

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
(A GOVERNMENT OF INDIA UNDERTAKING MINIRATNA COMPANY)
UNDER MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT
DEPARTMENT OF EMPOWERMENT OF PERSONS WITH DISABILITIES

G T ROAD, KANPUR- 209217

E-mail: alimco@alimco.in

Website : www.alimco.in

Phone No.: 0512-2770174, Fax No. 0512-2770617

Ref: TENDER NO. **ALIMCO/HR/ 01/W/2018** dated **24/08/2018**

Date: 24.08.2018

TENDER DOCUMENT

For

Carrying out Assessment of level in line with People Capability Maturity Model(PCMM) or Equivalent

ADDRESS TO WHICH TENDER DOCUMENTS ARE TO BE DESPATCHED:

MANAGER (P&A)

P&A DEPARTMENT

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA

G T ROAD, KANPUR- 209217

LAST DATE OF RECEIPT OF TENDER DOCUMENTS- 17/09/2018–1500 HRS

DATE OF OPENING OF TECHNICAL BIDS- 17/09/2018–1530 HRS

For Artificial Limbs Mfg. Corpn. of India

M S Puri
Manager(P&A)

NOTICE INVITING TENDER

1. Sealed tenders are invited under " Two Bid " system for engagement of assessors by M/s. **ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA** for carrying out assessment of level in line with People Capability Maturity Model or equivalent

2. About ALIMCO

Artificial Limbs Manufacturing Corporation of India (ALIMCO) is a Schedule 'C' Miniratna Category II Central Public Sector Enterprises, registered under Section 8 (Not for Profit motive) of the Companies Act 2013, (corresponding to Section 25 of the Companies Act, 1956) is functioning under the Administrative Control of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities. It is 100% owned Govt. of India Central Public Sector Enterprises. with an objective of benefiting the disabled persons to the maximum extent possible by manufacturing Rehabilitation Aids for persons with disabilities and by promoting, encouraging and developing the availability, use, supply and distribution of Artificial Limbs and other Rehabilitation Aids to the disabled persons of the country.

The Corporation started manufacturing artificial aids in 1976. At present It has five Auxiliary Production Centres (AAPCs) situated at Bhubaneswar (Orissa), Jabalpur (M.P.), Bengaluru (Karnataka), Chanalon (Punjab) and Ujjain (MP). The Corporation has four Marketing Centres at New Delhi, Kolkata, Mumbai, & Hyderabad and one Outreach Centre at Guwahati

3.(I) Scope of Work

Carrying out Assessment of level in line with People Capability Maturity Model or equivalent

Background: -

Every year, ALIMCO enters in to an MOU (Memorandum of Understanding) with its Administrative Ministry, i.e. Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities. Based on achieving the targets as agreed vide the MOU, ALIMCO is ranked Excellent, Very Good, Good, Fair and Poor.

One of the targets under the MOU for the year 2018-19 is "Assessment of Level in line with People Capability Maturity Model (P-CMM) or equivalent in the CPSE and placing the matter before the Board for a decision whether to go for up-gradation in the level and if yes, getting approval for the timelines from the Board and if no, justifiable reasons to be recorded in the Board resolution". To achieve this MOU Target, ALIMCO intends to utilize the services of a 3rd Party to carry out an assessment of the level of its HR processes in line with People Capability Maturity Model (P-CMM) or equivalent.

3. (II)

The scope of work will broadly be covering the following:-

- (i) Conducting One Day Orientation workshop for all Heads of Departments at HQ Kanpur.
- (ii) Conducting three days intensive Training on PCMM V2.0 or equivalent model for Assessment Team Member (ATM) / core team members formed for the Project.
- (iii) Undertaking Gap Analysis to assess current level of maturity of organization as against PCMM levels or equivalent and reporting the same.
- (iv) Establishing the level of P-CMM V2.0 or equivalent at which organization is and reporting the same.
- (v) Recommending whether to go for up-gradation in maturity level and suggesting timelines for such up gradation.
- (vi) Informing recommendations for addressing key findings.
- (vii) Developing and submitting roadmap and action plan for up-gradation to next level along with specific timelines.

