

## SECTION -1: LETTER OF INVITATION

1. Online e-Bids are invited on behalf of THDC India Ltd., for “**Engagement of Agency for providing Consultancy Services for Transition from ISO 27001:2013 to ISO 27001:2022 for THDCIL Corporate Office, Rishikesh**” with the following details:

Issuance of NIT	15.09.2025
Type of Bidding:	e-tendering/ Single Stage, Two Part
Documents download Dates & Timings	From: 15.09.2025 to 07.10.2025 up to 15:00 hrs. (IST)
Last date of receipt of queries on tender document from prospective parties.	Upto 17:00 Hrs. on 23.09.2025
Last date of bid receipt & time	Up to 15:00 Hrs. (IST) on 07.10.2025
Date & Time for opening of bid (Part-1-Techno-commercial bid)	07.10.2025 at 15:30 Hrs.(IST)
Estimated Cost	Rs. 6.75 Lakhs (Excluding GST)
Earnest Money Deposit (EMD)	Rs. 16,000 (Rupees Sixteen Thousand only)
Validity of Bid	<b>90 days</b> from the deadline for submission of bids.
Currency of Bid	Indian Rupees (INR)
Cost of Tender Document in INR	Nil

2. This invitation of Bid is has been issued in single stage two-part bid system (Part-1-PQ & Techno-commercial bid and Part-2- Price bid). Bid with relevant documents should be uploaded on the GeM Portal <https://gem.gov.in> up to 15:00 Hrs. on scheduled date of submission. The Bids received after closing date and time will not be considered.
3. A Consultant will be selected in accordance with Least Cost Selection methodology and procedures described in this Request for Proposal (RFP).
4. The bidder/consultant should be the Class-I Local Supplier only. Presently, Class-I local supplier means a supplier or service provider whose goods, services or works offered for procurement has local content equal to or more than 60%, as per the MoP order dated 16.11.2021 and amendments thereof.
5. As per the Guidelines Govt. of India, for bidders registered as Micro & Small Enterprises in India, the payment of cost of bid documents and EMD (if any) will not be applicable. However, the proof for the same is to be submitted by the bidders for eligibility. In case MSE bidders are participating in the tendering process as a JV/Consortium partner/member, exemption of EMD will not be applicable.

Further, as per GeM's GTC, Sellers/ Service Provider having annual turnover of INR 500 Crore or more, at least in one of the past three completed financial years are exempted from submission of Bid Security (EMD).

6. As this work is not splittable, for participating MSEs quoting price within price band of L1+15 % (percent) shall be allowed to execute the total package by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises (MSES).
7. Any 'Bidder from a country which shares a land border with India', as specified in the Bidding Documents, will be eligible to bid in this tender only, if bidder is registered with the Competent Authority as mentioned in the Bidding Documents.

Further, any bidder (including an Indian Bidder) having Specified Transfer of Technology (ToT) arrangement with an entity from a country which share a land border with India will be eligible to bid only, if the bidder is registered with the same Competent Authority.

However, the said requirement of registration will not apply to bidders from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects.

8. Interested applicants may obtain further information from the contact details given below during office hours on working days from 10:00 Hrs. to 17:00 Hrs.
9. This is an e-procurement event of THDCIL. The e-procurement service provider is Government e-market place (GeM) Portal. Bidders are requested to read the terms conditions of the tender before submitting their online tender/Proposal.

A	<b>Process of E-tender:</b> The complete RFP/Bidding Document is available on GeM Portal website. The bidders may download the RFP/Bidding Documents accordingly after vendor registration on GeM. The bidders are advised to visit GeM Portal website for vendor registration.
B.	E-tender cannot be accessed after the due date and time of closing of online e-tender for submission of QR & Techno-Commercial Proposal & Financial Proposal mentioned in the RFP.
C	The online tender should be submitted strictly as per the terms & conditions and procedures laid down on the GeM Portal website.
D	All future amendments/ corrigendum/ addenda/ clarifications, if any, shall be uploaded on the GeM Portal only. Bidders shall keep themselves updated with all such amendments/corrigendum/ addenda/clarifications.
E	At any time prior to the deadline for submission of bids, the client may amend the Tender Document by issuing corrigendum/ addenda on GeM Portal. All future amendments/ corrigendum/ addenda/ clarifications, if any, shall be uploaded on GeM Portal <a href="http://www.gem.gov.in">www.gem.gov.in</a> only. Bidders shall keep themselves updated with all such amendments/ corrigendum/ addenda/ clarifications.

