

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	26-02-2026 19:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	26-02-2026 19:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Railways
विभाग का नाम/Department Name	Railways Public Sector Undertakings
संगठन का नाम/Organisation Name	Indian Railway Finance Corporation Limited
कार्यालय का नाम/Office Name	New Delhi
वस्तु श्रेणी /Item Category	Hiring of Consultants - Milestone/Deliverable Based - appointment of Agency for Preparation of Business Responsibility & Sustainability Report (BRSR) through Web Based Solution & Support Services; appointment of Agency for Preparation of Business R..
अनुबंध अवधि /Contract Period	1 Year(s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension	1

बिड विवरण/Bid Details

दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईएमडी राशि/EMD Amount	4602

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

INDIAN RAILWAY FINANCE CORPORATION LTD
UG Floor NBCC Place New Delhi
(Indian Railway Finance Corporation Ltd)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Extendability of contract requirement:As per IRFC rules but maximum term of two years (year wise) only.

Last 3 years average business revenue from consulting:Please refer to IRFC ATC

Number of Consultants on payroll of firms:Please refer to IRFC ATC

Number of projects completed in India having similar scope & size of proposed project under hiring:Please refer to IRFC ATC

Scope Of work:[1770814757.pdf](#)

Profile of Consultants:[1770814798.pdf](#)

Payment Terms:[1770814804.pdf](#)

Hiring Of Consultants - Milestone/Deliverable Based - Appointment Of Agency For Preparation Of Business Responsibility & Sustainability Report (BRSR) Through Web Based Solution & Support Services; Appointment Of Agency For Preparation Of Business R.. (1)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Consulting Category/ Stream	appointment of Agency for Preparation of Business Responsibility & Sustainability Report (BRSR) through Web Based Solution & Support Services
Consultant's Profile	appointment of Agency for Preparation of Business Responsibility & Sustainability Report (BRSR) through Web Based Solution & Support Services
Proof of Concept (POC) Required	No
Deployment of Consultants/Resource	Hybrid(As specified in scope of work)
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

No

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Satish Chandra Srivastava	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

4. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

5. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

INDIAN RAILWAY FINANCE CORPORATION LTD

Account No.

054805000358

IFSC Code

ICIC0000548

Bank Name

ICICI BANK

Branch address

NBCC NEW DELHI

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. Please refer to IRFC ATC for compliance.
2. Please refer to IRFC Eligibility Criteria for compliance.
3. EMD to be paid through Online mode only.
4. Security Deposit (Contract Performance Gaurantee) to be given by Successful Bidder. Please refer to IR FC ATC.

8. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/**Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.

7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में

भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



INDIAN RAILWAY FINANCE CORPORATION LTD

Open Tender in GeM portal

Invitation of Bids

For

Preparation of Business Responsibility & Sustainability Report (BRSR) through Web Based Solution & Support Services for FY 2025-26

Work item title/ description	Preparation of Business Responsibility & Sustainability Report (BRSR) through Web Based Solution & Support Services for FY 2025-26
Mode of tendering	Open Tender in GeM Portal Single Packet Bid
Method of Selection	Total Value wise Evaluation Note : As per IRFC instructions & the GeM portal procurement process, the lowest (L1) offered Rate in GEM portal will be evaluated technically & financially. If Qualified, Order will be placed. If L1 gets disqualified, then L2 will be evaluated and so on till IRFC finds suitable technically/financial bidder. However, IRFC reserves the right to seek a detailed price bid break-up, initiate negotiations with the L1 bidder (if any or desired by IRFC), and request price justification or clarification as deemed necessary. These actions are undertaken to ensure transparency, fairness, and value for money. The final decision regarding acceptance or rejection of the bid, post-negotiation or clarification, rests solely with IRFC and shall be binding in all circumstances from time to time.
Bid release date	As per GEM portal
Last bid submission date	As per GEM portal
Date of opening of bid	After BID End Date Bids shall be opened in GEM portal through online mode after BID end date.
Pre-Bid meeting	NA
Place for Pre-Bid meeting	NA
Place of Communication & Correspondence (Before Bid End Date)	UG Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi-110003 Email: investors@irfc.co.in ; Phone: 011-24361480
Location of bid submission/ opening	Through GEM portal only. (UG Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi-110003)
Tender category	Service-Preparation of Business Responsibility & Sustainability Report (BRSR) through Web Based Solution & Support Services
Earnest Money Deposit (EMD)	Rs. 4,602/- (Rupees Four Thousand Six Hundred & Two Only) to be paid in favour of "INDIAN RAILWAY FINANCE CORPORATION LTD" Payable at New Delhi through Online mode only with Validity and soft copy may please be uploaded on the E-Tendering Website (GeM portal) along with Annexure-7 wherever applicable. EMD will be Non-interest, Validity period (180 days) or till finalization of Tender.
Bid Offer validity	180 days from Bid End Date
Cost of Tender Documents	Nil

Chapter – 1 **Scope of Work**

Before quoting the Price bid, bidders must carefully review and consider the scope of work below specified by IRFC:-

Scope of Work– Business Responsibility and Sustainability Report (BRSR) preparation through web-based solution & Support services for FY 2025-26

1. Scope of Work

IRFC invites proposals from agencies for providing Business Responsibility and Sustainability Report (BRSR) web-based solution & Support services. The engagement will include BRSR report preparation, ESG gap analysis, peer comparison, digital platform deployment, and training for IRFC employees. The aim is to not only ensure compliance with SEBI guidelines but also to improve IRFC's ESG performance, transparency, and stakeholder confidence.

2.1 Preparation of BRSR Report

- Review IRFC's existing policies related to all 9 Principles(P1-P9) and gap analysis of these policies and past reports to check alignment with SEBI guidelines.
- Prepare and finalize the BRSR Report for FY 2025-26 in compliance with SEBI's Core Framework, including supply chain disclosures in accordance with the SEBI and other applicable regulations, including any amendments thereof, from time to time.
- Ensure the report reflects both regulatory compliance and best practices in the sector.