3.(III) Deliverables

- (i) The recommendations in terms of forms, tables, annexure & formats should be submitted as per the scope of the work.
- (ii) Report on current assessment done with respect to level as against P-CMM V2.0 and action plan for upgrading the level, if any.
- (iii) Report on practicability and feasibility on recommendations should be submitted.

3.(IV) Reports/recommendations to be submitted by the service provider must contain

- (i) Methodology (tools/techniques) used for various process areas and related goals.
- (ii) Conformances/ Non —conformances in each process area and corresponding goals and degree of conformances/non-conformances through rating scales used.
- (iii) Executive summary on key strengths and weaknesses or SWOT analysis.
- (iv) Integrated report on As-Is and Desired state.
- (v) Best practices report on each process areas and corresponding goals for process benchmarking.
- (vi) Detailed organizational developmental plan with high level roadmaps (key activities, milestones, review mechanism and governance) and timelines.

(vii) In case of non-conformances to the level assessed, developmental suggestions to close non conformances will have to be provided for the level assessed. In case of satisfactory conformances on the level assessed, developmental suggestions for up-gradation of level will have to be provided.

(viii) It may be noted that the diagnostic gap assessment will be conducted covering P-CMM V2.0 process areas. Diagnostic gap assessment is not a formal P-CMM based SCAMPI appraisal or similar appraisal in an equivalent model. Intent of the gap assessment is to evaluate the current processes/policies/practices vis-a-vis the P-CMM V2.0 or equivalent model parameters and identify the gaps against each process areas along with recommendations. Also based on the current state of implementation and maturity level, a road-map for adapting to the next level of P-CMM V2.0 or an equivalent model would be recommended with broad tentative timelines.

3.(V) A step by step description of the approach & methodology to be adopted for carrying out the study should be submitted in the tender proposal.

3.(VI) The firm shall submit all necessary documentary evidence to establish that the firm possesses the qualifications, requirements, as detailed above and performance certificates from the clients for whom similar study was conducted.

3.(VII) In addition the information on Company profile in terms of average turnover of last three years and experience in consulting assignment to be provided.

4. GENERAL TERMS AND CONDITIONS

4.(I) NON TRANSFERABLE TENDER

Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vender, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the Corporation.

4.(II) NOTWITHSTANDING ANYTHING CONTAINED IN THIS TENDER ALIMCO RESERVES THE RIGHT TO:-

a) cancel or withdraw this tender enquiry at any stage without assigning any reason whatsoever, and no further correspondence shall be entertained in this regard.

b) reject or accept any tender offer irrespective of whether it is lowest/ otherwise without assigning any reasons, whatsoever.

c) ALIMCO reserves the right to disqualify any tenderer during or after completion of tender process, if it is found that there was a material misrepresentation by any such Applicant or the Applicant fails to provide, within the specified time, supplemental information sought by ALIMCO

d) ALIMCO reserves the right to verify all statements, information and documents submitted by the tenderer in response to the tender. Any such verification or lack of such verification by ALIMCO shall not relieve the tender of his obligations or liabilities hereunder nor will it affect any rights of ALIMCO

4(III). QUALIFICATION CRITERIA

(i) The respondent may be a Government Organization / PSU / PSE / partnership firm / proprietary firm/consultancy firm or a Private Limited Company under Indian Laws.

(ii) The respondent should be in existence for minimum 3 years.

(iii) Consortium of multiple entities (having common controlling shareholders or other ownership interest) shall be permitted to bid. The Bidder should have minimum turnover of at least Rs.7.50 lacs per annum in past 3 years,i.e.,2017-18,2016-17,2015-16.

(iv) An undertaking to the effect that the firm or any of its partner, director, Board Member has not been black listed by any Government /Semi Government Organization/statuary body (**Annexure-II**).

(v) The bidder should have an established office set up in India.

(vi) The bidder shall constitute a team of qualified professionals consisting of at least one certified Assessment Team Member for carrying out Assessment of level in line with People-CMM or equivalent.

4(IV). COMPLETENESS OF TENDER DOCUMENT

(i) The Bidder is expected to examine all instructions, forms, terms, conditions, and specifications in the Tender document. Failure to furnish any information required by the Tender document or submission of a tender offer not substantially responsive in every respect to the tender document will be at the Bidder's risk and may result in rejection.

(ii) All tenders must be absolutely clear and complete failing which the same will not be considered.

