

**GOVERNMENT OF INDIA**  
**MINISTRY OF COMMERCE AND INDUSTRY**  
**VANIJYA BHAWAN, NEW DELHI**

**REQUEST FOR PROPOSAL (RFP)**

**File No. 01/94/180/022/AM26/PC-4**

RFP for engagement of Consultancy organization/firm/agency to organize Concurrent  
Evaluation/impact assessment study of the RoDTEP Scheme

Issuing Authority  
Directorate General of Foreign Trade,  
Ministry of Commerce and Industry

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**1. INTRODUCTION**

**1.1. Notice inviting E-Tender**

**1.1.1.** Directorate General of Foreign Trade (DGFT), Ministry of Commerce and Industry (MoCI) has introduced a scheme titled “Remission of Duties and Taxes on Exported Products Scheme (RoDTEP)” with a view to compensate for the Central, State and Local duties/taxes/levies, in relation to the production and transportation of the product to be exported, which are not refunded under any other duty remission schemes.

**1.1.2.** DGFT (the Client) proposes to engage a reputed consulting firm (the Applicant) with relevant expertise and experience to organize concurrent impact assessment of RoDTEP Scheme. DGFT therefore invites online proposals from consulting firms in accordance with the RFP document.

**1.1.3.** The tender document can be downloaded from <https://www.dgft.gov.in/CP/> (official website of DGFT), <https://gem.gov.in/> (GeM portal), and <https://eprocure.gov.in/eprocure/app> (CPPP portal) as per schedule given in the critical date sheet. Interested Applicants are requested to submit their responses to the ‘RFP’ online through the Central Public Procurement Portal or the Government e Marketplace (GeM) portal, on or before due date and time mentioned in critical date sheet (<https://eprocure.gov.in/eprocure/app> & <https://gem.gov.in/>). Manual bid shall not be accepted.

**1.1.4.** The Applicant shall submit his proposal online containing details of EMD, Pre-Qualification, technical bid and financial bid at <https://gem.gov.in/> or <https://eprocure.gov.in/eprocure/app>.

**1.1.5.** Bidders are advised to follow the instructions provided in this RFP for the e-submission.

**1.2. Critical Date Sheet**

|                                                     |            |
|-----------------------------------------------------|------------|
| Bid publishing date                                 | 26.08.2025 |
| Bid Document Download and Bid Submission Start Date | 26.08.2025 |
| Bid Submission End Date                             | 16.09.2025 |
| Clarification Start Date                            | 26.08.2025 |
| Clarification End Date                              | 30.08.2025 |
| Technical Bid Opening Date                          | 17.09.2025 |
| Financial Bid Opening Date                          | 22.09.2025 |

### 1.3. Background of the scheme

- 1.3.1. Vide Notification No. 19/2015-20 Dt. 17.08.2021, issued by DGFT, the scheme guidelines and rates have been notified for the RoDTEP Scheme (**Annexure I**).
- 1.3.2. The RoDTEP scheme rebates all embedded Central, State, and Local duties/taxes/levies for enhancing competitiveness in export of products, in recognition of the international economic principle of zero rating of export products. The need for the scheme was necessitated as the MEIS scheme as promulgated by the GoI was challenged as not being WTO-compliant.
- 1.3.3. Exporters of eligible items under the Scheme are being issued e-scrips as refund. The e-scrips are transferable and are used for payment of basic customs duty.
- 1.3.4. The rates for refund under the RoDTEP Scheme were technically determined by a Committee set up in the Department of Revenue, Ministry of Finance. The Scheme is being implemented by the Central Board of Indirect Taxes and Customs (CBIC), Department of Revenue, in an end-to-end IT environment.
- 1.3.5. The RoDTEP scheme stands extended/restored in/for the current financial year, subject to review of rates periodically, vide Notification No. 32/2024-25 Dt. 30.09.2024 (**Annexure II**), wherein RoDTEP scheme has been extended for DTAs till 30.09.2025, and Notification No. 11/2025-26 Dt. 26.05.2025 (**Annexure III**), wherein RoDTEP benefits have been restored for AA holders, EOUs, and SEZs.
- 1.3.6. As the RoDTEP scheme is currently in force, the impact assessment of RoDTEP Scheme has to be undertaken to understand the extent to which the scheme has met its intended objectives and to give suitable recommendations.

### 1.4. Budgetary allocation and expenditure pattern of the scheme

| Rs. In Cr.                                  |          |          |          |
|---------------------------------------------|----------|----------|----------|
| Financial Year                              | BE       | RE       | Actual   |
| 2021-2022 (15 months from Jan 21 to Mar 22) | 15,022   | 15,022   | 14,798   |
| FY 2022-2023                                | 13,845.4 | 13,845.4 | 12,897.7 |
| FY 2023-2024                                | 15,402.5 | 15,402.5 | 15,404.4 |
| FY 2024-2025                                | 16,575   | 17,951   | 18,734   |
| FY 2025-2026                                | 18,232.5 | -        | -        |