2.2 ESG Gap Analysis

- Study IRFC's current ESG reporting to identify gaps and improvement areas.
- Provide actionable recommendations to improve ESG maturity and reporting transparency.

2.3 Training and Capacity Building

- Conduct awareness sessions for employees to strengthen understanding of ESG concepts.
- Provide hands-on training for teams on how to use the ESG platform for data collection and reporting.
- Share simple manuals, guides, videos and FAQs to ensure continuity of learning.

3. Platform Functionalities

3.1 Central Data Management

- Collect and download ESG data from all departments in one system to act as a single source of truth.
- Upload both past disclosures and current data for complete historical tracking.

3.2 Data Entry and Validation

- Allow different modes of data entry – manual input, bulk uploads, or integration with existing systems.
- Built-in automated calculations for addition, subtraction, multiplication, division, and percentages.
- Automatic flagging of unusual or inconsistent data entries for further review.

3.3 Record Keeping and Audit Trail

- Capability to attach supporting evidence for every question.
- Option for admin to mandate evidence attachment for selected or all questions before submission.
- External assurance providers, auditors i.e., statutory, internal, C& AG etc. have view-only access to responses and evidence.
- Internal gap analysis teams to have view access and the ability to insert improvement remarks.

3.4 Role-based Access

- Set up Maker-Checker-Admin approval workflows for verification before final submission.
- Ensure only authorized users can access or edit information, with secure login controls.

3.5 Dashboards and Benchmarking

- Show IRFC's ESG performance through advanced customized dashboards with trend analysis.
- Provide a comparative scorecard to benchmark IRFC against peers.

3.6 Reporting Capabilities

- Each ESG question should be pre-linked to a relevant department for response, with the ability to reassign as needed.
- Assign questions individually or in bulk to departments/facilities, including the same question to multiple facilities for separate responses.
- Generate BRSR reports as per SEBI's latest formats including supply chain data.
- Provide output in multiple formats – Word, PDF, Excel, and XBRL for SEBI submission.
- Auto-fill capability for repeated answers across multiple questions, with user confirmation.

3.7 Emissions and Sustainability Tracking

- Calculate Scope 1, Scope 2, and Scope 3 emissions as per recognized standards.
- Track other key indicators such as waste, water usage, and air emissions.
- Support planning and tracking towards Net Zero targets.

3.8 Document Repository

- Provide a central storage space for uploading supporting documents.
- Make documents easy to search and retrieve during audits and compliance checks.

3.9 Knowledge Repository

- Integrated repository of explanatory notes, definitions, and guidelines for each question.
- Clickable information icons against each question to provide contextual guidance to users.

3.10 Value Chain Assessment

- Platform should be able to integrate as many as suppliers for their assessment
- Industry specific Assessment should be inbuilt in the platform. Entire questionnaire should be pre-built in the platform for multiple assessments for ESG.
- Supplier evaluation, scoring and Matrix should be automated

3.11 Assurance & Audit Enablement (Platform)

- Read-only access for assurance providers and auditors with comment functionality.
- Complete audit trail with user actions, approvals, and version history.
- Export of assurance-ready data and evidence in Excel and PDF formats.

4 Assurances and CAG Audit Support

- Support third-party assurance provider of the BRSR, including coordination with assurance agencies and ensuring disclosures are backed by verifiable evidence.
- Conduct pre-assurance checks to identify gaps, inconsistencies, and missing documentation. Assist in addressing assurance observations and finalization of the assured BRSR.
- Provide support for CAG audit queries related to BRSR disclosures.
- Enable quick retrieval of question-wise, department-wise, and facility-wise data and evidence.

5 Deliverables

1. **BRSR Report (FY 2025–26)** prepared and finalized in compliance with SEBI BRSR and BRSR Core requirements, including supply chain disclosures.
2. **ESG Gap Analysis** highlighting current gaps, maturity assessment, and actionable improvement recommendations.
3. **Digital ESG/BRSR Platform Deployment**, fully configured for IRFC and its departments, user roles for 2-3 users per department, workflows, and approval hierarchies.
4. **Configured BRSR Questionnaires** mapped department-wise and facility-wise with built-in guidance, validations, and evidence requirements.
5. **Dashboards & Analytics** covering ESG performance trends, year-on-year comparison, and peer benchmarking.
6. **Assurance & CAG Audit-Ready Data Pack**, including structured evidence, audit trails, version history, and exportable reports.
7. **Training & Capacity Building**, including user training sessions, platform manuals, and reference guides.
8. **Final Report Outputs through Soft as well as Hard copy** in SEBI-prescribed formats (Word, PDF and XBRL).
9. **Ongoing Support during Reporting Cycle**, including clarification support, assurance responses, and audit query assistance.
10. Provide assistance in the CAG and other audits of the respective BRSR report as and when required.
11. On the completion of final report after assurance, the report should include all enclosures, supportive and calculation matrix.

