

DEPARTMENT OF HIGHER EDUCATION, HARYANA

RFP NOTICE No:DHE-010018/1/2020-Coordination-DHE Part (1)

Dated: 03-01-2024



Request for Proposal

To setup and manage Startup incubators cum centers of excellence at GC Bhiwani (Bhiwani), GNC Sirsa (Sirsa), GC Chhachhrauli (Yamuna Nagar), GC Kaithal (Kaithal), GC Panipat (Panipat), GC Ambala Cantt (Ambala), GC Bherian (Kurukshetra), GC Jind (Jind), NRS GC Rohtak (Rohtak), GC Barota (Sonapat), GC Jhajjar (Jhajjar), GC Fatehabad (Fatehabad), GC Mandi Haryana (Charkhi Dadri), GC Narnaul (Mahendergarh), GC Rewari (Rewari), GC Palwal (Palwal) and GC Nagina (Nuh) catering to all Government Colleges in these districts.

Table of Contents

1. DISCLAIMER	4
2. NOTIFICATION.....	5
3. KEY ACTIVITIES AND DATES	6
4. INTRODUCTION.....	7
5. ELIGIBILITY CRITERIA	7
6. INSTRUCTIONS TO BIDDERS (ITB).....	8
6.1. E-TENDER INSTRUCTIONS	8
6.1.1. Information Regarding Online Payment.....	8
6.1.2. Instructions to bidder on Electronic Tendering System	9
6.1.3. Guideline for Online Payments in e-tendering.....	11
6.1.4. Operative Procedures for Bidder Payments.....	11
6.2. COST OF THE REQUEST FOR PROPOSAL DOCUMENT	13
6.3. GENERAL INSTRUCTIONS	13
6.4. GENERAL TERMS	14
6.5. Extension and validity of pricing	14
6.6. FILLING OF BIDS.....	14
6.7. EARNEST MONEY DEPOSIT.....	15
6.8. SUBMISSION OF BIDS	16
6.9. RECEIPT AND OPENING OF BIDS	16
6.10. VALIDITY OF OFFERS	16
6.11. SIGNATURE OF BIDDER.....	16
6.12. PRICES	16
6.13. CLARIFICATIONS.....	17
6.14. AMENDMENTS TO RFP	17
6.15. AWARD OF CONTRACT	18
7. Scope of Work	18
8. TERMS AND CONDITIONS.....	21
8.1. PERIOD OF CONTRACT	21
8.2. PAYMENT MILESTONES.....	22
8.3. PROVISION OF ADVANCE PAYMENT AGAINST BANK GUARANTEE	22
8.4. GOVERNING LAWS AND JURISDICTION	22
8.5. CORRUPT AND FRAUDULENT PRACTICES	22

8.6.	LIEN.....	23
8.7.	FORCE MAJEURE.....	23
8.8.	SETTLEMENT OF DISPUTES.....	24
8.9.	ARBITRATION.....	24
8.10.	RESPONSIBILITY FOR RECORD/ DOCUMENTS	25
8.11.	ALTERNATION/ADDITION:	25
8.12.	TERMINATION OF AGREEMENT	25
9.	DOCUMENTS ACCOMPANYING THE BID	26
9.1.	TECHNICAL PROPOSAL	26
9.2.	COMMERCIAL/FINANCIAL PROPOSAL.....	26
10.	PROPOSAL EVALUATION PROCESS	27
10.1.	Quality and Cost Based Selection	27
10.2.	Technical evaluation	28
10.3.	Commercial evaluation.....	30
11.	Annexures	31
11.1.	ANNEXURE I	31
11.2.	ANNEXURE II	32
11.3.	ANNEXURE III	35
11.4.	ANNEXURE IV.....	36

1. DISCLAIMER

The information contained in this Request for Proposal ("RFP") document or subsequently provided information to bidders, whether verbally or in documentary form by or on behalf of the Department of Higher Education, Haryana is provided to bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by the Department to any other Party. The purpose of this RFP document is to provide the interested parties with information to assist in formulation of their Proposal. This RFP document does not purport to contain all the information each bidder may require. This RFP document may not be appropriate for all persons or entities, and it is not possible for the Department to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP document. Certain bidders may have a better knowledge of the proposed Project than others. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. The Department and its representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

The Department may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

Some of the activities listed, to be carried out by the Department as a part of the tendering process or the subsequent implementation are indicative only. The Department has the right to continue with these activities, modify the sequence of activities, add new activities or remove some of the activities, in the best interests of the Department.

2. NOTIFICATION

RFP NOTIFICATION

Directorate of Higher Education, Haryana

Plot No. 1/B, Shiksha Sadan, Sector-5, Panchkula (India)

Tel: 0172- 2562029

Fax: 0172- 2562042

Email: hechrycoordination@gmail.com

Website: www.highereduhry.ac.in

The Department of Higher Education, Haryana, hereby invites sealed Proposals from the eligible firm as per the eligibility criteria defined in this RFP to setup and manage Startup incubators cum centers of excellence at GC Bhiwani (Bhiwani), GNC Sirsa (Sirsa), GC Chhachhrauli (Yamuna Nagar), GC Kaithal (Kaithal), GC Panipat (Panipat), GC Ambala Cantt (Ambala), GC Bherian (Kurukshetra), GC Jind (Jind), NRS GC Rohtak (Rohtak), GC Barota (Sonapat), GC Jhajjar (Jhajjar), GC Fatehabad (Fatehabad), GC Mandi Harya (Charkhi Dadri), GC Narnaul (Mahendergarh), GC Rewari (Rewari), GC Palwal (Palwal) and GC Nagina (Nuh) catering to all government colleges in these districts. The Proposals should be submitted online consisting of Technical Bid and Commercial Bid. The Request for Proposal Document may be downloaded from the Department's website www.highereduhry.ac.in or from the e-tender portal <https://etenders.hry.nic.in/> . The last date of submission of Bids scheduled at **3.00 P.M.** on **January 24, 2024**.

Director General
Higher Education Haryana

3. KEY ACTIVITIES AND DATES

S.No	Key Activities	Date
1.	Issue of Request for Proposal (RFP)	January 3, 2024
2.	Pre bid meeting	January 10, 2024
3.	Last Date / Time for Submission of bids	January 24, 2024
4.	Cost of RFP	Rs. 2000/-
5.	E-Service Fee	Rs. 1000/-
6.	Earnest Money Deposit (EMD)	Rs. 1,00,000/-
7.	Place of Opening of Bids	Directorate of Higher Education Shiksha Sadan, Sector-5, Panchkula Email: hechrycoordination@gmail.com
8.	Technical Bid opening Date/Time	January 25, 2024
9.	Commercial Bid Opening Date/Time	To be intimated separately

The Bidders can download the tender documents from the Portal: <https://etenders.hry.nic.in/> and departmental website i.e. www.highereduhry.ac.in

The Bidder shall have to pay for the Tender documents, EMD Fees & eService Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS/NEFT. If the tenders are canceled or recalled on any grounds, the tender document fees and e-service fee will not be refunded. For any clarification regarding bid preparation and bid submission, please contact:

Directorate of Higher Education, Haryana
 Shiksha Sadan, Ground & 1st Floor, Sec - 5, Panchkula, Haryana (134105)
 Tel: 0172-2567422
 Email: hechrycoordination@gmail.com
 Website: www.highereduhry.ac.in

4. INTRODUCTION

The Department of Higher Education, Haryana has taken extensive steps in the direction of imparting quality higher education, to increase the Gross Enrolment Ratio (GER) and to produce such students who are able to take on the global challenges.