### 1.5. Output / Outcome Indicators of the Scheme

| FINANCIAL OUTLAY | OUTPUT 2025-26                                                                                 |                                                                                                                                                                                            |                                                                                                                                                                                                       | OUTCOME 2025-26                                                                                                                                                                                                                                                                                                                                                                           |                                                        |                                                                                                                                                                                 |
|------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2025-26          | Output                                                                                         | Indicators                                                                                                                                                                                 | Target 2025-26                                                                                                                                                                                        | Outcome                                                                                                                                                                                                                                                                                                                                                                                   | Indicators                                             | Target 2025-26                                                                                                                                                                  |
| Rs. 18,232.50 Cr | In the period Q1-Q4, the number of SBs filed with RoDTEP claim and number of SBs scrolled out. | Total Number of Shipping bills which were filed with a RoDTEP claim/ Scheme code in the period Q1-Q4.<br>Number of Shipping bills for which a e-scrip has been issued in the period Q1-Q4. | The percentage of shipping bills for which e-scrips are not issued as on 30.04.2026 should not be more than 0.5% of all shipping bills filed with RoDTEP Claim in the period 01.04.2025 to 31.03.2026 | The RoDTEP Scheme is based on the principle that taxes should not be exported, and ensures zero-rating of exports, to make them competitive. (Note: Therefore, any outcome targets for implementing the Scheme cannot be devised. Exports depend on multiple factors and one to one correlation with any export growth to any support given under RoDTEP may not be technically correct). | Percentage of fund utilization from the allocated fund | The percentage of budget utilization within a financial year should reach 95% of the allocated budget so that roll-over remains minimum and liquidity of exporters remain high. |

### 1.6. Disclaimer

1.6.1. This RFP document is neither an agreement nor an offer by DGFT, MoCI, GoI to the prospective Applicants or any other person. The purpose of this RFP is to

provide information to the interested parties that may be useful to them in the formulation of their proposal, pursuant to this RFP.

- 1.6.2.** DGFT will not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that DGFT is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the services. And DGFT reserves the right to accept/reject any or all of proposals, submitted in response to the RFP document, at any stage, without assigning any reasons whatsoever. DGFT also reserves the right to withhold or withdraw the process, at any stage, with intimation to all, who submitted the RFP Application.
- 1.6.3.** DGFT reserves the right to change/modify/amend any or all provisions of this RFP document. Such revisions to the RFP / amended RFP will be made available on <https://www.dgft.gov.in/CP/> (DGFT's web-site), <https://gem.gov.in/> (GeM portal), and <https://eprocure.gov.in/eprocure/app> (CPPP portal).
- 1.6.4.** DGFT does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document as it is not possible for DGFT to consider every particular need of each party who reads or uses this document. RFP includes statements which reflect various assumptions and assessments arrived at by DGFT in relation to the statement of work. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. Each prospective Applicant should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information provided in this RFP document and obtain independent advice from appropriate sources. The information given is not exhaustive on account of statutory requirements and should not be regarded as a complete or authoritative statement of law.
- 1.6.5.** DGFT will not incur any liability under any law (including but not restricted to law of contract, law of torts, & principles of equity) with respect to any loss, expense, or damage which may be suffered by the Applicant in connection with anything contained in this RFP document, or any matter deemed to form part of this RFP document, or the award of the Assignment, or the information and any other information supplied by or on behalf of DGFT or their employees or any Consulting Firm, or otherwise, arising in any way from the selection process for the Assignment.
- 1.6.6.** A Consulting Firm will be selected as per Quality cum Cost Based Selection (QCBS) process.

## 2. QUALIFICATIONS

### 2.1. Basic qualifications of the bidders

2.1.1. Technically qualified and financially sound Consultancy firms/organizations having experience and expertise of providing consultancy service to sectors covered by the RoDTEP scheme may apply.

2.1.2. The firm should be registered and should have a minimum of 5 years of experience. The firm should not be blacklisted by any central/PSU in India.

2.1.3. The Bidder should have experience of providing consultancy service/evaluation of study to at least 5 agencies (Government/ PSU/ autonomous body).

2.1.4. Consortium and tie-ups are not allowed.

2.1.5. Minimum Qualification Criteria:-

| S No | Minimum Qualification Criteria                                                                                                                   | Document                                                                                                       |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1    | Consulting Firm/ Bidder should be a registered firm/company/partnership/consortium and should be in operations in India for a minimum of 5 years | Form B<br>(To be submitted in the company letter head). Necessary proof of incorporation etc. to be submitted. |
| 2    | Consulting Firm/ Bidder should not be black-listed by any Central /State Government / Public Sector Undertaking in India.                        | Form B                                                                                                         |
| 3    | Consulting Firm/ Bidder should have an average annual turnover of Rs. 5 crores in the three years of last five years from consultancy services   | Form C                                                                                                         |
| 4    | Bidder should have experience of providing consultancy service to at least 5 government agencies (Government/ PSU/ autonomous body)              | Form D                                                                                                         |

### 2.2. Instructions to Applicants

2.2.1. The Client, i.e. DGFT, will select an organization in accordance with the method of selection specified. Applicants are advised that the selection of Consulting Firm shall be done through the selection process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that Client's decisions are final without any right of appeal whatsoever.

2.2.2. The Applicants are invited to submit Technical and Financial Proposals (collectively called "the Proposal"), for the services required for the Assignment. The Proposal will form the basis for grant of work order to the selected Consulting Firm/Organization. The Consulting Firm/Organization shall carry out the assignment in accordance with the Terms of RFP.