(iii) All columns would be properly and legibly filled in. No column would be left blank. Any correction in the rates etc. would be duly attested by the tenderer. Alterations, if any, not authenticated with attestation may result in the rejection of the tender.

(iv) Rates quoted by the tenderer in figures and words will be accurately filled in so that there is no discrepancy in the rates written in figures and words.

(v) Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that the interpolation is not possible. The total amount would be written both in figures and in words. In case of figures the word Rs. would be written before the figures of rupees and the word Ps. after decimal figures, eg., Rs 2.15 Ps. In case of words, the word Rupees should precede and the word paisa would be written at the end. Unless when the rate is in whole rupee and followed by the words only, it would be invariably be up to two decimal places.

(vi) In case of discrepancy in the figures and words the amounts mentioned in words will be taken as final.

(vii) The price quoted in the tender will remain firm during the currency of contract including the extended period if any. Escalation is not admissible during the period of the contract, towards increase in the rates of the materials and labour or any other charges during the contract period including the extended period if any.

(viii) All pages in technical and price bids shall be stamped with the official company seal and duly signed by the authorized signatory

(ix) The Technical Bid should be complete to indicate that all products and services asked for are quoted and should give all required information including technical data, design flow chart, technical specifications, data sheet of the quoted products in an organized and neat manner. No documents, brochures, leaflets, etc. should be submitted in loose form.

(x) The prices quoted in the price bid should be without any conditions.

(xi) The price bid must be filled in completely, without any error, erasures or alterations

(xii) Tenderer should quote only all-inclusive lumpsum price, inclusive of GST, travelling expenses etc.,

(xiii) The price offer shall be on a fixed price basis, inclusive of all taxes, no price variation should be asked for relating to increase in GST, etc.

(xiv) All expenses to be incurred by the contractor during the period of consultancy, viz., study, generation and distribution of response sheets/questionnaires, data collection, interaction, analysis, preparation of reports, presentations, providing suitable number of copies of reports to ALIMCO, visits to various places, stay, travel, etc., and any other expenditure incidental to their services/ preparation of reports shall be borne by the contractor. No additional compensation/reimbursement shall be paid/done on this account.

(xv) It is the responsibility of the Bidder to clearly identify all costs associated with any item or series of items in this Tender. The Bidder must include and complete all parts of the price bid in a clear and accurate manner. Omissions, errors, misrepresentations, or inadequate details in the Bidder's cost proposal will be considered as valid ground for rejection of the Bidder's proposal. Costs that are not clearly identified will be borne by the Bidder.

(xvi) The bids prepared by the tenderer and all correspondence and document relating to the bids exchanged by the bidder and the Corporation shall be written in English.

4(V). TWO BID SYSTEM TENDER

(i) Tender shall be submitted in two covers. Cover-I – Technical bid and Cover-II – Price Bid. Both the covers of the tender shall be sealed individually and superscribed in bold letters as **“COVER-I – TECHNICAL BID”** along with the name of the tenderer on the left side **or** **“COVER-II – PRICE BID”** along with the name of the tenderer on the left side ,as the case may be. Both the sealed covers shall be put in another cover, superscribed in bold letters with the name of the work as **“TENDER FOR CARRYING OUT ASSESSEMENT OF**

LEVEL IN LINE WITH PEOPLE CAPABILITY MATURITY MODEL OR EQUIVALENT –TENDER NO.ALIMCO/HR/ 01/W/2018 dated 24/08/2018 along with the name of the tenderer on the left side and sealed. Tenders submitted in open covers shall be summarily rejected.

(ii) The tender shall be sent so as to reach the address and by the time and date mentioned in Section – 1. Tenders received beyond specified time and date shall be summarily rejected. The Corporation shall not be in any way responsible for postal delays/ damages/ loss . In the event of the specified last date for submission of tender being declared a holiday, the tenders will be received up to the appointed time on the next working day. The technical bid will be opened at the time and place mentioned in Section- 1. Tenders have to be sent by post/courier/handed over personally to/at the above address in closed cover as specified above. Quotations received by E-mail/ Fax will not be accepted.

(iii) **Cover-I shall be marked as TECHNICAL BID** along with the name of the tenderer and sealed and shall contain documents / information as stated in Format-I of the tender document duly filled in under each head and signed with company's/firm's seal/stamp.

