

Expression of Interest (EOI)  
For  
Service of a Consultancy Organization  
To

Feed back of an independent think tank of India who provides high quality research on Security Challenges and Strategic Policy Recommendation.

Govt. Of India Ministry of Home Affairs  
Directorate General , National Security Guard  
Training Centre (FOS)  
Manesar, Gurgaon, Haryana -122 051 (INDIA)

Tele No. **0124-2864618** Fax No. **0124-2337112**

E-mail **gc.fos.trgcen@nsg.gov.in**

October, 2017

## 1. TEXT OF ADVERTISEMENT

**Group Commander (FOS)**  
**National Security Guard ,Training Centre**  
**Manesar, Gurgaon, Haryana -122 051 (INDIA)**

### INVITATION FOR EXPRESSION OF INTEREST

National Security Guard (Ministry of Home Affairs) invites sealed Expression of Interest (EOI) from Indian Consultancy Agencies for under taking MOU to provide high quality research & Independent analysis and input on Security Challenges and Strategic Policy Recommendation through sponsoring Security Seminar, round table discussions, sponsoring eligible official of NSG for attending conference/interaction within and outside India, delivering of talks by research faculty , organizing training programmes, sponsoring study on subject mutually agreed upon and any other appropriate mode of interaction agreed upon between NSG & Consultancy Organization.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the [www.nsg.gov.in](http://www.nsg.gov.in) .

Further details, if any, may be obtained from Group Commander (FOS) National Security Guard ,Training Centre Manesar, Gurgaon, Haryana -122 051 (INDIA) during working hours. Tele No.-0124-2864618, Fax No.-0124-2337112, E-mail:- gc.fos.trgcn@nsg.gov.in

Last date for submission of EOI is 18 Nov 2017 Up to 1000 hrs. In sealed envelope marked to the captioned address, containing EOI.

Group Commander (FOS)  
National Security Guard ,Training Centre  
Manesar, Gurgaon, Haryana -122 051 (INDIA)

Applicants meeting the qualification criteria may be invited for presentation / proposal before the selection committee of NSG. Bid Document will be subsequently issued to the short listed applicants only.



Group Commander (FOS)

Note : NSG reserves the right to cancel this request for EOI and/ or invite afresh with or without amendments, without liability or any obligation for such requested for EOI and without assigning any reason. Information provided at this stage is indicative and NSG reserves the right to amend/add further details in the EOI.

## 2. LETTER OF INVITATION

**Group Commander (FOS)  
National Security Guard ,Training Centre  
Manesar, Gurgaon, Haryana -122 051 (INDIA)**

No. TC-1091/TT/FOS/NSG

Dated : 28 Oct 2017

Dear Sir/Madam,

Training Centre (NICT) National Security Guard (Ministry of Home Affairs) invites sealed Expression of Interest (EOI) from Indian Consultancy Agencies for under taking MOU to provide high quality research & Independent analysis and input on Security Challenges and Strategic Policy Recommendation through sponsoring Security Seminar, round table discussions, sponsoring eligible official of NSG for attending conference/interaction within and outside India, delivering of talks by research faculty , organizing training programmes, sponsoring study on subject mutually agreed upon and any other appropriate mode of interaction agreed upon between NSG & Consultancy Organization.

The EOI Document containing in details of qualification criteria, submission requirement, before objective & scope of work and method of evaluation etc. is enclosed.