- 2.2.3.** The Applicant shall submit the Proposal in the manner specified in this RFP.
- 2.2.4.** Applicant shall bear all costs associated with the preparation and submission of its Proposal, including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the DGFT or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the DGFT shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.
- 2.2.5.** The Applicant shall hold Client's interests' paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Applicant shall not accept or engage in any assignment that may place it in a position of not being able to carry out the assignment in the best interests of Client and the Project.
- 2.2.6.** It is the Client's policy to require that the Applicants observe the highest standard of ethics during the Selection Process and execution of work/assignment. In pursuance of this policy, the Client:
- 2.2.6.1.** will reject the Proposal for award if it finds that the Applicant is engaged in corrupt or fraudulent activities in competing for the work order in question;
  - 2.2.6.2.** will declare an Applicant ineligible, either indefinitely or for a stated period of time, to be awarded any contract or work order if it at any time determines that the Applicant has engaged in corrupt or fraudulent practices in competing for and in executing the work order.
- 2.2.7.** Dispute Resolution: If any dispute or difference of any kind whatsoever arises between the parties in connection with or arising out of or relating to or under this RFP, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement. In the event no amicable resolution or settlement is reached within a period of thirty (30) days from the date on which the above-mentioned dispute or difference arose, such dispute or difference shall be finally settled by DGFT, whose decision shall be final.
- 2.2.8.** Termination of Assignment: Client will have the right to terminate the assignment by giving 30 (Thirty) days written notice.
- 2.2.9.** Number of Proposals: No bidder shall submit more than one bid.
- 2.2.10.** Right to reject any or all Proposals:
- 2.2.10.1.** Notwithstanding anything contained in this RFP, the Client reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
  - 2.2.10.2.** Without prejudice to the generality of the above, the Client reserves the right to reject any Proposal if:
    - 2.2.10.2.1.** at any time, a material misrepresentation is made or discovered,  
or

**2.2.10.2.2.** The Applicant does not provide, within the time specified by the Client, the supplemental information sought by the Client for evaluation of the Proposal.

**2.2.10.3.** Such misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification/ rejection occurs after the Proposals have been opened and the highest-ranking Applicant gets disqualified/ rejected, then the Client reserves the right to consider the next best Applicant or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the Selection Process.

**2.2.11. Acknowledgement by Applicant:** It shall be deemed that by submitting the Proposal, the Applicant has:

**2.2.11.1.** made a complete and careful examination of the RFP.

**2.2.11.2.** received all relevant information requested from the Client.

**2.2.11.3.** accepted the risk of inadequacy, error, or mistake in the information provided in the RFP or furnished by or on behalf of the Client.

**2.2.11.4.** satisfied itself with all matters, things and information, including matters herein above, necessary and required for submitting an informed Application and performance of all of its obligations there under;

**2.2.11.5.** acknowledged that it does not have a Conflict of Interest; and

**2.2.11.6.** agreed to be bound by the undertaking provided by it under and in terms hereof.

**2.2.12.** The Client and/ or its advisors/ consultants shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Client and/or its consultant.

### **2.3. Clarification and amendment of RFP documents**

**2.3.1.** Applicants may seek clarification on this RFP document. Any request for clarification must be uploaded on <https://gem.gov.in/> or <https://eprocure.gov.in/eprocure/app>. The Client will endeavour to respond to the queries prior to the Proposal Due Date.

**2.3.2.** At any time before the submission of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP documents by amendment. All amendments/ corrigenda will be posted only on the gem and e-procurement website. To afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Client may at its discretion extend the Proposal Due Date.

### **2.4. Earnest Money Deposit**

**2.4.1.** A Earnest Money Deposit (refundable) in the form of a Demand Draft/ Bank Guarantee/Bankers' Cheque, from any scheduled commercial bank in India to be drawn in favour of Accounts Officer, Central Pay and Accounts Office, DGFT New Delhi towards the Earnest Money Deposit. The Bank Draft should be from

any Nationalized Bank, for the sum of **Rs.1,00,000/- (Rupees One lakh Only)** shall be required to be submitted by each Applicant. The physical copy of EMD should be submitted on or before bid submission end date and time. The scanned copy of EMD must be uploaded on <https://gem.gov.in/> or <https://eprocure.gov.in/eprocure/app>. Validity of EMD (in form of BG) should be for 180 days from the last day of submission of bid.

**2.4.2.** Bids received without the specified Earnest Money Deposit Bid Security will be summarily rejected.

**2.4.3.** The Client will not be liable to pay any interest on Earnest Money Deposit. Bid security of pre-Qualified but unsuccessful Applicants shall be returned, without any interest, within one month after grant of the work order to the Selected Applicant or when the selection process is cancelled by Client. The Selected Applicant's Earnest Money Deposit shall be returned, without any interest upon the Applicant accepting the work order and furnishing the Performance Security in accordance with provision of the RFP and work order.

**2.4.4.** Client will be entitled to forfeit and appropriate the Earnest Money Deposit as mutually agreed loss and damage payable to Client in regard to the RFP without prejudice to Client's any other right or remedy under the following conditions:

**2.4.4.1.** If an Applicant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP;

**2.4.4.2.** If any Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time or terminates the assignment for reasons not attributable to the Client;

**2.4.4.3.** If the Applicant commits any breach of terms of this RFP or is found to have made a false representation to Client.

