

**Request for Proposal (RFP) for
Hiring of Consultants for
Project Management Office for FATF Mutual
Evaluation process**

Last Date for Submission: 30-11-2022

**Department of Revenue
Ministry of Finance
Government of India**

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1. Summary of Information

Availability of RFP	16-11-2022
Last data of receipt of Queries	22-11-2022
Date & Time of Pre-bid Meeting	24-11-2022
Venue for Pre-bid meeting	To be communicated (email request to be sent to dc1-tpru@gov.in)
Email address for queries	dc1-tpru@gov.in
Last date & place for submission of Proposal	30.11.2022 at 3:00 P.M. Tax Policy Research Unit Department of Revenue Ministry of Finance 512, Jeevan Bharati, Tower 1 Connaught Place, New Delhi 110001
Date of opening of Financial Proposal for qualified Bidders	To be communicated
Contact person for clarifications	Sh. Arindam Misra Deputy Commissioner, Tax Policy Research Unit Department of Revenue Ministry of Finance 512, Jeevan Bharati, Tower 1 Connaught Place, New Delhi 110001 Ph: 011-23718520 Email: dc1-tpru@gov.in

2. Introduction to Consultant

- 2.1. India is soon to undergo the Financial Action Task Force (FATF) Mutual Evaluation process, the preparations for which are underway. The timelines for preparation of technical compliance and other required exercises and preparation of reports as well as the coordination for the onsite visits of assessors scheduled next year are all fast approaching.
- 2.2. This Request for Proposal (RFP) is for inviting proposal for Hiring of Consultants for Project Management Office for FATF Mutual Evaluation process from eligible Firms/ Companies (hereinafter referred as “Bidder or Consultant or Firm”). Tax Policy Research Unit, Department of Revenue, Ministry of Finance, Government of India (hereinafter referred as “Employer” or “DOR” or “TPRU”) will select the Consultant in accordance with the method of selection specified in this RFP.

- 2.3. The main objective of the assignment is to assist TPRU in augmenting the capacity in handling the workload relating to FATF Mutual Evaluation as well as for effective Project Management and Execution,
- 2.4. The date, time and address for submission of the proposal has been given in **Section 1** of this RFP. The Consultants are invited to submit their Proposal, for consulting Assignment/job named above. The Proposal will be the basis for signed Contract with the selected Consultant.
- 2.5. The submission of the proposal must be accompanied with the payment of bid processing fee of INR 5,000/- (Five thousand only). The payment will be accepted in the form of crossed demand draft drawn on any scheduled commercial bank, payable at par in New Delhi in favor of “Department of Revenue, Ministry of Finance, New Delhi”.
- 2.6. Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment/job and Local conditions, Consultants are encouraged to meet the Employer’s representative named in **Section 1** before submitting a proposal and to attend a pre-bid meeting as per instructions in **Section 1**. Attending the pre-bid meeting is optional. Consultants should contact the Employer’s representative to arrange for their visit or to obtain additional information on the pre-bid meeting. Consultants should ensure that these representatives are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 2.7. Consultants shall bear all costs associated with the preparation and submission of their proposals and contract. Consultant shall ensure that there are fully eligible and reasonably well equipped to perform the services as detailed in this RFP. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award without assigning any reason and without thereby incurring any liability to the Consultants.

3. Clarification on RFP Document

- 3.1. Bidder may request a clarification on any clause of the RFP documents as per timelines given in **Section 1**. Any request for clarification must be sent in writing, or by standard electronic means to the Employer’s address indicated in the **Section 1**.

- 3.2. The Employer will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Employer deem it necessary to amend the RFP as a result of a clarification, it shall do so at the earliest before the close date of submission of proposal.
- 3.3. The clarifications may also include the following:
 - (i) Request clarifications on the RFP document to help bidders understand the scope of work and RFP terms better.
 - (ii) The Employer is not bound to accept any/all modifications requested by the bidders and may reject any such request of modification.
- 3.4. At any time before the submission of Proposals, the Employer may amend the RFP including draft contract by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them.