With a focus on excellence, the State Government has also been laying emphasis on expansion of institutions of higher learning. There are as many as 34 Universities (State and Private) under the ambit of Higher Education Department and 830 colleges, out of which 32 are exclusively for girls.

Empowering Youth of Haryana and making them educated and self-reliant has always been one of the prime concerns and focuses of the state government. The Government of Haryana understands that Entrepreneurship plays a very important role in the economic development of the state. Entrepreneurs act as catalytic agents in the process of industrialization and economic growth.

In order to promote the Self Employment and Entrepreneurship in the state of Haryana, Department of Higher Education has been running and operating 5 Startup Incubators across the state since September 2017. These 5 startup incubators located at government colleges in Panchkula, Karnal, Hisar, Gurugram and Faridabad have successfully created a massive impact in the state while originating several startups from the grass root levels.

To maximise the impact and generate more startups, more such startup incubators can be created. This RFP is floated to finalize the Bidder based on their technical and commercial capabilities.

5. ELIGIBILITY CRITERIA

Bids are invited from the eligible Private and Non Government Organizations (NGOs)/Societies/Trusts fulfilling the below minimum eligibility criteria:

S.No	Eligibility Criteria	Documents Required
1	<p>a) The bidder should be registered as a private company incorporated in India under the (Indian) Companies Act 1956 / 2013 or Limited Liability Partnership (LLP) incorporated under Limited Liability Partnership Act 2008 or as a Society/NGO/Trust under the relevant provision of law. Bidder to provide the incorporation/registration certificate of the applicable entity.</p> <p>b) The bidder must be in operation for at least 3 years. Bidder to provide the incorporation certificate of the applicable entity.</p>	Bidder to provide the incorporation certificate/ registration certificate of the applicable entity.
2	<p>Bid Security (EMD) Submission of EMD of bidding document is mandatory for all bidders.</p>	INR 1,00,000 (INR 1 Lakh only) to be paid through RTGS/ NEFT.

3	The bidder must have a PAN Number and GST Number.	Bidder to provide the copies of PAN number and GST number.
4	The bidder must have prior experience of working with any state government of India in the area of promoting Entrepreneurship/ self employment.	Bidder to provide the relevant work order/ agreements to support this condition.
5	The bidder must have a minimum average annual turnover of Rs. 1 Crore of the last 3 financial years i.e. average annual turnover of Financial years 2020-21, 2021-22 and 2022-23.	Bidder to provide the balance sheets of the mentioned financial years.
6.	Bidder should not have been Blacklisted/ Debarred/ Banned/ Suspended by an Government Department, Organization, Agency, Authority & Public Sector Undertaking (PSU) as on the date for Bid Submission	An undertaking to this effect on Rs. 500/- Non-Judicial Stamp paper duly notarized shall be submitted by the bidder.

Interested agencies may download the RFP document from the website www.highereduhry.ac.in or <https://etenders.hry.nic.in/>.

6. INSTRUCTIONS TO BIDDERS (ITB)

The Bidder is expected to have read and examined all the instructions, forms, terms and specifications in the Request for Proposal Document with full understanding of its implications. Failure to furnish all information required in the Request for Proposal Document or submission of a bid not substantially responsive to the Request for Proposal Document in every respect will be at the Bidder's risk and may result in outright rejection of the bid by the department.

6.1. E-TENDER INSTRUCTIONS

6.1.1. Information Regarding Online Payment

The Bidders can download the tender documents from the Portal: <https://etenders.hry.nic.in/nicgep/app>

The Bidders shall have to pay for the Tender documents, EMD Fees & eService Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between consultancy firms and online payment authorization networks.

The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT or using OTC payment.

NOTE: If the tenders are cancelled or recalled on any grounds, the tender document fees & e-Service Fess will not be refunded to the agency.

6.1.2. Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal: -

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in/>. Please visit the website for more details.

2. Obtaining a Digital Certificate:-

The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Postmaster / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in/>.

The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-Certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from:

Directorate of Higher Education, Haryana
Shiksha Sadan, Ground & 1st Floor, Sec - 5, Panchkula, Haryana (134105)
Tel: 0172-2567422
Email: hechrycoordination@gmail.com
Website: www.highereduhry.ac.in

Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the hash during the stage of bid preparation & hash submission. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at a safe place under proper security (for its use in case of emergencies).

In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the

department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person/ user on behalf of the firm/ company. The procedure for application of a digital certificate however will remain the same for the new user.

The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the Director General of the company.

3. Opening of an Electronic Payment Account:

Tender documents can be downloaded online. Bidders are required to pay the tender documents fees online using the electronic payments gateway service. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://etenders.hry.nic.in/>.

4. Prerequisites for online bidding:

In order to bid online on the portal <https://etenders.hry.nic.in/>, the user machine must be updated with the latest Java. The link for downloading the latest java applet is available on the Home page of the e-tendering Portal.

5. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in/>.

6. Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in/>.

7. Bid Preparation (Technical & Financial) Online/offline Payment of Tender Document Fee, e-Service fee, EMD fees and Submission of Bid Seal (Hash) of online Bids:

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

The bidders shall upload their technical offer and other documents as per the format prescribed.

The bidders shall quote the prices in price bid format. The Commercial Proposal shall be submitted mandatorily online under Commercial Bid Envelope and no other mode of submission will be accepted.

Submission of bids will be preceded by submission of the digitally signed & sealed bid (Hash) as stated in the time schedule (Key Dates) of the Tender.

NOTE: -

- A. If a bidder fails to complete the Online Bid Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.
- B. Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in/>.
- C. For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'Download' to download the file.

6.1.3. Guideline for Online Payments in e-tendering

Post registration, the bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- a. Debit Card
- b. Net Banking
- c. RTGS/NEFT

6.1.4. Operative Procedures for Bidder Payments

A. Debit Card

The procedure for paying through Debit Card will be as follows.

- i. Bidder selects Debit Card option in e-Procurement portal.
- ii. The e-Procurement portal displays the amount and the card charges to be paid by the bidder. The portal also displays the total amount to be paid by the bidder.
- iii. Bidder clicks on "Continue" button
- iv. The e-Procurement portal takes the bidder to the Debit Card payment gateway screen.
- v. Bidder enters card credentials and confirms payment
- vi. The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to the e-Procurement portal.
- vii. The page is automatically routed back to e-Procurement portal
- viii. The status of the payment is displayed as "successful" in the e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- ix. The e-Procurement portal allows Bidders to process another payment attempt in case payments are not successful for the previous attempt.

