

RFP TITLE:	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
RFP NO.:	IPE-CORP-2024 (RFP) – 001

## NOTICE INVITING PROPOSAL

**DATE: FEBRUARY 13, 2024**

REQUEST FOR PROPOSAL TITLE:	<b>HIRING OF FIRM FOR DUE DILIGENCE OF COMPANIES/ FIRMS/ NGO'S/ TRUSTS UNDER VARIOUS PROJECTS OF IPE GLOBAL LIMITED</b>
REQUEST FOR PROPOSAL NO.:	<b>IPE-CORP-2024 (RFP) – 001</b>

Dear Sir/Madam,

1. IPE Global Limited, India (IPE Global) under its various Projects, is pleased to invite you to submit a Proposal for the above-mentioned assignment in accordance with this Request for Proposal (RFP) package. The scope of work under this RFP shall also extend to IPE Global's subsidiaries.
2. All information contained in this package should be treated as commercially confidential and you are required to limit dissemination on a need-to-know basis.
3. This RFP package consists of the following documents:
  - i. Notice inviting Proposal;
  - ii. Request for Proposal Instructions.
  - iii. Statement of Work (SoW) for the assignment;
  - iv. RFP Instructions including ANNEXURE 1-9, and Proforma 1: Commercial Proposal.
4. IPE Global will endeavour to make available all relevant information in the RFP. Should you need any further information or clarification during the proposal period you must contact only the undersigned.
5. On no account should the Bidders communicate directly with any other personnel or officials of IPE Global. Failure to comply with this requirement may result in the disqualification of your organisation from this competition.
6. **No queries will be accepted by IPE Global after 13:00 hrs, February 21, 2024.** Therefore, any requests should be submitted at the earliest opportunity by email to [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com). **The response to queries will be emailed to all participants who have shown interest in submitting the proposal.** To ensure equity, where appropriate, IPE Global's response will be notified to all Bidders without disclosure of the initiator.
7. The Commercial Proposal should specify the total amount in Indian Rupees (INR), giving details of expenses (as per RFP Instructions). The Commercial Proposal should be valid for acceptance for at least 90 days (Ninety Days) from the date of submission of the Proposal.
8. Proposal must be received by **1500 hours, February 29, 2024** addressing the Senior Manager – Procurement and Contracts, IPE Global Limited at [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com). **Proposal received in any form after the proposal submission deadline shall not be considered.**

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

9. Proposals for this assignment will be assessed in accordance with the **Quality Cost Based Selection (QCBS) method** and will involve **Technical Evaluation** and **Commercial Evaluation**.
10. Decision as to any qualification to arithmetical error, manifest or otherwise in the response to the RFP shall be decided at the sole discretion of IPE Global and shall be binding on the Bidder. Any decision of IPE Global in this regard shall be final, conclusive and binding on the Bidder.
11. Proposals for this assignment will be assessed in accordance with **QCBS method** and will involve both Technical and Commercial evaluation with the following weightage:

<b>Technical Evaluation (B)</b>	70%
<b>Commercial Evaluation (C)</b>	30%

SL. NO	EVALUATION CRITERIA	WEIGHTAGE
<b>Technical Evaluation</b>		<b>100</b>
1.	Relevant Work Experience <sup>1</sup>	20
2.	Understanding of the ToR(s) and Approach and Methodology (including the Draft Due Diligence Performa)	35
3.	Proposed Workplan & Team	25
4.	Presentation <sup>2</sup>	20

12. The Bidder should furnish adequate information as evidence for assessment on the Technical Evaluation as mentioned above. Wherever applicable, the Bidder should attach certified copy of the related certificates and documents.
13. Commercial Proposal of only those firms who receive a minimum of **50 marks in Technical Evaluation** will be opened.
14. Modification to this RFP, if any, will be made available by IPE Global and shall be emailed to the prospective Bidders.
15. Notwithstanding anything stated above, IPE Global reserves the right to review the Bidder's capability and capacity to perform the work, before awarding the possible future Contract.

**Yours faithfully,**

**Senior Manager**  
**Procurement and Contracts**  
**IPE Global Limited**  
**Email Id: [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com)**

<sup>1</sup> The Bidders must furnish such data as per Annexure 8: Format – Project Data Sheet

<sup>2</sup> Presentation date shall be communicated to the Bidders who submit the bid.

**REQUEST FOR PROPOSAL INSTRUCTIONS****INTRODUCTION:****1. GENERAL:**

- 1.1. This Request for Proposal (RFP) is designed to help you produce a proposal that is acceptable to IPE Global, in accordance with the requirements of contracting and procurement. It is essential, therefore, that you provide the information requested in the specific format.
- 1.2. The instructions should be read in conjunction with information specific to the project contained in the covering letter and in the accompanying documents.
- 1.3. IPE Global is not bound to accept the lowest Bidder, or any proposal. IPE Global also reserves the right to request any, or all, of the Bidders to meet and/or email IPE Global/BMGF to clarify their proposal.
- 1.4. Each Bidder having responded to this RFP acknowledges to have read, understood, and accepts the terms and conditions of this RFP, including the selection and evaluation process mentioned in this RFP document. The Bidder ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this RFP.

**INSTRUCTIONS FOR SUBMITTING YOUR PROPOSAL:****2. FORMAT OF YOUR PROPOSAL:**

- 2.1. The Bidder should submit the proposal in English. There should be a separate response for bidding for the SoW and responses should be set out in two main parts:
  - **Part A – Technical Proposal**
  - **Part B – Commercial Proposal**
- 2.2. **Part A (Technical Proposal)** and **Part B (Commercial Proposal)** must be documented and saved separately and submitted in a single email to enable evaluation Technical and Commercial independently. **Part B (Commercial Proposal)** must be protected with a unique password. **Please do not include any price information/password to access the Commercial Proposal in Part A (Technical Proposal)** and/or in any communication (until and unless requested by IPE Global).
- 2.3. **Please note that response for the SoW– which includes (i) Part A – Technical Proposal, and (ii) Part B – Commercial Proposal – must be submitted in an email, while clearly quoting the RFP Number, followed by the bidders name as the as the email subject.**
- 2.4. If the Commercial Proposal is not password protected or if any price information is included in **Part A – Technical Proposal** and/or in any communication (unless and until requested by IPE Global), it shall lead to disqualification of such Bidder from the bidding process.
- 2.5. The two Documents should be clearly marked as **PART A – TECHNICAL PROPOSAL** and **PART B – COMMERCIAL PROPOSAL**.

