



## CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

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Rolling RFP for "Empanelment of Technical Partner for various Engineering and Technological Work"

# CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

Rolling RFP for

“Empanelment of Technical Partner for various Engineering and Technological Work”

Ref No. : CSVTU/2024/RFP/44

Date:- 18/04/2024

The CSVTU is offering Request for Proposal (RFP) from interested firms/ Institutions/ Organisations for “Empanelment of Technical Partner for various Engineering and Technological Work”. Interested agencies may visit the website [www.csvtu.ac.in](http://www.csvtu.ac.in) for information about CSVTU. Response to this Request for Proposal (RFP) shall be deemed to have done careful study and examination of this document with full understanding of its implication.

RFP document can be obtained from CSVTU website [www.csvtu.ac.in](http://www.csvtu.ac.in)

There are no deadlines for submitting the RFP. However, the University shall examine the RFP and call applicants for presentation either sufficient numbers of applications received or after the stipulated time period.

**NOTICE INVITING REQUEST FOR PROPOSAL (RFP)**

**FACT SHEET**

1.	Request for Proposal No.	CSVTU/2024/RFP/44
2.	Name of the Work	RFP for "Empanelment of Technical Partner for various Engineering and Technological Work"
3.	Name of the issuer of this Request for Proposal	CSVTU, Bhilai
4.	Address of Communication	Registrar, Chhattisgarh Swami Vivekanand Technical University, Bhilai Newai, P.O. Newai, Distt. Durg, PIN 491107
5.	Proposal Fees	INR 10,000/- in form of DD drawn in favour of Registrar, Chhattisgarh Swami Vivekanand Technical University

**DEFINITIONS:**

In this document the following words and expressions have meaning hereby assigned to them.

CSVTU: Means Chhattisgarh Swami Vivekanand Technical University

APPLICANT: Means the individual, proprietary firm, firm in partnership, Pvt. limited company with or without multidisciplinary firms / training / research & development / services and data analysis, report preparation and engineering consultancy service provider etc. individual/proprietary firm/all partners of firm in partnership are eligible for Empanelment.

**Note: Joint venture & consortium are not allowed.**

  
REGISTRAR (RFP)

## 1. Background

CSVTU hereby invites interested and reputed Institutions/organisations to submit a Request for Proposal (RFP) for the empanelment of technical partners **for Engineering and Technological Works** of various govt./non govt. works assigned to CSVTU. The selection shall be based on the financial capacity, work experience and available pool of qualified and experienced technical personnel with the applicants. The CSVTU reserves all rights to invite offers for engagement of other applicants from time to time for any work. The empanelment shall not bind the CSVTU in any way whatsoever.

The core objective of this association through RFPs is to provide technical consultancy and engineering solutions to government as well as non-governmental organisations.

## 2. Scope of Work

The scope of work expected from successfully empanelled agencies are wide in range and depending upon the particular set of skills and expertise of that individual agency based on available resources with them and work experience in that particular sub domain.

## 3. Requirements from Successful Empanelled Technical Partner

The Applicant is required to fulfil following requirements from their side after successful empanelment –

- a) The empanelled technical partner will be required to fulfil the need of necessary set of tools & equipment as per requirement.
- b) The empanelled technical partner will also be required to demonstrate and periodically get checked/update/calibrate their instruments whenever asked by CSVTU.
- c) To provide details of competent and qualified staff in the organisation.
- d) To provide competent technical staff having capability to carry & process the assigned work as per need of client under technical supervision of CSVTU.
- e) To provide staff for maintaining and operating the necessary instruments.
- f) To act as technical partner for acquiring govt./non govt. Projects/consultancies from various entities.
- g) To submit detailed report to CSVTU of assigned task in stipulated time.

## 4. Responsibility of CSVTU

- a) CSVTU intended to provide this highly technical and sophisticated facility to various Govt. & non Govt. entities in terms of fulfilling their requirements of overall quality improvement with speed and accuracy.
- b) CSVTU will also involve its technically sound staff in process for supervision, guidance and control to meet the specific requirements of client.
- c) CSVTU will check/supervise the ongoing project / training process at any/all stage to ensure quality and accuracy.
- d) CSVTU will also assist to empanelled technical partner to expand the association of clients with our services as provided equipment and setup will be used for high end technical consultancy/trainings/capacity building to various govt./non govt. departments and organizations and individuals.

## 5. Empanelment Category

CSVTU wishes to empanel, reputed consultant(s)/firm(s)/company(s)/proprietorship(s) agency, eager to provide engineering/technological/scientific solutions or services.