4. Conflict of Interest

- 4.1. An Applicant shall not have a conflict of interest that may affect the selection process or the Consultancy (the “Conflict of Interest”). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, TPRU shall forfeit and appropriate the EMD, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the TPRU for, inter alia, the time, cost and effort of the TPRU including consideration of such Applicant’s Proposal, without prejudice to any other right or remedy that may be available to the TPRU hereunder or otherwise.
- 4.2. TPRU requires that the Consultant provides professional, objective, and impartial advice and at all times hold the interest of the country paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the TPRU
- 4.3. Without limiting the generality of the above, an Applicant shall be deemed to have a Conflict of Interest affecting the selection process, if –

- (i) The bidder, or associates (or any constituent thereof) and any other Bidder, or associate (or any constituent thereof) have common controlling shareholders or other ownership interest;
 - (ii) Such bidder or its associate receives or has received any direct or indirect subsidy or grant from any other bidder or its associate; or
- 4.4. Such bidder has a relationship with another bidder, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the proposal of either or each of the other bidder; or
- 4.5. In the event that the Consultant, its associates or affiliates are auditors or financial advisers to any of the bidders for the Project, they shall make a disclosure to the TPRU as soon as any potential conflict comes to their notice but in no case later than seven (7) days from the receipt of such proposals and any breach of this obligation of disclosure shall be construed as Conflict of Interest. TPRU shall, upon being notified by the consultant under this clause, decide whether it wishes to terminate this consultancy or otherwise, and convey its decision to the Consultant within a period not exceeding fifteen (15) days.

5. Scope of work

The Consultant shall assist the FATF secretariat in Department of Revenue in:

- Assistance in drafting various reports like Technical Compliance Annex, Effectiveness Annex, other Compliance Management Reports and Sectoral Risk Assessment Reports or any other report related to FATF Mutual Evaluation process, as may be assigned by TPRU.
- Developing material to be shared with other agencies, regulators and LEAs involved in the Mutual Evaluation process.
- Training and Capacity development through workshops, development of training material for effective coordination and adoption of Whole-of-Government approach
- Overall Project Management and timelines through advance monitoring tools
- Any other job assigned by TPRU related to FATF Mutual Evaluation process.

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6. Duration of Assignment

The engagement of the Consultant would be for a period of 18 months, which may be extended by TPRU as may be required. Engagement may be cancelled by TPRU by giving notice of period not less than 30 days.

7. Fees of the Assignment

Fees shall be quoted by the Consultant on a “Time & Material” basis for the complete assignment. Expenses for travel outside Delhi which may be required as per the project requirements which must be approved by the TPRU in writing will be reimbursed on actuals as per the TA/DA policy notified by Government of India. Fees shall be inclusive of any other expenses but exclude applicable Goods and Services Tax (GST).

Successful bidder shall raise the invoice in favor of “The Department of Revenue, Ministry of Finance”. Invoice shall be raised every month within 15 calendar days from the end of the month and shall accompany an acceptance of work from the designated officer of TPRU.

8. Proposal

Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, the last of the proposal submitted before the due date would be considered and such other proposals shall be disqualified. Statement to this effect should be included in the cover letter itself.

9. Proposal Validity

Bids must remain valid up to six (06) months from the last date of submission of the bids. TPRU may request the Bidder(s) for an extension of the period of validity of the bid. The validity of the EMDs, if any should also be suitably extended if called upon to do so by TPRU.

10. Pre-Qualification Criteria

A Bidder is expected to comply with each of the clauses of the pre-qualification criteria to be eligible to be considered for technical evaluation. Failure to meet even one of the pre-qualification criteria as mentioned in **Annexure 1** may lead to rejection of the bid.

11. Technical Evaluation Criteria

While the Bidder will be evaluated on the criteria mentioned below, the documents specified in **Annexures 1 to 6** - Technical Bid Forms are required to be submitted and non-submission may lead to rejection of the proposal.

The Bidder's **technical proposal** will be evaluated as per the evaluation criteria mentioned in the following table –

#	Evaluation Criteria	Total Marks	Minimum Cut-off (80%)	Evaluation Methodology
A.	Bidder's Profile	20	≥ 15	Annexure 2
B	Bidders Experience	30	≥ 25	Annexure 3
C..	Key Resources	30	≥ 25	Annexure 4
D.	Bidder Presentation on Approach	20	≥ 15	Annexure 5
	Total	100	≥ 80	

The overall technical cut-off will be 80%. The bidder needs to qualify the sectional cut-off for each of the evaluation criteria specified in the table above in order to qualify in the technical evaluation stage. The bidders who qualify the minimum technical cut-off shall be assigned marks based on their proposals. The bidder with highest total marks shall be placed at L1 and subsequent bidder on L2 and so on.

However, financial proposals will be opened only for those Bidders who obtain more than 80 points on the technical proposal.