(iv) **Cover-II shall be marked as PRICE BID** along with the name of the tenderer and sealed and shall contain price schedule as per Format-II of tender document duly filled in under each head and signed with company's/firm's seal/stamp.

(v) On evaluation of technical bid, the price bids of the technically qualified bidders will be opened at a later date which will be communicated to all the technically qualified bidders.

4(VI). CLARIFICATION OF OFFER

The bidders/prospective bidders may seek clarification on matters relevant to the tender through email. All such email should be addressed to the contact person Shri M S Puri Manager (P&A). While all attempts will be made to provide clarification to the bidder , the Corporation, reserves, its right to respond or not to respond to any email received from the bidder. To assist in the scrutiny, evaluation and comparison of offer, the Corporation may, at its discretion, ask some or all Bidders for technical clarification of their offer. The request for such clarification and the response shall be in writing or by mail. To speed up the response process, the Corporation, at its discretion, may ask for any technical clarification to be submitted by means of fax/email by the Bidder. In such cases, original copy of the document describing the technical clarification must be sent to the Purchaser by means of courier / in person in addition to the copy sent in fax/ email.

4(VII). SHORT LISTING OF TECHNICALLY QUALIFIED BIDDERS

The Technical Evaluation Committee will short list technically qualifying Bidders and Price bids of such Bidders will only be opened. The Tender Committee will determine whether the price bids are complete, correct and free from any computational errors and indicating correct prices in local currency (Indian Rupee).

4(VIII). AWARD CRITERIA

(i) Contract will be awarded to the Bidder, who's quoted as lowest price. In case of a tie. Artificial Limbs manufacturing Corporation of India reserves the right to take appropriate decisions in such case and it shall not be binding on the Artificial Limbs manufacturing Corporation of India to award the contract.

5. OTHER TERMS AND CONDITIONS :

(i) Conditional tenders and additional conditions of the tenderer will not be considered.

(ii) In the event of any breach of contract on the part of the contractor , the Corporation reserves the right to cancel the contract and get the balance work executed by some other sources at the risk and cost of the contractor . The work will be commenced and completed as per the time schedule mentioned in the work order.

(iii) If as a result of any post audit, any amount is found to be recoverable from the contractor, the same will be recovered first from any sum due to the contractor against any current bill of the contractor and/or from any other amount due from the Corporation and/or on demand.

(iv) If the successful bidder makes default in proceeding with the work with due diligence, due to lack of resources or organization or work operated is not up to the expected standards, the Corporation reserves right to cancel the contract at 3 (three) days notice at any time during the currency of the contract. If the successful bidder fails to execute the work as per conditions of the contract the Corporation reserves the right to cancel the contract and to get the work executed through other agencies at the risk and cost of the successful bidder/contractor. The Corporation would be entitled to withhold any sum due and payable to the successful bidder/contractor as a result of the said breach or default. The contractor will not have any claim for compensation or otherwise on this account.

(v) Canvassing in connection with tenders is strictly prohibited and the tender submitted by the bidder/ tenderer who resorts to canvassing will be liable for rejection.

(vi) No claim for the increase in the price during the contract period will be entertained by ALIMCO.

(vii) Notwithstanding anything stated elsewhere in this tender document, ALIMCO reserves the right to terminate the contract by giving one week notice and in that case ALIMCO will not be liable to pay any further amounts for the remaining part of the work which is yet to be carried out by the contractor even though the same is part of schedule mentioned in the work order.

(viii) Artificial Limbs manufacturing Corporation of India reserves the right to alter /amend any of the above provisions in the tender document, at its discretion, before finalization of the tender.

(ix) Artificial Limbs manufacturing Corporation of India shall be under no obligation to accept the lowest or any other offer, including those received late or incomplete offers, without assigning any reason whatsoever.

(x) The work will broadly comprise of the following phases:-

For all purposes, the date of award of Work Order either by post or e-mail shall be treated as the Day 1.

