**Online Bidding Process**

It is the GI Council endeavour to make the bidding process transparent and fair to all interested parties. In light of the unique situation, the enter bid submission process is now online. The entire procedure for submission of bids is given below. Kindly take note and follow the same to ensure a seamless and secure process.

1. Interested bidders (only the primary bidders in case of consortium or group of parties) to email in with the following details in the prescribed format given below

To: pratibha@gicouncil.in

Cc: sharad@gicouncil.in

Subject line: Bid Submission for RFP on Data Repository: <Company name>

Body of the email:

<Company name> would be interested in bidding for the project on “Contributory Databases for Fraud Analytics Project”. Kindly provide us the access permissions with the details below:

1. Name of Company: <Company\_name>
2. Name of contact in the company: <Person name>
3. Email ID and Phone number of contact above

**The mail should reach the GI Council personnel mentioned latest by 6pm on 10th June 2020. Post this time, no bidders will be entertained.**

1. A return mail with the associated details will be sent to the contact mentioned above. The email will contain details of the location for the upload of documents and the banking details for issuance of EMD.
2. A dedicated area for upload of the documents has been created for each company based on the details given above. The access to this will be password protected. Username and password to the dedicated folder will be shared with the above contact only. This sharing will be done orally over phone and over email.
3. Using the username and password provided, the company personnel can upload the files related to the bid into the assigned folder.
4. Technical and commercial proposals will be uploaded into the respective folders.
5. **All uploaded documents will be in pdf format and password protected.** Technical documents to have one password which is unique to all technical proposal submissions. The **commercials will be in a different folder and have a separate password**.
6. The main technical bid document to be digitally signed. An undertaking with the list of all documents uploaded stating that the same have been verified and are authentic. The undertaking to also include confirmation of deposit of EMD. **This undertaking to also be digitally / manually signed.**
7. **None of the passwords to be communicated to GI Council until explicitly asked for.**
8. **The folder will be available for upload of documents from 8am on 11th June 2020 until 10pm on 12th June 2020.** Thereafter all access will be revoked.
9. The GI Council will contact the person listed above for passwords while opening the technical bids.
10. All the parties who qualify for the technical evaluation will be invited to make a presentation to the Technical evaluation committee of he proposed solution. This meeting will be fixed at a mutually convenient time and date over a virtual platform.
11. Only the top 5 bidders after evaluation of technical bids will be asked to provide the password for opening of the commercial bids.
12. The successful bidders after normalisation of commercial bids will be called in for negotiations and finalisation of the order.

For any problems/ queries on this process, kindly contact

Pratibha (pratibha@gicouncil.in / +91-9820410957).

In case of problem regarding password/access to the file system provided, kindly contact

Pratibha / Sharad – IT administrator (sharad@gicouncil.in / +91-8652515822)