70% weightage will be assigned to technical bids and 30% to financial bids. The combined score of the technical and financial evaluation will be used to recommend the award of the Assignment.

12. Earnest Money Deposit

An Earnest Money Deposit (EMD) of INR 1,00,000 (Rupees One lakh only) is to be deposited by the bidders by way of Banker's Cheque / Demand Draft drawn in favor of "Department of Revenue, Ministry of Finance", payable at New Delhi. This should be enclosed in the same cover as that of the proposal.

(i) EMD will not carry any interest.

(ii) EMD will be forfeited if:

- (a) A bidder withdraws from the tender, or amends its tender, or impairs, or derogates from the tender in any respect within the validity period of his tender.
 - (b) If a bidder having been notified of the acceptance of his tender by TPRU during the period of its validity.
 - (c) Fails to furnish the performance security within the specified period for the due performance of the contract, or fails or refuses to accept / execute the contract.
 - (d) EMD furnished by the unsuccessful bidders would be returned without any interest on completion of the tender process, i.e., after award of the contract. EMD of the successful bidder would be returned without any interest after receipt of the Performance Security as per the terms of the contract.
- (iii) Bids received without EMD will be rejected

13. Performance Security

For regular monitoring of performance of selected Bidder/Consultant, the Partner or Managing Director of the selected Bidder/Consultant shall keep the TPRU updated regularly. If there will be a delay of more than 2 weeks in providing status update or in resolving the complaints/issues raised by TPRU within 2 weeks or such other reasonable time, then a show-cause notice may be issued to the Consultant.

Performance security @10% of the estimated contract value shall be deposited by the successful bidder by the way of Banker's Cheque / Demand Draft drawn in favor of "Department of Revenue, Ministry of Finance", payable at New Delhi. Performance security shall remain valid for a period of sixty days (60 days) beyond the date of the completion of all contractual obligation of the successful bidder.

14. Liquidated damages

If the manpower provided by the Consultants, stationed at TPRU or any other location designated by TPRU for the purpose of this contract is found unavailable for more than 2 weeks in continuation in any quarter during the effective contract period, the agency hired shall attract Liquidated Damages at the rate 1% of the total cost of all resources per Quarter subject to a maximum of 10% of the total cost of the all resources per quarter.

Recoveries through such Liquidated Damages are to be without any prejudice to the other remedies as available to TPRU under the terms of the contract.

15. Others terms

- (a) The Consultant is expected to examine all instructions, forms, terms & conditions in the RFP documents. Failure to furnish all information required or submission of an RFP Document not substantially responsive to the RFP in every respect will be at the Consultant's risk and may result in the rejection of the proposal.
- (b) The Bids prepared by the Consultant and all correspondence and documents relating to the bids exchanged by the Consultant and the Purchaser, shall be written in the English language, provided that any printed literature furnished by the Consultant may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.
- (c) TPRU requires that the recipients of this document to maintain its contents in the same confidence as their own confidential information and refrain from any public disclosure whatsoever.
- (d) TPRU and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of TPRU and/or any of its officers, employees.
- (e) Registered Power of Attorney executed by the Consultant in favor of the Principal Officer or Partner or Managing Director or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP must be attached to the Proposal.
- (f) Consultant may use data, software, designs, utilities, tools, models, systems and other methodologies and know-how that Consultant owns or licences in performing the Services. The Consultant shall transfer to TPRU any analysis made or information obtained, reports and data compiled and associated working papers (hereinafter referred as "Contents" that the Consultant may have compiled in performing the services as and when such Content was developed prepared or made available to the Consultant but not later than the end of the term of the contract.
- (g) The Bidder and individual resources shall sign a Non-Disclosure Agreement and a Confidentiality Agreement with TPRU, violation of which would result in

immediate cancellation of the contract and other relevant penal actions as per Indian Laws

- (h) The Bidder and individual resources shall also furnish an undertaking for maintaining and preserving the integrity of the relevant data and documents. Any breaches thereof shall immediately lead to termination of the contract and penal actions as per Indian Laws

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16. Format of Bid and Submission of Proposal