B. Net banking

The procedure for paying through Net banking will be as follows.

- i. Bidder selects Net banking option in e-Procurement portal.
- ii. The e-Procurement portal displays the amount to be paid by the bidder.
- iii. Bidder clicks on "Continue" button
- iv. The e-Procurement portal takes the bidder to Net banking payment gateway screen displaying list of Banks
- v. Bidder chooses his / her Bank
- vi. The Net banking gateway redirects Bidder to the Net banking page of the selected Bank
- vii. Bidder enters his account credentials and confirms payment

- viii. The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net banking gateway which is confirmed back to the e-Procurement portal.
- ix. The page is automatically routed back to e-Procurement portal
- x. The status of the payment is displayed as “successful” in the e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- xi. The e-Procurement portal allows Bidders to process another payment attempt in case payments are not successful for the previous attempt.

C. RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidders would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and select the RTGS/NEFT payment option.
- ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that are required by the bidder to make RTGS-NEFT payment.
- iii. Each challan shall therefore include the following details that will be pre-populated:
 - a. Beneficiary account no: (unique alphanumeric code for e-tendering)
 - b. Beneficiary IFSC Code:
 - c. Amount:
 - d. Beneficiary bank branch:
 - e. Beneficiary name:
- iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- v. The bidder would remit the funds at least one day in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
- vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, the system would do auto validation of the payment made.

List of Net banking banks

1. Allahabad Bank	2. HDFC Bank	3. State Bank Of Bikaner and Jaipur
4. Axis Bank	5. ICICI Bank	6. State Bank of Hyderabad
7. Bank of Bahrain and Kuwait	8. IDBI Bank	9. State Bank of India
10. Bank of Baroda	11. Indian Bank	12. State Bank of Mysore
13. Bank of India	14. Indian Overseas Bank	15. State Bank of Travencore

16. Bank of Maharashtra	17. IndusInd Bank	18. State Bank of Patiala
19. Canara Bank	20. ING Vysya Bank	21. Tamilnad Mercantile Bank
22. City Union Bank	23. J and K Bank	24. Union Bank of India
25. Central Bank of India	26. Karnataka Bank	27. United Bank of India
28. Catholic Syrian Bank	29. Kotak Mahindra Bank	30. Vijaya Bank
31. Corporation Bank	32. KarurVysys Bank	33. Yes Bank
34. Deutsche Bank	35. Punjab National Bank	36. Development Credit Bank
37. Dhanlaxmi Bank	38. South Indian Bank	39. Federal Bank
40. Standard Chartered Bank		

6.2. COST OF THE REQUEST FOR PROPOSAL DOCUMENT

The Request for Proposal Document may be downloaded from the Department's website or from <https://etenders.hry.nic.in/>. The bidders are required to submit their proposal by due date along with a requisite fee. The bid submitted must be accompanied by the Cost of Tender Document of amount of Rs. 2,000 (Rupees Two Thousand) only.

6.3. GENERAL INSTRUCTIONS

- I. All Bidders shall comply with the dates and amounts indicated in Section 3 of this RFP.
- II. The Bidders shall comply with and agree to all the provisions of this RFP for various bidding considerations including but not limited to eligibility, costs, payments, information regarding the Department's systems, bid formats, bid submission and other considerations.
- III. The Bidders shall be evaluated based on the norms and procedures laid out in this RFP, which includes scoring based on various parameters, approach and the quoted amount by the Bidder.
- IV. The Bidders shall be required to undertake and Bid for the Scope of Work for the Project defined in this RFP, which describes the detailed scope and key requirements.
- V. The Bidder shall comply with various terms and conditions provided in this RFP.
- VI. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the Bid.
- VII. The bidder shall treat the details of the specification and other bid documents as private and confidential and they shall not be reproduced without the written authorization of the owner.

- VIII. The owner does not bind itself to accept the lowest or any bid or any part of the bid and shall not assign any reason(s) for the rejection of any bid or a part thereof.
- IX. Where the bidder is informed about acceptance of their bid by the owner during the validity period, it shall be bound by the terms and conditions of various documents as per specifications of the bid.
- X. The Successful bidder shall have to execute contract documents.
- XI. Any action on the part of the bidder to revise the rates/prices on their own after the opening of the bid may result in rejection of the bid and forfeiture of EMD.

6.4. GENERAL TERMS

- I. Bid prepared by the Bidders and all correspondence and documents relating to the Bid exchanged by the Bidder and the Department and its associates shall be written in English language. Any printed literature furnished by the Bidder may be written in another language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the Bid, the English translation shall govern.
- II. If for any reason the Bid of any Selected Bidder is rejected or Letter of Intent issued to such Selected Bidder is cancelled, the Department may:
 - a. Consider the next Lowest Evaluated Bid from qualifying Bidders; or
 - b. Annul the bid process; or
 - c. Take any such measure as may be deemed fit in the sole discretion of the Department, as applicable.
- III. Bid submitted by the Bidders before the Bid Submission Deadline, shall become the property of the Department and shall not be returned to the Bidders.
- IV. The Department may, at its sole discretion, ask for additional information/ document and/ or seek clarifications from a Bidder after the Bid Submission Deadline, inter alia, for the purposes of removal of inconsistencies or infirmities in its Bid. However, no change in the substance of the Financial Bid shall be sought or permitted by the Department.
- V. Failure by the Department to require information from a Bidder that has not been properly provided shall not be construed as waiver on the part of the Department of the obligation of the Bidder to furnish the said data / information unless the waiver is in writing.
- VI. The Department may verify the Bidder's Technical and Financial data by checking with the bidder's clients/ lenders/ bankers/ financing institutions/ any other person as necessary.
- VII. The RFP document includes statements, which reflect the various assumptions arrived at by the Department in order to give a reflection of the current status in the RFP. These assumptions may not be entirely relied upon by the Bidders in making their own assessments. The RFP does not purport to contain all the information each Bidder may require and may not be appropriate for all persons. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in the RFP and obtain independent advice from appropriate sources.

6.5. Extension and validity of pricing

The Prices quoted above shall also apply to more Startup incubators cum centre of excellence which the department may open in other colleges of Haryana during the agreement period or its extension (if applicable).

6.6. FILLING OF BIDS

- I. Bid shall be submitted online in the forms attached here to and duly filled in. The complete

Forms & Annexure shall be considered as part of contract documents in the case of successful bid.

