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Request For Proposal  
for  
Appointment of a Consultant  
for preparation of RFP and assist in  
Selection of a LLMS software provider

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RFP No. NEDFi /RFP /IT/001/2021-22

**North Eastern Development Finance Corporation Limited**

NEDFi House, G.S. Road Dispur  
Guwahati-781006, Assam  
[www.nedfi.com](http://www.nedfi.com)



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### Important Bid Details

Sr.No.	Particulars	Details
1	RFP Reference number	<b>NEDFi /RFP /IT/001/2021-22</b>
2	Purpose	Appointment of a Consultant for preparation of RFP and assist in Selection of a LLMS software provider
3	RFP document availability	<a href="http://www.nedfi.com">www.nedfi.com</a>
4	Application money (Nonrefundable)	Rs.2,000/- (Rupees Two Thousand Only) in the form of Demand Draft) Payable at Guwahati in favour of NEDFi, Guwahati. To be attached along with the Technical bid.
5	Earnest Money Deposit (EMD)	Rs.50,000/-(Rupees fifty thousand Only) to be submitted as Pay Order/ Demand Draft drawn on any Commercial bank in favour of NEDFi, Guwahati.
6	No. of Envelopes (Non-window & sealed) to be submitted	<p><b>Envelope 1 containing the following in separate covers:</b></p> <p>a) Declaration on Eligibility criteria with attachments as per Annexure A</p> <p>b) Technical Bids in formats in Annexures B,C,D,E,I,J &amp; K. (Submit 1 hard copy and 1 soft copy in CD/pen drive).</p> <p>c) DD/PO for ₹2,000/ towards application money</p> <p>d) DD/Pay Order for ₹50,000/- towards EMD.</p> <p><b>Envelope 2 containing the following</b> Commercial Bid in Format F &amp; G (Submit 1 hard copy and 1 soft copy in CD/pen drive).</p> <p><b>Envelope 3 containing Envelope 1 &amp; 2 duly super scribed as “Bid for consultancy services for NEDFi”</b></p> <p>All envelopes must also be super scribed with Name of the Bidder with contact number and Email ID as well.</p>
7	Bid release date	26/10/2021
8	Last Date of pre-bid query Submission	01/11/2021 to be mailed to <a href="mailto:it@nedfi.com">it@nedfi.com</a>
9	Date Pre-bid meeting	02/11/2021 at 3 pm through video conference. Bidders willing to participate in pre-bid meeting



Sr.No.	Particulars	Details
		need to submit their details at <a href="mailto:it@nedfi.com">it@nedfi.com</a> on or before 1 <sup>st</sup> November, 2021. Details of Video Conference would be communicated to interested bidders separately.
10	Last Date of Submission of Bids	On or before 15/11/2021, 3.00 PM.
11	Date and Time of opening of Technical Bids.	15/11/2021, 4.00 PM.
12	Presentation by individual Bidders	Eligible short-listed Bidders will be invited for Technical Presentation sometime in the 3 <sup>rd</sup> week of November 2021. The exact date and time for the presentation will be communicated to the eligible Bidders subsequently. Corporation's (NEDFi) decision is final in this regard
13	Date and Time of opening of Commercial Bids.	The commercial bids of only those Bidders who qualify in both eligibility and technical evaluation will be opened. The date for opening of the commercial bid would be communicated separately to the technically eligible Bidders
14	Bid Validity	180 days from the last date for submission of the bid or any extended period
15	Address for Submission /Opening of Bids / Presentation by bidders	<b>The General Manager (IT)</b> NEDFi, NEDFi House G.S.Road, Dispur, Guwahati Assam-781006
16	Contact person/s:	S. Hussain, AGM or Neelim Sahariah, AM Email id: <a href="mailto:it@nedfi.com">it@nedfi.com</a>