Chapter-2

Qualification Requirements

Sr. No	Particulars	List of Documents
1.	Undertaking may please be submitted and uploaded in GEM portal. (To be submitted on company's/firm letter head).	Annexure-1
2.	Vendor Profile Form	Annexure-2 (Please provide supporting documents)
3.	The Bidder should be operating in India at least for the last three years as on the last date of bid submission.	Annexure-3 (Attach valid certificate of incorporation or commencement of business/other statutory registrations etc.)
4.	Bank Details of the Bidder	Annexure-4
5.	Certificate of Ministry of Electronics and Information Technology (MeitY) for the empanelled cloud/ data centre service provider	Attach copy of MeitY certification along with invoice copy raised to Bidder
6.	ISO 27001 certification of the Bidder	Attach copy of ISO 27001 certification
7.	Application audit certificate for security and compliance verification for the platform to be deployed in the name of Bidder.	Attach audit certificate
8.	<p>Experience:</p> <p>(i) Work Experience: The bidder must have a work experience of providing Business Responsibility & Sustainability Report (BRSR) preparation through web-based solution & support services for minimum to 2 (two) listed Companies in India in any of the last 3 years.</p> <p>(The reference date for considering the period of previous 03 (Three) years shall be reckoned from the last day of the month previous to the one in which the bids are invited i.e., 31.01.2023 to 31.01.2026)</p> <p>(ii) Team Experience: The bidders should have consultants, specialized and experienced in preparation of BRSR and Sustainability Report (ESG) or consultancy services on ESG.</p> <ul style="list-style-type: none"> • Team Leader should be engaged in Sustainability Report (ESG) / BRR / BRSR Consulting services for minimum 05 years. • Other team members (minimum 02 	<p>“List of organization- to be provided as per Annexure - 5 which should be CA certified and the Bidder shall submit copies of two (2) Nos. of LoA / LOI / contracts / agreements / work orders along with documentary evidence in respect of satisfactory execution i.e., invoices along with bank statements for payment received of at least (1) one of those contracts.</p> <p>The Bidder shall submit Curriculum Vitae (CV) of consultants (team leader and other team members) showing break up of consulting service experiences.</p>

	nos.) should have minimum experience of 02 years in Sustainability (ESG) Report / BRR / BRSR consulting services and should have been associated with preparation of at least 01 (one) BRSR and Sustainability Report.	
9.	<p>Financial Turnover</p> <p>Minimum Average Annual Turnover of the Bidder (For three yrs)</p> <p>Note:</p> <p>During the last three financial year ended 31st March 2023, 31st March 2024 & 31st March 2025 based on standalone audited accounts. The audited average annual Turnover of the firm should not be less than Rs. 3 lakhs. The turnover should be applicable to bidder entity and not for its group of companies/ subsidiary companies/ parent company.</p>	<p>Not less than Rs 3 Lakhs</p> <p>The Certificate from the Chartered accountant to be enclosed as per Annexure - 6 & upload the same in GeM.</p>
10	<p>Earnest Money Deposit (EMD)</p> <p>Online Mode – Submission of Earnest Money Deposit (EMD)</p>	<p>Rs. 4,602 (Rupees Four Thousand Six Hundred and two Only) to be paid in favour of “INDIAN RAILWAY FINANCE CORPORATION LTD” Payable at New Delhi through Online mode only with Validity and soft copy may please be uploaded on the E-Tendering Website (GeM portal) along with Annexure-7, wherever applicable.</p> <p>No interest shall be payable on EMD amount, in any case, by IRFC.</p>

Note:

Failure to meet the “Qualification requirements” will render the bid to be summarily rejected. The responsibility for accuracy, completeness, and justification of the submitted documents lies solely with the bidders. IRFC reserves the right to complete the evaluation based on the details furnished by the bidder.

Note for Micro & Small Enterprises and Start-ups: Qualification requirements specified above shall also be applicable for Micro and Small Enterprises without any relaxation except EMD. Please refer to GEM GTC (General Terms & Conditions) in case if exemptions for EMD requirement.

Note: All bidders are required to upload the specified Annexures on the GeM portal along with copies of supporting documents, providing justification wherever applicable. IRFC reserves the right to request supporting documents or information related to tender requirements at any stage of the bidding and evaluation process. IRFC may seek such clarification, information, or documentation as necessary to ascertain the eligibility of bidders. Wherever deemed necessary, IRFC may also request the submission of shortfall documents (historical documents which pre-existed at the time of tender opening and which have not undergone change since then — meaning missing or incomplete paperwork related to the bid—through the GeM portal, providing adequate opportunity to bidders. Failure by the bidder to provide the requested information within the stipulated time may result in the cancellation of the bid. In case of any ambiguity or need for clarification, bidders are advised to seek clarification before the bid submission deadline. Further, IRFC shall not entertain any such representation thereafter under any circumstances.

Chapter - 3

General Terms & Conditions

1. Contract Performance Security or Security Deposit from Successful Bidder: -

- a) **5% of the Total Contract Value** (inclusive of GST) with a validity of 12 Months + 2 months claims from the Date of Award of GEM Contract Order (LoA) period by following modes:
- i) Demand Draft (DD) issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (DD should be in the name of the Indian Railway Finance Corporation Ltd) **(or)**
 - ii) Unconditional & irrevocable Bank Guarantee (BG) issued by a Scheduled Commercial Bank as per Format annexed or as per format prescribed by IRFC **(or)**
 - iii) Bankers Cheque/FDR in the name of 'Indian Railway Finance Corporation Ltd' or any other mode (financial instrument) as prescribed by IRFC. **(or)**
 - iv) Through Electronic mode (NEFT/RTGS) also.

Note :

- i. The preferred mode of receiving the Security Deposit shall vest solely with IRFC. The successful bidder shall submit the Security Deposit in the manner and form as desired by IRFC, without any deviation.
- b) No payment will be released without submission of Security deposit/performance security. Non submission of Security deposit/performance security may lead to termination of contract and getting the work done at bidder's risk and cost including forfeiture of EMD.
- c) IRFC can deduct as compensation from the Security Deposit for failures on the Bidder's part to complete its obligation under the contract as per liquidated damages besides initiating other penal remedies as may be available as per law/contract.
- d) Security deposit shall be submitted by successful vendor within 30 days of award of contract.
- e) If the contractor, fails to furnish Performance Security, within the specified period, it shall be lawful for the IRFC at its discretion to annul the award, besides taking any other administrative punitive action.
- If the contractor during the currency of the Contract fails to maintain the requisite Performance, it shall be lawful for the IRFC at its discretion to terminate the Contract for Default besides availing any or all contractual remedies provided for breaches/ default.
- f) Contractor needs to extend the validity of Performance Security as and when asked by IRFC due to Extension of contract timelines.
- g) In the event of any amendment issued to the contract, the contractor shall furnish validity of the Performance Security/Security Deposit in terms of the amended contract within fourteen days of issue of the amendment.
- h) Subject to satisfaction of IRFC, the IRFC shall release the performance security without any interest to the contractor (agency) on completing all contractual obligations including the warranty obligations, if any.
- i) No claim shall lie against the IRFC regarding interest on security deposit/performance security.

