

**F. No. 4-2/2020-Coordination (CHD)**  
**RFQ: Third Party Evaluation - Central Hindi Directorate**

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**8. Earnest Money Deposit (EMD)**

**8.1** Bidders shall submit, along with their Bids, EMD of Rs. 50,000 (Rupees Fifty Thousand Only) either in the form of a Demand Draft issued by any scheduled commercial bank in favour of the Director, Central Hindi Directorate, New Delhi payable at New Delhi, (valid for 3 months from the due date of the tender/ RFQ) or through Bank Guarantee of equivalent amount from any scheduled commercial bank. EMD of all unsuccessful bidders would be refunded by CHD without any interest within 1 month of the final selection. The EMD, for the amount mentioned above, of successful bidder would be retained till the submission of Performance Bank Guarantee.

**8.2** EMD is to be kept in the envelope alongwith the cover letter. Application without EMD will be rejected. EMD shall be returned to unsuccessful applicant after selection process is over except for the selected agency.

**8.3** The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.

**8.4** The EMD may be forfeited if a bidder withdraws its bid during the period of bid validity or declines to accept the work order of CHD.

**9. Terms of References**

**9.1** The Quotations should be submitted alongwith the enclosures in the prescribed format and manner only. Technical bids shall be opened first and thereafter financial bids shall be opened only of those firms who are found eligible in their technical bids.

**9.2** Submission of Quotation does not automatically qualify the firm CHD will scrutinize the Profiles and, if necessary, may also visit the firm's premises.

**9.3** The successful firm would be decided on the basis of QCBS (Quality Cost Based Selection) & L1.

**9.4** The CHD may also make a panel for taking into consideration the lowest rates and agreeability of third party evaluation on such rates.

**9.5** The successful agency is required to submit an amount of Rs. 50,000 (Rupees Fifty Thousand Only) as performance Guarantee in the form of Banker's Cheque/DD/Pay Order in favour of the Director, Central Hindi Directorate, payable at New Delhi.

**9.6** The successful firm will have to sign an agreement with the CHD.

**9.7** The contract shall be valid for a period of three months from the date of signing the agreement, which may be extended at the discretion of the CHD in consultation with the firm.

**9.8** All the original material will have to be returned to the CHD alongwith completed job.