- II. No deviation/ alternations in the technical & commercial terms and conditions shall be acceptable. No communication regarding alternative proposals, post bid clarification on technical matters or price shall be entertained unless the bidder is specifically asked for the same by the purchasing authority.
- III. The bid and all accompanying documents shall be signed by a responsible and authorized person. The name, designation and authority of the signatory shall be stated in the bid.
- IV. All additions and over-writing in the bid except price bid must be clearly signed by the signatory of the bidder & uploaded online; otherwise the bid will be summarily rejected.
- V. The bidder must quote the prices strictly in the manner as indicated therein, failing which bid is liable for rejection. The rate/prices shall be entered in words as well as in figures.
- VI. The Purchase authority will not be responsible to accept any cost involved in the preparation or submission of bids.
- VII. The tender shall be submitted in two parts. Part-A shall consist of technical details consisting of Instruction to bidders; General condition of Contract, qualification requirement etc. and Part-B shall consist of Price Bid only. The Technical and Price Bid shall be opened on a date to be intimated in section 3 of this RFP.
- VIII. All bids and accompanying documents shall be addressed to the Director General, Department of Higher Education, Haryana.
- IX. The bidder should sign the bid form at each page at the end.
- X. The Department reserves the right to allot the divisions/bids to one or separate bidders.

6.7. EARNEST MONEY DEPOSIT

- I. The bid submitted must be accompanied by the Earnest Money of Rs. 1,00,000/- (Rupees One lac) only. The Earnest Money is to be deposited online either through RTGS/ NEFT/Net Banking/Debit Card.
- II. Any bid not accompanied by EMD will be rejected and shall not be opened.
- III. In case of unsuccessful bids, the Earnest Money will be refunded on production of the original receipt, within one month after finalization of the bid.
- IV. Requests for adjustments/proposals for acceptance of Earnest Money deposits, if any, already lying with the Department in connection with some other bids/orders shall not be entertained.
- V. EMD furnished by the Successful bidders will be refunded within 7 days from the finalization of the Bidder.
- VI. The EMD will be forfeited:
 - a. If the bidder submits the false/forged information/document in the tender.
Or
 - b. If the bidder does not accept the corrections on arithmetical errors identified during preliminary evaluation of his bid;
Or
 - c. If bidder withdraws the offer during the validity period
Or
 - d. In case of a successful bidder, if the Bidder fails to sign the contract;
- VII. No interest shall be payable on such deposits.

6.8. SUBMISSION OF BIDS

Tender should be submitted online in two parts. First part containing, "TECHNICAL BID", should provide only technical details as per the requirements in this tender and documents mentioned in RFP. The solution as proposed should also be defined under this bid. Second cover containing, "COMMERCIAL BID" should provide only Price, as per the Commercial Bid format annexed hereto.

6.9. RECEIPT AND OPENING OF BIDS

- I. The bids shall be submitted till the date as detailed above not later than date & time specified in the notice inviting the bid. Bids shall not be accepted after the time and date fixed for receipt of bids. Bids received after the time and date so fixed will not be entertained/ considered.
- II. The Technical and price bids will be opened in the office of the Director General, Department of Higher Education, Haryana, as per prescribed date & time in the presence of such qualified bidders or their authorized representative.
- III. If the date fixed for opening of the bids be declared as a public holiday, the bids shall be opened on the day on which the office re-opens after such holiday(s) on the same time as indicated above.

6.10. VALIDITY OF OFFERS

Bids shall be valid for a minimum period of **90 days** from the date of opening of price bids. Bids mentioning a shorter validity period than specified shall be ignored/rejected and will not be accepted.

6.11. SIGNATURE OF BIDDER

The bid shall be signed and stamped on each page by an authorised signatory as assigned by the Bidder.

6.12. PRICES

- I. The rates/ price quoted shall include all types of taxes except Service Tax/GST.

- II. Representation for enhancement of rates during contract period will not be entertained.
- III. When there is a difference between the rates in figure and words, the lower of the two rates shall be taken as valid and correct.

6.13. CLARIFICATIONS

- I. Bidders may seek clarifications on this RFP in writing, through a letter or email to reach the Department no later than 2 (Two) working days prior to the pre-Bid meeting date as mentioned in the RFP.
- II. The Department may issue clarification only, at its sole discretion, which is considered reasonable by it.
- III. Any such clarifications or corrigendum, if issued, shall be published on the department's website. It is the bidder's responsibility to keep checking the website regularly for any new notification.
- IV. The Department is not under any obligation to entertain/ respond to suggestions made or to incorporate modifications sought for.

6.14. AMENDMENTS TO RFP

- I. The Department, for any reason, whether at its own initiative or in response to clarifications requested by any Bidder may modify the RFP, including the timelines, by issuance of addendum / modification / errata and / or a revised document?
- II. Revisions or amendments in the bidding guidelines may cause the Department to modify, amend or supplement the RFP to be in conformance with any applicable Law. Such a document shall be notified on the department's website and shall be binding on all the interested bidders. The bidders are advised to check the Department website for any such change on a regular basis.
- III. The Department shall not be responsible for any delay in receipt of the addendum/ modification/ errata and/ or revised document and receipt of the same by the Bidders shall be presumed by the Department upon taking all reasonable steps to notify the Bidders. Late receipt of any addendum/ modification/ errata and/ or revised document will not relieve the

Bidder from being bound by that modification or the Bid Submission Deadline. All such amendments/modifications shall be issued at least seven **(7) days** prior to the Bid Submission Deadline.

- IV. In order to provide reasonable time to the Bidders to take the modification into account in preparing their Bid, or for any other reasons, the Department may, at its discretion, extend the deadline/ timeline for Bid submission.

6.15. AWARD OF CONTRACT

- I. The Department shall present the Letter of Award to the Successful Bidder and invite them in order to sign a Contract (the Contract) to implement the Project.
- II. Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- III. Promptly after notification, the Department shall send to the successful Bidder the Agreement for implementation of the Project.
- IV. Within Seven (7) days of receipt of the Agreement, the successful Bidder shall sign, date, and return it to the Department.
- V. Additional Service Level Agreement will be done with the successful bidder on the similar terms and conditions as mentioned in the RFP

7. Scope of Work

One of the prime focus areas that the Government of Haryana wants to uplift is the Entrepreneurial Education for the Students of Higher Education in the State of Haryana, who want to build their own enterprises and become job creators of the nation. A supportive startup policy and the underlying zeal of the youth has put India on the third position of the global map of startup communities. The Department of Higher Education has been contributing to the creation of a conducive startup culture by operating 5 startup incubators cum centres of excellence at government colleges of Haryana located in Panchkula, Karnal, Hisar, Faridabad and Gurugram.

These startup incubators since their origination have been able to mobilize the youth of the state while giving them the direction of choosing entrepreneurship and self-reliance.

We believe that in order to accelerate the effort, many such startup incubators cum centres of excellence should be created.

Government of Haryana wants to setup 17 startup incubators cum Centres of Excellence to foster entrepreneurship at all levels amongst aspiring youth of Haryana. For the same purpose department of Higher Education will provide the below mentioned required space in GC Bhiwani (Bhiwani), GNC Sirsa (Sirsa), GC Chhachhrauli (Yamuna Nagar), GC Kaithal (Kaithal), GC Panipat (Panipat), GC Ambala Cantt (Ambala), GC Bherian (Kurukshetra), GC Jind (Jind), NRS GC Rohtak (Rohtak), GC Barota (Sonepat), GC Jhajjar (Jhajjar), GC Fatehabad (Fatehabad), GC Mandi Harya (Charkhi Dadri), GC Narnaul (Mahendergarh), GC Rewari (Rewari), GC Palwal (Palwal) and GC Nagina (Nuh) in the state where the Service provider can furnish, manage and Operate startup incubators cum centers of excellence catering to all government colleges in these districts and perform the below mentioned duties for 3 years extendable for 2 more years.