Note :- In case of MSE/Start-up happened to be successful tenderer, they have to remit Security Deposit/CPS in the form of DD/BG/e-mode, for the value mentioned above.

Forfeiture of Security Deposit :-

The Security Deposit submitted by the successful bidder is liable to be forfeited, either in full or in part, at the discretion of IRFC, in the following cases:

- ❖ If the bidder fails to execute the work/order in accordance with the terms and conditions of the contract.
- ❖ If the bidder fails to comply with any of the provisions of the contract.
- ❖ If the services provided are found to be unsatisfactory or not to the satisfaction of IRFC.
- ❖ If the bidder withdraws or abandons the work before completion.
- ❖ Any other breach of contract obligations as determined by IRFC.
- ❖ Non-fulfilment of satisfactory performance by successful bidder.

Note: The decision of IRFC in this regard shall be final and binding on the bidder.

2. Earnest Money Deposit (EMD) :-

The Bidders shall pay Deposit of INR 4602/- towards EMD through online mode only (NEFT/RTGS – IRFC Bank Account) in favour of Indian Railway Finance Corporation Ltd, payable at New Delhi and Copy of Transaction details (UTR Number & Date) need to be uploaded in GEM portal, for verification of Buyer. Bids without EMD will be summarily rejected.

The EMD shall be forfeited, if a bidder withdraws its bid during the bid validity period (or) if the successful bidder fails to sign the agreement. The Earnest Money Deposit can be forfeited if the bidder withdraws his Tender proposals / modifies / changes / alters / impairs/ derogates the Tender proposal on his own after the Technical Evaluation is done or within the subsistence of the validity period of offer or fails to accept the Letter of Award issued by IRFC or fails to submit Security Deposit or fails to turn-up and execute contract agreement or fails to commence the work as per LOA (or) GEM Contract Award. Unilateral revision or withdrawal of offer by the bidder as above shall also result in rejection of bid without notice.

No interest shall be payable on EMD amount, in any case, by IRFC.

EMD of unsuccessful bidders will be returned without any interest after finalization of the Bid. EMD will constitute & may be converted to the security deposit of the successful bidder and shall be returned without any interest, after the expiry of the period of appointment / extended period of appointment subject to satisfactory performance.

EMD Validity: Since Bidders who have submitted EMD in online mode, the validity remains till finalization & award of contract. EMD of unsuccessful bidders will be returned without any interest after finalization of the Bid.

Bidders who are registered with MSME are welcome to participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises, Govt. of India. Product/Service range mentioned in such certificate should be similar to requirements of this tender. Relaxations (only EMD) as announced by Government of India from time to time shall be applicable to these bidders subject to full compliance of other terms and conditions of the tender and contract. Valid documentary certificate and evidence is to be submitted.

Note :- In case any bidder claims exemption from submission of EMD, the same shall be governed by the provisions of GeM General Terms and Conditions (GTC). Such claims must be duly supported with relevant documents, which are required to be uploaded on the GeM portal at the time of bid submission. Please refer GEM GTC.

Mode of furnishing Earnest Money Deposit:

- i) EMD Can be furnished in the form of e-payment only. Bidders may choose remittance of EMD into IRFC Bank Account through e-payment mode (NEFT/RTGS) only. In case of e-payment, the tenderer shall upload a scanned copy of e-payment details (**Annexure-7**) with UTR number, remitted bank, amount, date etc., which shall be verified by IRFC.

IRFC Bank Account	
Name of Account	INDIAN RAILWAY FINANCE CORPORATION LTD
Name of Bank & Branch	ICICI Bank NBCC New Delhi
Account Number	054805000358
IFSC Code	ICIC0000548
Account Type	CAA

3. Tender shall be submitted through online (GEM only) as per the details available in e-TENDER (GeM). However, the bidders shall ensure that they download and submit their bid well in advance before the closure of online submission of tender in GEM portal. Bidders participating in Tender process will be construed as “Acceptance of All Terms & Conditions of the Tender” and familiar with all clauses.
4. Bids are to be received in Single packet mode in GEM portal.
5. **Period of Contract:** The engagement period of the successful bidder will be for a **period of One (1) year**. However, the initial assignment is for the FY 2025-26 and based on satisfactory completion of assignment for the FY 2025-26, the assignment may be extended annually upto maximum of two (2) years on the quoted fee and same terms/conditions upon approval of competent authority.
6. **Data Portability, Return, and Exit Management:** The Bidder shall provide all user data, including metadata, logs, and configurations, in readable, non-proprietary formats within 45 days of contract termination. The Bidder shall provide full assistance and support for smooth migration to an alternate platform and ensure continued service availability during the transition along with necessary technical and documentation support, ensuring no vendor lock-in, exit restriction, data loss, or business disruption, until data migration is completed to satisfaction of IRFC. After data handover, all data—including backups—will be permanently deleted within 60 days in accordance with recognized data sanitization standards, and a data destruction certificate will be issued and must continue to comply with data security & privacy requirements during the exit phase.
7. All data created or processed through the platform/ web-based solution shall remain the sole property of IRFC and the vendor shall not access, use, or share the data without prior written consent.
8. **Validity of Quoted Offer Rate :-**
The quoted rate shall remain valid for **180 days** from the **last date of bid submission**.
9. IRFC reserves the right to reject any or all bids received or cancel the Tender, without assigning any reason.