**Note: The empanelment means not a guaranty of to provide/allot works to the empanelled agency/s.**

## 6. Empanelment of Consultant/Firm/Company

### a) EMPANELEMENT PROCEDURE

The broad procedure for empanelment of Technical Partners shall be as under.

- i. Publication of Request for Proposal (RFP): CSVTU invites the application from eligible consultants to submit their proposal to participate in the empanelment procedure.
- ii. Submission of RFP: The participants will submit the RFP to CSVTU along with the details as required in the prescribed manner.
- iii. Scrutiny by the CSVTU: The CSVTU will scrutinize all the submissions and eligible firms shall be invited for presentation.
- iv. Final selection of the firm shall be done on the basis of technical competency and experience.

### b) PERIOD & TERM OF EMPANELMENT

- i. The successful Empaneled Agency must deposit Rs.2,00,000.00 (In words: Two lakh Rupees only) as **security deposit**.
  - Rs.50,000.00 (In words: Fifty Thousand Rupees only) along with the MoU as DD in the favour of the Registrar CSVTU Bhilai, and
  - CSVTU shall retain 5% of each consultancy/project charges along with the applicable taxes to empaneled technical partner maximum up to Rs.1,50,000.00 (In words: One Lakh Fifty Thousand Rupees only).
- ii. The security assurance deposit shall be deposited the Empaneled Agency once they successfully complete the duration/term of MoU.
- iii. The empanelment would be initially for a period of 2 years.
- iv. It shall be get renewed for every 5 years after the completion of initial 2 years and if it is not renewed then it will be expired itself.
- v. The renewal application shall be submitted 3 months before expiry date of empanelment to the Registrar, CSVTU Newai, P.O.-Newai, District-Durg, Chhattisgarh, PIN-491107. The renewal fees will be Rs.1,00,000.00 [In words: One lakh Rupees only] as D.D. in the favour of the Registrar, CSVTU.

### c) TERMINATION OF EMPANELMENT

If in the view of the CSVTU, the performance of any empanelled agency is not satisfactory, or if the empanelled agency fails to safeguard the interest of CSVTU, the CSVTU may at his sole discretion, terminate the engagement of the empanelled agency, for particular project as well as terminate /suspension his empanelment with the CSVTU by giving written notice by not less than 30 days to the empanelled agency. The CSVTU's decision in this matter shall be final and binding.



## 7. Award of Work

Procedure for the award of work shall be as follows:

- a) CSVTU shall assign a project to suitable technical partner based on the approved recommendation of a committee by the competent authority.
- b) Selected agency/s for empanelment will be required to sign an Agreement for the assigned task with CSVTU as prescribed by CSVTU. Failing of which the empanelment of the selected agency may be terminated.
- c) The allotted work to the empanelled agency from CSVTU shall be not allowed to sublet the work, however empanelled agency may extend its capacity of work and manpower to fulfil the work awarded by the University on specific needs.

## 8. Signing of MoU:

A General MoU shall be inked between the (CSVTU) and the empanelled agency.

## 9. Financial Modality and Revenue Sharing

- a) The successful empanelled agency/s will have to provide all required instruments, technicians and operator for proposed project/s including a team leader who can lead the project/s.
- b) The successful empanelled agency/s will bear the maintenance and salary of their designated staff for the project along with the transportation, travelling and any other cost arise and implied in the process.
- c) CSVTU will act as consulting agency for various govt./non govt. departments and organizations and will bear the financial responsibility of its staff and internal process.
- d) Revenue generated by consultancy will be shared between CSVTU and empanelled technical partner as **35:65 ratio** that is CSVTU will hold the 35% of **net revenue** from this project where empanelled technical partner will hold the 65% of net revenue.
- e) Similar to the revenue sharing, it is the responsibility of empanelled technical partner to pay taxes and GST against the sharing received from CSVTU, according to the government rules and regulations.

## 10. Information and Instructions to Applicants

All information requested for in the enclosed forms should be furnished against the respective columns in the form. If information is furnished in separate documents, reference to the same should be given against respective column. If information is 'Nil' it should also be mentioned as 'Nil' or 'No such case'. If any particular query is not applicable in case of the applicant, it should be stated as 'Not applicable'. The applicants are cautioned that non-submission of complete information called for in the required formats, or making any change in the prescribed forms may result in the application being summarily rejected.

- i. All the information must be submitted in English.
- ii. The documents should be sent by speed post / registered post or hand delivery.
- iii. The application should be type written. The applicant's name & signature should appear on each page of the application form.