The Department of Higher Education Haryana will provide up to 3000 square feet of shell space for setting up Startup incubator cum Centre of Excellence at GC Bhiwani (Bhiwani), GNC Sirsa (Sirsa), GC Chhachhrauli (Yamuna Nagar), GC Kaithal (Kaithal), GC Panipat (Panipat), GC Ambala Cantt (Ambala), GC Bherian (Kurukshetra), GC Jind (Jind), NRS GC Rohtak (Rohtak), GC Barota (Sonepat), GC Jhajjar (Jhajjar), GC Fatehabad (Fatehabad), GC Mandi Harya (Charkhi Dadri), GC Narnaul (Mahendergarh), GC Rewari (Rewari), GC Palwal (Palwal) and GC Nagina (Nuh) catering to all government colleges in these districts.

Deliverables from the bidder:

a) Furnish the Startup incubator on the scheduled rates of PWD with the following features:

- Seating Capacity for about 80 people with modern furniture and office chairs
- Dedicated Leased Line or fiber Internet Connection with minimum 10 mbps bandwidth.
- Mini Cafeteria with refreshments and tea / coffee machine
- Fully Air Conditioned
- Wi-Fi Internet
- Event Area/Common area/Recreational activity area for 50 people
- Dedicated Mentoring Rooms
- Computers for the staff and IT equipment.

b) Operate and Manage the Startup Incubator cum Centre of Excellence for 3 years:

The Selected bidder should deliver the following services:

- Come in as management partners for building and managing the network of aspiring entrepreneurs within the campus.
- Undertake all marketing activities for building and promoting entrepreneurship in the assigned Incubators catering the candidates from all Government colleges of the Districts.
- Run various events including mentoring, pitching evenings, and social gathering for building the network of entrepreneurs and accordingly deploy an organizing team for the same.
- Enabling startups to sell through offline and online marketplaces.
- Build strategic partnerships across categories like Outreach, Knowledge and Market access for benefiting the incubated startups.
- Make active efforts for the collateral free financing of the incubated startups through the available government schemes.
- One 3 days startup program/workshop/conclave every year at Startup incubator cum Centre of Excellence.
- One Mentoring Session per month with a noted mentor.
- Raise sponsorships for sustaining network development activities.
- Appoint and Train a dedicated Startup Incubator Director/manager for managing the startup incubator, Setup and execute rules and guidelines.
- Provide all design guidelines and other processes to maintain standardization across all its spaces.
- Manage all the running expenses related to Utilities, Housekeeping, internal maintenance, Office boys and internet, pantry will be borne by the successful bidder.
- Provide access/connect to Angel Networks/funds for the funding requirements of the budding entrepreneurs.
- Once the contract period is over, the bidder will handover the facilities to the department and train its staff/ nodal officers appointed by the colleges for the smooth continuation of the incubator operations.
- A dashboard will be created by the bidder for giving access to all the events and activities to all the students.
- To Identify and support New Business Enterprises, Develop Business Ideation at College Level, Encourage Innovative Startups, develop and encourage Women entrepreneurs or to develop a framework that creates Jobs, Department of Higher Education Haryana is looking for a social organization (NGO/Society/Trust) who can setup and manage Startup incubators cum centers of excellence at GC Bhiwani (Bhiwani), GNC Sirsa (Sirsa), GC Chhachhrauli (Yamuna Nagar), GC Kaithal (Kaithal), GC Panipat (Panipat), GC Ambala Cantt (Ambala), GC Bherian (Kurukshetra), GC Jind (Jind), NRS GC Rohtak (Rohtak), GC Barota (Sonapat), GC Jhajjar (Jhajjar), GC Fatehabad (Fatehabad), GC Mandi Harya (Charkhi Dadri), GC Narnaul (Mahendergarh), GC Rewari (Rewari), GC Palwal (Palwal) and GC Nagina (Nuh) catering to all government colleges in these districts.
- To Cover following topics with incubates and should provide courses on various modules required for setting up and running a new Startups. Few of the major topics should be:

- A. Startup guide “An introduction on Startups”.
- B. Course on how to Set up a new Startup.
- C. Sales and Marketing of Startups.
- D. HR and team Building.
- E. Branding and PR.
- F. Social Media marketing.
- G. Funding and Finance Support.
- H. Legal and Compliance.
- I. Other steps, lectures and addresses covering topics like creating a business plan, making a product choice, setting infrastructure, pricing of product etc.
- J. Success stories to motivate students.

Deliverables from Department of Higher Education, Haryana:

- Provide minimum 3000 sq. ft. of area to finish/furnish the required Startup Incubators cum Centres of Excellence at GC Bhiwani (Bhiwani), GNC Sirsa (Sirsa), GC Chhachhrauli (Yamuna Nagar), GC Kaithal (Kaithal), GC Panipat (Panipat), GC Ambala Cantt (Ambala), GC Bherian (Kurukshetra), GC Jind (Jind), NRS GC Rohtak (Rohtak), GC Barota (Sonapat), GC Jhajjar (Jhajjar), GC Fatehabad (Fatehabad), GC Mandi Harya (Charkhi Dadri), GC Narnaul (Mahendergarh), GC Rewari (Rewari), GC Palwal (Palwal) and GC Nagina (Nuh) catering to all government colleges in these districts.
 - Provide free access to the assigned space as per the area defined in the agreement.
 - All assets will remain under the ownership of the Department.
 - All legal and statutory clearances in concern with the property including property tax, Municipal Corporation Charges etc. will be paid by the Department.
 - Electricity and water expenses will be paid by the College.
 - All renovation charges, maintenance fees et for the property (shell space) will be borne by the Department.

8. TERMS AND CONDITIONS

8.1. PERIOD OF CONTRACT

The period of Contract is for 3 years from the commencement of work, which is to start within 15 days from the date of issue of detailed work order. The contract can be extended to another 2 years based on the bidder’s performance.

8.2. PAYMENT MILESTONES

The selected bidder shall submit quarterly invoices along with the status report to the department. The payment will be released after reviewing the reports.

8.3. PROVISION OF ADVANCE PAYMENT AGAINST BANK GUARANTEE

Bidders can claim the advance payment from the department against the Construction/Furnishing cost of Incubator as quoted in their commercial bid. To claim the advance payment, Bidder needs to submit the Bank Guarantee from Nationalized/scheduled Bank on non-judicial stamp papers of Rs. 100/- addressed to the Director, Department of Higher Education, Haryana. The amount of the Bank Guarantee must be equal to the amount claimed against advance payment. The validity of Bank Guarantee should be up to the milestone of construction work defined in the RFP.