10. No conditional Bid is accepted and shall be summarily rejected thereof.
11. Mere Submission of bids does not entitle the bidder for award of contract or confer any right to receive any work from IRFC.
12. Canvassing in any form is Strictly Prohibited and shall summarily be rejected.
13. **LD Charges** :- Since the activities under this tender for **Business Responsibility and Sustainability Report (BRSR) web-based solution and support services** are time bound, in case of delay/non-completion of the assigned scope within the stipulated timelines shall attract penalty/ Liquidated damages provisions as per the terms and conditions. IRFC shall levy and recover from the agency penalty at the rate of 0.5 per cent per week subject to a maximum of 10% of the work order value. LD can be recovered from any dues of the bidder. However, IRFC reserves the right to implement with or without LD charges on case-to-case basis from time to time and shall decide accordingly.
14. **PENALTY-QUALITY:** - If the service or output does not meet the specified quality and requirements, IRFC shall not be obliged to accept it. If accepted under exceptional circumstances, a penalty shall be imposed at a rate determined by IRFC. The agency will be given a reasonable opportunity to present its case before any penalty is applied. However, IRFC reserves the right to decide the appropriate course of action as per prevailing rules, and the final decision shall rest with IRFC in all circumstances and shall be binding on the successful bidder.
15. IRFC reserves the right to ask for additional supporting documents from individual bidders or all bidders at any stage of evaluation.
16. IRFC reserves the right to enforce the GeM General Terms and Conditions (GTC) as per the requirements of the Corporation and binding wherever necessary.
17. Bidders are advised to adhere to and comply with the **Make in India** provisions on the GEM portal as per prevailing rules and the GeM General Terms and Conditions (GTC).
18. IRFC reserves the right to make additions/alterations to and/or amend the terms and conditions of the contract at any time, without basically effecting the core of the contract.
19. IRFC reserves the right to take decisions and appropriate measures as per GEM SLA, GEM GTC, during the contract period from time to time or after post-award activities. The same shall be adhered to and shall be binding on the Successful Bidder.
20. In case of any clarification, ambiguity, overriding provisions, waiver instructions, or related matters etc., during currency of contract period, IRFC (TAA) reserves the sole right to take the final decision. Such decisions shall be binding on all concerned parties and applicable under all circumstances
21. In case of any ambiguity or need for clarification, IRFC reserves the right to determine the course of action and enforce the relevant clauses/suitable action as deemed fit, as per the requirements of the Corporation. The decision of IRFC in this regard shall be final and binding on all concerned and IRFC instructions shall be followed wherever applicable in all circumstances.
22. The bidder shall bear all costs associated with preparation and submission of their bid, including post bid discussions, technical or other presentations, and IRFC will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

23. Agency (successful bidder) shall not divulge any information to third parties without written permission of authorized officials of IRFC.
24. The successful bidder shall **not sublet, subcontract, or delegate, either in part or in full, any assignment mentioned in the scope of work** under any circumstances. Any violation of this condition will be treated as a material (service) breach of contract and may result in termination of the agreement and forfeiture of the Security Deposit.
25. Bidders are requested to study the bid documents carefully. Submission of the bid will be deemed to have been done after careful study and examination of all the instructions, eligibility norms, scope of the work, terms in the bid document with full understanding of its implications. Bids not complying with all the given clauses in this bid document are liable to be rejected. Failure to furnish all the information required in the Bid document or submission of a bid not substantially responsive to the Bid document in all respects will be at the bidder's risk and may result in the rejection of the bid.
26. During evaluation IRFC reserves the right to request price justification or a detailed financial cost breakdown, or any other document as deemed necessary. Additionally, IRFC may explore other available options within the GeM portal—such as negotiation with L1, or clarification mechanisms—if required.
27. **The lowest (L1) offered Rate in GEM portal will be evaluated technically & financially. If Qualified, Order will be placed. If L1 gets disqualified, then L2 will be evaluated and so on till IRFC finds suitable technically/financial bidder The decision of IRFC in this regard shall be final and binding on all concerned.**

28. **Determination of Service Levels :-**

The Bidder shall complete the entire activity of preparation of BRSR, as per the scope of work in accordance with SEBI timelines or as mutually agreed between the Company & successful Bidder. The decision of extension of delivery deadline will rest solely with IRFC.

IRFC shall be the sole judge in defining and assessing the levels of service expected from the successful bidder (agency) for determining satisfactory performance. The decision of IRFC in this regard shall be final, conclusive, and binding on the contractor in all circumstances.

29. Upon receipt of the GEM Contract, the successful bidder shall consult and coordinate with the concerned section (IRFC) to obtain relevant information, formats, timelines, and specifications related to the BRSR Report..

The successful bidder shall be responsible for:

- Accurate configuration, implementation, Automated Data Collection and support of the BRSR solution
- Verification and validation of all data, disclosures, references, system links and outputs
- Ensuring completeness, correctness, and compliance with applicable SEBI BRSR guidelines and other relevant regulatory requirements

Any errors, deficiencies, or discrepancies by the bidder shall be rectified promptly at no additional cost to IRFC.

30. All content, data, disclosures, formats and outputs under the BRSR web-based solution and support services shall be developed and delivered strictly as per scope of work in accordance with SEBI BRSR requirements, applicable regulations.
31. Any penalty/interest/fee/tax etc., levied on IRFC on account of any regulatory/statutory non-compliances for reasons/delay/negligence attributable to bidder, the same shall be recoverable from appointed successful Bidder and be recoverable from amount payable in this contract/assignment or any other contract/assignment of Bidder with the company. It is the responsibility of successful Bidder, to always protect the interest of IRFC & its Official i.e., compliance of all applicable laws and regulations by successful Bidder.