**2.4.5.** Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal.

**2.4.6.** An Applicant should have, during the last 3 (three) years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant or its Associate.

## **2.5. Preparation of proposal**

**2.5.1.** Applicants are requested to submit their Proposal in the English language and strictly in the formats provided in this RFP. DGFT will evaluate only those Proposals that are received in the specified forms and complete in all respects.

**2.5.2.** The technical proposal should provide the documents prescribed in this RFP. No information related to the financial proposal should be provided in the technical proposal. This may lead to rejection of the proposal.

**2.5.3.** The Proposals must be digitally signed by the Authorized Representative (the "Authorized Representative") as detailed below:

- 2.5.3.1. by the proprietor in case of a proprietary firm;
  - 2.5.3.2. by a partner, in case of a partnership firm and/or a limited liability partnership; or
  - 2.5.3.3. by a duly authorized person, in case of a Limited Company or a corporation.
- 2.5.4. Except as specifically provided in this RFP, no supplementary material will be entertained by the Client, and the evaluation will be carried out only based on Documents received by the closing time of Proposal Due Date. Applicants will ordinarily not be asked to provide additional material information or documents after the date of submission. However, for the avoidance of doubt, the Client reserves the right to seek clarifications in case the proposal is non-responsive on any aspects.
- 2.5.5. Financial proposal: While preparing the Financial Proposal, Applicants are expected to consider the various requirements and conditions stipulated in this RFP document. The Financial Proposal should be a lump sum Proposal inclusive of all the costs including but not limited to all taxes associated with the Assignment. While submitting the Financial Proposal, the Applicant shall ensure the following:
- 2.5.5.1. All the costs associated with the Assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the personnel (Expatriate and Resident, in the field, office, etc.), accommodation, air fare, transportation, equipment, printing of documents, secondary and primary data collection, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
  - 2.5.5.2. The Financial Proposal shall take into account all the expenses, tax liabilities, cost of insurance specified in the work order, levies, and other impositions applicable under the prevailing law. For the avoidance of doubt, it is clarified that all taxes, excluding GST, shall be deemed to be included in the cost shown under different items of Financial Proposal. The Applicant shall be paid only GST over and above the cost of the Financial Proposal. Further, all payments shall be subjected to deduction of taxes at source as per Applicable Laws.
- 2.5.6. The proposal should be submitted as per prescribed forms.
- 2.5.7. Applicants shall express the price of their services in Indian Rupees only.

## **2.6. Submission, receipt, and opening of proposals**

- 2.6.1. The Authorized Representative of the Applicant should authenticate EMD Details, Pre-qualification, Technical and Financial proposal using signatures. The Authorized Representative's authorization should be confirmed by a written Power of Attorney by the competent authority accompanying the Proposal.
- 2.6.2. The Applicant shall submit his proposal online containing details of EMD, Pre-Qualification, technical bid, and financial bid.-

**2.6.3.** After the deadline for submission of proposals the Pre-Qualification Proposal shall be opened by the Evaluation Committee to evaluate whether the Applicants meet the prescribed Minimum Qualification Criteria. The RFP details, Technical and Financial Proposals, shall remain sealed.

**2.6.4.** After the Proposal submission until the grant of the work order, if any Applicant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the Proposal submission address. Any effort by the firm to influence the Client during the Proposal evaluation, Proposal comparison, or grant of the work order decisions may result in the rejection of the Applicant's proposal.

## **2.7. Evaluation of proposal**

**2.7.1.** As part of the evaluation, the Pre-Qualification Proposal submitted shall be checked to evaluate whether the Applicant meets the prescribed Minimum Qualification Criteria. Subsequently the Technical Proposal submission, for Applicants who meet the Minimum Qualification Criteria ("Shortlisted Applicant"), shall be checked for responsiveness in accordance with the requirements of the RFP and only those Technical Proposals which are found to be responsive would be further evaluated in accordance with the criteria set out in this RFP document. The Technical Evaluation Committee (TEC), to be constituted by the Policy Cell IV division of DGFT, will be responsible for opening and evaluation of the Proposal. The TEC shall recommend technically qualified bids for further consideration.

**2.7.2.** A Proposal will be considered responsive at each stage as under: -

**2.7.2.1.** Pre-qualification: - The client will satisfy itself that the Applicants meet the minimum qualifications prescribed before evaluating technical and financial proposals.

**2.7.2.2.** Technical Proposal: - The Technical Proposal should be received in the form specified by the Proposed Due Date including any extension thereof in terms hereof; without any condition or qualification.

**2.7.2.3.** Financial Proposal: - The Financial Proposal should be received in the form specified by the Proposed Due Date including any extension thereof in terms hereof; without any condition or qualification.

**2.7.2.4.** The Client reserves the right to reject any Proposal which is non-responsive and unsuitable as per important aspects and terms mentioned in RFP and no request for alteration, modification, substitution, or withdrawal will be entertained by the Client in respect of such Proposals.

**2.7.3.** Final selection: The final selection of the consultant would be based on QCBS (Quality- Cum Cost Based Methodology). The selection procedure would be based on QCBS basis and the weightage of Technical / and financial score may be fixed at 70:30 in accordance with the manual of consultancy & other services. Normalization process for financial scores: The lowest financial proposal (Fm) among the technically qualified bids will be taken as the base/reference and will be given a Financial Score (Sf) of 100 marks. The financial scores of the other Financial Proposals will be determined using the following formula:  $[Sf = 100 \times Fm/F]$ , in which Sf is the financial score, Fm is the lowest price, and F is the price quoted in the financial proposal (in INR) under consideration.