The EOI Documents is also available on the NSG website [www.nsg.gov.in](http://www.nsg.gov.in)

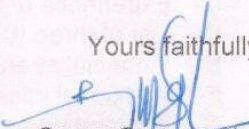
You may submit your response in sealed envelopes in prescribed format to the undersigned latest by 18 Nov 2017 Up to 1000 hrs

**Group Commander (FOS)  
National Security Guard, Training Centre  
Manesar, Gurgaon, Haryana -122 051 (INDIA)**

Queries if any may be referred in writing to the Group Commander (FOS) at the above mentioned address or Telephone No-0124-2864618 or at E-mail: [gc.fos.trgcn@nsg.gov.in](mailto:gc.fos.trgcn@nsg.gov.in)

S.No.	Critical Date	Date	Time
1.	Publishing Date	28 Oct 2017	1000 Hr
2.	Document Download Start Date	28 Oct 2017	1100 Hr
3.	Document Download End Date	17 Nov 2017	1000 Hr
4.	Bid submission start Date	28 Oct 2017	1100 Hr
5.	Bid submission End Date	17 Nov 2017	1000 Hr
6.	Bid Opening Date	18 Nov 2017	1100 Hr

Yours faithfully,

  
Group Commander (FOS) (CCD)  
National Security Guard, Training Centre  
Manesar, Gurgaon,

Encl : EOI Documents.



### 3.1 Background

NSG is a world class terrorism combating Force with classified mandate of Security. All the preparedness and responses of NSG being highly dynamic in nature, effective and quick engagement of crucial targets of utmost necessity. In order to achieve capability of quick engagements of targets with high level of accuracy and at the same time ensure near zero collateral damage while deployment, NSG requires high level of accurate information and strategic planning.

In order to achieve the objective, NSG requires additional inputs from independent Agencies on security and strategic planning.

### 3.2 Aims & Objectives:

The objective of the engagement of Independent Consultancy Agency is to seek personal opinion on all sorts of security and strategic matters through seminars, round table discussion, training programmes, research papers and conferences.

### 3.3 EOI Processing Fee - NA

### 4.0 Venue & Deadline for submission of proposal:

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to NSG at the address specified herein earlier. In exceptional circumstances and at its discretion, NSG may extend the deadline for submission of proposal by issuing an amendment to be made available on the NSG website, in which case all rights and obligations of NSG and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

### 5.0 Validity of Offer :

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by NSG.

### 6.0 Terms of Reference :

The detailed terms of reference are enclosed at Annexure-I.

### 7.0 INSTRUCTIONS TO CONSULTANTS :

#### 7.1 The Expression of interest is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD:-

- A-** Applicant's Expression of Interest as per Format-1.
- B-** Organizational Contact Details as per Format-2.
- C-** Experience of the organization as per Format-3.
- D-** List of three (03) experts/consultants on payroll as per Format-4.
- E-** Financial strength of the company as per Format-5.
- F-** Additional information as per Format-6.
- G-** Declaration as per Format-6.
- H-** Declaration as per Format-7.
- I-** Power of Attorney in favour of Authorised Signatory with long and short signature of Authorized person.
- J-** Consultancy organization must have its office in New Delhi.

**7.2** EOI Documents have been hosted on the website [www.nsg.gov.in](http://www.nsg.gov.in) and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

### **8.0 Qualification Criteria:-**

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S.No	Pre-qualification Criteria	Supporting Compliance documents
1.	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in National Capital Region of Delhi.	Copy of Certificate of incorporation and Partnership Deed, if any.
2.	The firm should be in the business of providing similar consultancy services for at least 03 years as on 31.03.2017.	Certificate by Company Secretary of the Bidder's organization.
3.	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2014-15,2015-16 & 2016-17)	Format-5 to be certified & validated by Chartered Accountant (CA) of the bidder's organization
4.	The Bidder should have an annual turnover of Rupees 25 Lakh in each of the last 3 consecutive Financial Years(FY 2014-15, 2015-16 & 2016-17) from only consultancy Services rendered in India.	CA certified document with name of CA registration number, signature and stamp.
5.	The Bidder shall have experience of providing: One similar completed consultancy services to Central Govt./State Govt./ Govt. bodies in India.	Copy of Work Order / Contract.
6.	The consultancy firm should have at least 03 full time consultants on its pay rolls.	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization.
7.	The firm should not be blacklisted by any Central Govt. / State Govt. /Govt. Bodies.	Certificate signed by the Authorized signatory.
8.	PAN No. / Goods Service Tax Registration Certificate	Copy of Certificate to be enclosed.
9.	Preference will be given to agency/organization having prior experience in strategic and security matters to Govt. Department.	
10.	The Bidder must have an office in Delhi /NCR	Details of branch offices in State/UTs other than Delhi/NCR area, if any, may be submitted.