- iv. Overwriting shall be avoided and corrections, if any, shall be made by crossing out, initialling, marking the date and rewriting. All pages of the application shall be numbered and submitted as a package with signed letter of transmittal.
- v. References, information and certificates from the clients certifying suitability, technical know-how or capability of the applicant shall be signed by the respective client.
- vi. The applicant is advised to attach any additional information he thinks would be necessary in regard to his capabilities. No further information will be entertained after submission of application unless it is required by the CSVTU. The CSVTU reserves the right to call for additional information and clarification of information submitted from the applicants
- vii. The application form duly completed and signed shall be submitted in sealed cover. The sealed cover shall be super scribed as **“Application against RFP for “Empanelment of Technical Partner for various Engineering and Technological Work”** from consultant/firm/company for Empanelment in CSVTU and shall be received by the Registrar, CSVTU, Newai, P.O.-Newai, District-Durg, Chhattisgarh, PIN-491107, India.
- viii. The cost incurred by applicants in preparing this application, in providing clarifications or attending discussions / conferences in connection with this document shall be borne by the applicant and the CSVTU in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.

## **11. Method of Applying**

- a) If the application is made by a proprietary firm, it shall be signed by the proprietor above his full typewritten name and current address.
- b) If application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively by a partner holding special power of attorney for the firm in which case a certified copy of the partnership deed and the said power of attorney and current address of all the partners of the firm shall also accompany the application.
- c) If the application is made by a limited company, it shall be signed by a duly authorized person holding power of attorney for signing the application in which case a certified copy of the power of attorney shall accompany the application.
- d) The application shall be signed so as to be legally binding on all Directors.
- e) One of the Directors shall be nominated as being lead Director and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the directors.
- f) The lead Director shall be authorized to incur liabilities and receive instructions for and on behalf of any and all director of the company.
- g) Complete information pertaining to each Director of the company shall be submitted.

## **12. Eligibility and Minimum Criteria for Prequalification**

- a) The applicant, individual/firm/company/society/start-up should be having office in India.
- b) The applicant preferably has experience in relevant field.

c) To be eligible for Empanelment, the applicants shall provide satisfactory evidence of their eligibility, capability and adequacy of resources to carry out the project. In addition, all applications submitted shall include the following information:

- Letter of Transmittal.
- Copies of original documents defining the legal status, structure of organization, place of business of the company or firm or partnership or the individual in Format I, III & VI.
- Information about Planning professionals and allied technical staff in Format IV & V.
- Any other relevant additional information in Separate sheet.
- The applicant may be required to make a presentation covering the above aspects.

### 13. Corrupt or Fraudulent Practises

- a) The organizations shall observe the highest standard of ethics during the selection process and execution of the contract.
- b) The selection Committee will reject a proposal if it determines that the applicant organization has engaged in corrupt or fraudulent practices while participating in the selection process.
- c) The applying Organization shouldn't be black listed anywhere in India for whatsoever reason and for project of any type & nature.

### 14. Dispute Redressal and Power Of Amending The RFP Document

In the event of any dispute or difference arising regarding RFP document or any special condition of the document, the same will be referred to CSVTU for final decision and will be binding to all. CSVTU shall also have the power to amend any clause of the document before opening of the proposals and the same shall be notified to publically via official website and/or leading newspapers.

### 15. Eligibility Criteria

a. Following are the eligibility criteria for the empanelment of the Technical Partner

S. No	Basic Requirements	Specific Requirements	Documents Required
1.	Registration	The organization should be a legally registered entity -the individual, proprietary firm/firm in partnership/ Pvt. limited company / Society. etc	Certificate of Registration / Incorporation
2.	PAN	Valid PAN No in the name of the organization	Photocopy of the Document
3.	GST	Valid GST in the name of the organization	Photocopy of the Document
4.	Owner/Proprietor	With relevant experience	Profile in format IV
5.	Details of team members/staff	The organization should have desired number of experts with relevant expertise	Profile of members in format V
6.	Undertaking	To declare that the applying organization is not black listed anywhere in India.	Self-Declaration in format VII



7.	Demand Draft (Must be kept inside a separate envelope)	DD of Rs. 10000/- against Proposal Fee which is non- refundable	Valid DD issued by any nationalised bank in favour of <b>Registrar, Chhattisgarh Swami Vivekanand Technical University</b> payable at Bhilai
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The above table is also mentioned in Proforma Format Section as Format II – Checklist, the applying organization is required to fill that format also.