**2.7.3.1.** The combined score shall be based on Quality cum Cost based Selection (QCBS). Proposals will be ranked according to their combined technical and financial scores using the weightage given to the Technical and Financial proposals @70% and @30% respectively. The weightage of the technical parameters i.e. non- financial parameters in no case should exceed 80 percent.

Final Score = (70% x Technical Score) + (30% x Financial Score)

The bidder scoring the highest marks shall be declared as L1.

## **2.8. Evaluation criteria**

**2.8.1.** The Bids would be evaluated on a Technical cum Financial Evaluation methodology.

**2.8.2.** Technical bids of only those consultants will be evaluated who meet the basic qualification criteria.

**2.8.3.** Technically qualified bidders will be intimated in advance and would be required to make a presentation.

**2.8.4.** The technical score will be evaluated as per the following parameter:

| <b>S. No</b>                             | <b>Evaluation Criteria</b>                                                                                                                                             | <b>Marks</b>                                                                                   | <b>Max Marks</b> |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------|
| 1                                        | Past Experience of the Firm (No. of years of existence of the firm)                                                                                                    | 05-10 years = 03 marks<br>More than 10 years= 5 marks                                          | 5                |
| 2                                        | Experience of the firm in similar assignments:<br>Evaluation and monitoring / assessment studies done in past for Government/ multilateral bodies schemes/ programmes  | 05-10 Studies = 6 marks<br>More than 10 studies = 10 marks                                     | 10               |
| 3                                        | Past Experience in duty/export/ import related studies                                                                                                                 | 05-10 Studies = 06 marks<br>More than 10 studies = 10 marks                                    | 10               |
| 4                                        | Financial Strength<br>Average annual turnover of any best three years out of last five years in (Consulting Business)                                                  | From Rs.5 Crore to Rs 10 Crore =6<br>Above Rs 10 Crore to 25 Crore =7<br>Above Rs 25 Crore =10 | 10               |
| 5                                        | Presence in states as on date by having own office (proof of office or operations must be attached)                                                                    | 5 to 8 states=3 marks<br>more than 8 states=5 marks                                            | 5                |
| <b>Methodology and Understanding ToR</b> |                                                                                                                                                                        |                                                                                                |                  |
| 6                                        | Educational and professional background of the agency including experience of working in sectors, covered under the RoDTEP scheme, specifically with Government bodies | Comparative assessment to be done by the Evaluation Committee                                  | 10               |

|   |                                                                                                              |                                                                                                                         |     |
|---|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----|
| 7 | Technical Approach and methodology including sampling technique, analytical tools usage, questionnaires, etc | Assessment to be done by evaluation committee based on submitted technical bid and presentation.                        | 30  |
| 8 | Work Plan and manpower deployment                                                                            | Criteria are adequacy and appropriateness of the proposed methodology and work plan with respect to Terms of Reference. | 20  |
|   |                                                                                                              |                                                                                                                         | 100 |

**2.8.5.** Financial bids of only those agencies scoring 60 marks and above in technical evaluation shall be considered for financial evaluation. In case, none of the agencies score more than 60 marks, the evaluation committee may choose to reduce the minimum score criteria as per its own discretion.

## **2.9. Confidentiality**

**2.9.1.** Information relating to evaluation of proposals and recommendations concerning grant of the work order shall not be disclosed to the Applicants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been given the work order.

## **2.10. Fraud and corrupt practices**

**2.10.1.** The Applicants and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Client will reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, the Client will, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money Deposit, as mutually agreed genuine pre-estimated compensation and damages payable to the Client for, inter alia, time, cost and effort of the Client, in regard to the RFP, including consideration and evaluation of such Applicant’s Proposal.

**2.10.2.** Without prejudice to the rights of the Client under this Clause, herein above and the rights and remedies which the Client may have under the WORK ORDER or the Agreement, if an Applicant or Consulting Firm, as the case may be, is found by the Client to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the WORK ORDER or the execution of the Agreement, such Applicant or Consulting Firm shall not be eligible to participate in any tender or RFP issued by the Client during a period of 2 (two) years from the date such Applicant or Consulting Firm, as the case may be, is found by the Client to have directly or through an agent, engaged or indulged in any prohibited practices.

**2.10.3.** For the purposes of this Clause, the following terms shall have the meaning herein after respectively assigned to them:

- 2.10.3.1.** “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Client who is or has been associated in any manner, directly or indirectly with the Selection Process or the WORK ORDER or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Client, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the WORK ORDER or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the WORK ORDER or the Agreement, who at any time has been or is a legal, financial or technical consultant/ advisor of the Client in relation to any matter concerning the Project;
- 2.10.3.2.** “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- 2.10.3.3.** “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- 2.10.3.4.** “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- 2.10.3.5.** “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## **2.11. Miscellaneous**

- 2.11.1.** The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at New Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 2.11.2.** The Client, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- 2.11.2.1.** Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
- 2.11.2.2.** Consult with any Applicant in order to receive clarification or further information;
- 2.11.2.3.** Retain any information and/or evidence submitted to the Client by, on behalf of and/or in relation to any Applicant; and/or

- 2.11.2.4.** Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- 2.11.3.** It shall be deemed that by submitting the Proposal, the Applicant agrees and releases the Client, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations here under, pursuant hereto and/or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.
- 2.11.4.** All documents and other information provided by Client or submitted by an Applicant to Client shall remain or become the property of Client. Applicants and the Consulting Firm are to treat all information as strictly confidential. Client will not return any Proposal, or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Applicant to Client in relation to the assignment shall be the property of Client.
- 2.11.5.** The Client reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.
- 2.11.6.** The Client will endeavour to follow the schedule mentioned in the critical date sheet.