## 9.0 Evaluation Criteria and Method of Evaluation:

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter- alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- c. Agencies who qualify as per the eligibility conditions will be provided a brief about the requirement of NSG for high quality research on Security Challenges and Strategic Policy. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- d. NSG will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from MHA & Govt. Of India.
- e. **Short listed agencies will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.**

## 10.0 Response:

- 11.1 Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.
- 11.2 Application in sealed cover super scribed, as "**EOI for Engagement of Consultant for engagement of Consultancy Agency for security and strategic matters.**"

## 12.0 Conflict of Interest:

- 12.1 Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform NSG, detailing the conflict in writing as an attachment to this Bid.
- 12.2 DG, NSG shall have right to appoit Arbitrator in cases of potential conflicts of interest. Failure to notify NSG of any potential conflict of interest will invalidate any verbal or written agreement.
- 13.0 **Condition under which EOI is issued:** The EOI is not an offer and is issued with no commitment. NSG reserves the right to withdraw EOI and or vary any part thereof at any stage. NSG further reserves the right to disqualify any bidder, should it be so necessary at any stage.

## 14.0 Last date of submission of EOI:

The last date of submission of EOI is 18 Nov,2017 (1000 hrs.)  
Bid Opening Date & Time is 18 Nov,2017 (1100 hrs.)

**15.0 FORMATS FOR SUBMISSION:**

FORMAT – 1

APPLICANT'S EXPRESSION OF INTEREST

To,

**Group Commander (FOS)  
National Security Guard ,Training Centre  
Manesar, Gurgaon, Haryana -122 051 (INDIA)**

**Sub: Submission of EOI for Engagement of Consultant for engagement of  
Consultancy Agency for security and strategic matters.**

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on 28 Oct 2017 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Sincerely Yours,

Signature of the applicant  
[Full name of applicant]  
Stamp.....  
Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.



FORMAT – 2

S No.	Organizational Contact Details	
1	Name of Organization	
2	Main areas of business	
3	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5	Address of registered office with telephone no. & fax	
6	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's	
7	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT – 3

Experience in Related Fields					
Overview of the past experience of the Organization in all aspects related to Brand Building related					
S No	Items	Number of Assignments during last 3 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclosed completion certificates)	
1	Experience of assignments of similar nature				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out Similar assignments in Public sector.				
<p><b>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.</b></p> <p style="text-align: right;">Signature of the applicant Full name of applicant Stamp &amp; Date</p>					

FORMAT - 4

List of experts/consultants on payroll ( at least 3 )				
S No.	Name	Designation	Qualification	Relevant Experience
1				
2				
3				
4				
5				
6				
<p>Signature of the applicant Full name of applicant Stamp &amp; Date</p>				

FORMAT – 5

<b>Financial Strength of the Organization</b>					
S No.	Financial Year	Whether profitable Yes/NO	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)
1	2014-15				
2	2015-16				
3	2016-17				

**Note: Please enclose auditor's certificate in support of your claim.**

Signature of the applicant  
Full name of applicant  
Stamp & Date

FORMAT - 6

**Additional Information**

1. List all enclosures related to the previous sections.

S No	Description	No of pages

1. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature of the applicant  
Full name of applicant  
Stamp & Date

FORMAT - 7

**Declaration**

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to Review/Appraisal to provide high quality research on Security Challenges and Strategic Policy Recommendation through sponsoring Security Seminar, round table discussions, sponsoring eligible official of NSG for attending conference/interaction within and outside India, delivering of talks by research faculty , organizing training programmes, sponsoring study on subject mutually agreed upon and any other appropriate mode of interaction agreed upon between NSG & Consultancy Organization.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.