**3. PART A – TECHNICAL PROPOSAL:**

- i. Section 1 Any Qualification to Statement of Work.

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

- ii. Section 2 Technical Response (including method of implementation and work plan in the form of a Gantt chart showing activities, milestones, deliverables etc. against time)
- iii. Section 3 Pen profile of key personnel to work on this project (include Name, Designation and Education Qualifications)
- iv. Section 5 Previous experience of the firm in similar types of assignments completed during last 5 years (please indicate name of assignment, name/address of employer, date of award of assignment, date of completion of assignment, value of the assignment and role of your firm viz. prime consultant, sub-consultant, consortium member, etc.)
- v. Section 6 Matters not appropriate in any other appendix, e.g. Joint Ventures, Disclosures, Conflict of Interest etc.

#### 4. PART B – COMMERCIAL PROPOSAL:

- 4.1. The **PROFORMA 1: COMMERCIAL PROPOSAL** provided should be fully completed in the format requested and should be easily cross referenced to the above details.
- 4.2. All quoted prices should remain valid for a period of at least 90 days from the date of the submission of the bid and should be only in Indian Rupees (INR).
- 4.3. Prices payable to the Supplier as stated in the subsequent Contract shall be firm and not subject to adjustment during performance of the subsequent Contract, irrespective of reasons whatsoever, including exchange rate fluctuations, changes in taxes, duties, levies, charges, etc.
- 4.4. Please note that IPE Global Policy places the burden of exchange rate fluctuations on the supplier, who will be expected to absorb the impact of these within and across their contracts.
- 4.5. Your Commercial Proposal should be structured in 4 Sections.
  - i. Section 1 Confirmation of acceptance of IPE Global's Conditions of Contract<sup>3</sup>
  - ii. Section 2 Pricing, using Commercial Pro-Forma on a Fees and Expenses basis
  - iii. Section 3 A list of the names and designation of all nominated personnel proposed to work on this project
  - iv. Section 4 Matters not appropriate in any other appendix, e.g. your Goods & Services tax registration number (for Indian companies only), your turnover and net profit for last financial year (attach Copy of latest balance sheet and profit & loss account), Commercial aspects of joint venture company (if applicable), parent company guarantees (if applicable).

#### 5. EVALUATION:

- 5.1. **Part A – Technical Evaluation:** The technical evaluation places emphasis on the degree of confidence the evaluation team have in the proposal content and the Bidder's capability to deliver the outputs effectively. Commercial Proposal of only those firms receiving minimum of 50 marks in Technical Evaluation will be opened.

<sup>3</sup> The terms and conditions as mentioned in Annexure 9: Conditions of Contract are tentative for the purpose of this RFP. IPE Global reserves the right to prospectively change such terms and conditions at any time before signing of the final contract.

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

5.1.1. A higher degree of confidence is gained where:

- A deep understanding of assignment is clearly demonstrated. Merely providing general statements of information and a can-do attitude will not generate high scores.
- A convincing methodology is provided to achieve results, whilst ensuring optimal value for money over the lifetime of the contract. The methodology should include clear links between performance outputs and pricing mechanisms (such as milestones for payment linked to clear deliverables).
- A detailed Work Plan is provided that breaks down activities and outputs, which are clearly cross referenced (where appropriate) to payment mechanisms and governance/quality assurance mechanisms to ensure effective delivery on time and within budget.
- Strong examples demonstrate the proposed methodology has been applied successfully in environments relevant to this RFP.
- A well-balanced team is proposed that provides the right mix and level of skills, with assured availability at the right time and with the right number of days. The Bidders should explain their recruitment methodology and how the selection of local and/or international team members has been tailored to ensure best value.
- Greater effort has been made to provide certainty in the Proposal detail so that it can be relied on from a contractual perspective (for example, poor management processes, lack of performance measures and vague terminology represent a potential performance risk).

**5.1.2. SCORING METHODOLOGY:**

The Evaluation Team will apply the following scoring methodology:

<b>6</b>	Excellent, addresses the requirements of the Statement of Work and all RFP issues, and where relevant demonstrates fine tuning, to make a match with Client expectations, and is of a quality and level of detail and understanding that provides confidence in certainty of delivery and permits full contractual reliance (where applicable)
<b>5</b>	High degree of confidence that they can meet the requirements of the Statement of Work (and where relevant strong evidence they have tailored their response to meet these). Demonstrates they have a thorough understanding of what is being asked for and that they can do what they say they will; translates well into contractual terms (where applicable)
<b>4</b>	An understanding of all issues relating to delivery of the Statement of Work and tailoring the response to demonstrate that proposals are feasible so that there is a good level of confidence that they will deliver; can be transposed into contractual terms (where applicable)
<b>3</b>	Understands most of the issues relating to delivery of the Statement of Work and addresses them appropriately with sufficient information, but only some relevant tailoring and so only some confidence that they will be able deliver in line with expectations
<b>2</b>	Some misunderstandings of the issues relating to delivery of the Statement of Work and a generally low level of quality information and detail. Poor appetite to tailor when asked and so fails to meet expectations in many ways and provides insufficient confidence.
<b>1</b>	Statement of Work issues are scantily understood and flimsy on quality information, with minimal tailoring if anywhere relevant. Provides no confidence that the issues will be addressed and managed at all in line with expectations
<b>0</b>	Complete failure to address the requirements of the Statement of Work.

The above scoring methodology will be applied to each of the Criteria detailed in the table below. The Total Score for each Criteria will comprise of the score awarded (0 to 6) multiplied by the weightage allocated to each Criteria.