32. Payment Terms :-

- a) No Advance payment will be made by IRFC on any account.
- b) Deductions such as TDS, LD Charges/Penalty (if any) etc., will be made.
- c) Payment will be processed to the satisfaction of IRFC as per the payment schedule as follows:

Sr. No.	Activity	Payment Terms (Percentage of Total Value)
1	Kick-off, Platform Setup, Gap Analysis, Team On boarding, Data Entry, BRSR Coordination, Value Chain Assessment, Gap Analysis, Gap Closure, Supplier Scoring, Final Review & BRSR Drafting	30%
2	Assurance Coordination, Assurance Support, Gap Closure & Report Revision	30%
3	Final Submission, XBRL Preparation & Report Handover	30%
4	CAG audit completion	10%

- d) upon completion of satisfactory work/service. Payment shall be made against invoice within 45 days after acceptance (to the satisfaction of IRFC) of the invoice by IRFC.
- e) Payment will be made through bank transfer only.

33. Termination of Contract :

- a) IRFC shall have a right to terminate the appointment of said agency without assigning any reasons thereof.
- b) The IRFC may at any time terminate the contract for any reason by giving the successful bidder a notice of termination of 07 days at IRFC's convenience. Such termination will be effected without any liability on IRFC, and the decision shall be final and binding. But no such notice will be necessary, if service provider is to be terminated on the grounds of serious misconduct or due to any act which requires immediate vacation of IRFC premises by the service provider. In such case of termination of contract, the security deposit shall be forfeited by IRFC.
- c) Termination of Contract may also be effected due to non-requirement of services from time to time. Such termination shall be at the sole discretion of IRFC and shall be final and binding on the agency. This termination will be effected without any liability on IRFC, and the decision shall be final and binding.
- d) If the agency refuses or is unable to provide sufficient services required to execute and complete the work in the manner specified in this Agreement (contract), such failure shall constitute a service breach of contract. In such circumstances, the Indian Railway

Finance Corporation (IRFC) reserves the right to take appropriate action, including but not limited to issuance of a warning notice, imposition of penalties, or termination of the Agreement in accordance with the relevant provisions contained herein.

- e) The IRFC shall be entitled to terminate the contract forthwith without any notice in case of serious and repeated defaults by bidder.
- f) If the successful bidder, without valid reason, fails to commence the work or rendering of services promptly, or suspends the progress of contract performance after receiving a written instruction from the Indian Railway Finance Corporation (IRFC) to proceed, and persistently fails to execute the contract without just cause, such conduct shall be deemed a material breach of the Agreement.

In such event, IRFC reserves the right to initiate appropriate remedial action, including but not limited to issuance of a warning notice, imposition of penalties, or termination of the Agreement in accordance with the termination provisions contained herein.

- g) IRFC may initiate appropriate action as per GeM General Terms and Conditions (GTC), prevailing Government rules, and other applicable provisions in case of deficiency of services or performance not meeting IRFC's satisfaction. Such action may include **blacklisting, levy of penalty (if necessary), or termination of services.**

34. Financial BID- Please provide the Financial Break-up format as per Annexure-8.

Bidders are advised to refer to **Annexure-8** of Financial Bid Format for detailed guidance on the pricing structure. All bidders must ensure that the prices quoted on the Government e-Marketplace (GEM) portal are in strict accordance with the format and components specified in **Annexure 8**.

Note: Further, the quoted lump sum fee shall be inclusive of cost of site visit/travelling, lodging & boarding expenses, TA/DA, out of pocket expenses viz. Photostat, typing, printing etc. but exclusive of GST only. IRFC will not be required to pay and/or reimburse anything over and above the price quoted.

Annexure - 1
UNDERTAKING

(To be submitted on company's/firm letter head)

1. I/We hereby undertake that I/we have examined/ perused, studied and understood the tender no. _____ dated _____ and any corrigendum/ addendum/ clarification etc. completely and have submitted my/our bid in pursuance to the said documents.
2. I/We hereby undertake that I/We understand that the Scope of Work and Requirement of this Tender is indicative only and not exhaustive in any manner. I/We understand that the scope of work may undergo minor changes as per prevailing IRFC requirements at the time of signing of contract.
3. I/We hereby undertake that we shall comply with the Scope of work and requirements and tender terms and conditions completely and there are no deviations and/or submissions and/or clarifications of any manner and/or sort and/or kind in this regard from my/our side.
4. I/We hereby undertake that the copy of the requisite Certificate as per Tender document by IRFC, is the true copy.
5. I/We hereby undertake that I/We understand that IRFC reserves the right to float a separate tender for the scope of work and requirements as mentioned in the respective Chapter of this tender irrespective of the outcome of this tender. I/We understand that in such a case I/We shall bid separately for that tender and in no case our bid to this tender shall be deemed as a bid for the said tender.
6. I/We hereby undertake to provide the services and undertake to be the single point of contact for IRFC for all services, terms and conditions and for the entire scope of work and requirements as defined in this tender document.
7. I/We hereby undertake that I/We do understand that my/our bid should be as per the tender document and should be accordingly submitted to the IRFC. In case of a failure to comply and/or a variation the IRFC has got sole discretion to consider or disqualify my/our bid for the aforementioned tender and I/We shall be not having any claim of any sort/kind/form on the same.
8. I/We agree to bind by this bid for a period of one (1) year after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period and also, if renewed.
9. I/We hereby attach the duly signed and stamped tender document (if any) as an acceptance and compliance of TENDER specifications and terms & conditions with the technical response without any deviations and/or submissions and/or clarifications of any manner and/or sort and/or kind in this regard from my/our side.
10. I/We understand that mentioning of any pre-requisites, presumptions, assumptions, hiding/ twisting/ deletion/ reduction/ manipulation/ disguising of scope of work and/or application features and/or infrastructure and/or project deliverables etc. in any form and/or by any means and/or under any head shall not be constituted as a part of the bid and in case of award of the tender the same should not be claimed by me/us while award and/or subsequent execution of work. The decision of IRFC on such issues shall be binding on me/us and the same cannot be arbitrated upon by me/us.
11. I/We hereby undertake that we abide by all the terms and conditions mentioned in the tender along with corrigendum, if any.
12. I/We hereby undertake that I/We shall meet all business requirements of IRFC and shall provide the same solution as proposed in the bid document during contract period. In case of a default IRFC can levy penalty as per tender terms and conditions.
13. We, the undersigned bidder, hereby undertake and confirm that we are fully compliant with the provisions of the Information Technology Act, 2000, and all applicable amendments thereto.
14. We also undertake that empaneled cloud/ data center service provider is in full compliance with the guidelines, advisories, and directions issued by Ministry of Electronics and Information Technology (MeitY) and as amended from time to time.

15. We also undertake that we are ISO 27001 certified Company.
16. We hereby undertake and confirm that the BRSR web based solution is in the name of Bidder and will be hosted in compliance with the prescribed cloud hosting requirements.
17. We adheres to fair labour practices, ensuring a safe working environment, fair wages, and compliance with applicable labour laws.
18. We upholds ethical business conduct, including anti-corruption measures.
19. We provide products that are environmentally sustainable, have consciously minimised carbon footprints in the production or sourcing process and invariably incorporate a minimum percentage of recycled materials wherever applicable.
20. We encourage diversity and inclusion within its organization and supply chains and complies with health and safety regulations, ensuring the well-being of their employees
21. The ESG assessment report will be submitted separately as and when required by the buyer company.
22. I/We hereby solemnly declare and affirm that our company/ organization has not been black listed, debarred, banned or disqualified by any Government or any Government agencies including PSUs and there has not been any work cancelled against myself/ourself for poor performance. We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.
23. I/We hereby declare that I/we, as the bidder, are not under liquidation, court receivership, or any similar proceedings, and I/we are not bankrupt
24. I/We understand that at any stage during the tenure of the contract if it is found that any statement or document submitted by I/We is false/forged/invalid, IRFC has discretion to terminate the contract and get the work done through third party as per the risk purchase clause mentioned in this tender or prevalent rules from time to time.
25. I/We hereby affirm that our bid is valid for the period including the deemed period as specified in the tender document.

Signature of Authorized Signatory:

Name of the Signatory:

Date:

Place:

Firm's Name & Seal

On the letterhead of Bidder

Annexure- 2

VENDOR PROFILE FORM

1	Name & Legal Status of the Bidder			
2	Organization Registration Details (Incorporation or Commencement of Business/ Other Statutory Registrations etc.)	Date of Incorporation/ Registration:		
3	GST Number:	Please provide Supporting Documents PAN Number:	Please provide Supporting Documents	
4	Registered/ Corporate office Address of Bidder			
	Address & Contact Details (E-Mail, Ph. Nos. etc.) of Proprietor/ Directors of the Bidders	1)		
		2)		
		3)		
Delhi (NCR) Office Address if any & Contact Details: Names and Designations of the persons authorized for single point interaction with IRFC				
	Mobile Numbers of Contact persons:	E-mail of Contact persons:		
5	Bank Account details for EMD refund	Beneficiary name: Bank Account Number: Bank Name & address IFSC code:		
6	a. MSME Registration: (If Yes, provide Udhyaam registration Certificate)	(Yes/No)	If Yes, Regd. No.:	
			Date:	
			Category:	
			Range of Supply/ Services:	
	b. GeM (Government Marketplace) Registration:	(Provide Details)	Mention GeM Seller ID:	
			Date:	
			Category:	
			Range of Supply/ Services:	
	c. TReDS** (Trade Receivables Discounting System) Registration:	(Yes/No)	If Yes, Regd. No.:	
			Date:	
Category:				
Range of Supply/ Services:				
If No, then provide the date by which you will be registered on TReDS portal:			Dt.:	

	d. Whether SC/ST/OBC Entrepreneur:	(Yes/No)	(If Yes, Please provide Supporting Documents)
	e. Whether Women Entrepreneur:	(Yes/No)	(If Yes, Please provide Supporting Documents)
	f. Start-up Registration: (If Yes, provide Valid DPIIT certificate)	(Yes/No)	(If Yes, Please provide Supporting Documents)
	Seeking Any Relaxation such as		
7	For EMD exemption (as per GEM GTC), if Yes (Copy to be enclosed i.e., Name/Title of Document for establishing exemption.	(Yes/No)	(If Yes, Please provide Supporting Documents)

****TReDS (Trade Receivable e-Discounting System)** is an online electronic platform set up to facilitate MSMEs to unlock working capital by converting their receivables into cash. TReDS gives capital access to the credit-starved small businesses in India and enables them to receive payments more quickly.

To avail the services and benefits of TReDS, all MSME vendors are advised to register their firm/organization by self-uploading/providing necessary documents and completing KYC on TReDS platform on PRIORITY basis and may be linked to IRFC account

IRFC has already registered on the available three TReDS platforms:

- M/s RXIL (Receivable Exchange of India Limited) – IRFC Membership Code:IN0001432
- M/s M1xchange (Mynd Solutions Private Limited)–IRFC Customer ID: BUYER00046020
- M/s Invoicemart (A TReDS Limited) – IRFC Registration ID: 1000238331
- M/s C2FO C2FO Factoring Solutions Private Limited – IRFC Registration ID:B1220240039
- M/s DTX KredX Platform Private Limited- IRFC Registration ID: CO75X7YL7M2W

In case of any help is required above dealing officials of TReDS Platform may also be contacted.

Note: IRFC shall encourage to make payment against this Contract through TReDS only in case of MSME bidder.

Signature of Authorized

Signatory of Bidder Name:

Designation:

Date:

Place:

Seal of Organization:

On the letterhead of Bidder

Annexure- 3

Bidders should be operating for the last three years as on the last date of bid submission.

1. Name of the Agency:
2. Address of Agency:
3. Year of incorporation of Agency:
4. Registration number of the incorporation of Agency:
5. PAN number of the Agency :
6. Proof enclosed w.r.t. S.no. 3, 4 & 5 as above:

(Relevant proof like Incorporation / Registration Certificate or similar Legal document duly attested and stamped as proof)

It is certified that the information furnished above is true and correct.