### **3. TERMS OF REFERENCE (TORs)**

#### **3.1. Objectives of the study**

**3.1.1.** DGFT proposes to engage a reputed Consulting Firm/organization with relevant expertise and experience to conduct the study to evaluate the RoDTEP scheme and meet Terms of References (ToRs) formulated for organizing the study to evaluate the effectiveness of RoDTEP scheme in terms of achieving its intended objectives as per the scheme guidelines (To be analysed on the Output/Outcome/Impact indicators).

**3.1.2.** Concurrent Evaluation/Impact assessment of RoDTEP scheme would be done in terms of implementation to identify critical success factors along with bottlenecks & challenges in its implementation, modifications/rationalizations of the components, improvements to be made in implementation framework, etc. besides assessing the impact of the scheme over the period.

**3.1.3.** The overarching objective of the study is to assess the impact of RoDTEP scheme on the various sectors, covered under the Scheme, during the scheme implementation period in terms of key outcome parameters, namely

(a) Cost Competitiveness and Export Competitiveness

(b) Investment and Employment Generation.

(c) Input Use Efficiency

(d) Best Practices/Case Studies

(e) Most Significant Change (due to the scheme/intervention)

**3.1.4.** The selected agency will assess the outcomes of scheme implementation, find out domestic and external challenges faced by exporters affecting the performance & reason for gaps in achievement of outcome, if it is so, and make suggestions for improvement.

#### **3.1.5. Additional parameters**

**3.1.5.1.** Awareness and Coverage of Scheme-uptake by beneficiaries

**3.1.5.2.** Assessment of implementation process and fund flow mechanism

**3.1.5.3.** Training/ Capacity building of administrators/ facilitators, IEC activities etc.

**3.1.5.4.** Asset/ Service creation, if any, assess adequacy and quality and maintenance plan/recurring expenditure associated with it

**3.1.5.5.** Benefits (Individual, community)

**3.1.5.6.** Convergence with the scheme of own Ministry/ Department or of another Ministry/ Department and with the scheme of States/UTs.

#### **3.2. Scope of the study**

**3.2.1.** The study will look into the following aspects:

**3.2.1.1.** Develop a scoping, research methodology and work plan for the study.

**3.2.1.2.** Data collection from established data sources for export, investment and employment evaluation and analysis from exporters and survey from industry representatives.

**3.2.1.2.1.** A minimum of 600 exporters from varying sector (there being a diversity in selection of the same), covering status holder and non-status holder exporters, should be part of study.

**3.2.1.2.2.** Further, at least 30% of exporters covered under the study should be from Non-Status holders. The exporters must be divided amongst MSMEs and Non-MSMEs as well, with more focus on MSMEs (with respect to the sample size).

**3.2.1.2.3.** Along with sectoral diversity, there must be diversity in the geography of the exporters selected for the study as well.

**3.2.1.2.4.** In addition, qualitative Consultation with big trade bodies and exporters from major exporting states should be done during study.

**3.2.1.3.** Trends in Cost Competitiveness and Export Competitiveness, investment and employment to be analyzed before and after introduction of the scheme.

**3.2.1.4.** Preparation of detailed report on study findings and recommendations w.r.t impact, continuation, or discontinuation of the scheme.

**3.2.1.5.** Any other relevant information/factors

**3.2.2.** The selected agency will submit methodology and approach before issuance of work order indicating sample size, sampling techniques, data source, stakeholder engagement methods and geographic coverage etc for this study/impact assessment.

### **3.3. Time frame and deliverables**

**3.3.1.** The selected agency will undertake the study as per the defined ToRs only

**3.3.2.** The time frame for completion of the report is **3 months** from the date of placement of the work order. Study is time sensitive and timely submission of report is solicited.

**3.3.3.** The selected agency shall be required to submit 10 copies of the Inception/concept report within 30 days from the date of awarding the contract with a presentation on ground covered along with detailed methodology adopted and schedules (with data) used for the survey for approval of the DGFT.

**3.3.4.** The selected agency shall also provide soft and hard copies of the inception/concept report at their own cost. The Final Report should be submitted at the end of the 3<sup>rd</sup> month.

**3.3.5.** The selected agency shall also provide Twenty-five copies of the Final Report – hard copies in bound form & soft copies after approval of the report.

**3.3.6.** The software developed, if any, for the purpose of input format and output generation should be provided to the DGFT along with the data contained in a CD and Pen Drive.

### 3.4. Payment terms

3.4.1. Following is the payment terms for each assignment under this assignment will be as under:

|      |                                                                                                                                                                  |     |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| i.   | Amount to be released after submission of Inception Report & Bank Guarantee (for equivalent amount plus interest charged @ 18% per annum valid for three months) | 30% |
| ii.  | Submission and acceptance of Mid-term evaluation report within 45 days and Draft Report submitted within 75 days from the date of award of the contract.         | 30% |
| iii. | Acceptance of the Final Report (Should be submitted within two weeks from the date of communication of the suggestions, if any, by the DGFT).                    | 40% |

### 3.5. Submission of tenders

3.5.1. The tender shall be submitted online covering EMD, Pre-Qualification, technical bid, and price bid only at CPPP portal (<https://eprocure.gov.in/eprocure/app>) or at the GeM portal (<https://gem.gov.in/>). All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email/correspondence shall not be considered.

3.5.2. Fee: Scanned Copy of EMD.

3.5.3. Pre-Qualification: Scanned copy of Pre – Qualification Proposal Submission Form; Scanned copy of Self-certification of Operation for a minimum of 5 years and not being blacklisted; Scanned copy of Average Annual Turnover ; Scanned copy of Format for highlighting relevant experience

3.5.4. Technical bid: Scanned copy of Format for Power of Attorney for Authorized representative; Scanned copy of Technical Proposal Submission

3.5.5. Financial Bid: Scanned Copy of Financial Proposal

### 3.6. Other terms and conditions

3.6.1. The Consulting Firm/Applicant will be engaged for a period of three months in which study needs to be completed and Mid-term evaluation should be submitted within 45 days from the date of award of contract.

3.6.2. Payment will be released to an engaged Consulting Firm as per the payment terms based on achieving the milestones/deliverables which shall form part of the contract being signed with the agency.

3.6.3. The engaged Consulting Firm will be required to depute adequate on-site resources for organizing the concurrent evaluation study. The team members should have suitable educational and professional background to conduct the activities under the study.

3.6.4. Performance Guarantee: The successful bidder would be required to submit (and keep active for the life of the project) a performance guarantee (by way of Bank Guarantee) for 5% of contract value for successful performance of the activities in the contract. The validity of the performance guarantee will be one year from

the date of acceptance of the contract/agreement. The DGFT will provide the format of Performance Guarantee to the successful Bidder.

**3.6.5. Conflict of Interest:** The Agency shall not receive any remuneration in connection with the assignment except as provided in the contract. The Agency and its affiliates shall not engage in activities that conflict with the interest of the client.

**3.6.6. Intellectual Property Rights (IPR):** The IPR, namely any patent, copyright, trademark, trade secret or other intellectual proprietary right, of all the database, programs, source- code, reports, Formats etc. would solely vest with the DGFT.

**3.6.7. Confidentiality and Non-Disclosure:** The data provided by the DGFT should be kept confidential. Any portion or part of the data should not be produced/ published or sold to others. The right to prevent unauthorized disclosures shall solely vest with the Government.

**3.6.8. Arbitration Clause:** Should any dispute of difference arise concerning the subject matter of these presents or any covenant or thing herein contained or otherwise arising out of this lease, the same shall be referred to Arbitrator to be appointed by the GoI and the decision of such Arbitrator shall be conclusive and binding on the parties hereto. The provisions of the Arbitration Act 1996 or any statutory modifications thereof for the time being in force shall apply to such arbitration.

**3.6.9. Limitation of Liability:**

**3.6.9.1.** There shall be no such limitation in case of the Consulting Firm gross negligence or willful misconduct.

**3.6.9.2.** The liability to the Client shall in no case be limited to less than the total payments expected to be made under the agency's contract, or the proceeds the agency is entitled to receive under its insurance, whichever is higher.

**3.6.9.3.** Any such limitation shall deal only with the Consulting Firm's liability towards the employer and not with the Consulting Firm's liability toward third parties.

**3.6.9.4.** The Consulting Firm shall indemnify the Government and hold it harmless from any loss, claim or damage to persons or property, arising out of this Agreement, the System or the Services provided, including Attorney's fees, to the extent that such loss, claim or damage is caused by the intentional Acts of Consulting Firm or from Consulting Firm's breach of any term of this Agreement.

**3.6.9.5.** In the event the Consulting Firm fails to execute the project as stipulated in the delivery schedule, or breaches Service Level Agreements (SLAs) which leads to termination, the DGFT reserves the right to procure the similar services from the next eligible bidder or from other alternate sources at the risk, cost and responsibility of the Consulting Firm. Before taking such a decision, the DGFT shall serve 30 days advance notice in writing to the agency. Penalty may be proposed for delayed period @1 % of the contract value per week for the first week and @2% per week thereafter for the delayed period.

**3.6.9.6.** In case of any deviation in execution of the study as per the defined terms and conditions, the DGFT reserves the right to deduct an amount equivalent to the percentage of major deviation of the project cost as derived by the DGFT and the decision of DGFT will be final.

**3.6.9.7.** In the event of any discrepancy is observed in the data collected and presented in the report during the quality checking of data, the DGFT reserves the right to deduct an amount equivalent to percentage of major discrepancy from the data collection component of the project cost as derived by the DGFT and the decision of DGFT will be final.

**3.6.10. Interpretation and Severability**

**3.6.10.1.** Wherever possible, each clause shall be interpreted in such a manner as to be effective and valid under every applicable law, but if any clause pertaining to this agreement shall be prohibited by or invalidated under such law, such clause shall be ineffective to such an extent that, as the case may be, the remaining part of the said clause/other clauses still remain valid.