- (a) The Proposal is to be submitted in the format given **Annexure 6** along with the necessary documents as listed. The Proposal shall be liable for rejection in the absence of requisite supporting documents. The Proposal should provide information against each of the applicable requirements and evidence documentation as required in the RFP. In absence of the same, the Proposal shall be liable for rejection.
- (b) The Organization should submit their Proposal with Cover Letter in two separate envelopes marked as ENVELOPE-A and ENVELOPE-B.
- (c) **ENVELOPE- A:** - One Hard Copy of Technical Proposal, in original with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be super scribed with the wordings “**Technical Proposal for Hiring of Consultants for Project Management Office for FATF Mutual Evaluation process**”.
- (d) **ENVELOPE- B:** - One Hard Copy of Financial Proposal, in original with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be super scribed with the wordings “**Financial Proposal for Hiring of Consultants for Project Management Office for FATF Mutual Evaluation process**”.
- (e) Both the Technical Bid cover (Envelope-A) and Price Bid cover (Envelope-B) shall then be put in a single outer cover and sealed appropriately. The outer cover shall be super scribed as “**Proposal for Hiring of Consultants for Project Management Office for FATF Mutual Evaluation process**”.
- (f) The Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated above. Any Proposal received after the closing time for submission of proposals shall be returned unopened. TPRU does not take any responsibility for the delay and any explanation for the same. Submission through e-mail is accepted. However, Physical submission is preferred. However, in case of any discrepancy, hard copy will prevail.

Annexure 1: Pre-Qualification Criteria

#	Parameter	Pre-qualification criteria Description	Evidence required
1.	Legal Entity	<p>Bidder shall be:</p> <ul style="list-style-type: none"> • A company incorporated in India under the Companies Act, 1956/ 2013 and subsequent amendments thereto or a partnership firm registered under LLP Act, 2008 or Partnership firm registered under Indian Partnership Act, 1932 and subsequent amendments thereto, and shall have been in operation for at least the last five (5) years • Registered with GST Authorities • Should have a valid PAN 	<ul style="list-style-type: none"> • Copy of certificate of incorporation OR Partnership deed in case of partnership firms • Copy of GST registration • Copy of PAN
2.	Net Worth	The bidder should have a consolidated positive net worth, as on the last day of financial year 2021-22. For the purpose of this criterion, profitability of only the bidding entity will be considered. Profitability of any parent, subsidiary, associated or any other related entity will not be considered.	Audited Financial Statement OR Statutory auditor certificate OR Certificate from Company Secretary of bidder specifying the net worth for the specified year
3.	Sales Turnover from Consulting Services	The Bidder's turnover from Consulting services in India should be Rupees One Hundred Crores (₹ 100,00,00,000) or more in each of the last five (5) financial years (2021-22, 2020-21, 2019-20, 2018-19 and 2017-18).	Audited financial statements for the respective financial years are to be enclosed along with turnover certificate(s) duly certified by Statutory Auditor (OR) In case the turnover on account of consulting services is not mentioned separately in the audited financial statements, the bidder shall provide a certificate from Statutory Auditor/ Chartered Accountant stating the turnover from consulting services.
4.	Profitability	The Bidder should be profitable organization on the basis of profit before tax (PBT) for at least 02 (two) out of last 03 (three) financial years mentioned in point 3 above	Copy of the audited financial statement along with profit and loss statement for corresponding years and / or

#	Parameter	Pre-qualification criteria Description	Evidence required
			Certificate of the statutory auditor.
5.	AML Experience	Bidder should have experience of minimum 8 years in providing Consultancy services in the area of Enterprise level Risk Management focusing on financial entities especially in the area of Anti Money Laundering & Combating Financing of Terrorism (AML/CFT) related risk management.	Copy of the order and / or Certificate of completion of the work.
6.	Blacklisting	The Bidder must not be blacklisted by any Government of India and/or any State Government and/or any Central PSU in India for corrupt, fraudulent or any other unethical business practices as on the date of submission of the proposal	Self-certificate to this effect on Company's letter head signed by company's authorised signatory.
7.	Conflict of Interest	As on date of submission of the proposal, the bidder should not be involved in any conflict-of-interest situation specified in RFP.	Self-certificate to this effect on Company's letter head signed by company's authorised signatory.
8.	Litigation Check	Past/present litigations, disputes, if any (Adverse litigations could result in disqualification)	Brief details of litigations, disputes related to liquidation, bankruptcy, insolvency cases or cases for debarment/blacklisting for breach of contract/ fraud/ corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking / State or Central Government or their agencies/ departments or any such similar cases, if any are to be given on Company's letter head.
9.	Valid ISO 14001:2015 certification	The bidder should have a valid ISO 14001:2015 certification	Copy of ISO 14001 certificate countersigned by authorised signatory of the Bidder
10.	Office in Delhi/NCR	The Consultant having a full-fledged office with the ability to provide the requisite personnel in Delhi/NCR region is mandatory.	Proof of office and a self-certification.