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

### 5.1.3. **Evaluation Criteria**

The Evaluation Criteria based on which evaluation of technical proposals of the Bidders shall be carried out are detailed in the table below:

<b>Technical Evaluation (B)</b>	70%
<b>Commercial Evaluation (C)</b>	30%

SL. NO	EVALUATION CRITERIA	WEIGHTAGE
<b>Technical Evaluation</b>		<b>100</b>
1.	Relevant Work Experience <sup>4</sup>	20
2.	Understanding of the ToRs and Approach and Methodology (including the Draft Due Diligence Performa)	35
3.	Proposed Workplan & Team	25
4.	Presentation <sup>5</sup>	20

- 5.2. **Part B – Commercial Evaluation:** Commercial proposals of only those firms clearing the Technical Evaluation stage under Part B will be opened; the technically qualified Bidder will be asked for the password to access the Commercial proposal, and the evaluation will be done **in accordance with the Quality and Cost-based Selection (QCBS) method.**

5.2.1 The Bidders should aim to demonstrate within the commercial proposal that their overall Proposal offers the best mix of quality and effectiveness for the least outlay over the period of using the goods or services required. The Commercial Proposal should therefore be clear on whole life costs over the duration of the contract, including (but not limited to) cost elements such as: capital, maintenance, management, operating and disposal costs. Where appropriate, the Proposal should highlight where it continues to add value beyond the life of the contract (e.g. lower maintenance costs for the recipient Government after the IPE Global contract has ended).

5.2.2 The **PROFORMA 1: COMMERCIAL PROPOSAL** provided at end of this section should be fully completed in the format requested. The detail provided in this Proforma should be easily cross referenced to the Financial Plan.

5.2.3 All proposal prices should be in Indian Rupees (INR). Please note that IPE Global policies do not allow advance payment to Consultants/Contractors/Suppliers.

## 6. **GOVERNMENT TAX:**

- 6.1. Bidders are responsible for establishing the status of the Services for the purpose of any government tax applicable in India. Any applicable taxes should be included in **PROFORMA 1: COMMERCIAL PROPOSAL** separately.

## 7. **ALTERATIONS TO PROPOSALS:**

- 7.1. Any manuscript or other alteration to the proposal must be countersigned and dated by the person submitting the proposal. The Bidder must not alter the RFP documents.

<sup>4</sup> The Bidders must furnish such data as per Annexure 8: Format – Project Data Sheet

<sup>5</sup> Presentation date shall be communicated to the Bidders who submit the bid.

**8. SELECTION OF PROPOSALS AND REJECTION OF NON-COMPLIANT PROPOSALS:**

- 8.1. The instructions contained in the RFP Pack constitute the Conditions of Proposal. Participation in the proposal process confirms that the Bidder accepts these Conditions of Proposal.
- 8.2. The Bidder must ensure that each and every employee, sub-contractor, consortium member and any other person / organisation the Bidder involves in their response to this RFP, abides by the Conditions of Proposal. The Bidder shall be responsible for any breach of the Conditions of Proposal by anyone they have involved in their response to this RFP.
- 8.3. Prior to commencing the evaluation process, IPE Global will check Proposals received to ensure they are fully compliant with the Conditions of Proposal. Non-compliant Proposals may be rejected by IPE Global.

**9. LETTERS AND DECLARATION TO ACCOMPANY PROPOSALS:**

- 9.1. Your Proposal must be accompanied by a letter on the organization's headed paper showing the full registered and trading name(s), trading and registered office address of the Bidder and, in the case of a Company, the place of incorporation. It should be signed by a person of suitable authority to commit the Bidders to a binding contract. Bidders are required to sign the declarations as mentioned in this Point 09 – LETTERS AND DECLARATION TO ACCOMPANY PROPOSALS as **ANNEXURE 1**. The Bidder must quote the Title and Number of the RFP and the Title and Number of the ToR and include the following declarations:
  1. We have examined the information provided in your Request for Proposal (RFP) and offer to undertake the work described in accordance with requirements as set out in the RFP. This proposal is valid for acceptance for 90 days from the date of the offer and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
  2. We accept that any contract that may result will a) comprise the contract documents issued with the RFP and be based upon the documents submitted as part of our proposal.
  3. (if applicable) Certain information included in this proposal would if disclosed prejudice our commercial interests. The particular information together with an explanation, and the period this information should be withheld, is attached to this letter.
  4. The Proposal (Technical & Commercial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other supplier invited to proposal for this contract.
  5. We understand the obligations in Paragraph 10 to 15 of the RFP instructions and have included any necessary declarations.
  6. We confirm that all personnel and/or sub-contractors named in the proposal will be available to undertake the services.
  7. We agree to bear all costs incurred by us in connection with the preparation and submission of this Proposal and to bear any further pre-contract costs.
  8. I confirm that I have the authority of [name of organisation] to submit proposals and to clarify any details on its behalf.

**OTHER INFORMATION****10. CONFLICT OF INTEREST:**

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

---

- 10.1. Bidders must disclose in their Proposal details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest; this includes any sub-contractor, if they were awarded this contract. Where Bidders identify any potential conflicts, they should state how they intend to avoid such conflicts. IPE Global reserves the right to reject any Proposal which, in IPE Global's opinion, gives rise, or could potentially give rise to, a conflict of interest.
- 10.2. Bidders are required to sign and return the **Declaration of Conflict of Interest provided at ANNEXURE 2** of this section.
- 10.3. IPE Global's Conflict of Interest Policy Statement may be viewed at, [https://www.ipeglobal.com/wp-content/uploads/2023/04/Conflict-of-Interest-Policy\\_2023.pdf](https://www.ipeglobal.com/wp-content/uploads/2023/04/Conflict-of-Interest-Policy_2023.pdf)

## **11. COLLUSIVE BEHAVIOUR:**

### **11.1. Any Bidder who:**

- a) fixes or adjusts the amount of its Proposal by or in accordance with any agreement or arrangement with any other party; or
  - b) communicates to any party other than IPE Global or, the amount or approximate amount of its proposed Proposal or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Proposal or insurance or any necessary security); or
  - c) enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Proposal; or
  - d) enters into any agreement or arrangement with any other party as to the amount of any Proposal submitted; or
  - e) offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Proposal or proposed Proposal, any act or omission, shall (without prejudice to any other civil remedies available to IPE Global and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.
- 11.2. Bidders are required to sign and return the **Declaration of Non-Canvassing and Non-Collusive Proposing provided at ANNEXURE 3** of this section.