EOI FOR ENGAGEMENT OF CONSULTANT FOR ENGAGEMENT OF CONSULTANCY AGENCY FOR SECURITY AND STRATEGIC MATTERS.

**TERMS OF REFERENCE**

1. **BACKGROUND :**

NSG is a world class terrorism combating Force with classified mandate of Security. All the preparedness and responses of NSG being highly dynamic in nature, effective and quick engagement of crucial targets of utmost necessity. In order to achieve capability of quick engagements of targets with high level of accuracy and at the same time ensure near zero collateral damage while deployment NSG requires high level of accurate information and strategic planning.

In order to achieve the objective, NSG requires additional inputs from independent Agencies on security and strategic planning.

2. **OBJECTIVES :**

The objective of the engagement of Independent Consultancy Agency is to seek personal opinion on all sorts of security and strategic matters through seminars, round table discussion, training programmes, research papers and conferences.

3. **SPECIFIC TERMS OF REFERENCE :**

The terms of reference of the EOI are as under:-

- (a) Sponsoring security seminars, round table discussion at Consultancy Agency/ NSG or elsewhere in Delhi.
- (b) Sponsoring eligible officers of NSG for attending Seminar / Round Table discussion / interaction and visits within and outside India in collaboration with Consultancy Agency faculty. The eligibility criteria for selection will be based on vacancy allotted by mutual agreement.
- (c) Delivering of Talk by Consultancy Agency research faculty including visiting NSG units/Headquarters located at Delhi or elsewhere in India.
- (d) Training of personnel from NSG through programmes arranged by Consultancy Agency in areas of interest to NSG.
- (e) Sponsoring studies on subjects that may be mutually decided by Consultancy Agency and NSG.
- (f) Any other appropriate mode of interaction agreed upon between Vendor and NSG.

### 3. METHODOLOGY , DELIVERABLES & FORMS OF COLLABORARION

The forms of collaboration will be subject to areas of expertise of Consultancy Agency and NSG in the field of security (CT & CP) , security related equipment studies, development of leadership concepts and doctrines and will include the following :-

1. Consultancy Agency will assist in conduct of security conclaves, media workshops , security and leadership capsules for NSG officers at the facilities mutually agreed upon.
2. Consultancy Agency will undertake study projects for development of operational concepts and doctrines for internal security.
3. The periodicity of conduct of programmes will be mutually decided by Vendor and NSG in the existing facilities of Consultancy Agency and NSG or at per decided venues in Delhi.
4. NSG Headquarters and units can seek the institutional membership of Consultancy Agency as per the laid down membership fees.

### 4. TIME SCHEDULE :

A draft appraisal report would be submitted within 3 months of the date of signing of agreement. The major findings of the draft report should be shared with the NSG, MHA. Feedback to provide high quality research on Security Challenges and Strategic Policy should be taken into account by the Consultant in the final report in a substantive manner and for the record. Consultancy Agencies will be required to provide draft report within 15 days of receipt of MOU. The consultant will submit the final report within 3 months of the date of signing of agreement, after taking into account the comments of the NSG on the draft report. Four hard copies along with soft copy of the Final Review Report shall be submitted to NSG within a period of three months from the date of signing of agreement.

### 5. INPUTS TO BE PROVIDED BY NSG :

NSG will facilitate interaction of agency/individuals/consultants with the all concerned stake holders within and outside NSG as well as their visits to the selected location. A representative of NSG would accompany the team during the visit at various locations. It will also provide all essential and available inputs.