8.4. GOVERNING LAWS AND JURISDICTION

The Indian Law shall govern the agreement. Only appropriate courts in Panchkula or High court of Punjab & Haryana shall have exclusive Court Jurisdiction to deal with any matter arising out of or relating to the agreement or otherwise.

8.5. CORRUPT AND FRAUDULENT PRACTICES

The owner requires Contractors to observe the highest standard of ethics during the execution of the Department contracts. In pursuance of this policy, the Department: -

- 1) Defines, for the purposes of this provision, the terms set forth as follows:
 - a) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution:
and

- b) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Department, and includes collusive practice among Tenderers (prior to or after tender submission) designed to establish tender prices at artificial, non-competitive levels and to deprive the Department of the benefits of free and open competition;
- 2) Will reject a proposal for award if it determines that the successful bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- 3) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded the Department contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the Department contract.

8.6. LIEN

In case of any lien or claim pertaining to the work and responsibility of the agency for which the Department might become liable, it shall have the right to recover such claim amount from the successful bidder.

8.7. FORCE MAJEURE

If at any time during the continuation of contract, the performance in whole or in part is prevented or delayed by reasons of any war, hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosions, epidemics, quarantine restriction, strike, lockouts or acts of God (Hereinafter referred to as events), then provided notice and adequate proof, is given within 21 days from the date of occurrence, the provisions of delay may not be evoked by the Department, provided further that the service under the contract shall be resumed, as soon as practicable after such event(s) has /have ceased to exist and the decisions of the Director General, Department of Higher Education Haryana, as to whether the services have been so resumed or not, shall be final and conclusive.

8.8. SETTLEMENT OF DISPUTES

If any dispute or difference of any kind whatsoever will arise between the successful bidder & the Department arising out of the Contract, the parties will make every effort to resolve such dispute or difference by mutual consultation. If, after thirty (30) days the parties have failed to resolve their dispute or difference by such mutual consultation, then either the authority or the tenders may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of the matter may be commenced unless such notice is given.

8.9. ARBITRATION

All matter questions, disputes, differences and/or claims arising out of and/or concerning and/or in connection and/or in consequences or relating to the Contract whether or not obligations of either or both parties under the contract be subsisting at the time of such dispute and whether or not the contract has been terminated or purported to be terminated or completed, shall be referred to the arbitration which shall be conducted by an arbitrator, (arbitrator to be approved by the Principal Secretary, Department of Higher Education or authority of the Department authorized for the purpose by the Department) the decision of the arbitrator shall be final and binding upon the parties.

The parties to the contract agree that the cost of arbitration shall be as per instructions of the Department issued/prevalent on the date of appointment of arbitrator.

The arbitrator shall have full powers to review and/or revise any decision, opinion, direction, certification or valuation of the Engineer in consonance with the Contract, and neither party shall be limited in the proceedings before such arbitrator to the evidence or arguments put before the Engineer for the purpose of obtaining the said decision.

The objection that the Arbitrator has to deal with the matters to which the Contract relates in the course of his duties or that he has expressed his views on any or all of the matters in dispute of difference, shall not be considered as a valid- objection.

Subject to aforementioned provisions, the provisions of the Arbitration and Conciliation Act, 1996 and the Rules there under any statutory modifications thereof for the time being enforce, shall be deemed to apply to the Arbitration proceedings under the clause.

8.10. RESPONSIBILITY FOR RECORD/ DOCUMENTS

The firm shall be fully responsible for upkeep, maintenance and safety of the record and documents supplied by the Department and also for the record/documents generated by the firm. On completion of the contract/job the firm will return all the documents supplied to it by the Department and shall also hand over all the record/documents generated by it for the purpose of completion of the assigned work. The firm shall also be responsible to make the loss good if suffered by the Department, due to the act of the firm.

8.11. ALTERNATION/ADDITION:

No variation or modification or waiver of any of the terms and conditions or provisions of the contract shall be deemed valid unless mutually agreed upon in writing by both parties i.e. the Department and Vendor.

8.12. TERMINATION OF AGREEMENT

If the work entrusted is not proper and to the satisfaction of the Department and If the work of the successful bidder continues to be unsatisfactory, or the successful bidder contravenes the provisions of this contract or fails to provide efficient services or refuses to comply with any reasonable order given in writing by the Controlling officer of the Employer or his authorized representatives, a two

week (14 Days) notice shall be served upon him to correct himself and to execute this contract in true spirit.

If the successful bidder fails to take notice of such notice served upon him, the Employer shall be at liberty to take the work wholly or in part, out of the successful bidder's hands and re- contract with any other person(s) at the cost of the successful bidder. Any extra expenditure incurred by the Employer on such re-contracting shall also be recoverable from the agency, in addition to the Department right or claim for liquidated damages.

9. DOCUMENTS ACCOMPANYING THE BID

9.1. TECHNICAL PROPOSAL

9.1.1. Technical Proposal Cover Letter

9.1.2. Understanding of scope

9.1.3. Previous experience on similar work

9.1.4. Project Plan including Maintenance and support

9.2. COMMERCIAL/FINANCIAL PROPOSAL

9.2.1. Commercial/Financial Proposal Cover Letter

9.2.2. Commercial/Financial Proposal (as per Annexure IV)

Note:

1. Please note that the prices should not be indicated in the Technical Proposal but should only be indicated in the Commercial/Financial Proposal. The Commercial/Financial Proposal should strictly follow the templates provided in the RFP.
2. Any proposal received by the Department after the above deadline shall be rejected.

3. The bids submitted by telex/telegram/fax/email etc. shall not be entertained. No correspondence will be entertained on this matter.
4. The Department reserves the right to reject any or all proposals without assigning any reasons thereof.

10. PROPOSAL EVALUATION PROCESS

Proposals will be reviewed by a Committee of Officers (the "Committee"). Evaluation of the bids will be done in two stages and at the end of every stage respective bidders may be able to view the result (through the e-procurement portal) to have a fair and healthy competition. The final awarding of the contract will be done based on a Quality & Cost Based Selection (QCBS) procedure. The following is the procedure for evaluation:

10.1. Quality and Cost Based Selection

The method employed for the final selection of the Bidder and award of the contract will be QCBS i.e. Quality and Cost Based Selection method, which would ensure the quality of the solution as well as the cost effectiveness of the same. Each bidder would be assigned a Technical Score (TS) and a Financial Score (FS) based on the technical and financial evaluation of the bid respectively. These scores would then be combined with pre-assigned weights (0.7 for technical score and 0.3 for financial score) and the bidders would be ranked as per this combined score. Bidder with the highest final composite score (Final Composite Score = $TS \times 0.70 + FS \times 0.30$) shall be declared as "Best Evaluated Bidder" and shall be entitled for the award of the contract.

The Bidders are requested to take note of the following:

- i. The weights assigned for each item is for the purpose of evaluation of this bid only and does not necessarily reflect the actual transactions/ quantities that would be undertaken for the period of contract.

- ii. In case of a tie in the final composite score, the bidder having the highest technical score will be considered eligible for leading to the award of the contract.
- iii. Department may waive any minor informality or non-conformity or irregularity in a Bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.