## **12. ANTI-FRAUD AND ANTI-CORRUPTION STATEMENT:**

- 12.1. If selected, in the performance of their obligations under or in connection with the this proposal, the organization, their agents and employees will need to comply with all applicable laws, rules and regulations including but not limited to IPE Global's Anti-Fraud and Anti-Corruption Policy, the Bribery Act 2010 and where appropriate, the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions or their equivalent, as applicable in India.
- 12.2. Bidders are required to sign and return the **Declaration – Anti-Fraud and Anti-Corruption provided at ANNEXURE 4** of this section.
- 12.3. IPE Global's Anti-Fraud and Corruption Policy Statement may be viewed at, <https://www.ipeglobal.com/wp-content/uploads/2023/04/Anti-Fraud-Anti-Corruption-Policy-2023.pdf>.

## **13. ANTI-SLAVERY & ANTI-HUMAN TRAFFICKING STATEMENT AND CHILD PROTECTION POLICY:**



- 13.1. If selected, in the performance of their obligations under or in connection with this proposal, the organization, their agents and employees will need to comply with all in-country legislation relating to Anti-Slavery & Anti-Human Trafficking Statement and Child Protection Policy.
- 13.2. Bidders are required to sign and return the **Declaration – Anti-Slavery & Anti-Human Trafficking Statement and Child Protection Policy at ANNEXURE 5** of this section.

#### 14. CONFIDENTIALITY:

- 14.1. All material issued in connection with this RFP shall remain the property of IPE Global and shall be used only for the purpose of this procurement exercise. All information provided shall be either returned to IPE Global or securely destroyed by unsuccessful Bidders at the conclusion of the procurement exercise.
- 14.2. The contents of this RFP are being made available by IPE Global on condition that:
- a) Bidders shall at all times treat the contents of the RFP and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain.
  - b) Bidders shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
  - c) Bidders shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Proposal;
  - d) Bidders shall not undertake any publicity activity in connection with this RFP within any section of the media.
  - e) Bidders may disclose, distribute or pass any of the information to the Bidder's advisers or to another person provided that either:
    - This is done for the sole purpose of enabling a Proposal to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Bidder; or
    - The Bidder obtains the prior written consent of IPE Global in relation to such disclosure, distribution or passing of information; or
    - The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the RFP; or the Bidder is legally required to make such a disclosure.
- 14.3. In this section the definition of 'person' includes but is not limited to any person, firm, body or association, corporate or incorporate.

#### 15. DISCLOSURES:

- 15.1. The Bidder must disclose:
- a) If they
    - are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder including but not limited to the appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors or of any other similar proceedings.
  - b) If they or any of the Bidder's sub-contractors have been convicted of, or are the subject of any proceedings, relating to:

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

- a criminal offence or other offence, a serious offence involving the activities of a criminal organisation or found by any regulator or professional body to have confirmed professional misconduct.
  - corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract, with BMGF/IPE Global, or any other donor of development funding, or any contracting authority.
  - failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.
- c) If they or any of the Bidder's sub-contractors:
- are, or have reason to believe they may have been, or are subject of any proceedings, that may be listed/documentated by Central/ State Government departments / Undertakings of Govt. of India or any other Procuring Agency.
- 15.2. Disclosure extends to any company in the same group of the Bidder (including but not limited to parent subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom the Bidder is associated in respect of this proposal).
- 15.3. If a Bidder or related company or any individual discloses details of any previous misconduct or complaint, IPE Global will seek an explanation and background details from them. At the sole discretion of IPE Global an assessment as to whether the Bidder will be allowed to submit a proposal, will then be made.
- 15.4. Bidders are required to sign and return a self-declaration for the disclosures as mentioned in Point 15 as **ANNEXURE 7**.

## **16. IPE GLOBAL'S TREATMENT OF YOUR PROPOSAL:**

- 16.1. IPE Global is committed to ensuring Value for Money <sup>6</sup>in complex procurements. Therefore, when you submit a proposal, we will
- a) ensure proposals are registered upon receipt and held securely until after the deadline for receipt of proposals;
  - b) witness the opening of all proposals after the time and deadline for receipt of proposals and separately register the commercial details of each proposal;
  - c) return, unopened, any proposals received after the deadline of receipt of proposals;
  - d) disqualify any non-compliant proposals (i.e. proposals failing to meet the terms of these instructions) received. The commercial details of such proposals will be recorded and marked as disqualified;
  - e) ensure that all proposals are evaluated objectively, in line with the evaluation criteria specified;

## **17. DISCLAIMERS & ARBITRATION:**

- 17.1. Whilst the information and supporting documents provided in this RFP Pack have been prepared in good faith, it does not purport to be comprehensive. Neither IPE Global, nor their advisors, respective directors, officers, members, partners, employees, other staff or agents:

<sup>6</sup> Value for money is defined as the optimum combination of whole-life cost and quality to meet requirements.

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

---

- a) makes any representation or warranty (express or implied) as to the accuracy, reasonableness, or completeness of the RFP; or
- b) accepts any responsibility for the information contained in the RFP or for the fairness, accuracy or completeness of that information, nor shall any of them be liable for any loss or damage (other than in respect of deceit or fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- c) Any persons considering making a decision to enter into contractual relationships with IPE Global following receipt of the RFP should make their own independent assessment of IPE Global and its requirements and should seek their own professional financial and legal advice. For the avoidance of doubt the provision of clarification or further information in relation to the RFP or any other associated documents is only authorised to be provided by the Procurement Expert named in the RFP covering letter.