#	Parameter	Pre-qualification criteria Description	Evidence required
11.	Relevant Experience	<p>(1) The Bidder should have experience of conducting/providing consultancy services to Scheduled Commercial Banks/Regulated Entities /Regulatory Authorities in India in last five (5) financial years (2021-22, 2020-21, 2019-20, 2018-19 and 2017-18) in the area of Governance / Anti Money Laundering & Combating Financing of Terrorism (AML/CFT) / FATF related projects.</p> <p>The details of work done by the bidder should include at least, two projects involving enterprise level AML/CFT risk assessment or Enterprise level assessment for FATF readiness for any Regulated Entities in India (banks having deposits above ₹ 7.5 Lakh Crores or other financial entities of equivalent size).</p> <p>(2) Bidder should have experience of executing atleast two (02) large consulting projects involving setting up and managing a Program / Project Management Unit for Central / State Government / Financial Institutions / Regulated Entities of global repute of value not less than Rupees fifty lakhs (₹ 50,00,000) in last five (5) financial years (2021-22, 2020-21, 2019-20, 2018-19 and 2017-18).</p>	Copy of Work order(s) AND Completion certificates from the client; OR Self-certificate of Completion certified by the Authorized Signatory or the Company Secretary of the bidder; OR Certificate from the Authorized Signatory or the Company Secretary, in case of on-going, stating that the project is ongoing and the value corresponding to the completed component of the project.
12	Expert Knowledge	Expert knowledge about the recommendations, immediate outcomes and other guidelines of FATF and AML/CFT legislation and regulations and Risk Assessment framework.	Self-certification in this regard regarding the trainings undertaken, FATF work done in other countries or projects executed in India.
13.	Manpower Strength	The Bidder must have at least one hundred fifty (150) full time technically qualified consulting personnel with atleast twenty-	Certificate from the HR representative or by the authorized signatory of the

#	Parameter	Pre-qualification criteria Description	Evidence required
	specific to AML	five (25) possessing requisite domain expertise in AML/CFT as on RFP publication date with atleast five (05) years of relevant experience. The consulting personnel must possess a post graduate degree in Business Administration or Law or Chartered Accountant or equivalent. Experience of Financial Markets is Mandatory. Global certifications such as CAMS / CFE / ACFS may be desirable.	Bidder in the prescribed format with the list of twenty-five (25) personnel with relevant experience and qualification along with their respective location.

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Annexure 2: Bidder Profile

A Bidder is expected to comply with each of the clauses of the pre-qualification criteria to be eligible to be considered for technical evaluation. Failure to meet even one of the pre-qualification criteria as mentioned below may lead to rejection of the bid.

#	Criteria	Particulars	Criteria	Marks	Max Marks Allocated
1	Net Worth	The bidder should have a consolidated positive net worth, as on the last day of financial year 2021-22.	Bidder with Net Worth more than 200 Crores	5	5
			Bidder with Net Worth between 100 to 200 Crores	4	
			Bidder with Net Worth between 0 to 100 crores	3	
2	Profitability and Turnover from Consulting Services	The Bidder should be profitable organization on the basis of profit before tax (PBT) for at least 02 (two) out of last 03 (three) financial years and should have a turnover of more than 100 Crores from its Consulting services in India in each of the last five (5) financial years (2021-22, 2020-21, 2019-20, 2018-19 and 2017-18).	Bidder with Turnover more than 300 crores or profit more than 100 Crores	5	5
			Bidder with Turnover between 200 to 300 Crores or profit between 50 to 100 Crores	4	
			Bidder with Turnover between 100 to 200 crores or profit between 0 to 50 crores	3	
3	Manpower Strength	The Bidder must have at least one hundred fifty (150) full time technically qualified consulting personnel with atleast twenty-five (25) possessing requisite domain expertise in AML/CFT as on RFP publication date. The consulting personnel must possess	Team of 40 or more personnel possessing requisite domain expertise in AML/CFT with 05 years or more of relevant experience	5	5
			Team of 25 personnel possessing requisite domain expertise in AML/CFT with 05 years of relevant experience	4	

