

राष्ट्रीय अवसंरचना वित्तपोषण और विकास बैंक (नैबफिड)

National Bank for Financing Infrastructure and Development (NaBFID)

संसद के अधिनियम के माध्यम से स्थापित एक अखिल भारतीय विकास वित्तीय संस्था

An All-India Development Financial Institution established through an act of Parliament

**STRICTLY CONFIDENTIAL**

Ref: NaBFID/HR/Training/RFQ/2025-26/001

**LIMITED TENDER / REQUEST FOR QUOTATION (RFQ)**

**from Empanelled Training Partners**

**Appointment of Training Partner**

**FOR CONDUCTING TRAINING & MENTORING PROGRAMS**

National Bank for Financing Infrastructure and Development, intends to conduct a RFQ for Conducting Training & Mentoring Programs.

Request For Quotation (RFQ) is to be submitted in soft form in electronic format through email with subject line as follows:

**'Request for Quotation for Appointment of Training Partners for Conducting Training & Mentoring Programs'**

Participation in this RFQ is by invitation only. This document is being issued to pre-qualified Training Partners and is not an open invitation to the general public. Bids received from consultants who have not been explicitly invited will be treated as 'Unsolicited Bids' and shall be summarily rejected without any further evaluation or correspondence.

**Training Partners** can submit their applications complete in all respect in the prescribed format at the following email.

Address for email submission of Quote / Bid: [rfp@nabfid.org](mailto:rfp@nabfid.org)

For queries, please contact: 9956052191 / 9820272342

Email: [rfp@nabfid.org](mailto:rfp@nabfid.org)

**Place: Mumbai**

**Date: February 13, 2026**



**Authorized Official**

### Schedule of Events

Sr. No	Details	Remarks and Timeline
1	Name of Assignment	Engagement of Training Partner for Conducting Training & Mentoring Programs.
2	Mode of Tendering	Limited e-Tendering to the selected parties/ RFQ
3	Start Date	February 13, 2026
4	Pre - bid Meeting (online meeting)	16:30 Hours on February 16, 2026
5	Clarifications to queries raised at pre-bid meeting will be provided by NaBFID.	February 17, 2026, at 17.30 Hours (IST)
6	Last Date for Submission of Bid submission	February 20, 2026, at 17.30 Hours (IST) Shall be submitted to <a href="mailto:rfp@nabfid.org">rfp@nabfid.org</a> Any bid received after the deadline for submission of bids prescribed will be rejected and/or may be returned unopened to the bidder.
7	Date of Presentation	Will be advised to bidders
8	Date and time of opening of Commercial Bids	Will be advised to bidders qualifying the technical criteria
	Selection procedure	Quality and Cost Based Selection
9	EMD Fee	Nil
10	Duration of Assignment	At the sole discretion of NaBFID
11	Address of Correspondence/ for Bid / Quote Submission:	Only through email at <a href="mailto:rfp@nabfid.org">rfp@nabfid.org</a>

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## (1) Introduction

- (a) The National Bank for Financing Infrastructure and Development (NaBFID) is a specialized Development Finance Institution in India aimed at supporting the country's infrastructure sector, which can significantly gain from an enabling credit flow by means of attractive instruments and channelized investment.
- (b) NaBFID was set up in 2021, by an Act of the Parliament (The National Bank for Financing Infrastructure and Development Act, 2021), with the essential objectives of addressing the gaps in long-term non-recourse finance for infrastructure development, strengthening the development of bonds and derivatives markets in India, and sustainably boosting the country's economy.
- (c) The purpose of this Request for Quotation (RFQ) is to seek proposals of Bidders for Conducting Training & Mentoring Programs.

## (2) Definitions

The following terms shall be interpreted as indicated below:

- a) "NaBFID" means the National Bank for Financing Infrastructure and Development as incorporated under the National Bank for Financing Infrastructure and Development (NaBFID) Act, 2021.
- b) "Bidder" means an eligible entity/firm, submitting the Bid in response to this RFQ.
- c) "Bid" means the written reply or submission of response to this RFQ.
- d) "Selected Bidder" is the successful Bidder found eligible as per selection criteria set out in this RFQ.
- f) "Services" means all services, scope of work and deliverables to be provided by a Bidder as described in the RFQ.

## (3) Scope of Work

### As per the Annexure I.

The scope of work is only indicative and not comprehensive. The entire work shall be completed **within 18 months**. The schedule of work will be as per the requirement of NaBFID. The period may be extended at the discretion of NaBFID.

## (4) Clarification and Amendments on RFQ/ Pre-Bid Meeting

A bidder requiring any clarification on RFQ may notify NaBFID in writing strictly as per the format given in Annexure - V by email within the date/time mentioned in the Schedule of Events.

The queries received (without identifying source of query) and response of NaBFID thereof will be conveyed to the Bidders via email or any other medium as may be deemed fit by NaBFID.

No request for change in legal terms and conditions, other than what has been mentioned in this RFQ or any addenda/corrigenda or clarifications issued in connection thereto, will be entertained and queries in this regard, therefore will not be entertained.

Queries received after the scheduled date and time will not be responded to/acted upon.

Contents of Bid Document:

The Bidder must thoroughly study/analyze and properly understand the contents of this RFQ, its meaning and impact of the information contained therein.

Misrepresentation by the Bidder or failure to furnish all information required in this RFQ or inconsistent response in submission to this RFQ in any respect will be at the Bidder's risk and responsibility and the same may finally result in rejection of its Bid. NaBFID has made considerable effort to ensure that accurate information is contained in this RFQ and is supplied solely as guidelines for Bidders.

The Bid prepared by the Bidder, as well as all correspondences and documents relating to the Bid exchanged by the Bidder and NaBFID and supporting documents and printed shall be submitted in English.

The information provided by the Bidders in response to this RFQ will become the property of NaBFID and will not be returned. Incomplete information in Bid document may lead to non-consideration of the proposal.

**(5) Contents of Bid Document**

The Bidder must thoroughly study/analyze and properly understand the contents of this RFQ, its meaning and impact of the information contained therein.

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The information provided by the Bidders in response to this RFQ will become the property of NaBFID and will not be returned. Incomplete information in Bid document may lead to non-consideration of the proposal.

**(6) Bid Integrity**

Willful misrepresentation of any fact within the Bid will lead to the cancellation of the Contract without prejudice to other actions that NaBFID may take. All the submissions, including any accompanying documents, will become property of NaBFID. The Bidders shall be deemed to license, and grant all rights to NaBFID, to reproduce the whole or any portion of their Bid document for the purpose of evaluation and to disclose the contents of submission for regulatory and legal requirements.

**(7) Contacting NaBFID**

No Bidder shall contact NaBFID on any matter relating to its Bid, from the time of opening of Technical Bid to the time the award of the contract to the successful bidder.

Any effort by a Bidder to influence NaBFID in its decisions on Bid evaluation, bid comparison, or contract award may result in the rejection of the Bid.

**(8) Award Criteria and Award of Contract**

NaBFID will notify the successful Bidder in writing through letter or email that its Bid has been accepted. The selected Bidder has to return the duplicate copy of the same to NaBFID within 7 working days, duly accepted, stamped and signed by authorized signatory in token of acceptance.

Copy of board resolution and power of attorney wherever applicable (POA or minutes of the partner's or authority letter wherever applicable) showing that the signatory has been duly authorized to sign the acceptance letter.

Till execution of a formal contract, the RFQ, along with NaBFID's notification of award of the contract and Service Provider's acceptance thereof, would be binding contractual obligation between NaBFID and the successful Bidder.

NaBFID reserves the right to stipulate, at the time of finalization of the Contract, any other document(s) to be enclosed as a part of the final Contract. The contract / SLA as per format provided by NaBFID shall be executed within 7 days of acceptance LoA/ PO. The Contract / Service Level Agreement (SLA), in the format provided by NaBFID, shall be executed within 7 days from the date of acceptance of the Letter of Acceptance (LoA) / Purchase Order (PO). The cost and expenditure of the same needs to be borne by the vendor.

In the event the Contract / SLA is not executed within the stipulated period, it shall be construed that the bidder is not interested, and in such case, the next highest-ranked bidder shall be provided an opportunity for award of the contract.

Failure of the successful Bidder to comply with the requirements/terms and conditions of this RFQ shall constitute sufficient grounds for the annulment of the award.

Further, the Award of Contract shall be subject to performance analysis. If the performance is found to be unsatisfactory, NaBFID reserves the right to cancel the Award and proceed with awarding the remaining training module in the cluster to the H2 Consultant.

**(9) Contract Amendment**

No variation in or modification of the terms of the Contract shall be made, except by written amendment, mutually agreed and signed by the parties.

**(10) NaBFID's right to accept any bid and to reject any or all Bids**

NaBFID reserves the right to accept or reject any Bid in part or in full or to cancel the bidding process and reject all Bids at any time prior to contract award as specified under Award Criteria and Award of Contract, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for NaBFID's action.

**(11) Code of Integrity**

The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, NaBFID shall reject Bid without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt/fraudulent/coercive/undesirable or restrictive practices in the bidding process.

Bidders are obliged under this clause to Suo-moto proactively declare any conflicts of interest (pre-existing or as and as soon as these arise at any stage) in RFQ process or execution of Contract. Failure to do so would amount to violation of this code of integrity.

Any Bidder needs to declare any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other procuring entity. Failure to do so would amount to violation of this code of integrity.

**(12) Evaluation Methodology - Quality and Cost Based Selection**

Technical Evaluation process and Financial Proposal.

- Technical Evaluation as detailed in Annexure II & Annexure III
- Financial Proposal as per Annexure IV

## **Weightage**

Technical proposals will be allotted weightage of 70% while the financial proposals will be allotted Weightages of 30%.

A maximum of 100 marks which will be based on presentation will be allocated for the Technical Criteria. The Bidder needs to achieve an overall cut-off score of 50 marks in this evaluation stage to be qualified for commercial bid opening. Only those Bidders who achieve the specified cut-off scores would be short-listed for Commercial Bid Evaluation.

After qualifying the technical criteria, the bidder will be determined as a successful bidder based on QCBS (Quality and Cost Based Selection) method. In this method, the Bidder will be evaluated based on their Technical Criteria (as mentioned in Annexure II & Annexure III) & Commercial Price Bid (as per Annexure IV) jointly. Minimum Weightage for Technical Bid & Commercial Bid will be in the ratio of 70:30. The Bidders gets the highest marks cumulatively in Technical & Commercial Bid will be declared as successful Bidder.

Formula for QCBS scoring:

$$S = (T/T \text{ High} \times 70) + (C\text{-Low}/C \times 30)$$

Where:

S = Score of the Bidder

T = Technical score of the Bidder

T-High = Highest Technical score among the Bidders

C = Quote as provided by the Firm

C-Low = Lowest Quote of C among the Firms

The Bidder securing the highest score becomes the successful Bidder.

## **(13) Selection of the Bidder**

The selection of Training Consultants under this RFQ shall be carried out through a cluster-based evaluation and selection process.

For the purpose of this RFQ, the training requirements have been grouped into the following thematic clusters / programme models:

1. Communication & Customer for Analyst
2. Digital Tools & Process for Analyst
3. Communication & Customer for Senior Analyst
4. Digital Tools & Process for Senior Analyst
5. Mentoring Program

Bidders may submit proposals for one or more clusters, based on their expertise and experience. The technical and financial evaluation shall be carried out separately for each cluster, and the selection of bidder(s) shall be made on a cluster-wise basis, in accordance with the evaluation methodology and criteria specified in this RFQ.

NaBFID reserves the right to select one or more bidders for one or more clusters, and it is clarified that selection or ranking of a bidder under one cluster shall not automatically entitle the bidder to selection under any other cluster.

The award of contract for each cluster shall be based on the bidder's combined technical and financial score (QCBS) or such other selection methodology as may be specified for the respective cluster in the RFQ.

**(14) Price Bid/ Quote.**

As per Annexure-IV

Bidder shall submit the password protected commercial bid on or before February 25, 2026, at 17.30 Hours (IST) and the same shall be submitted to [rfp@nabfid.org](mailto:rfp@nabfid.org)

Bidders are advised to submit their quotation for fees, charges, and expenses, excluding GST, for the above assignment as per Annexure IV. The cluster-wise quoted fee shall include all professional fees and any incidental or out-of-pocket expenses. However, the quoted price shall not include costs towards the training venue, lodging, and boarding, of the participants as applicable, as these costs will be borne by NaBFID.

If the bidder fails to indicate a consolidate professional fees in the bid as required under Annexure IV, the entire bid shall be considered as invalid.

No Bidder shall submit more than one bid for each cluster. If a Bidder submits or participates in more than one bid for each cluster, all the bids submitted by the Bidder shall be disqualified. On review of the fee quote submitted by the Bidders, if the said fee quote is found to be unreasonably low or otherwise, NaBFID reserves its unequivocal right to invalidate the said bid. Any conditional bid offered by the bidders is liable to be rejected.

**(15) Modification and Withdrawal of Bids**

a) The Bidder may modify or withdraw its Bid after the Bid's submission, provided modification, including substitution or withdrawal of the Bids, is received by NaBFID, prior to the deadline prescribed for submission of Bids.

b) No modification in the Bid shall be allowed, after the deadline for submission of Bids.

c) No Bid shall be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity in this RFQ.

d) Withdrawal of a Bid during this interval may result in appropriate action.

**General Terms**

**(1) Cost**

The bidder shall bear all costs associated with the preparation and submission of its bid, and NaBFID will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

**(2) Conflict of interest**

The bidder has to ensure that there is no conflict of interest regarding the assignment. If there is any conflict of interest, bidders are advised to inform immediately.

**(3) Right to Audit**

The Bank and/or RBI shall have the right to inspect, examine, audit, or take copies of relevant records, and to verify compliance with the terms of the contract, applicable laws, regulations, and RBI guidelines.

**(4) Limitation of Liability**

Not applicable.

**(5) Sub Contract**

Sub-contracting is not permitted.

**(6) Bank's right to accept any bid and to reject any or all Bids:**

Bank reserves the right to accept or reject any Bid in part or in full or to cancel the bidding process and reject all Bids at any time prior to contract award, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Bank's action.

**(7) Confidentiality Clause**

All information provided in this RFQ including any attachments or subsequent information provided by us is considered confidential and proprietary. This information is provided solely for the purpose of allowing the recipient to prepare a response to this RFQ.

**(8) Code of Integrity**

Bidders shall conduct all aspects of this RFQ process with integrity, fairness, and transparency.

**(9) Publicity**

The vendor shall not advertise or publicly announce that he is undertaking work for the Bank without written consent of the Bank.

**(10) Applicable Law**

The RFQ shall be interpreted in accordance with the laws of the Union of India and shall be subjected to the exclusive jurisdiction of courts at Mumbai.

**(11) No Employer-Employee Relationship**

The selected Bidder/Agency or any of its holding/subsidiary/joint-venture/ affiliate / group / client companies or any of their employees / officers / staff / personnel / representatives/agents shall not, under any circumstances, be deemed to have any employer-employee relationship with the Bank or any of its employees/officers/ staff/representatives/ personnel/agents.

**(12) Notices**

Any notice given by one party to the other pursuant to this RFQ shall be sent to other party in writing or by email and confirmed in writing to other Party's address. The notice shall be effective when delivered or on the notice's effective date, whichever is later.

**(13) Disclaimer & other terms**

(a) The information contained in this RFQ, or information provided subsequently to Bidder(s) whether verbally or in documentary form/email by or on behalf of NaBFID, is subject to the terms and conditions set out in this RFQ.

(b) This RFQ is not an offer by NaBFID, but an invitation to receive responses from the eligible Bidders. The purpose of this RFQ is to provide the prospective Bidders with information to assist preparation of their proposals.

(c) This RFQ does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this RFQ and where necessary obtain independent advice/clarifications. NaBFID

- (d) NaBFID, its employees, secondees and deputed employees make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFQ and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this process.
- (e) The Bidder is expected to examine all instructions, forms, terms and specifications in this RFQ. Failure to furnish all information required under this RFQ or to submit an application not substantially responsive to this RFQ in all respect will be at the Bidder's risk and may result in rejection of the application.
- (f) The issue of this RFQ does not imply that NaBFID is bound to on-board the Bidder or to award the contract.
- (g) NaBFID reserves the right to reject all or any of the proposal submitted by the Bidder without assigning any reason whatsoever.
- (h) NaBFID also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever, caused arising from reliance of any Bidder/agency upon the statements contained in this RFQ.
- (i) The final terms and conditions as may be applicable to the Assignment including the payment terms shall be mentioned in the Appointment Letter.
- (j) In case less than three bids are received during bid process, NaBFID reserves the right to extend the timeline for bid process. Thereafter, the bid shall be opened even if single bid is received.



## SCOPE OF WORK

Training Objective	Cluster	Modules	Target Audience	Indicative Batch Size
The objective of the managing self-program is to support Analyst in developing the fundamental skill necessary for personal effectiveness and professional growth.	1.Communication & Customer	1.Business Communication (1 day) 2. Communication Drafting & Note Writing (1 day) 3. Customer Experience (1 day)	Analyst	25-30
	2.Digital Tools & Process	1. Advanced Excel (1 day) 2. Power BI (1 day) 3. Power Point Presentation (1 day) 4. Process Excellence (1 day)	Analyst	
The objective of the leading self-program is to support Senior Analyst in developing the fundamental skill necessary for personal effectiveness, leadership and professional growth.	3.Communication & Customer	1. Communication Drafting & Note Writing (1 day) 2. Customer Experience (1 day)	Senior Analyst	25-30
	4. Digital Tools & Process	1. Advanced Excel (1 day) 2. Power BI (1 day) 3. Power Point Presentation (1 day) 4. Process Excellence (1 day)	Senior Analyst	
To support mentees over a 06-month period in enhancing role effectiveness, and career preparedness through structured mentoring.	5. Mentoring	1. One day In-Person certification workshop for Mentors 2. Orientation Program for mentor (Virtual)	Mentor (6 Months per Batch)	20
		3. Orientation Program for mentees (Virtual)	Mentees (6 Months per Batch)	50-60

## Annexure II

### Technical Evaluation criteria for Cluster 1-4 (Presentation Basis)

Sr No.	Criteria Description	Assessment Focus	Weightage	Score Awarded	Remarks
1.	Relevant Experience of the Firm	Coverage of relevant training as per NaBFID scope in BFSI.	30		
2.	Methodology & Approach	Clarity of training delivery plan, customization to NaBFID needs, and innovation in methodology.	20		
3.	Trainer Expertise	Relevant experience, training skills, and subject knowledge.	15		
4.	Technical Capability	Tools, Techniques, content relevance, Digital Platform to manage Learning interventions.	15		
5.	Success Stories	Case studies, client references, and evidence of outcomes.	10		
6.	Project Management	Dedicate Resource support for Training Administration, Reports & MIS generation	10		
		<b>Total</b>	100		

## Annexure III

### Technical Evaluation criteria for Cluster 5: Mentoring (Presentation Basis)

Sr No.	Evaluation Criteria	Assessment Focus	Weightage	Score Awarded	Remarks
1.	Relevant Experience of the Firm	<ul style="list-style-type: none"> <li>• Experience in conducting program as per NaBFID scope</li> <li>• Experience in managing mentoring programs in BFSI</li> </ul>	40		
2.	Digital Platform for Mentoring	<ul style="list-style-type: none"> <li>• Platform features (session scheduling, tracking, dashboards)</li> <li>• Data security, access control, and confidentiality</li> <li>• Reporting and analytics capabilities</li> </ul>	30		
3.	Client Approach	<ul style="list-style-type: none"> <li>• Client references, and evidence of outcomes.</li> </ul>	20		
4.	Project Management	<ul style="list-style-type: none"> <li>• Dedicated Resource support for Mentoring Administration, Reports &amp; MIS generation.</li> </ul>	10		
	<b>Total</b>	-	<b>100</b>		

**COMMERCIAL BID FORM**

The Bidders are advised to note and ensure compliance with the payment terms while quoting their rates. The rate quoted by the Bidder shall remain fixed from the date of contract and rate shall cover all out-of-pocket related expenses but excluding Goods & Service Tax (GST).

[On Bidder's letter head]

Date: \_\_\_\_\_

To,

Mr. Abhishek Singh

National Bank for Financing Infrastructure and Development (NaBFID)

The Capital, A Wing, 15th Floor - 1503, G Block, Bandra Kurla Complex,

Bandra (East), Mumbai – 400051

**Request for Quotation for Appointment of Training Partner for conducting training & mentoring programs.**

Dear Sir,

We have examined the above RFQ, the receipt of which is hereby duly acknowledged and subsequent pre-bid clarifications modifications/ revisions, if any, furnished by NaBFID and we offer to submit our cluster wise quote as under:

Our attached Cluster wise Financial Proposals are for the sum of:

SN	Clusters	Amount (in Rupees excluding GST)
1	Communication & Customer for Analyst	
2	Digital Tools & Process for Analyst	
3	Communication & Customer for Senior Analyst	
4	Digital Tools & Process for Senior Analyst	
5	Mentoring Program	

This amount is inclusive of prices i.e., Total professional fees (INR) excluding applicable taxes. We hereby confirm that the financial proposal is unconditional, and we acknowledge that any condition attached to the financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e., till 180 days from the last date of submission of the proposal.

We understand that you are not bound to accept any Proposal you receive.

Dated this ..... day of ..... 2026

*(Signature) (Name)*

*(In the capacity of)*

Duly authorized to sign Bid for and on behalf of

**Pre-Bid Query Format**

**Pre-Bid Query Format**  
(To be provide strictly in Excel format)

Consultant Name	S. No	RFQ Page No	RFQ Clause No.	Query