17.2. This RFP and any dispute arising from it shall be governed by the laws of India.

#### **18. RIGHT TO CANCEL, CLARIFY OR VARY THE PROCESS:**

18.1. IPE Global shall not be committed to any course of action as a result of:

- a) issuing this RFP or any invitation to participate in this procurement exercise.
- b) communicating with a Bidder or a Bidder's representatives in respect of this procurement exercise; or
- c) any other communication between IPE Global (whether directly or by its agents or representatives) and any other party.

18.2. By taking part in this competitive exercise, Bidders accept that IPE Global shall not be bound to accept any Proposal and reserves the right not to conclude a Contract for some or all of the services for which Proposals are invited.

18.3. IPE Global reserves the right to amend, add to or withdraw all or any part of this RFP at any time during the procurement exercise.

#### **19. COSTS OF THE RFP:**

19.1. Bidders will remain responsible for all costs and expenses incurred by them, their staff, and their advisors or by any third party acting under their instructions in connection with this RFP. This will be regardless of whether such costs arise as a result of any direct or indirect amendments made to this RFP by IPE Global at any time. For the avoidance of doubt, IPE Global shall have no liability whatsoever to Respondents for the costs of any amendments, changes, discussions or communications.

#### **20. DATA PRIVACY:**

20.1. In connection with the performance of its obligations under this RFP, the Bidder undertakes to comply with the requirements of (and to take all necessary steps to ensure that by its acts or omissions it does not cause IPE Global or BMGF) applicable data privacy laws. No personal data shall be shared by the Bidder with IPE Global unless such sharing is required on a need to know basis in connection with RFP. In such a case, IPE Global will hold and process personal data provided by the Bidder in connection with this RFP and may disclose and transfer such data to any other IPE Global's entities, USAID and such other third party, on a need to know basis, as IPE Global may reasonably deem necessary or appropriate. The Bidder warrants that it has the authority to grant such right.

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

---

20.2. For the purpose of this RFP "Personal Data" shall mean any data/information that relates to a natural person which, directly or indirectly, in combination with other information available or likely to be available, is capable of identifying such natural person.

**\*\*END OF REQUEST FOR PROPOSAL INSTRUCTIONS\*\***

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

## STATEMENT OF WORK (SOW)

### ASSIGNMENT NAME: HIRING OF FIRM FOR DUE DILIGENCE OF COMPANIES/ FIRMS/ NGO'S/ TRUSTS UNDER VARIOUS PROJECTS OF IPE GLOBAL

#### A. INTRODUCTION/BACKGROUND

IPE Global Limited is a leading development sector consulting firm offering end-to-end services in the areas of Health Systems Strengthening, Education and Skill Development, Social Development, Livelihoods Generation, Urban and Infrastructure Development, PPP, Economics and Public Finance, Democratic Governance, Agriculture Management, and Climate Change, among others.

IPE Global Limited is an ISO 9001:2015 certified development sector consultancy organization, promoted by established practitioners and sector experts. Over the last sixteen years, IPE Global has successfully implemented over 700 projects in more than 100 countries. We are a multi-disciplinary group company offering a range of integrated, innovative and high-quality services across several sectors and practices. The group is headquartered in New Delhi, India with four international offices in United Kingdom, Kenya, Ethiopia and Bangladesh. We have 700 full time professional staff and also over 1000 empaneled consultants. We partner with multilateral, bilateral, governments, corporates and not-for-profit entities in anchoring development agenda for sustained and equitable growth. The organization has multi-disciplinary team of professionals, bringing together the right skills and technical expertise for enriching lives in poor and developing countries. Our experts work closely with programme stakeholders and clients to co-design solutions for complex socioeconomic issues. We strive to create enabling environment for path breaking social and policy reforms that contribute to sustainable development.

IPE Global and its subsidiaries, under its various projects, works in partnership with different organizations and/or individuals (including for-profit organizations, NGOs, etc.; hereinafter referred to as **"SUPPLIER"**) for specialized support to achieve the project goals. Though these Suppliers are independent entities, however, as a delivery partners for IPE Global, their business practices significantly reflect upon IPE Global's reputation and brand.

#### B. SCOPE

The scope of Due Diligence including Business Research, Financial Performance, Technical Review Compliance to Applicable Laws, Reputation and Ethics checks, etc. of Organizations w.r.t their capacity, systems, policies and processes to have a much better understanding of the strengths, weaknesses, opportunities and risks in working with the Organization and shall extend to all Down-stream Organizations/Partners under various projects awarded by but not limited to USAID, BMGF, CIFF, World Bank, UNICEF, UNDP, ADB, FCDO and other Government of India or State Government Projects, etc. of IPE Global Limited and its subsidiaries.

#### C. OBJECTIVE

IPE Global is inviting proposals from reputed firms ("Firms") to conduct Due Diligence of these Suppliers w.r.t their capacity, systems, policies and processes to have a much better understanding of the strengths, weaknesses, opportunities and risks in working with the Supplier. The Due Diligence reveals which Suppliers has a proven and recognized commitment to principled business practices and should give IPE Global some information by which to decide whether to rely on the Supplier's non-binding commitment for providing resource support for the Project and helps in making better managed interventions and capacity development in future.

A key outcome of the Overall Assessment of the Due Diligence is to have improved knowledge and understanding of the Suppliers' system and processes and the nature and process of gaining assurance.

Overall, the objective is to select a Supplier that demonstrates the highest level of competence, experience, and commitment to support the successful implementation of the PAHAL project, ultimately contributing to the achievement of its objectives and desired outcomes.

A Draft Due Diligence Performa is to be provided by the Agency while submitting the proposal. This Due Diligence Performa will be used while collecting information/seeking documents from the Supplier.

Below mentioned is a list (which includes but not limited to) of Due Diligence checks required are as below and are divided into 4 parts. Additional assessment criteria for NGO's/ Not Profit Organizations are separately mentioned:

### **C.1 ASSESSMENT CRITERIA FOR CORPORATES/ COMPANIES/ OTHER FOR-PROFIT FIRMS**

#### **1. BUSINESS OVERVIEW**

- Registration and Incorporation Details Verification;
- Supply chain vendors/partners/client check;
- Procurement from restricted geographies check as per USAID authorized Geographic Code 935. The list of prohibited source countries as per ADS 303.
- Business Processes being followed – Organizational Structure, Payments, Security etc.;
- Business sustainability/expansion plans of the Supplier, as per vision/mission of the Supplier; Shareholding pattern of Supplier;
- Any other companies or entities in which the Supplier has controlling/ownership interest;
- Potential Conflict of Interest;
- Antecedent checks of Promoters/Directors/ Trustees (PEP check, Criminal records).

#### **2. FINANCIAL PERFORMANCE**

- Financial Statements Analysis of the Supplier, for the past 3 years;
- Check for Business sustainability for short term (1 year) and medium term (3-5 years)
- Financial Projections of the Project for the Grant Tenure as provided by the Supplier.
- Banker Verifications & Status-Check for Bank Transactions of the existing businesses;
- Credit Defaulter Check (Defaulter's List of CIBIL or other financial databases);
- Review of the Debt Service Coverage Ratio.
- Review of the Cash Flow Statement
- Highlighting any risk associated with the repayment capability of the Supplier
- Highlighting any financial defaults by the Supplier or its Promoters.
- Loan defaulter's database check; Review of details of all existing loans (Sanction letters and Repayment Schedules) to assess the repayment capacity of the Supplier
- Ministry of Corporate Affairs defaulting companies/ Defaulter Directors' check;

- Bankruptcy check.

### 3. LEGAL AND COMPLIANCE

- Criminal and civil Litigation/ record Check; (Including FIR's)
- Regulatory / Compliance Database Checks;
- Compliance Check for Partnership deeds, Registrar of Companies registration, ESI & EPF; Other Indian Compliance Check.
- Income Tax, Good & Service Tax liabilities verification;
- Global Compliance Checks:
  - SAM Check; (also help with UEI generation)
  - OFAC List check;
  - United Nations Security Designation List Check ([https://www.un.org/sc/suborg/en/sanctions/1267/aq\\_sanctions\\_list](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list));
  - PROSCRIBED TERRORIST GROUPS OR ORGANISATIONS (<https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>);
  - CURRENT LIST OF DESIGNATED PERSONS, TERRORISM AND TERRORIST FINANCING (<https://www.gov.uk/government/publications/current-list-of-designated-persons-terrorism-andterrorist-financing>);
  - Checks pertaining to World Bank List of Ineligible Firms and Individuals
  - Other Global Compliance checks.

### 4. REPUTATION AND ETHICS

- Compliance Assessment: Checks regarding to ethical history w.r.t:
  - Is there any pending, current or threatened internal or external investigations or proceedings relating to allegations of fraud, theft, bribery, corruption, money laundering, human rights violations, anti-competitive or other unethical or unlawful behaviour connected with Supplier or any of its directors, senior management, Trustees, Members, 10%+ shareholders or owners?
  - In the last ten years has Supplier or have any directors, senior management, Trustees, Members, 10%+ shareholders or owners or any other person who has power of representation, decision or control of Supplier or any of its associated organization/firm or subsidiary companies:
    - ever been subject to and/or of pending, current or threatened internal or external investigations or proceedings or any FIR relating to allegations of fraud, theft, bribery, corruption, money laundering, human rights violations, anti-competitive or other unethical or unlawful behaviour?
    - ever been bankrupt, insolvent, unable to pay his or its debts, sought protection from his or its creditors, been wound-up or compulsorily dissolved by any court or tribunal or been involved in any insolvency and bankruptcy proceedings?
    - ever been convicted of a criminal offence in any country related to fraud, theft, bribery, corruption, money laundering, human rights violations, tax –evasion, social security violation, anti-competitive or other unlawful or unethical behaviour?
    - entered into any deferred prosecution agreement, settlement agreement or similar

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

arrangement with any law enforcement, prosecutorial or regulatory agency or body relating to investigations or allegations of fraud, theft, bribery, corruption, money laundering, human rights violations, anti-competitive or other unlawful or unethical, behaviour?

- ever been convicted of an offence related to abuse of children?
  - ever been listed by any country or Organization or any authority for being involved in terrorism or money-laundering activities?
  - ever received or been the subject of allegations or press/media reports of misconduct - including fraud, bribery, theft, corruption, money laundering, human rights violations, anti-competitive behaviour (including bid-rigging, cartels, collusion or coercion), damage to the environment, health or safety of employees or employment or abuse of children?
  - ever had cancelled or revoked or failed to hold any licence or membership of an Organization/firm required by law?
  - Is the Supplier or any director, senior manager, 10%+ shareholder or owner of the Supplier, or any of its associated or subsidiary companies, currently sanctioned by, disqualified, blacklisted, barred or suspended from doing business with any government, national or public international organization/firm including any multilateral development bank?
- Basic Adverse media searches: Check of Local, National, Global media, Blogs and internet data bases for history of any negative information / default;
  - Intelligence collection: Interaction 2-3 key business principals/Directors to confirm the business credentials, financial processes or corporate governance matters;
  - Checks relating if the Suppliers have current, published policy and/or procedures and/or statements w.r.t:
    - Anti-Fraud and Anti-Corruption Policy
    - Conflict of Interest Policy
    - Ethical Code of Conduct
    - Equity and Diversity Policy
    - Child Protection Policy
    - Modern Slavery and Human Trafficking Statement
    - Policy on Prevention of Sexual Exploitation and Abuse
    - Whistle Blower Policy
    - Environment Policy/Commitments
    - Anti-Bullying Policy
    - Disability Inclusion Policy
    - Prevention of Sexual Harassment Policy
  - Involvement in any activities of frauds or crimes, any connections to organized criminal outfits.
  - Checks relating if the Supplier have any potential or perceived conflict of interest in relation to the assignment undertaken.

**C.2 In addition to the above-mentioned parameters for Due Diligence checks, the Firm should use the below mentioned additional Assessment Criteria for NGO's/ Trusts/ Societies/ Non-Profit Organisations.**

### **1. ORGANIZAIONAL OVERVIEW**

- Additionally, FCRA, Section 12A, 80G (of IT Act) registrations and similar regulatory certification details Verification;



<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

- Network of NGOs/vendors/partners/client check;
- Existing Projects undertaken. Average financial value and duration of Projects in last 3 years;
- The Supplier operates within the parameters of its vision/mission and the alignment of work done with vision/ mission; Demonstrates high level of accountability to the community;
- Has strong program management system that ensures proper functioning of multiple projects and requisite infrastructure to facilitate effective functioning.
- Check Credentials available with Supplier, such as awards, certificates, recommendations, empanelment with government, non-profit organisations, etc.;
- Checking ownership of the Supplier or any other entities in which the Board/Trustees/ Members has controlling interest.

## 2. FINANCIAL PERFORMANCE

- Accounting practices as per Funder guidelines and Statutory rules and regulations. Judicious utilisation of allocated funds for the specific project/ purpose only as per Funder guidelines.
- Financial Policies and procedures in place for transparent accounting practices and deter malpractices, fraud, siphoning of funds, etc. and shall include finance staff skillset and qualifications check.
- Govt of India's and Global Blacklisted NGOs check;

## D. CONFIDENTIALITY

For purpose of this Point:

- The Disclosing Party shall be IPE Global or the Supplier undergoing due diligence and together shall be called as Disclosing Parties.
- Recipient Party shall be selected Firm, conducting the due diligence.

Confidential Information shall include without limitation, the information collected by the Firm, while doing due diligence for IPE Global, the information/data supplied by IPE Global, and the information shared by Suppliers undergoing diligence (together known as information shared by Disclosing Parties). It shall also include but not limited to, all business finances, regulatory affairs, assets, inventory, discoveries, trademarks, patents, manufacturing, packaging, distribution, sales, marketing, expenses, financial statements, business relations or any other dealings, transactions, with companies, vendors, customers, employees, agents, or any such confidential information of Disclosing Parties.

## E. NON-DISCLOSURE

The Recipient Party shall keep strictly confidential and shall not disclose, or cause or permit to be disclosed, to any person or entity:

- any information about the potential or actual due diligence transaction(s) undertaken under the agreement (herein called the "Transaction")
- any confidential information as mentioned above in Point D.
- any confidential information, except to those officers, employees or other authorized agents and representatives and professional consultants of Recipient Party to whom disclosure is reasonably necessary in connection with the Transaction and who shall agree to be bound by the terms of the

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

---

Confidentiality and Non-Disclosure, and except as otherwise consented to in writing by IPE Global.

- (iv) Recipient Party shall take all actions reasonably necessary to ensure that any confidential information remains strictly confidential and is not disclosed to or seen, used or obtained by any person or entity except in accordance with the terms of this ToR.

**F. DELIVERABLES:**

- Submission of detailed Report of the Due Diligence undertaken with expected Turnaround time (TAT) of 5 business days.
- Submission of supporting documents/proofs for the checks undertaken.

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

---

---

**ANNEXURE 1: LETTERS AND DECLARATION TO ACCOMPANY PROPOSALS**

[To be included by the Bidder]

---

**Intentionally Left Blank**

---

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

## ANNEXURE 2: DECLARATION – CONFLICT OF INTEREST

### DECLARATION – CONFLICT OF INTEREST

I [Name], in my capacity as [Designation] with [name of the organisation] hereby declare that, to the best of our knowledge, [name of the organization] do not have any perceived or deemed conflict of interest in applying for this assignment – [insert proposal name].

I undertake to make any further declarations detailing any conflict, potential conflict or apparent conflict that may arise during the duration of our involvement with [insert proposal name]. We agree to abstain from any discussion and decision where such a conflict arises.

**Name:**

**Designation:**

**Place and Date:**

---

Signed by Authorized Representative<sup>7</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

---

<sup>7</sup> The Authorized representative should be of Senior Management Level.

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

### ANNEXURE 3: DECLARATION OF NON-CANVASSING AND NON-COLLUSIVE PROPOSING

#### DECLARATION OF NON-CANVASSING AND NON-COLLUSIVE PROPOSING

The essence of the public procurement process is that the Contracting Authority shall receive bona fide competitive Proposals from all Bidders.

We, the undersigned, hereby certify that this is a bona fide Request for Proposal (RFP) and we have not nor has any other member of our supply chain:

1. Entered into any agreement with any other person with the aim of preventing RFPs being made or the conditions on which any RFP is made in respect of this invitation for RFP; or
2. Caused or induced any person to enter into such an agreement as is mentioned in Para 1 above; or
3. Committed any offence under the Prevention of Corruption Acts 1889 to 1916 or;
4. Offered or agreed to pay or give any sum of money, inducement, or valuable consideration directly or indirectly to any person for doing or having done or causing to be done in relation to any other RFP for this invitation for RFPs; or
5. Canvassed any other persons in connection with this Request for Proposal; or
6. Communicated directly with any personnel or officials of IPE Global Limited India involved in work directly concerning this Request for Proposal, other than through the email address specified in the advertisement i.e. [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com). This includes any aspect of the invitation for RFPs (without limitation) for the purpose of soliciting information or the transfer of related personnel into the employment of the Bidder.
7. We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 6 above before the hour and date specified for the submission of Request for Proposal.

In this certificate, the word “person” includes any person, body or association, corporate or incorporate and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

**Name:**

**Designation:**

**Place and Date:**

\_\_\_\_\_  
Signed by Authorized Representative<sup>8</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

<sup>8</sup> The Authorized representative should be of Senior Management Level.

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

#### ANNEXURE 4: DECLARATION – ANTI-FRAUD AND ANTI-CORRUPTION

##### DECLARATION – ANTI-FRAUD AND ANTI-CORRUPTION

The organization [name], in order to be considered for the assignment

- a) warrants and represents that it has not carried out; and
- b) undertakes that it will not carry out;

directly or indirectly through any other person or entity any unlawful act including without limitation the offer or payment of a bribe to a public official or any other person in connection with any matter connected with this assignment and has not in the past been investigated and/or held guilty of fraud, conspiracy, corruption or bribery, with respect to any project/organizational activity.