#	Criteria	Particulars	Criteria	Marks	Max Marks Allocated
		a post graduate degree in Business Administration or Law or Chartered Accountant or equivalent. Experience of Financial Markets is Mandatory. Global certifications such as CAMS / CFE / ACFS may be desirable.			
4	Valid ISO certifications	The bidder should have a valid ISO 14001:2015 certification	Copy of ISO 14001 certificate countersigned by authorised signatory of the Bidder	1	1
5	Office in Delhi/NCR	The Consultant having a full-fledged office with the ability to provide the requisite personnel in Delhi/NCR region is mandatory.	Office in Delhi/NCR region with 25 or more personnel of relevant experience as mentioned in # 3 above	4	4
			Office in Delhi/NCR region with atleast 10 personnel of relevant experience as mentioned in # 3 above	3	
Total					20

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Annexure 3: Bidder's experience

#	Criteria	Criteria Details	Marks per project	No. of projects	Maximum Marks Allotated	Documentary Evidence
1	Large scale Program/Project Management and Governance experience	The Bidder should have relevant experience of conducting at least two large consulting projects involving setting up and managing a Program / Project Management Unit for Central / State Governments / Financial Institutions/Regulated Entities of global repute of value not less than Rupees fifty lakhs (₹ 50,00,000) in last five (5) financial years (2021-22, 2020-21, 2019-20, 2018-19 and 2017-18).	5	2	10	Copy of Work Order(s) and Completion Certificates from the client; OR Self-Certificate of Completion certified by the Authorised Signatory or the Company Secretary of the bidder; OR Certificate from the Authorized Signatory or the Company Secretary, in case of on-going, stating that the project is ongoing and the value corresponding to the completed component of the project.
3	Projects involving FATF/ AML/ CFT risk assessment	The Bidder should have experience of conducting/providing consultancy services to Scheduled Commercial Banks/Regulated Entities /Regulatory Authorities in India in last five (5) financial years (2021-22, 2020-21, 2019-20, 2018-19 and 2017-18) in the area of	10	2	20	

#	Criteria	Criteria Details	Marks per project	No. of projects	Maximum Marks Allotted	Documentary Evidence
		<p>Governance / Anti Money Laundering & Combating Financing of Terrorism (AML/CFT) / FATF related projects.</p> <p>The details of work done by the bidder should include at least, two projects involving enterprise level AML/CFT risk assessment or Enterprise level assessment for FATF readiness for any Regulated Entities in India (banks having deposits above ₹ 7.5 Lakh Crores or other financial entities of equivalent size).</p>				
		Total			30	

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Annexure 4: Key Resources

The Bidders are required to provide resources, as it deems fit for completion of scope. Both experience and academic criteria will be taken into consideration for evaluation. Kindly note the following conditions which should be met while proposing the resources:

- i. Different profiles must be proposed for various roles.
- ii. The bidder must provide an adequate number of personnel, each of whom is responsible for a specific role within the project during each phase. The bidder must provide a clear definition of each key personnel's role and responsibility to be deployed.
- iii. The bidder must have a defined hierarchy and reporting structure for the project team.
- iv. The successful bidder must propose the names of the key personnel to be deployed on the project at the time of contract signing, or at least one month before their respective deployment on the project. TPRU reserves the right to accept or reject any of the bidder's proposed profiles and request a replacement profile at any time during the term.
- v. Only in exceptional circumstances can the proposed Key Personnel be replaced. The Bidder must submit the profiles of personnel being proposed as replacements, which must be equivalent to or better than those being replaced. TPRU will decide whether these profiles are better or equal to the ones being replaced. TPRU will have the option to accept or reject these replacement profiles.
- vi. The Bidder must ensure that such replacements have at least four weeks of overlap time. TPRU will not be responsible for any knowledge transition to the replacement resource, and any cost impact/escalation due to replacement must be borne solely by the Bidder.
- vii. Bidders should be aware that during any subsequent stages of this procurement, TPRU may request a background check and/or security verification (Police verification) of some or all of the resources proposed by the Bidder, and Bidders must comply. This is necessary given the Project's criticality.
- viii. Before being onboarded into the Project, all resources must sign an individual NDA.
- ix. The table below provides a minimum list of Key Personnel to be deployed by the Bidder throughout the project's various phases. However, the Bidder must independently estimate the personnel required to effectively meet the Service Levels specified in this RFP. The Bidder must propose qualified personnel with adequate skill levels to manage the project's components.
- x. The assessment will be based on the list of professionals with the bidder, their qualifications and experience submitted with the bid.
- xi. The team, which is assigned the project, should continue with the project till completion of the project.
- xii. The Bidder shall provide an overall lead at a level not less than Partner or Managing Director of the Bidder who shall be responsible for the end-to-end execution of the project including providing requisite staffing as detailed herein.