- b. The organization that does not satisfy any one of the criteria mentioned above will be considered ineligible to participate in the process of selection.**

**Format I – Details of Applicant**

<b>Name and Details of the Applicant and Authorized Representative:</b>	
Name of Organization/Institution	
Registered/Head Office Address	
Phone Numbers	
Fax Number	
Mobile Number	
Email	
Website	
Name of Authorized Representative	
Designation	
Mobile	
Email	

For and on behalf of:

(Company Seal)

Signature: Name:

Designation:  
(Authorized Representative and Signatory)

**Format II – Checklist**

S. No	Basic Requirements	Specific Requirements	Documents / Details Required	Format Reference	Availability (Yes / No)	Page No
1.	Registration	The organization should be a legally registered entity - the individual, proprietary firm/ firm in partnership/ Pvt. limited company / Society. etc	Registration			
2.	PAN	Valid PAN No in the name of the organization	PAN			
3.	GST	Valid GST in the name of organization	Photocopy of the Document			
4.	Owner/ Proprietor	With relevant experience	Format IV			
5.	Details of team members	The organization should have desired number of experts with relevant expertise	Format V			
6.	Undertaking	To declare that the applying organization is not Black listed anywhere in India.	Self-Declaration in prescribed Format			
7.	Demand Draft (Must kept inside a separate envelope)	DD of Rs. 10,000/- (ten Thousand Only) against Proposal Fee which is non-refundable, issued by any nationalised bank in favour of <b>Registrar, Chhattisgarh Swami Vivekanand Technical University</b> payable at Bhilai	Details of DD: DD No. Date of Issue Issuing Bank Name Amount			



**Format-III**

**Profile of Organization**

<b>Legal Constitution of Applicant (Registered Private Limited/ Public Limited Company/ Registered Society/Trust/ Association/ Trade Body/ Registered Educational Institution/ University/ Partnership Firm)</b>	
Type of the Applying Entity	
Name of Registering Authority	
Registration Number	
Date of Registration	
Place of Registration	
Registered to operate in PAN India/ State/s (In case of states – mention the names of all states)	
PAN No of Organization	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

Note:

1. Please provide copy of the registration certificate from the appropriate Registering Authority.
2. Please provide copy of PAN Card.

**Format – IV**

**Profile of Owner / Proprietor**

<b>Name</b>	
<b>Date of Birth</b>	
<b>Educational Qualification</b>	
<b>Total Year of Experience</b>	
<b>Contact No</b>	
<b>Email</b>	

Paste Recent Passport Size Photograph
Signature

**Summary of Professional Qualification/Technical Expertise/Experience (100 words)**

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**Personal Detail & Qualification**

SN	Year of Passing	Degree / Certificate	School/College Name/	Board/ University Name	City	State

**Experience**

SN	From (Date)	Till (Date)	Duration (in Years)	Position Held	Project Perused	Employer Name & Address

**Projects Completed/ongoing**

SN	Project Perused	Project Description	Sector	Duration (in Years)

**I hereby solemnly declare that the above-mentioned information is true to my knowledge & belief.**

**Date:**

**Place:**

**Signature**

**Format – V**

**Profile of Team Members**

<b>Name</b>	
<b>Date of Birth</b>	
<b>Educational Qualification</b>	
<b>Total Year of Experience</b>	
<b>Contact No</b>	
<b>Email</b>	

Paste Recent Passport Size Photograph	
<table border="1"><tr><td style="text-align: center;">Signature</td></tr></table>	Signature
Signature	

**Personal Detail & Qualification**

SN	Year of Passing	Degree / Certificate	School/College Name/	Board/ University Name	City	State

**Experience**

SN	From (Date)	Till (Date)	Duration (in Years)	Position Held	Project Perused	Employer Name

**I hereby solemnly declare that the above-mentioned information is true to my knowledge & belief.**

**Date:**

**Place:**

**Signature**

Note: Please attach resume with project description and duly signed by the same person.



**Format – VI**

<b>Address of Head Office</b>	
<b>Contact No.</b>	
<b>Fax Number</b>	
<b>Email</b>	
<b>Website</b>	
<b>Address of Office in Chhattisgarh (If, any)</b>	
<b>City</b>	
<b>District</b>	
<b>Pin Code</b>	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

**Format – VII**

**FORMAT OF UNDERTAKING**

FORMAT OF UNDERTAKING, TO BE FURNISHED BY ORGANIZATION HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

The Registrar

CSVTU, Newai, P.O. Newai, Dist. Durg, PIN 491107

We hereby confirm and declare that we, M/s -----, is not Blacklisted/ De-registered/ Debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the Works/ Services since the establishment of our organization.

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation: