assist in drafting Cabinet notes, RFPs, and transaction frameworks for proposed deals.

2. Qualifications and remuneration:

The Professionals are classified into three (3) Categories. The Qualification, age limit, experience required and remuneration for each of the category is given in the table below:

Sr No.	Category	Experience in years	Upper entry age	Essential qualification	Remuneration (in ₹ / PM)^	Increment (in ₹)
1	Young Professional	1 to 6	40 years	Master's degree with relevant experience in Economics/ Finance/ Computer Science or MBA(Finance) or LLB/LLM or professional qualification/ certification such as CA, CS, ICWA, CFA etc. earned after a study of 4 years or more acquired after 10+2 or similar qualification*	80,000 – 1,20,000	5,000 / year
2	Consultant	6 to 12	50 years		1,20,000 – 1,80,000	6,000 / year
3	Senior Consultant	12 +	60 years		1,80,000 – 2,20,000	8,000/year

[^] tax as applicable shall be deducted at source along with any other relevant taxes or cess etc., at the time of payment of salary.

* The degree should be from an Institute of Eminence or of National Importance and ranked among the top 70 institutions in the latest NIRF in the relevant category or be from an International University that features within the top 100 of the QS World University Rankings at the time of application.

Notes:

1. In case of persons completing professional courses requiring compulsory work experience of 3 or more years as part of the course, weightage of additional 2 years shall be given if such experience wasn't already considered (e.g. CA, CS, ICWA etc.)

2. For the post of Consultant, research experience while doing PhD will also be counted as post qualification experience.
3. Relaxation in experience/qualification criterion for above categories may be given at the discretion of DIPAM.

3. Deployment Process and Selection

- (i) The organization shall ensure a diverse pool of eligible candidates. It shall identify suitable CVs and short-list candidates as per DIPAM's requirements. Preliminary assessments prior to forwarding the shortlisted candidates to DIPAM for final selection shall be done by them by way of conducting technical tests, interviews, background checks, and confirming candidate readiness for defined remuneration and service conditions as mentioned in this Annexure.
- (ii) Once a requirement for a YP/ Consultant is sent by DIPAM to the organization, it should be in a position to share list of shortlisted eligible candidates for selection within 30 days of date of communication by DIPAM.
- (iii) The list of short-listed candidates shall be screened in consultation with DIPAM for final selection. Selected candidates shall be issued Offer Letter by the organization. Upon acceptance and fulfilling other statutory requirements, these candidates shall be deployed to work in DIPAM on full-time basis.
- (iv) The organization shall maintain proper records of contracts, attendance, leaves and performance reports of each Professional. It shall also ensure adherence to relevant regulatory and statutory compliances. It shall provide necessary reports and documentation as required by DIPAM.

4. Tenure of Appointment

These Professionals shall initially be engaged for a period of one year. Their services shall be extended annually based on their performance and requirement of DIPAM.

5. Remuneration and Invoicing

They shall be paid fixed consolidated remuneration on monthly basis as outlined in these Terms and Conditions. Annual increments shall be subject to performance appraisal. The organization shall be responsible for ensuring timely payment which shall be reimbursed by DIPAM each month.

6. Allowances

Professionals shall be eligible for TA/DA for official travel, approved by DIPAM. Reimbursement shall be made at par with officers in Pay Matrix Levels 9 to 11, in accordance with prevailing Government orders. They shall not be eligible for any other allowances, including but not limited to Dearness Allowance, accommodation,

transport, foreign travel, personal staff, medical reimbursement, or CGHS benefits from DIPAM.

However, the organization deploying YPs/ Consultants shall ensure that all resources deployed have appropriate medical insurance coverage. The organization may at its expense provide additional benefits to its YPs/Consultants.

7. Attendance

YPs/Consultants shall adhere to the working hours applicable in the Ministry of Finance. Attendance shall be recorded using the Aadhaar-based biometric system.

8. Service Conditions

Professionals shall not, without the prior written approval of DIPAM, publish any article, book, or participate in media broadcasts or contribute to any external publication based on information obtained during their engagement. Weekly activity reports shall be submitted by each Professional to their respective Division. Government email IDs and intranet access may be provided on a need basis, subject to the approval of the Joint Secretary of the concerned division.

9. Confidentiality

Professionals shall not disclose any information acquired during their engagement to unauthorized persons. They shall execute a Non-Disclosure Agreement at the time of award of contract.

10. Termination of Engagement

Professionals may resign from their positions by providing at least one month's notice or one month's salary in lieu of notice. Their services may also be terminated by giving one month notice at any time without assigning reasons.

11. Performance Appraisal

The Performance appraisal shall be conducted annually by DIPAM. The appraisal report, for each Professional shall be endorsed by the Head of Division and considered for increment in remuneration and extension of the engagement based on satisfactory performance.

12. Applicability

These Terms and Conditions shall be applicable to all Professionals deployed under the current RFP and shall supersede any previous arrangements.

Tender Acceptance Letter

(To be given on Organization Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:
as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I/we have read the entire terms and conditions of the tender documents which form part of the contract agreement and I / we agree to abide herebyby the terms/conditions/clauses contained therein.
3. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration while submitting this acceptance letter.

5. I / We do hereby declare that our organization has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our organization is true & correct and if the information is found to be incorrect/untrue or found violated, then you shall have the right, without giving any notice or reason therefore, to summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit.

Yours Faithfully,

(Seal with signatures of authorized signatory of the organization)

Annexure-III
(BID FORM: F-2)

Authority letter

(To be given on Organization Letter Head)

Date:

To,

Sub: Letter authorizing the person of the bidder to sign the proposal.

Dear Sir,

With reference to RFP dated _____ for engagement of Agency to provide financial advisory services by deploying Professionals [Name of authorized signatory] is appointed as an authorized signatory on behalf of the organization.

Mr./Mrs. [Name of the authorized signatory to be appointed] will represent the organization for the purpose of bidding in the Request for Proposal released by DIPAM dated..... and will sign, submit and execute all documents on behalf of this organization.

Mr./Mrs. [Name of the authorized signatory to be appointed] is the authorized signatory and all the acts done or documents executed by him/her shall be binding on this organization.

Yours Faithfully,

(Seal with signatures of authorized signatory of the organization)

Annexure-III
(BID FORM: F-3)

Undertaking with respect to “Adverse Order by Regulator” and about “No Conflict of Interest”

(To be given on Organization Letter Head)

We undertake that in case we are selected in the RFP for providing financial advisory services by deploying Professionals in DIPAM dated___ has been issued; on appointment we will give certificates as are required under regarding ‘No Conflict of Interest’ and ‘No adverse orders by Regulator’ as per **Annexure-III (Bid Form: F-4)** and **Annexure-III (Bid Form: F-5)**.

(Seal with signatures of authorized signatory of the organization)

Certificate with respect to “No Conflict of Interest”

(To be given on Organization Letter Head)

“We certify that we are not working for any third party that will have a conflict of interest. Further, during the course of the contract, if any conflict arises, the same will be informed to DIPAM.

Note: The certificate should be signed by the authorized signatory.

(Seal with signatures of authorized signatory of the organization)

Certificate with respect to “No Adverse Order by Regulator”

(To be given on Organization Letter Head)

“We certify that there has been no adverse order by a regulatory authority during the last one year against us. It is also certified that there is no investigation pending against us.”

“It is further certified that in future if any adverse order issued, we will intimate the same to DIPAM.

Note: The certificate should be signed by the authorized signatory of the Bidder. The content of the certificate must not be changed. Clarification, if any, may be provided separately.

(Seal with signatures of authorized signatory of the organization)

Annexure-III
(BID FORM: F-6)

Format for experience in providing advisory services and certifying years of operation

(To be given on Organization Letter Head)

This is to certify that we have completed ___ years of operations and meet the eligibility criteria as laid down in the Request for Proposal displayed on the website of the Department of Investment and Public Asset Management (DIPAM). Necessary document detailing our incorporation as a legal entity is enclosed.

Profile of the organization with full particulars of the constitution, ownership, sponsor details and activities along with Awards and Recognitions earned by the organization in the past are as under:

S.no.	Client/ Department/ Ministry/ Multilateral Assignment	Time Period	Details
1			
2			
3			

The above shall include details of 5 consulting assignments of relevant nature undertaken in the last 5 years each with minimal professional fee of Rs. 1 cr.

Seal with signatures of authorized signatory of the organization

Annexure-III
(BID FORM: F-7)

Details of key personnel of the Organization

(To be given on Organization Letter Head)

Profile of key personnel of the organization including details of their experience with various Governments/ Ministries/ Departments/ Other are as under:

S.no.	Team Member name	Qualification	Total work Experience	Experience in the field of Research
1.				
2.				

It is also certified that if any member leaves the organization during the engagement period, he/she will be replaced by someone with similar qualifications and experience.

Yours Faithfully,

(Seal with signatures of authorized signatory of the organization)

Annexure-III
(BID FORM: F-8)

Past experience with Government of India, Regulatory Bodies, Niti Aayog,
Multilateral and International assignments

(To be given on Organization Letter Head)

Details of experience with Government of India, Regulatory bodies, NITI Aayog, Multilateral and International Assignments are as under:

S.no.	Experience Details (last 5 Financial years)	Time Period	Cost of contract
1			
2			
3			

Yours Faithfully,

(Seal with signatures of authorized signatory of the organization)