Sl. No.	Phase	Expected time line for completion
1	Preparing phase - Activities include: (i) Conducting One Day Orientation workshop for all Heads Of Departments/ key personnel. (ii) Conducting three days intensive Training on PCMM V2.0 or equivalent model for Assessment Team Member (ATM) / core team members formed for the Project (iii) All preparatory activities like generation and distribution of questionnaires, fixation of interview/ interaction dates for officials/employees at Head Office and centers in consultation with the Head of HR, etc	Day – 1 to 10
	Surveying phase - Activities include: (i) Carrying out Questionnaire Sessions, interviews, group sessions, individually outside of a group session or online at Head Office and centers (ii) Compilation of survey feedback forms , interview reports, minutes, etc	Day – 11 to 25
3	Assessing phase - Activities include: (i) Undertaking Gap Analysis to assess current level of maturity of organization as against P-CMM levels or equivalent (ii) Establishing the level of P-CMM or equivalent at which organization is, etc	Day – 26 to 40
4	Reporting phase - Report includes:- (i) Reporting the assessment results with Practice-to-Goal Mappings with road map and action plan for up-gradation of the level of maturity as per the IDEAL Life Cycle Model or equivalent along with specific timelines, etc (ii) Recommendation whether to go for up-gradation in maturity level and suggesting timelines for such up gradation. (iii) Recommendations for addressing key findings through Submission of draft report / presentation of the report to ALIMCO (iv) Submission of final report on receiving approval for the draft report from ALIMCO and acceptance of the final report by ALIMCO after final presentation to ALIMCO Management, if required.	Day – 40 to 60

(xiii) Lump sum price for the work will be paid to the contractor and the stage payments are as under

Stage of Completion of work	% of lump sum to be released
Completion of Orientation and Training programs	20
Completion of Surveying and Assessment	10
Submission of draft report /presentation of the report to ALIMCO	20
Submission of final report and acceptance of the same by ALIMCO after final presentation to ALIMCO Management, if required.	50

(xi) All rules and regulations governing the ALIMCO will be applicable

(xii) Printing and generation of all forms, questionnaires, response sheets, etc will be the responsibility of the contractor at his cost.

(xiii) Contractor has to clearly inform in advance the proposed number of visits, composition of team members, expected number of days of hotel stay, expected expenditure towards flights, local transportation, boarding and lodging etc which will form part of the work order.

(xiv) Contractor has to clearly inform in advance the mode of payment of fees/charges and schedule of payment of the installments will be mutually decided by the Management and the Contractor.

(xv) Any cost or time overshoot is liable to be rejected by the Management.

(xiii)The Tenderer will have to give a certificate that he is not related to any Director/Officer of ALIMCO or any Tenderer should give a declaration along with his tender about the names of the relatives, who are employed in the ALIMCO. **(Annexure-III)**

(xvi) The Tenderer shall give an undertaking that he has not made any payment or illegal gratification to any person /authority connected with the bid process so as to influence the bid process and has not committed any offence under the Prevention of Corruption Act in connection with the bid. **(Annexure-IV).**

(xvii) The Tenderer shall disclose any payments made or proposed to be made to any intermediaries (agents etc.) in connection with the bid. **(Annexure-IV).**

(xviii) The Tenderer shall disclose any information regarding any current litigation in which the tenderer is involved **(Annexure-V).**

(xix) Tenderer contractor is advised to refer and make a note of the provisions of Circular No.01/01/2017 dated 23.01.2017 on Systemic Improvement Guidelines-Engagement of Consultants, Circular No.08/06/11 dated 24.06.2011 on Selection and employment of Consultants and other Circulars/guidelines issued by the Central Vigilance Commission ,Ministry of Finance , Government of India issued from time to time for necessary compliance.

(xx) The contractor is expected to carry out its assignment with due diligence and in accordance with the prevailing standards of the profession.

(xxi) The Tenderer/contractor will cooperate fully with any legitimately provided /constituted investigative body, conducting inquiry into processing or execution of this contract/any other matter related with the discharge of contractual obligations by the Tenderer/contractor .

(xxii) All payments will be made by the Corporation through online mode only. The Corporation will release each installment of payment within 15 working days from the date receipt of valid invoice from the Contractor after completion of each stage of the work . However, the Corporation will not be responsible for reasons beyond its control of the Corporation . Corporation is not liable to pay any interest/penalty /damages in this regard.