### 6.0 TECHNICAL AREAS OF COLLABORATION :

The principal technical areas of collaboration between Consultancy Agency and NSG will be set out upon following subject:-

1. National Security .
2. Internal Security
3. Dealing with internal security with people friendly operations.
4. Counter insurgency / counter terrorism operations.
5. Info Warfare, Cyber Terrorism and online radicalization.
6. Counter narratives to radicalisation.
7. Development of NSG as Special Forces Organization.
8. Synergy with other Security Forces.
9. Defence Technology.

10. Digital counter terror unit.
11. Machine spirituality .
12. Development of intelligence and conduct of intelligence base ops.
13. Psychological warfare and role of media.
14. Development of higher and junior leadership.
15. Human resource development & man management aspects.
16. Global geo-strategic issues with special reference to South Asia.
17. CBRN threats.

#### 7.0 AGREEMENT FOR RESEARCH COLLABORATION :

Each research collaboration undertaken by the parties hereunder shall be initiated by the signing of a separate research agreement between the parties, which will describe in detail :-

- (a) The nature, scope and schedule of the research collaboration.
- (b) The form of the research collaboration.
- (c) The estimated cost of the research collaboration together with the amount of funding, if any, to be received from third parties.
- (d) The treatment of intellectual property and data rights, including patents, industrial design registration, copyrights and all other proprietary information (including innovations not patented, designs not registered etc.) which result from the research collaboration or which belong to a party and are used in research collaboration.
- (e) Other provisions as may be mutually agreed upon, including provisions covering the consequences of default or termination by a participant, terms arbitration of disputes and applicable law.

#### 8.0 CONFIDENTIALITY :

- (a) During and for a period of two years from the date of disclosure, each party agrees to consider as confidential all information disclosed by the other party in written or tangible form or, if orally disclosed, confirmed in writing within thirty days of disclosure and identified as confidential by the disclosing party.
- (b) The obligations above shall not extend to any confidential information for which the receiving party can prove that this information.
  - (i) Is in the public domain at the time of disclosure or comes within the public domain without fault of the receiving party.
  - (ii) Is already known or become known to the receiving party.
  - (iii) Is received from a third party having no obligations of confidentiality.
  - (iv) Is independently developed by the receiving party ; or
  - (v) Is required to be disclosed by law or court order.

9.0 **NON- EXCLUSIVITY :**

The relationship of the parties under this MOU shall be non exclusive and both parties, including their affiliates, subsidiaries and divisions, are free to pursue other agreements or collaborations of any kind. However, when entering into a particular research agreement, the participants may agree to limit each party's right to collaboration with others on that subject.

10.0 **TERMS OF TERMINATION :**

This MOU may be amended or terminated by mutual written agreement of the parties at any time. Either party shall have the right to unilaterally terminate this MOU upon 60 days prior written notice to the other party. However, no such early termination of this MOU, whether mutual or unilateral, shall affect the obligations of the participants under the Research Agreement, Confidentiality clause as referenced in paragraphs 8 above, or any other agreement entered into pursuant to this MOU, which obligations shall survive any such termination.

11.0 **RELATIONSHIP :**

Nothing in this MOU shall be construed to make either party a partner, and agent or legal representative of the other for any purpose.

12.0 **ASSIGNMENT :**

It is understood by the Parties herein that this MOU is based on the professional competence and expertise of each party and hence neither party shall transfer or assign this Agreement, or rights or obligations arising hereunder, either wholly or in part, to any third party.

13.0 **COST OF THE MOU :**

Consultancy Agency shall bear the cost of carrying out the obligations under this MOU which will be mutually decided by Consultancy Agency and NSG from time to time on a case to case basis.

**\*\*\*\***

CHAPTER-VII

PROFORMA FOR PRICE BID

(TO BE FILLED BY THE BIDDER & SEALED SEPARATELY)

Tender No.

Sl. No.	Nomenclature	Qty	Rate per unit	Any other leviable tax, duty charges or surcharges	Net Price per unit	Total Price	Remarks

Note:

These prices should be indicative in nature for our further guidance and estimation purpose only.