

Appendix-I

Format for Covering Letter

(On the Letter head of the firm)

RFE Reference Number: BIRAC/L&C/05/2013/RFEs- Finance

Date:

To,
Manager, Admin. and Accounts, BIRAC,
A-254, Veera Tower,
Bhisham Pitamah Marg,
New Delhi-110024

Sub: RFE for Empanelment of Financial Consultancy Firms

Dear Sir/ Madam,

Having reviewed and fully understood all of the requirements of the RFE Document and information provided, the undersigned hereby bids for the assignment referred above. The validity of this RFE is confirmed for 90 days from the due date or the extended due date (if applicable).

Bid containing the details as per the requirements is enclosed herein for your evaluation.

It is hereby declared that _____ (name of firm) was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Govt. or other agency.

_____ (name of firm) also declare that there is under no contractual restrictions or legal disqualifications or other obligations which will prohibit from entering into this bid/tender and each and every one of the statement and particulars herein contained are correct.

.....
Authorised Signatory
Name:
Designation

Appendix-II

Format for Essential eligibility and Technical Capacity

A. Essential eligibility					
1. Summary and Contact Information:					
Name of Proponent Organization					
Name of Contact Person for this Proposal					
Address					
Phone					
Email Contact					
2. Eligibility Criteria					
S.no	Particulars	Status		Supporting document	
		<i>Yes</i>	<i>No</i>	<i>Yes</i>	<i>No</i>
1.	The responding Bidder Firm is registered under statutes of India.				
2.	Bidder Firms have established office in Delhi.				
3.	Bidder Firms possess minimum experience of 10 years in dealing with related issues				
4.	Bidder Firms have been on the panel of at least 01 (one) Government Enterprises/PSUs.				
5.	Bidder Firms have the requisite infrastructure and in-house capability.				
6.	Bidder firms practice Chinese wall or Firewall policy within to deal with contrary interests or with confidential information.				
7.	The Gross Income of the Bidder firm is not less than Rs.02 (two) crores per year for last 3 years (2009-10, 2010 –11 and 2011-12).				
8.	Involvement in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this Request for Empanelment and in the execution of agreement.				
3. Technical Capacity					

a. Areas in which Consultancy firm has expertise:

S.No	Area (s)	Specific Details

b. Organizational Profile:

Please provide a brief description of the organization. Please include the following information:

- (1) Mandate, Mission or Vision statement.
- (2) Organisation Structure
- (3) Membership / Awards

c. Details of Past and Ongoing Assignments (Experience Statement)

Provide details of past 5 years. Enclose relevant document where ever applicable

d. In house Manpower Structure & Professional Competence of the team members

Please provide a description of the In-house Manpower capacity of the organization including the Personnel and their corresponding area of specialization (CV of the team members)

e. Presence on the panel of Government Enterprises/PSUs and details of tasks undertaken.

f. Details of Organisational/ Firms Policies on data protection, confidentiality & Conflict of Interest

g. Financial Status of the Organization:

The financial capacity and capability of the organisation including gross income, audited statement of accounts, IT return for the last three years

h. Additional Information for Consideration:

Information if any on related aspects such as organisational reference etc.

4. Enclosures

- a. Letter of Registration
- b. Copy of Constitution of Organization or other Establishment document
- c. CVs of key management staff for the organization
- d. Account details Certified by Auditor
- e. Others- Please specify

Note:

1. ***Bid not submitted in this format may be rejected.***
2. ***Submit one hard copy of the bid to “BIRAC at A – 254, 3rd Floor, Bhisham Pitamah Marg, Defense Colony, New Delhi-110024” with caption as “Request for Empanelment – Financial Services” on the envelope.***
3. ***Visit www.birac.nic.in for more information.***

Name of Authorized Officer to Submit Bid: _____

Title: _____

Organization: _____

Signature with Seal

Date

Appendix-III

Notarized

Power of Attorney

INSTRUCTIONS:

The Power of Attorney is to be executed on a non-judicial stamp paper of Rs.100/-. Each page of the Power of Attorney is to be signed and wherever the blanks are filled in initialled by the Principal (applicant executing the POA). The POA should be signed by the Attorney on the last page. It is mandatory that the Power of Attorney should be notarized by a Notary Public. Wherever required, the Applicant should submit for verification the extract of the documents such as a Board resolution/ Power of Attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

FORMAT:

S.no	Specifications	Details
1.	Nature of the Document:	Power of Attorney
2.	Date of Execution	
3.	Place of execution	
4.	Name of the Principal	
	Address	
5.	Name of the Attorney	
	Age:	
	Father/Husband Name	
	Address	

PURPOSE AND SCOPE OF THE AUTHORITY;

KNOW ALL MEN BY THESE PRESENTS THAT “the Principal” DO HEREBY NOMINATE APPOINT AND CONSTITUTE “the Attorney” who is presently employed with the Principal and holding the position of,and who has subscribed his/her signature hereunder in token of identification to be my lawful Attorney in my name and on my behalf to do any one or all of the following acts, deeds, matters, and things in connection with or incidental to submission of our bid for Biotechnology Industry Research Assistance Council (BIRAC), namely:

- i. To apply with proposals or revises thereof for purpose of responding to the invitation for empanelment by BIRAC.
- ii. To file necessary applications, indemnities, declarations, documents and papers, participate in Applicants' and other conferences or give any statement, letter, clarification or any other writing required or necessary for as per procedure.
- iii. To accept terms and conditions relating to the Facilities and sign such writings /letters / papers / documents in token of my acceptance of the terms and conditions therein contained
- iv. To generally deal with BIRAC in all matters in connection with or arising out of our bid for the said Assignment and/or upon award thereof to us and/or till receipt of work order from BIRAC.
- v. To act and perform in said fiduciary capacity consistent with the Principal's best interests including such incidental acts as are reasonably required to carry out and perform the specific authorities granted herein by this POA which becomes effective upon execution.

AND it is agreed all lawful acts, deeds, matters, and things done by the Attorney pursuant to the powers hereinbefore mentioned is ratified by the Principal.

In Witness Whereof, I _____ holding the position of _____ in _____ (name of the firm) have hereunto set and subscribed my hands at _____ on _____.

Signature of the Principal

Before the Witnesses:

- 1.
- 2.

I ACCEPT

Specimen signature of _____, the Attorney of the Bidder.