Further the organisation agrees to notify the Procurement Manager, immediately in writing with full particulars in the event that the organisation receives a request from any IPE Global official or any other person of influence requesting illicit payments.

If the organization is in breach of any term of this clause then the IPE Global shall be entitled to terminate the discussions regarding the assignment and blacklist the organization for any future work.

**Name:**

**Designation:**

**Place and Date:**

\_\_\_\_\_  
Signed by Authorized Representative<sup>9</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

<sup>9</sup> The Authorized representative should be of Senior Management Level.

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

**ANNEXURE 5: DECLARATION – ANTI-SLAVERY & ANTI-HUMAN TRAFFICKING AND CHILD PROTECTION POLICY**

**DECLARATION – ANTI-SLAVERY & ANTI-HUMAN TRAFFICKING AND CHILD PROTECTION POLICY**

The organization [name], in order to be considered for the assignment

- a) warrants and represents that it has not carried out; and
- b) undertakes that it will not carry out;

directly or indirectly through any other person or entity any unlawful act relating to any matter connected with Anti-Slavery and Anti-Human Trafficking and has not in the past been investigated and/or held guilty of the same.

It is further clarified that the organization [name] comply with all in-country legislation relating to equality in the work place, the employment of children and their protection from abuse.

If the organization is in breach of any term of this clause then the IPE Global shall be entitled to terminate the discussions regarding the assignment and blacklist the organization for any future work.

**Name:**

**Designation:**

**Place and Date:**

\_\_\_\_\_  
Signed by Authorized Representative<sup>10</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

\_\_\_\_\_  
<sup>10</sup> The Authorized representative should be of Senior Management Level.

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

**ANNEXURE 6: DECLARATION – SAFEGUARDING**

*(This declaration is to be given on letterhead of the Organization and stamped with Organization’s Seal)*

**SAFEGUARDING DECLARATION**

IPE Global Limited (“IPE Global”) has operated a policy of zero tolerance and if we encounter any evidence of abuse we will act swiftly and decisively. It is also essential for us, and most importantly for our beneficiaries, to ask all our downstream partners and sub-contractors to confirm that you have appropriate policies in place, that they are fully operational and embedded in the culture of your organization.

**To this end we are writing to ask that you please confirm:**

1. That you provide a safe and trusted environment which safeguards anyone who your organization has contact with, including beneficiaries, staff, subcontractors and volunteers.
2. That you set an organizational culture that prioritizes safeguarding<sup>11</sup>, so that it is safe for those affected to come forward, and to report incidents and concerns in line with the relevant compliance procedures.
3. That you will take this opportunity to review your safeguarding policies, procedures and measures to protect people and that these measures are embedded throughout your organization.
4. That as part of your Safeguarding policies and procedures, you have absolute clarity as to how incidents and allegations will be handled should they arise, including reporting to the relevant authorities, including to funding partners.
5. That in respect of the work funded by IPE Global, you have processes in place which require that any incidents, allegations or concerns relating to possible failures to keep staff, subcontractors and beneficiaries safe and free from abuse will be notified to IPE Global promptly, and that we will be kept updated of material developments; and that any such matters have in fact been fully reported to us in line with those processes.
6. In case of any instances in relation to safeguarding concerns with our association with IPE Global, the below mentioned coordinates shall be contacted immediately. All reporting will be treated with the utmost confidentiality.
  - [hotline@ipeglobal.com](mailto:hotline@ipeglobal.com) or on +91 11 40755962.

Name:

Designation:

Date:

Place:

\_\_\_\_\_  
Signed by Authorized Representative<sup>12</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

<sup>11</sup> These includes safeguarding against any form of sexual exploitation, abuse and harassment, child abuse, inequality or discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.

<sup>12</sup> The Authorized representative should be of Senior Management Level.



<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

---

---

**ANNEXURE 7: OTHER DISCLOSURES**

[To be included by the Bidder]

---

**Intentionally Left Blank**

---

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

**ANNEXURE 8: FORMAT – PROJECT DATA SHEET<sup>13</sup>**

Assignment name:	Country: Location within Country:
Client (Name, Contact Person and Address):	Duration of assignment (months): Start Date (month/year): Completion date (month/year):
Total number of staff-months of the assignment:	Approx. value of the contract (in current INR):
Name of associated Contractor(s), if any:	Approx. value of the services provided by your firm under the contract (in current INR):
Name of senior professional staff of your firm involved and functions performed:	
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	
Name of the Firm:	

<sup>13</sup> A maximum of 7 assignments per ToR should be showcased

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

---

---

**ANNEXURE 9: CONDITIONS OF CONTRACT**

**Annexure 09: Conditions of Contract** is enclosed separately and forms an integral part of this Request for Proposal Document.

<b>RFP TITLE:</b>	Hiring of Firm for Due Diligence of Companies/ Firms/ NGO's/ Trusts under various Projects of IPE Global Limited
<b>RFP NO.:</b>	IPE-CORP-2024 (RFP) – 001

**PROFORMA 1: COMMERCIAL PROPOSAL**

**PROPOSAL TITLE:**

**PROPOSAL NUMBER:**

**PERSONNEL INPUTS AND FEE RATES and PROJECT EXPENSES:**

**A. PROFESSIONAL FEE:**

SL NO.	DETAILS	UNIT RATE (for each DD)	GST % & AMOUNT (If applicable)	TOTAL
1	Professional Fee for conducting Due Diligence of Companies/Firms NGOs/Trusts under Various Projects of IPE Global as per Statement of Work (SoW) mentioned in the RFP			

**NOTE:**

- Above fee rates are inclusive of the anticipated inflationary increase over the duration of the Agreement and hence will not be reviewed.
- IPE Global will not entertain any bill for alcohol, laundry, room services, use of sports facilities etc.
- Payment will be made after deducting tax, as applicable.
- IPE Global will not reimburse costs for normal tools of trade (e.g., portable personal computers, printers, etc.).