10.2. Technical evaluation

The technical bid documentation furnished by the bidder shall be examined in detail in order to determine whether they are substantially responsive to the requirements set forth in this document. In order to reach such a determination, the Department will examine the information supplied by the Bidders, and shall evaluate the same as per the evaluation criteria specified in this RFP. This evaluation will also involve scoring each component of the technical bid as per guidelines described in this RFP so that each technical bid will be assigned an overall score. The bidders will be required to make a presentation on technical and operations aspects of the bid as per the scope of work defined in this RFP. The Bidder is requested to take note of the following:

- i. Bidders are required to submit their technical bids strictly as per the technical bid format defined in the Annexure section of this document.
- ii. Technical proposals should not contain any financial information. Technical bids containing financial information will be summarily rejected.
- iii. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the Scope of Work or if it fails to comply with the technical requirements.
- iv. The overall technical score cutoff is 70 marks. As one of the criteria, the bidder will be required to attain the overall cutoff marks or more during the evaluation, for their commercial bids to be considered.
- v. Only the bidders, who score a total Technical score of 70 (Seventy) or more, will qualify for the evaluation of their Commercial bids.

vi. After the technical evaluation is completed and approved, the Department shall open the Commercial Proposals of only those bidders who complied with the technical criterion specified in the RFP.

A. Bidder's Profile and Past Experience: 70 Marks

S.No	Parameter	Maximum Marks	Supporting Documents
1	The bidder must be in operations for 3 years or more. >=7 years ----- 15 marks >=5 years & < 7 years --- 10 marks >=3 years & < 5 years ---- 5 marks	15	Incorporation Certificate
2	The bidder should have an average annual turnover of 1 Cr in the last 3 financial years (2020-21 to 2022-23).	15	Balance Sheets of the last 3 financial years supported by CA certificate.
3	The bidder should have incubated at least 10 startups in the last 3 years anywhere in India. >/=50 --- 15 Marks >/=25&<50 --- 10 Marks >/=10&<25 --- 5 Marks <10 --- No marks	15	Submit the Incubation Agreements.
4	The bidder should have experience of working with Government Organizations in promotion of Entrepreneurship among students/ similar work at multiple locations anywhere in India. >4 locations ----- 15 marks >1 & < 4 locations ---- 10 marks =1 location ----- 5 marks	15	Work order/ agreement copy clearly mentioning the locations.

5	<p>The bidder should have agreements with mentor networks/ angel investing firms /Venture capital firms / strategic partners for benefiting startups. Number of such active agreements/ MoUs:</p> <p>>/= 10 --- 10 marks >/=2&<10 --- 5 marks < 2 --- 0 marks.</p>	10	Copy of MoUs/ agreements with mentor networks/ angel investing firms /Venture capital firms / strategic partners.
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B. Technical Presentation with bidder’s understanding, approach and implementation plan: 30 marks.

Total Marks for Technical Evaluation: 100

10.3. Commercial evaluation

Based on the results of the technical evaluation, the committee will then proceed to open and evaluate the Commercial bids of only those bidders who are able to qualify the Technical evaluation. The Commercial evaluation will take into account the information supplied by the Bidders in the Commercial Bid, and the same shall be evaluated in accordance with the evaluation criteria specified in this document. The Bidders are requested to take note of the following:

- Bidders intending for commercial bid should necessarily give the financial details in the format given in Annexure. All the financial details should be given in the prescribed format only and in accordance with the details mentioned in the RFP.
- Assignment of marks to the financial bids will be done as follows: Once all the financial bids (of eligible bidders as mentioned above) have been opened, marks will be assigned to each financial bid as per the formula below:

Marks assigned to financial bid = $100 * [F1 / \text{Total Financial Bid under consideration}]$

Where Total Financial Bid is the total bid amount of the bid being evaluated as per Annexure, and F1 = the lowest financial bid of all the bids opened.

- The commercial bid should not be conditional and no technical information should be provided along with the commercial bid. In such cases, the bids would be summarily rejected.
- The bid should be comprehensive and inclusive for all the services to be provided by the bidder as per scope of his work.
- The prices quoted shall be inclusive of all taxes, duties and statutory payments incident upon the bidder excluding GST. Once the prices have been submitted as part of Commercial bid to the Department, no change / modification will be entertained for any cause whatsoever. The prices once provided by the bidder will be valid for the entire period of validity of the bid (till completion of project for the selected bidder).
- Proposals not containing cost for any of the cost components shall be straightway rejected without any further consideration.
- The bidder shall be responsible for the costs towards travel / stay, daily allowance or any other allowances with respect to their staff deployed for the execution of this project before or after the award of the contract.

11. Annexures

11.1. ANNEXURE I

Format for Submission of Proposal Covering Letter (on letter head of bidder)

To
Director
Department of Higher Education, Haryana

Dear Sir,

Subject: Technical Bid to setup and manage Startup incubators cum centers of excellence at GC Bhiwani (Bhiwani), GNC Sirsa (Sirsa), GC Chhachhrauli (Yamuna Nagar), GC Kaithal (Kaithal), GC Panipat (Panipat), GC Ambala Cantt (Ambala), GC Bherian (Kurukshetra), GC Jind (Jind), NRS GC Rohtak (Rohtak), GC Barota (Sonapat), GC Jhajjar (Jhajjar), GC Fatehabad (Fatehabad), GC Mandi Harya (Charkhi Dadri), GC Narnaul (Mahendergarh), GC Rewari (Rewari), GC Palwal (Palwal) and GC Nagina (Nuh) catering to all government colleges in these districts.

Reference: Bid number _____ dated _____

We, the undersigned, offer to setup and manage Startup incubators cum centers of excellence at GC Bhiwani (Bhiwani), GNC Sirsa (Sirsa), GC Chhachhrauli (Yamuna Nagar), GC Kaithal (Kaithal), GC Panipat (Panipat), GC Ambala Cantt (Ambala), GC Bherian (Kurukshetra), GC Jind (Jind), NRS GC Rohtak (Rohtak), GC Barota (Sonapat), GC Jhajjar (Jhajjar), GC Fatehabad (Fatehabad), GC Mandi Harya (Charkhi Dadri), GC Narnaul (Mahendergarh), GC Rewari (Rewari), GC Palwal (Palwal) and GC Nagina (Nuh) catering to all government colleges in these districts 'for Department of Higher Education, Haryana in accordance with your above mentioned Bid notification / Request for Proposal.

We hereby submit our proposal documents along with necessary Earnest Money Deposit and other applicable fees.

The submitted documents include Technical and Financial Proposals as per the required formats.

It is hereby confirmed that our proposal will be valid for the period as required in the bid document.

We solemnly affirm that this proposal is binding upon us. Further, we understand and agree that acceptance of our proposal is not binding upon you.