(Signature of Authorized Signatory)

(With Official Seal)

Date:-

Place:-

On the letterhead of Bidder

Annexure- 4

BANK DETAILS OF BIDDER

NEFT Format

Beneficiary Name	
Beneficiary Bank Name	
Beneficiary Bank address	
Beneficiary Account Number	
IFSC CODE of the bank	
GST Number	
PAN	
Email ID	

Copy to be Enclosed: Bank Details such as photocopy/cancelled copy of one leaf from cheque book, if any, etc., may please be uploaded in GEM portal for establishing the same.

I hereby confirm that the above-mentioned particulars are in order. To facilitate NEFT credits, I will inform IRFC in case of any changes in the Bank Particulars at a future date.

Thanking You

Yours Sincerely

Signature:

Name:

Designation:

Company/Firm Name:

Date:

Company Seal:

List of organization

1. Name of the Agency:
2. Address of Agency:
3. Details of Past experience of **Preparation of Business Responsibility & Sustainability Report (BRSR) through Web Based Solution & Support Services for FY 2025-26:-**

S. No.	Name of the listed Company	Period of contract		Value of Contract (In Rs.)	Contract No. & Date	Completed/ Ongoing
		From	To			

Note: -

(Attach valid copy of Work Order and invoices along with bank statements for payment received.)

It is certified that the information furnished above is true and correct.

**Signature of Chartered Accountant.
(With Official Seal)
UDIN**

Date
Place

Signature of Authorized Signatory (With Official Seal)
Date
Place

Bidders' Audited Annual Turnover in the Last Three (3) Years as Required under Technical Eligibility Criteria

1. Name of the Agency:
2. Address of Agency:
3. Financial Turnover:

S.No.	Year	Annual Average Turnover (Rs. in Crore)	Remarks (if any)
i	2022-23		
ii	2023-24		
iii	2024-25		
Annual Average Turnover			

It is certified that the information furnished above is true and correct.

Signature of Chartered Accountant.

(With Official Seal)

UDIN:

Date
Place

Signature of Authorized Signatory (With Official Seal)

BID SECURITY FORM (EMD)

(On Firm/Lead Member's Letter Head)

To,
Indian Railway Finance Corporation Limited,
New Delhi - 110 003

Date:

Ref: **EMD Details** - Tender for appointment of Agency for Preparation of Business Responsibility & Sustainability Report (BRSR) through Web Based Solution & Support Services for FY 2025-26

Sir,

Having examined the bidding documents, we, the undersigned, offer to render the services for Preparation of Business Responsibility & Sustainability Report (BRSR) through Web Based Solution & Support Services for FY 2025-26 as per the scope of work mentioned in the tender and in conformity with the bidding documents. The following are the details of EMD Transaction:

Transaction details*	
Name of Bank & Branch	
UTR Number	
Date	
Transaction Amount	
Name of Account	

***Soft copy of transaction details to be attached on GeM Portal**

Note : In case any bidder claims exemption from submission of EMD, the same shall be governed by the provisions of GeM General Terms and Conditions (GTC). Such claims must be duly supported with relevant documents, which are required to be uploaded on the GeM portal at the time of bid submission. Delete this para, if EMD is submitted in online mode and upload Annexure-7 with UTR details soft copy.

Signature:

Full Name:

Address:

(Company Seal)

(to be submitted on Bidders Letter Head)

To
IRFC**Financial Break-up Format****Appointment of agency for preparation of Business Responsibility and Sustainability Report (BRSR) through web-based solution & Support services for FY 2025-26**

(Amount in Rs.)

Sr. No.	Particulars	Total Amount for FY 2025-26
1	Providing Business Responsibility and Sustainability Report (BRSR) through web-based solution & Support services for FY 2025-26	
Applicable GST (%) on total amount		
Total Amount in figures in Rupees including GST		
Total Amount in words in Rupees including GST.... _____		

Notes:

- The professional fee as mentioned hereinabove should be inclusive of all charges such as communication cost, travelling and other out of pocket expenses. No amount other than quoted above shall be paid for this assignment. This may be further renewed subject to satisfactory performance.
- The evaluation of the price/ financial bid will be at the sole discretion of IRFC and any or all bids can be rejected with/without assigning any reason.
- The price/ financial bid should be given both in words and in figures and in case of difference in the two, the amount stated in words shall prevail. The quote should be valid for 180 days from its opening.
- I/We are fully aware of the provisions of various laws/ regulations as are applicable and consequences of non-compliance thereof, particularly to a listed entity like IRFC regarding maintaining confidentiality of information gathered during the course of audit which is to be shared only on need-to-know basis. Therefore, I/We undertake to duly comply with the relevant provisions of applicable laws/ regulations in this regard.
- By submitting price bid as above, I/we acknowledge and undertake that all information (written and oral) given by IRFC to me/us or any of my/our representative(s) in respect of using BRSR web-based solution & Support services and allied work will be intended solely for use by me/us in connection with the work, and I/we shall keep the same confidential and shall not permit, and will cause my/our representative(s) not to permit, any such information/ list(s)/ document(s) to be disclosed publicly or to be used for any other purpose, without the prior written consent of IRFC. I/We also undertake to indemnify IRFC and its officer(s) for any loss/damage/cost (s) incurred by it by any of the default(s) and non-compliance of the above conditions from our end.
- Pls provide the Financial Bid (Financial Stage only of GEM portal) as per price break-up format i.e., Annexure-8. Note : This Financial Bid Format please be uploaded in GeM portal wherever applicable for understanding of Offer Rate of Bidder.

Authorized Signatory

Name-
 Designation
 - Mobile -
 Email Id-
 Firm GST Number-
 Firm PAN Number-
 Address-