The evaluation of the resources proposed shall be as per the following table –

#	Resources	Responsibilities	# of personnel	Educational Qualifications	Project Experience	Max Marks Allotted
1.	Functional Lead cum Project Manager	<ul style="list-style-type: none"> • The Functional lead shall be a domain expert in AML/CFT and systems implemented in REs for the purpose of evaluation (if required). • Can assess the efficacy and readiness of systems implemented for the purpose of AML/CFT monitoring. • Will assist TPRU in the day-to-day activities. • Will assist TPRU in working out any change requests in any process or policy or roll out of any program with Res. • Will manage compliance to the agreed scope of work and • Will provide project management assistance to TPRU for managing the entire Mutual Evaluation process. • Will perform any other domain-related 	1	<p>CA/PGDM/MBA or equivalent</p> <p>Should have demonstrable experience of working on projects for regulatory bodies/ Regulated entities/ law enforcement agencies (at least 2 projects)</p> <p>Should have demonstrable experience in working on analytics driven projects for Central/ State Government or PSUs (at least 2 projects).</p> <p>Should have demonstrable experience in projects involving large volume of transactional data for BFSI projects or tax departments or intelligence agencies etc. (at least 1 project)</p> <p>At least 8 years of overall experience including project management service.</p>	8	8

#	Resources	Responsibilities	# of personnel	Educational Qualifications	Project Experience	Max Marks Allotted
		activities as required by TPRU.				
3.	AML Expert/s	<ul style="list-style-type: none"> • This is one of the most critical positions. • Bidder must provide experienced and technically competent resources for this position. • Will perform QC of Submissions that TPRU will prepare for FATF. • Assist the TPRU the and reporting entities (FI) identified by TPRU in preparation for FATF Mutual evaluation including but not limited to the following: <ul style="list-style-type: none"> - Assistance in drafting various reports like Compliance Management Reports and Sectoral Risk Assessment Reports or any other report, as may be assigned by TPRU 	3	<p>Atleast 1 resources-with CA/PGDM/MBA</p> <p>Atleast 2 resources with - LLB or equivalent</p> <p>At least 4 years of experience including AML, financial crimes domains.</p> <p>Should have demonstrable experience of working on projects involving AML measures or transaction monitoring (at least 1 project)</p> <p>Should have demonstrable experience of working on combating financial crimes/fraud (at least 1 project)</p>	4	18

#	Resources	Responsibilities	# of personnel	Educational Qualifications	Project Experience	Max Marks Allotted
		<ul style="list-style-type: none"> - Developing material to be shared with other agencies, regulators and LEAs involved in the Mutual Evaluation process. - Training and Capacity development through workshops, development of training material for effective coordination and adoption of Whole-of-Government approach - Overall Project Management and timelines through advance monitoring tools. 				
Total						30

Annexure 5: Bidder Presentation on Approach

Bidders, who qualify in pre-qualification stage, shall be required to deliver a presentation to TPRU as per the details mentioned in the fact sheet. The table below describes the requirements –

#	Criteria	Marks Allotted
1	<p>Presentation to TPRU on the proposed methodology and work plan proposed by the Bidder to address the scope of work as presented in the RFP including staffing. Evaluation would be based on the following –</p> <ul style="list-style-type: none">• Understanding of requirements• Approach and Methodology• Value addition	20

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Annexure 6: Format of Bid

Form 1: Letter Pro-forma:

To,

The Joint Secretary
Tax Policy Research Unit
Department of Revenue
Ministry of Finance
Room no 505, Jeevan Bharati, Tower 1,
Connaught Place, New Delhi 110001

Sir/ Madam,

Sub: Request for Proposal.

The undersigned Consultants, having read and examined in detail all the RFP documents in respect of appointment of a Consultant for TPRU do hereby express their interest to provide Consultancy Services as specified in the scope of work.

Our correspondence details are

- 1 Name of the Consulting Firm
- 2 Address of the Consulting Firm
- 3 Name of the contact person to whom all references shall be made regarding this RFP
- 4 Designation of the person to whom all references shall be made regarding this RFP
- 5 Address of the person to whom all references shall be made regarding this tender
- 6 Telephone (with STD code)
- 7 E-Mail of the contact person
- 8 Fax No. (with STD code)

We have enclosed the following:

- Form 1: Letter Pro-forma
- Form 2: Minimum Eligibility
- Form 3: Team Composition
- Form 4: CV of team members
- Form 5: List of Projects implemented by the bidder organization
- Form 6: Declaration Letter
- Form 7: Financial Proposal
- Presentation on Approach and Methodology
- Bid processing fee of INR 5,000 (INR Five Thousand only)
- Earnest Money Deposit (EMD) of INR 1,00,000 (Rupees One lakh only)
- Registered Power of Attorney executed by the Consultant in favour of the Principal Officer or Partner or Managing Director or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP.

We hereby declare that our RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully

(Signature of Consultant, with Name, Designation and Seal)

Form 2: Minimum Eligibility:

2.1	Name of Consultant Firm/Company					
2.2	Address in Delhi/NCR					
2.3	Details of other officers in India					
2.4	Year of Registration/Incorporation in India					
2.5	GST Registration number					
2.6	Permanent Account Number (PAN)					
2.7	Number of Employees in India as on March 31, 2022					
	FY	17-18	18-19	19-20	20-21	21-22
2.8	Net Worth (INR Crore)					
2.9	Annual Turnover (INR Crore)					
2.10	Annual Profits (INR Crore)					
2.11	Whether Bidder has experience of minimum 8 years in providing Consultancy services in the area of Enterprise level Risk Management focusing on financial entities especially in the area of Anti Money Laundering & Combating Financing of Terrorism (AML/CFT) related risk management?	Yes/No				
2.12	Whether Bidder has relevant experience of execution of projects as required in RFP?	Yes/No				
2.13	Blacklisting by Central/State Government/PSUs	Yes/No				
2.14	Conflict of Interest	Yes/No				
2.15	Litigation that may impact on deliverables	Yes/No (If yes, please provide detail thereof)				
2.16	Whether ISO 14001:2015 certification available	Yes/No				
2.17	Whether the Bidder has Expert Knowledge as required in RFP?	Yes/No				
2.18	Whether the Bidder has manpower strength as required in RFP?	Yes/No (If yes, Attach list and certificate from HR)				

Note: Enclose document in proof of all the statements made above. Refer to RFP for details of evidence required.

(Signature of Consultant, with Name, Designation and Seal)

Form 3: Team Composition

S No	Name of Person	Role	Years of Relevant Experience	List of projects	List of relevant projects

Form 4: CV of atleast 10 relevant personnel of the Firm

CV containing all particulars about the personnel, qualification, work experience, projects executed etc.

Form 5: List of Projects implemented by Bidder

Type of Project/Project description	Status/Stage of completion

Form 6: Declaration Form:**Declaration Letter on official letter head stating the following:**

- (1) Submissions made in the RFP are made in good faith and the information contained is true and correct to the best of our knowledge and belief.
- (2) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract
- (3) We are not black-listed by any Central / State Government / Public Sector Undertaking in India.
- (4) We certify that the as on the date of submission of the proposal, we are not in any conflict-of-interest situation as specified in the RFP.
- (5) We certify that we have a full-fledged office with the ability to provide the requisite personnel in Delhi/NCR region.
- (6) We possess expert knowledge about the recommendations, immediate outcomes and other guidelines of FATF and AML/CFT legislation and regulations and Risk Assessment framework.

(Signature of Consultant, with Name, Designation and Seal)

Form 7: Format for Financial Proposal

(Should be sealed separately from technical proposal and superscribed Financial Proposal for “Request for Proposal”)

[Location, Date]

FROM:

Name of Firm/Company - Bidder

TO:

The Joint Secretary
Tax Policy Research Unit
Department of Revenue
Ministry of Finance
Room no 505, Jeevan Bharati, Tower 1,
Connaught Place, New Delhi 110001

Sir/ Madam,

Sub: Request for Proposal

1. I / We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], with our Technical and Financial Proposals.
 2. Our attached Financial Proposal is for “Hiring of Consultants for Project Management Office for FATF Mutual Evaluation process” is for total sum of _____ [Amount in words and figures] and is exclusive of all taxes.
- * Financial quote should be exclusive of all taxes, levies and duties as applicable on the last date of submission of bids, any non-compliance will liable for rejection of the bid.
3. Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, and are valid upto six (06) months from the date of opening of financial bids.
 4. We confirm that, contract or the RFP process may be cancelled at any stage by TPRU without giving any reason and will be completely binding on us.

5. We confirm that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
6. We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

(Signature of Consultant, with Name, Designation and Seal)