(xxiii) Failure or Delay in Delivery - In case the Supplier / Contractor fails to supply the material or provide services as per schedule stipulated in Purchase Order / Work / Service Contract, the Purchaser i.e. the Corporation will have the right to cancel the Purchase Order / Work / Service Contract at the risk and cost of the defaulter contractor/ supplier who shall be liable to compensate the Corporation for loss or inconvenience suffered by it , in addition to the administrative action including suspension, banning etc. which the Corporation may decide to take against the defaulter and to forfeit the EMD /SD/Performance Security to the whole or any part thereof. The Corporation shall also have the right to levy liquidated damages for delays in supply/ execution of the contract. The Liquidated damages shall be levied at the rate of point five percent (i.e. 1/2 % or 0.5%) per week or fraction of a week subject to the maximum of 10% of the contract value

Format-I

TECHNICAL BID

Name of the Company/Firm	
Full Address Phone No. Fax No. Email id	
Full Address of Registered Office Phone No. Fax No. Email id	
Full Name of Contact Person Phone No. Fax No. Email id.	
Date of Establishment of the firm and the names of the Partners or Corporate status. (A copy of the partnership Deed or Articles of Association to be enclosed)	
List of Lead Assessor(s) for P-CMM Whether certified or not? (copies of valid certificates to be enclosed). If no such certified lead assessor is available the same should be clearly mentioned	
List of Assessment Team Members for P-CMM. Whether certified or not? (copies of valid certificates to be enclosed). If no such certified Assessment Team Member is available the same should be clearly mentioned	
Copies of Satisfactory Services Certificate from Organisations where bidder has successfully completed similar assignment. Either, the certificate should contain number of employees on rolls of the Organisation on the date of completion of assignment or the bidder has to submit a separate letter from the organization giving the number of employees on the date of completion of assignment.	

Track of being in the Business for at least 3 financial years (Copies IT returns and audited financial results to be enclosed)	
I.T. PAN No. (Copy of PAN card to be enclosed)	
GST No. (Copy of Registration Certificate to be enclosed)	
12. Average Annual Turnover for the last three financial years 2017-18 2016-17 2015-16 (copy of audited financial results to be enclosed)	
13. Document containing step by step description of the approach & methodology to be adopted for carrying out the study to be enclosed	
14. Experience of working with Public sector / Central / State Governments/ Reputed Private Companies (copies of experience certificate/satisfactory services certificate to be enclosed)	
15. Bank Details Name of the Bank Name of the Branch Bank Address Bank Account No IFSC Code/ RTGS Code (copy of bank pass book page having relevant information to be enclosed)	
16. Annexure-I to be enclosed Annexure-II to be enclosed Annexure-III to be enclosed Annexure-IV to be enclosed Annexure-V to be enclosed Format-I to be enclosed Format-II to be enclosed	

SIGNATURE OF THE TENDERER WITH SEAL

**PRICE BID
Format-II**

<p>CONSOLIDATED PROFESSIONAL FEES FOR CARRYING OUT ASSESSMENT OF LEVEL IN LINE WITH PEOPLE CAPABILITY MATURITY (P-CMM) MODEL OR EQUIVALENT (PROFESSIONAL FEES should be all inclusive covering consultation fees, air fair/train fare/taxi fare /boarding and lodging/stationery charges/telephone charges,etc).Nothing will be paid separately</p>	<p>Rs. _____ Ps In words Rupees _____</p> <p>and Paise _____</p> <p>GST Rs. . _____ Ps In words Rupees _____</p> <p>and Paise _____</p> <p>Total Rs. . _____ Ps In words Rupees _____</p> <p>and Paise _____</p>
<p>The above amounts are subject to recovery/deduction of Income Tax / any other taxes by the Corporation as applicable as per Law</p>	

SCHEDULE OF PAYMENT

Stage of Completion of work	% of lumpsum to be released by ALIMCO	Amount in Rs	GST	Total Amount
Completion of Orientation and Training programs	20			
Completion of Surveying and Assessment	10			
Submission of draft report	20			
Submission of final report	50			

SIGNATURE OF THE TENDERER WITH
SEAL

Annexure-I

**COVERING LETTER AND UNDERTAKING AS TO COMPLIANCE OF CONDITIONS
AND NO COUNTER CONDITIONS**

To,
Manager(P&A)
Artificial Limbs Manufacturing Corporation of India ,
G.T Road Kanpur,
Sir,

Sub: Tender for Carrying out Assessment of level in line with People Capability
Maturity Model or equivalent - Reg

Ref: TENDER NO. **ALIMCO/HR/ 01/W/2018 dated 24/08/2018**

1 I/We hereby confirm having read by me/us read and/or explained to me/us so far all the terms and conditions stated in the tender documents and agree to abide unconditionally the terms and conditions stated therein.

2. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and conditions and other provisions contained in the tender documents, which have been read by me/us read and/or explained to me/us so far as they are applicable. In default of compliance any of these conditions, I/We agree to set off the extra cost if any, for carrying out the work at my/our risk and cost and to pay the ALIMCO or its successors on demand as debt due any amount required to meet the extra cost of carrying out the work.

3. I/We hereby confirm having read and understood all the terms and conditions of the tender and abide by these terms and conditions. All the pages in the tender documents have been initialled/signed and stamped in token of acceptance of the terms and conditions of the tender documents.

4. I/ We hereby confirm that I/we have not put/ specified/ laid down any counter conditions and I/we accept the tender conditions and agree to abide by the same

Thanking you,

Yours faithfully,
SIGNATURE OF THE TENDERER WITH SEAL
NAME AND ADDRESS
Place :

To,
Manager(P&A)
Artificial Limbs Manufacturing Corporation of India ,
G.T Road Kanpur,
Sir,

Sub: Tender for Carrying out Assessment of level in line with People Capability
Maturity Model or equivalent - Reg

A. With reference to your Ref: TENDER NO. **ALIMCO/HR/ 01/W/2018 dated 24/08/2018**
I/ we hereby certify that I/we/any of our partners, directors, Board Members has not been
black listed by any Government /Semi Government Organization/statuary body

‘Or’

B. I/We hereby certify that I/ we hereby certify that I/we/any of our partners, directors, Board
Members has been black listed by the following Government /Semi Government
Organization/statuary body :-

- 1.....
- 2.....
- 3.....

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL

To,
Manager(P&A)
Artificial Limbs Manufacturing Corporation of India ,
G.T Road Kanpur,
Sir,

Sub: Tender for Carrying out Assessment of level in line with People Capability
Maturity Model or equivalent - Reg

A. With reference to your Ref: TENDER NO. **ALIMCO/HR/ 01/W/2018 dated 24/08/2018**
I/we hereby certify that, we are not related to any Director/Officer of ALIMCO.,I/we do not
have any relatives employed in the ALIMCO.

Yours faithfully,
SIGNATURE OF THE TENDERER WITH SEAL
NAME AND ADDRESS
Place :

ANNEXURE-IV

To,
Manager(P&A)
Artificial Limbs Manufacturing Corporation of India ,
G.T Road Kanpur,
Sir,

Sub: Tender for Carrying out Assessment of level in line with People Capability
Maturity Model or equivalent - Reg

A. With reference to your Ref: TENDER NO. **ALIMCO/HR/ 01/W/2018 dated 24/08/2018**
I/we hereby undertake that, I/we have not made any payment or illegal gratification to any
person/ authority connected with the bid process so as to influence the bid process and I/we
have not committed any offence under the Prevention of Corruption Act in connection with
the bid and

B. I/we hereby certify that I/we have nothing to disclose any payments made or proposed to
be made to any intermediaries (agents etc.) in connection with the bid.

Yours faithfully,
SIGNATURE OF THE TENDERER WITH SEAL
NAME AND ADDRESS
Place :

To,
Manager(P&A)
Artificial Limbs Manufacturing Corporation of India ,
G.T Road Kanpur,
Sir,

Sub: Tender for Carrying out Assessment of level in line with People Capability
Maturity Model or equivalent - Reg

A. With reference to your Ref: TENDER NO. **ALIMCO/HR/ 01/W/2018 dated 24/08/2018**
, I/ we hereby certify that, I/we do not have any current litigation with any party/ firms.

‘Or’

B. I/We hereby certify that presently I/we are having litigation with the following party/
firms:-

1.....

Yours faithfully,
SIGNATURE OF THE TENDERER WITH SEAL
NAME AND ADDRESS
Place :