F	<p>The Bids are invited under Single Stage Two-Part Bid System. The first part (Part-I) called “QR &amp; Techno-Commercial Proposal” shall contain Qualification Requirements &amp; documentary evidence in support thereof and Techno-Commercial Conditions. The Part-II shall contain the Price Bid. The Part-I (QR and Techno-commercial Bid) and Part-II (Financial Proposal) are to be uploaded &amp; submitted on GeM Portal website <a href="http://www.gem.gov.in">www.gem.gov.in</a> only in the prescribed format. No hard copy of the Price Bid is accepted.</p>
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10. In case, the specified date for the submission of bids being declared a holiday for the Client, the hard copies of the “**Specified Documents**” will be received up to the specified time on the next working day. However, the date and time for online submission of the bids shall continue to be the date and time specified in NIT above or any amendment for the same.
11. Hard copy(ies) of the “**requisite documents**” received by the Client after the deadline for submission of bids will be considered as late Bids even if the Bidder has uploaded the bid within the stipulated deadline. In such a case, the bids may be considered for rejection.
12. The bidders are required to provide documentary proof in support of meeting the requisite Qualifying Requirements (QR). The Part-I (QR and Techno-Commercial Bid) shall be opened in the presence of the bidders who chose to be present.
13. The Part-II (Financial Proposal) of only those bidders will be opened subsequently, who fulfill qualification requirement (QR) and whose “QR & Techno-commercial Bid” (i.e. Part-I) is substantially responsive to the requirement of the bidding documents.
14. Conditional Bid may run the risk of rejection.
15. Bidders are requested to go through the complete Tender Documents before submission of their proposal/bid. Clarification, if any, may be obtained on the tender document before the last date of receipt of queries..
16. The interested bidders who fulfill the eligibility requirements are advised to visit the Projects/office, at their own cost and familiarize themselves with the site conditions.
17. The Bidding Documents are not transferable. The tender shall be submitted only in prescribed form.
18. The Terms & Conditions of RFP uploaded on GeM portal shall replace/ supersede the General Terms & Conditions (GTC) of GeM portal and the contract shall be governed by Terms & Conditions of RFP/ Bidding document only.
19. The bids, as well as all correspondences and documents exchanged by the bidders and the Client, shall be in the English language only.
20. Notwithstanding anything stated above, the owner i.e. THDC India Limited reserves the right to accept or reject any or all the bids and enhances or dilutes the qualifying requirements and to assess the capacity and capability of the bidder, in the overall interest of THDC India Limited, without assigning any reason whatsoever.
21. Each Bidder shall submit only one bid. A Bidder who submits more than one bid in the bidding process will be disqualified from the bidding process i.e. such bids shall be rejected.

**22. Address for Communication:**

**General Manager (Contracts)**

THDC INDIA LIMITED

Plot No. 20, Sector -14, Kaushambi,  
Ghaziabad-201010, Uttar Pradesh (India)

Tel: 91- 01202816721

E-mail: [corpcontract@thdc.co.in](mailto:corpcontract@thdc.co.in)

Alternate no. 91- 01202816749/89

**23. Registered Office**

THDC India Limited

BHAGIRATHI BHAWAN, (TOP TERRACE),

BHAGIRATHIPURAM, TEHRI GARHWAL-249001

Corporate Identification Number: U45203UR1988GOI009822

Website: [www.thdc.co.in](http://www.thdc.co.in)