Yours Sincerely,

Signature:

Name and Title of the Signatory:

Name of the Firm:

Telephone and Email Id:

11.2. ANNEXURE II

Format for Technical Bid

11.2.1 Details of Bidder:

Details of the Organization	
Name of the Bidder	
Date of Incorporation	
Registration Number	
Registered Address of Bidder	

PAN No	
GST No	
Contact detail of Authorized person (name, address, phone no. and email)	Name: Address: Phone Number: Email ID:

Note: Attach the copy of Registration Certificate, PAN and GST.

Yours Sincerely,

Signature:

Name and Title of the Signatory:

Name of the Firm:

Telephone and Email Id:

11.1.2 Profile and Experience of Bidder

Using the format below to provide the information on each section.

Sr. No	Description	Details needed/ supporting documents												
1	Bidder Profile: Profile of Bidder covering relevant experience.													
2	Financial strength: <table border="1" style="width: 100%;"> <thead> <tr> <th>Financial Year</th> <th>Annual Turnover in INR (lakhs)</th> </tr> </thead> <tbody> <tr> <td>2020-2021</td> <td></td> </tr> <tr> <td>2021-2022</td> <td></td> </tr> <tr> <td>2022-2023</td> <td></td> </tr> <tr> <td>Total Turnover of 3 financial years.</td> <td></td> </tr> <tr> <td>Average Annual turnover of 3 financial years.</td> <td></td> </tr> </tbody> </table>	Financial Year	Annual Turnover in INR (lakhs)	2020-2021		2021-2022		2022-2023		Total Turnover of 3 financial years.		Average Annual turnover of 3 financial years.		
Financial Year	Annual Turnover in INR (lakhs)													
2020-2021														
2021-2022														
2022-2023														
Total Turnover of 3 financial years.														
Average Annual turnover of 3 financial years.														
	Note: Submit the balance sheets of 3 financial years along with CA certificate.													

3	<p>Experience in Startups Incubation: List of startups incubated anywhere in India in the last 3 years with the below details alongwith incubation agreements:</p> <table border="1" data-bbox="292 443 1334 539"> <thead> <tr> <th data-bbox="292 443 371 539">S. No</th> <th data-bbox="371 443 531 539">Name of Startup</th> <th data-bbox="531 443 783 539">Date of registration</th> <th data-bbox="783 443 1070 539">Description of Startup</th> <th data-bbox="1070 443 1334 539">Registered address of startup</th> </tr> </thead> </table>		S. No	Name of Startup	Date of registration	Description of Startup	Registered address of startup
S. No	Name of Startup	Date of registration	Description of Startup	Registered address of startup			
4	<p>Experience in handling multi Location Project: Prior experience of working with Government Organizations in promotion of Entrepreneurship among students/ similar work at multiple locations anywhere in India. Submit the copy of Relevant Work Order/document/ Agreement clearly mentioning the location name.</p>	<p>Name of Project: Client Name: Duration of Project: No. of Locations Covered: Name of Locations:</p>					
5	<p>Experience with Govt.: Prior experience of similar projects with any government organisation. Submit the copy of Relevant Work Order/document/ Agreement.</p>	<p>Name of Project: Client Name: Duration of Project: Project Brief:</p>					
6	<p>Network Strength: The bidder should have agreements with mentor networks/ angel investing firms /Venture capital firms / strategic partners for benefiting startups.</p>	<p>List of Network of mentor networks/ angel investing firms /Venture capital firms / strategic partners along with MOU/Agreement with them.</p>					

Yours Sincerely,

Signature:

Name and Title of the Signatory:

Name of the Firm:

Telephone and Email Id:

11.3. ANNEXURE III

Format for Commercial/Financial Bid: Covering letter (on letter head of bidder)

To

Director

Department of Higher Education, Haryana

Dear Sir,

Subject: Commercial/ Financial Bid to setup and manage Startup incubators cum centers of excellence at GC Bhiwani (Bhiwani), GNC Sirsa (Sirsa), GC Chhachhrauli (Yamuna Nagar), GC Kaithal (Kaithal), GC Panipat (Panipat), GC Ambala Cantt (Ambala), GC Bherian (Kurukshetra), GC Jind (Jind), NRS GC Rohtak (Rohtak), GC Barota (Sonapat), GC Jhajjar (Jhajjar), GC Fatehabad (Fatehabad), GC Mandi Harya (Charkhi Dadri), GC Narnaul (Mahendergarh), GC Rewari (Rewari), GC Palwal (Palwal) and GC Nagina (Nuh) catering to all government colleges in these districts.

Reference: Bid number _____ dated _____

Pursuant to our qualification in technical evaluation, we hereby submit our financial bid. Our attached Commercial/financial proposal is on a fixed price basis along with taxes and other project expenses (including travel and out of pocket). The proposal covers the cost items and scope of work as specified in the Bid document.

We confirm that our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely, 'Prevention of Corruption Act, 1988'.

Yours Sincerely,

Signature:

Name and Title of the Signatory:

Name of the Firm:

Telephone and Email Id:

11.4. ANNEXURE IV

Format for Commercial/Financial Proposal

To
 Director, Higher Education, Haryana,
 Plot No. 1/B,
 Shiksha Sadan, Sector-5, Panchkula (India)

Sub: Commercial/Financial bid to setup and manage Startup incubators cum centers of excellence at GC Bhiwani (Bhiwani), GNC Sirsa (Sirsa), GC Chhachhrauli (Yamuna Nagar), GC Kaithal (Kaithal), GC Panipat (Panipat), GC Ambala Cantt (Ambala), GC Bherian (Kurukshetra), GC Jind (Jind), NRS GC Rohtak (Rohtak), GC Barota (Sonapat), GC Jhajjar (Jhajjar), GC Fatehabad (Fatehabad), GC Mandi Harya (Charkhi Dadri), GC Narnaul (Mahendergarh), GC Rewari (Rewari), GC Palwal (Palwal) and GC Nagina (Nuh) catering to all government colleges in these districts for “Department of Higher Education”.

Sr No	Description of Work	Price in INR	
A	Construction/Furnish the Startup incubator at 1 Location as described in the Scope of work (3000 sq ft shell space)		
B	Manage and Operate the Startup Incubator cum Centre of Excellence for 3 Years (As defined in the scope of work)	Year	Price
		Year 1	
		Year 2	
		Year 3	
	TOTAL COST (A+B)		

Sr No	Optional Cost if required (Will not be calculated to finalize the L1)	Price in INR
1	Additional Sessions / Startup weekend for other colleges than the specified districts	
2	Additional One day session with eminent speaker of Startup Ecosystem from India and Abroad	
3	Additional Furnishing of Space if required above 3000 sq ft of Area , in block of 500sqft	

Note:

- The price quoted above shall include all levied taxes except Service Tax/GST.
- Payment against Construction/Furnishing the incubator (As per Sr. No. A of Description of Work) will be released after the construction and post inspection from the department.
- Payment against Management and Operational cost (as per Sr. No. B of Description of Work) will be released by the department on a quarterly basis after raising the invoice from the bidder.

Yours Sincerely,

Signature:

Name and Title of the Signatory:

Name of the Firm:

Telephone and Email Id: