

Application for Empanelment in
**Indian Port Rail & Ropeway
Corporation Limited:**

Category Applied For: **Human
Resources (EC-22, EC-23 & EC-24)**

Name and complete Address of Firm:

DISCLAIMER

1. The information contained in this Request for Empanelment Document (hereinafter known as "RFE Document") or subsequently provided to Bidders/in documentary form by or on behalf of Indian Port Rail & Ropeway Corporation Limited (IPRCL) or any of their representatives, employees or advisors (collectively referred to as "Representatives"), is provided to Bidder(s) on the terms and conditions set out in this RFE Document and any other terms and conditions subject to which such information is provided.
2. This RFE Document is not an agreement and is not an offer or invitation by the Representative(s) to any party other than the entities, who are qualified to submit their Proposal ("Bid"). The purpose of this RFE Document is to provide the Bidder with information to assist the formulation of their Proposal. This RFE Document does not purport to contain all the information each Bidder may require. This RFE Document may not be appropriate for all persons, and it is not possible for IPRCL Representatives to consider the investment objectives, financial situation and needs of each party who reads or uses this RFE Document. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFE Document and wherever necessary, obtain independent advice from appropriate sources.
3. The Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFE Document.
4. The Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFE Document.

**INDIAN PORT RAIL & ROPEWAY CORPORATION LIMITED
CORPORATE OFFICE- MUMBAI**

NOTICE FOR REQUEST FOR EMPANELMENT (RFE)

No. GEN/2/2026-PC

Dated.04.06.2026

Indian Port Rail & Ropeway Corporation Limited (IPRCL) is a Company under the Ministry of Ports, Shipping and Waterways, Government of India. The company was registered on 10th July 2015 as a Public Limited Company under the Companies Act, 2013. The applications are invited for Expression of Interest -RFE (Open Ended) EOI from HR Consultancy agencies for Empanelment as agencies in the Functional Area of Human Resource.

The consultants / agencies should meet the minimum qualifying criteria mentioned in RFE Document for getting empaneled.

The **category of empanelment** is as under:

HUMAN RESOURCES:

CATEGORY	DESCRIPTION	DEFINITION OF SIMILAR WORK
EC-22	Training & Development	Training and Development undertaken
EC-23	HR Systems Automations - Human Resource Information System (HRIS), Human Resource Management System (HRMS).	HR Systems Automations prepared and implemented
EC-24	HR Policies	HR Policies prepared and implemented

SN	Event Description/ Milestones	Date and Time
1	Invitation of EOI	04.06.2026
2	Last date of submission of EOI	20.06.2026 up to 15:00 Hrs The first list of Empanelled agencies shall be decided from the last date & time mentioned . Thereafter, it will be a continuous process & the applications can be submitted throughout the year. Updating shall however be done once in six months or as decided by IPRCL .
3	Physical Submission of Bid Security	On or before the deadline of submission of EOI i.e. up to 20.06.2026 15:00 Hrs
4	Opening of EOI	20.06.2026 at 15:30 Hrs

TERMS AND CONDITIONS FOR EMPANELMENT

- 1.0 The **empaneled of** consultant organizations agencies shall be initially valid for **THREE** years. However, IPRCL reserves the right to extend or reduce this period at its sole discretion. IPRCL shall discontinue the empanelment for non-performing or for any other reason of any agency before this period.
- 2.0 Application complete in all respects should reach to: Group General Manager (H.Q), 4th floor, Nirman Bhavan, MbPA Building, M. P. Road, Mazgaon (E), Mumbai-400010 or mailed to bd.iprcl@gmail.com (**Hard copy shall in any case be required to be submitted**). Incomplete application / application not meeting the eligibility criteria or not accompanied with the proof of payment of requisite processing fee and security deposit, shall be summarily rejected. IPRCL reserves the right to call for clarification if needed at its own discretion and applicant will not have any claim on this ground of any nature.
- 3.0 IPRCL reserves the right to reject any or all the applications or limit the short list to any number or annul this process without assigning any reason whatsoever. The consultants & agencies desirous of applying for more than one category can apply with single Registration Fee only.
- 4.0 A consultant empaneled for higher Group (monetary limit) is also eligible for participation in tenders of lower Groups (monetary limits) for the same Category.
- 5.0 Any corrigendum / addendum / errata in respect of the above empanelment shall be made available only at our official web site www.iprcl.in only. Hence prospective applicants are advised to visit IPRCL's web site regularly for above purpose.
- 6.0 The applicants may apply for empanelment in any number of zones from the zones mentioned below but separate refundable (interest free) security deposit of **Rs.50,000/-** shall be deposited for each zone. Security deposit shall be refunded at the time of termination/ withdrawal of empanelment by the applicant.

A	Zone A	MAHARASHTRA, GOA, GUJARAT, MP, RAJASTHAN
B	Zone B	BIHAR, WEST BENGAL, ODISHA, CHATTISGARH, JHARKHAND, NORTH EASTERN STATES
C	Zone C	TAMILNADU, TELANGANA, KERALA, KARNATAKA, PUDUCHERRY, ANDAMAN & NICOBAR ISLAND, ANDHRA PRADESH, LAKSHWADEEP
D	Zone D	UP, UTTARAKHAND, HP, NCR, HARYANA, PUNJAB, J&K, LADHAKH

7.0 Class of Empanelment:

SN	Class	Tendering Limit (INR)
Consultancy Works		
1	Class-A	25 Crore
2	Class-B	10 Crore
3	Class-C	5 Crore
4	Class-D	2 Crore

8.0 Registration Fee for Empanelment (Non-Refundable):

SN	Class	Non-Refundable Fee	For Further Renewal
CONSULTANCY			
1	Class-A	Rs.10,000/- plus 18% GST	Rs.5,000/- plus 18% GST
2	Class-B		
3	Class-C		
4	Class-D		

8.1 Proof of payment of Registration Fee in the form of DD/BG/NEFT/RTGS to be submitted along with RFE by the applicant for empanelment. The application will be **summarily rejected** if Registration Fee is not paid received on or before stipulated date & time.

8.2 IPRCL office Address Details for submission of Registration Fee: -

Group General Manager (HQ)
4th floor, Nirman Bhavan, MbPA Building,
M. P. Road, Mazagaon (E), Mumbai-400010.

8.3 IPRCL Bank Account Details: -

Beneficiary Name: - Indian Port Rail & Ropeway Corporation Ltd Beneficiary
Bank Name: - State Bank of India
Account Number: - 35289426927
IFSC Code: - SBIN0000300

8.4 **Security** Amount of **Rs.50,000/-** refundable without interest to be paid which can be adjusted against EMD after empanelment for participating in any bid & will be required to be recouped if adjusted as EMD for successful Tender.

9.0 LETTER OF TRANSMITTAL

9.1 The applicant should submit the letter of transmittal attached with pre-qualification document duly signed by him.

9.2 Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is prohibited.

10.0 CANCELLATION OF EMPANELMENT

10.1 The pre-qualification of Consultant shall be cancelled by IPRCL in case of their poor performance, abandoning of the allotted work, and abnormal delay in completion of work, bankruptcy and for activities detrimental to the interest of IPRCL. The decision of IPRCL in this regard shall be final and binding on the

contractor.

- 10.2 The empanelment of agencies so selected will be for a period of three years which can be extended further by 2 years (not more than 1 year at a time). The performance of the agencies will, however, be reviewed at the end of every year and in case of unsatisfactory performance, the empanelment is liable to be terminated. The agreement may be terminated by either party by giving not less than one month's notice to the other party.
- 10.3 The Consultant shall not affect any change in the constitution of the firm or in its name without the prior approval of IPRCL. Such proposal, if any shall be submitted in advance furnishing full details of the proposed change along with all supporting documents. Any change in the constitution or name of the firm /company without the prior approval of IPRCL will render the Consultant liable for removal from the approved list of consultants. The discretion to allow/disallow the proposed change shall vest solely with IPRCL. In case, the original partners/ constitution changes by more than 50% either due to substitution or due to retirement or death the enlistment of the Consultant by that name shall be cancelled.
- 10.4 The first list of Empaneled agencies shall be decided from the **last date & time mentioned**. Thereafter, it will be a continuous process & the applications can be submitted throughout the year. Updating shall however be done **once in six months** or as **decided** by **IPRCL**.

11.0 Eligibility for enlistment

11.1 The status of an applicant for enlistment as a Consultant in IPRCL may be one of the following

- (i) An individual, who is a citizen of India
- (ii) Sole proprietorship
- (iii) Partnership firm*
- (iv) Limited liability partnership*
- (v) Private limited company*
- (vi) Public limited company*

*To be registered with competent authority

- 11.2 No individual or firm, limited liability partnership, private or public limited company having such individual as one of its partners or directors, who is a dismissed Government servant or demoted to a lower class of enlistment or debarred from the enlistment or having business banned by any government department or public sector undertaking or local body or autonomous body in the past or convicted by a court of law, shall be entitled for enlistment. In case of debarment of a firm / company, its partners / directors cannot be considered for enlistment after disassociation from firm/ company, till the debarment period is over. However, enlistment may be considered where disciplinary action was taken against the Consultant for a specified period and such period is already over. Period of debarment by any department shall be considered as two years if no period is mentioned or the period is more than two years or extant Rules in the matter.
- 11.3 No engineer or any other official employed in engineering or administrative duties in any engineering department of the Government of India/State Government /Central and State PSUs is allowed to work in IPRCL either as a Consultant or as an employee of a Consultant for a period of one year after his

retirement from service unless he has obtained prior permission of his employer Government to do so.

- 11.4 A partner of a firm or a director of a company enlisted as a Consultant cannot be a partner or director in any other firm/company in that category in IPRCL.
- 11.5 A Consultant is not permitted to have empaneled in more than one name in a category.
- 11.6 The applicant shall submit this entire document duly signed on each page as a sign of acceptance of all these conditions, along with his application for empanelment.
- 11.7 Managing Director shall be the final Authority for any issues related to the empanelment and his decision shall be final.
- 12.0 **Experience:** The works shall have been executed either with **any Government or reputed Private company**.
- 12.1 **Technical Eligibility Criteria-Contracts of Similar Size and Nature.**

A. Specific Consultancy for HR:-

Executed as consultant, or sub-consultant, one contract with a value of at least INR **0.6V** Lakhs (*where V is the value of consultancy*) that has been successfully or is substantially completed within the **last 07 (seven) years** before the deadline for submission of the bids, and that is similar to the proposed work.

or

Executed as consultant, or sub-consultant, Two contracts, each with a value of at least INR **0.35V** Lakhs (*where V is the value of consultancy*) that have been successfully or are substantially completed within the **last 07 (seven) years** before the deadline for the submission of the bids, and that are similar to the proposed work.

Number of Completed works	Consultancy Work (In Crores)			
	Class			
	A	B	C	D
Two	8.75	3.5	1.75	0.7
OR				
One	15	6	3	1.2

12.2 Eligibility Criteria – Financial for Consultancy works

Submission of audited balance sheets for the last five financial years (refer note below the table) to demonstrate the current soundness of the Bidders financial position. As a minimum criterion, Profit Before Tax (PBT) should be positive for three financial years out of last five financial years

Minimum average annual Consultancy turnover in equivalent **INR 150% V (Lakhs (where V is the estimated cost put to tender))** Calculated as total certified payments received for consultancy contracts in progress or completed, within the last **three** financial years (refer note below the table).

Financial Criterion	Consultancy (In Crore)			
	A	B	C	D
Average Annual Turnover	37.5	15	7.5	3

Note: In the event that the audited accounts for the latest concluded Financial Year are not available, the Bidder shall furnish information pertaining to the last five financial years after ignoring the latest concluded financial year. In case the bidder submits audited financial information for the last six or more years, only the figures for the latest five years shall be considered for evaluation.

Appendix

Form 1

Covering Letter

RFE Notification No:

Date

To,
The Managing Director,
Indian Port Rail and Ropeway Corporation Limited,
4th Floor, Nirman Bhavan,
M P Road, Mazgaon (E),
Mumbai-400010

Category Applied For: EC-22/EC-23/EC-24

Sub: Empanelment of eligible Consultants for undertaking various Projects in IPRCL

We, the Consultant in full cognizance of and in complete agreement with the RFE Notification No. IPRCL/Mumbai/General/RFE dated as amended through all subsequently issued Addenda, except as reflected specifically, clause wise under a separate Consultant's Statement titled "Statement of Deviation with the RFE Notification and all subsequently issued Addenda", are, hereby, submitting our RFE Application, through mail, for the Works. In case of no 'Statement of Deviation', being submitted by us, our RFE application shall be deemed to be in strict accordance with/in compliance with the RFE notification notwithstanding anything mentioned to the contrary in our RFE application.

We, the consultant, undertake to aver that

- a) Our RFE Application has been prepared after thorough application of mind and due diligence;
- b) that Our RFE Application is complete in all respect, in terms of RFE Notification.
- c) that We, are, fully aware that We, the, shall be, fully, responsible for any omission or any deficiency in information or documentation.
- d) that We, shall desist from submitting, after formally submitting our RFE Application, any information or any document unless specifically asked by the Client.

We, undertake, to observe, at all times, the Indian laws against fraud and corruption, including bribery, in force at the time of RFE Application submission.

We, unequivocally, convey that We have not been Blacklisted/Debarred/sanctioned by any Union Govt. / State Govt./ Ministry of Railways/MoPSW/ any multi-lateral Funding Agency at the time of submission of this RFE. Further, We are not ineligible for this RFE, under Indian Laws.

We hereby declare that all the information, statements & Documents made in this RFE application is correct and authentic. We, the Consultant are fully responsible for the correctness of the information and documents, submitted by us and we accept that any misinterpretation or misrepresentation contained in this

Proposal may lead to our disqualification, during Client Evaluation of the RFE Applications.

We understand that if the certificates regarding empanelment criteria submitted by us are found to be forged/false or incorrect any time after empanelment that our empanelment shall be annulled/cancelled.

In addition, we, also, understand that in case of the certificates submitted by us, being found to be false/forged or incorrect at any time after the empanelment it will lead to blacklisting/banning of business with our Firm for a period up to five years.

Name.....

In the Capacity of

Signed.....

Duly authorized to sign the RFE for and on behalf of.....

Form 2**Applicant Company's Information Sheet**

To establish its qualifications to perform the contract in accordance with Qualification Criteria the Firm shall provide the information requested in the corresponding Information Sheets included hereunder.

Legal name of Firm	
Country of constitution	
Year of constitution	
Applicant's legal address in country of constitution	
Jurisdictional GST Assessing Officer's designation, address & email id	
Firms authorized representative (Name, address, telephone numbers, fax numbers, e-mail address)	

Form 3

FORM-3 FOR CONSULTANCY		
SN	Clause No & Clause heading	Details of value of work/quantity of activity and References (Folio No.) of Documents through which criteria against each item is being met.
1	Qualification	
2	Conflict of Interest	
3	Share of partners	
4	Disqualification of Consultant	
5	Financial Status	
6	Historical Financial Performance	
	Average Annual Consultancy Turnover	
7	Experience	
	Specific Consultancy Experience	
	(a) Contracts of Similar Size and Nature	
	(I) Single Contract (II) Two Contracts	
8	Personnel Undertaking submitted	

Form 4: Financial Situation

(Each Bidder or each member of a JV must fill in this form separately)

NAME OF Applicant Company:

SN	Description	Financial Data for Last 05 Years [INR]				
		Year 1	Year 2	Year 3	Year 4	Year 5
1	Total Assets				Not Applicable	
2	Current Assets					
3	Total Liabilities					
4	Current Liabilities					
5	Net Worth [= 1 - 3]					
6	Working Capital [=2 - 4]					
7	Profit Before Tax (PBT)					
8	Profit after tax (PAT)					
9	Average Profit After Tax (PAT) for last Five financial years (= average of [8] for year 1, 2, 3, 4 & 5)					
10	Whether the bidder was at default in repayment of dues to a financial institution or bank or debenture holders at the end the latest financial year for which audited balance sheet is available (Yes/No)					

SEAL AND SIGNATURE OF THE BIDDER

Certified that all figures and facts submitted in this form have been furnished after full consideration of all observations/notes in Auditor's reports.

(Signature of CA/Auditor)

Name of CA/Auditor: _____
Registration No: _____

(Seal)

1. **The Applicant Firm** shall **attach copies** of the following original documents with the form:

Copies of the audited balance sheets, including all related notes, and income statements for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder or partner to a JV, and not sister or parent companies.
 - Historic financial statements must be audited by a certified accountant.
 - Historic financial statements must be complete, including all notes to the financial statements.
 - Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
2. Contents of this form should be certified by a **Chartered Accountant/Auditor**.
 3. In the event that the audited accounts for the latest concluded Financial Year are not available, the Bidder shall furnish information pertaining to the last five financial years after ignoring the latest concluded financial year. In case the bidder submits audited financial information for the last six or more years, only the figures for the latest five years shall be considered for evaluation.

Form 5: Specific Consultancy Experience

Fill up one form per contract

Consultancy Contract of Similar Size and Nature			
Contract No.		Contract Identification	
Award Date		Completion Date	
Total Contract Amount	INR		
If partner in a JV or subcontractor, specify participation in total contract amount	Percent of Total:	Amount: INR	
Employer's Name, Current Address and Current Telephone/Fax Number, E-mail			
Description of the similar nature of work			

The bidder shall attach a copy of the Certificate(s) issued by the employer in support of the information being furnished in each form, failing which the claim of the bidder shall be liable to be rejected (in case of experience as a sub-contractor, the employer shall be the owner of the Project who has engaged the main Contractor).

- 1 Successfully Completed - shall mean release of 100% Contractual payments to the Bidding Consultant.
- 2 Substantially completed - shall mean release of 80% contractual payment to

PAST CONTRACTUAL PERFORMANCE

(Affidavit on non-judicial stamp paper of Rs 10/- duly attested by Notary/Magistrate)

This is to certify that We, M/s [*Name of the Applicant Firm with detailed address*], in submission of the application for pre-qualification of Consultants for Projects in India.

- i) have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.;
- iii) have never been banned by any Central / State Govt. Departments/Public Sector Undertakings or Enterprises of Central/State Govt.;
- iv) have submitted all the supporting documents and furnished the relevant details as per the prescribed format.; and
- v) have submitted all the information and the requisite documents with the Bid and further certify that we are fully responsible for the correctness of the information and documents submitted by us.

Signature of Applicant
With seal

Note:

Exceptions of the above, if any, shall be clearly mentioned with details by the applicant for evaluation/consideration if any.

Form 7

LITIGATION HISTORY
(ON THE LETTER HEAD OF APPLICANT)

SN	Name of Work	Client	Type of Case (Court Arbitration case)	Date of Registration of Case	Name & Address of Court Arbitrator	Amount involved	Present Status	Remarks

Signature of Applicant
With seal

Note:

Applicant has to submit the details of last 3 years in respect of Court cases / Arbitration cases.

LETTER OF TRANSMITTAL
(ON THE **LETTER HEAD** OF APPLICANT)

From:

To

The Managing Director
Indian Port Rail & Ropeway Corporation Ltd.
4th Floor, Nirman Bhawan, M P Road
Mazagaon East Mumbai- 400 010

SUB: EMPANELMENT OF CONSULTANTS IN THE FUNCTIONAL AREA OF HUMAN RESOURCE.

Sir,

Having examined the details given in Notice for Pre-qualification and Pre-qualification Application documents for the above work, we hereby submit our qualification and relevant documents.

1. We hereby certify that all the statements made and information supplied in the enclosed form '1' to '8' and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. We have submitted the requisite banker's certificate / performance reports and authorize IPRCL or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation.
4. We hereby confirm that we have read and understood all the stipulations given empanelment shall be final and binding on us.
5. We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed work(s) specified in RFE for having successfully completed the following works:

S.NO. NAME OF WORK CERTIFICATE FROM

- 1.
- 2.
- 3.

Enclosures:
Date of Submission

(Signature of Applicant)
(Seal of Applicant)