**3.6.10.2.** It is agreed that the terms and covenants contained herein shall prevail over any other order or correspondence that might have been issued earlier. This shall constitute the entire agreement with the Consulting Firm and shall over-rule all previous correspondence, if any, which is inconsistent herewith.

**3.6.10.3.** This agreement shall be governed by the Laws in India. Disputes, if any, should be addressed under the jurisdiction of New Delhi only.

**3.6.11. Agreement Signing:** The selected Consulting Firm will sign an Agreement with the DGFT for rendering satisfactory services and completion of the project in a time bound manner. The Agreement shall include provisions for taking performance guarantee, damages for delay, or award for early completion besides other clauses as may be finalized by the Ministry.

**3.6.12. Agreement Cancellation:** In the event of the Consulting Firm willfully not commencing the work within 30 working days after the stipulated period, DGFT, at its sole discretion, shall cancel the agreement in writing and the Agency shall refund the advance payments within 10 days to the DGFT along with interest@ 18% p.a.

**3.6.13. Interpretations to understand legal and contractual interpretation, as under:**

**3.6.13.1.** References to the singular include the plural and vice versa, and similarly, references to a gender include other genders.

**3.6.13.2.** A reference to a clause, paragraph, schedule or annexure is to a clause or a paragraph, or a schedule or an annexure to this Document, and a reference to this Document includes any schedule or annexure.

**3.6.13.3.** A reference to time is to the time in the place where the obligation is to be performed.

**3.6.13.4.** If the Consultant is a Company/LLP/Society/Trust/ Association/ Consortium, the signatory on behalf of the Consultant shall enter the Contract with a warrant that it has the power to perform its obligations under this Contract.

**3.6.14.** The DGFT, may, either at its own initiative, or in response to a clarification requested by the shortlisted Applicants, modify the conditions of this bid by way of an addendum that would be informed to all the shortlisted agencies. The DGFT may, at its discretion, extend the deadline for submission of proposals or cancel the requirement in part or in whole.

- 3.6.15.** RFP must remain valid for a minimum period of 90 days of the submission.
- 3.6.16.** The eligible bidders will be required to make a presentation before the Evaluation Committee. Information from the presentation will also be used as part of the technical evaluation process. Based on the presentation, the final marks on the ‘Project Methodology & Approach’ and ‘Presentation of the Criteria’ would be awarded by the DGFT. The proposal of Applicant bidders, who do not come for presentation on their bid before Evaluation Committee, shall summarily be rejected.
- 3.6.17.** The purpose of the oral presentation and question and answer session is to test the Bidder’s understanding of the work by addressing some case scenarios. Each Bidder will be allowed 35 minutes to make their oral presentation. The time should be divided into: 25 minutes of Bidder’s presentation and 10 minutes for Questions and Answers.
- 3.6.18.** Earnest Money Deposits of the Bidders, other than the successful bidder will be returned within one month from the completion of the bid process.
- 3.6.19.** The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. Instructions are given below which are meant to assist the bidders in registering on the CPP Portal and prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal and Gem portal may be obtained at: <https://eprocure.gov.in/eprocure/app> and <https://gem.gov.in/> respectively.

## **4. INSTRUCTIONS FOR ONLINE BID SUBMISSION**

### **4.1. Registration**

- 4.1.1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) and Gem portal by clicking on the link “Online bidder Enrollment” on the CPP Portal and on sign up link respectively which is free of charge.
- 4.1.2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 4.1.3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal and Gem portal.
- 4.1.4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 4.1.5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 4.1.6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **4.2. Searching for tender documents**

- 4.2.1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 4.2.2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal and Gem portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 4.2.3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **4.3. Preparation of bids**

- 4.3.1. Bidders should take into account any corrigendum published on the tender document before submitting their bids.
- 4.3.2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
- 4.3.3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4.3.4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

#### **4.4. Submission of bids**

4.4.1. Bidders should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidders will be responsible for any delay due to other issues.

4.4.2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

4.4.3. Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.

4.4.4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

4.4.5. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

4.4.6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

4.4.7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

**4.4.8.** Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

**4.4.9.** The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **4.5. Assistance to bidders**

**4.5.1.** Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

**4.5.2.** Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

**4.5.3.** Any queries relating to the process of online bid submission or queries relating to GEM Portal in general may be directed to help desk number 1800-419-3436. International Bidders are requested to prefix +91 as country code. E-Mail support is available at [helpdesk-gem@gov.in](mailto:helpdesk-gem@gov.in).

## 5. APPENDIX

### 5.1. Form A: Pre-Qualification Proposal Submission Form

#### Form A: Pre-Qualification Proposal Submission Form

##### (Company Letter Head)

[Location, Date]

To

DGFT, MoCI,

Government of India,

Vanijya Bhawan

New Delhi – 110001

RFP dated [date] for selection of Consulting Firm for [name of assignment]

Dear Sir,

With reference to your RFP Document dated [date], we, having examined all relevant documents and understood their contents, hereby submit our Pre-Qualification Proposal for selection as [name of assignment]. The Proposal is unconditional and unqualified.

We are submitting our Proposal as [name of the Applicant].

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

1. We acknowledge that Client will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consulting Firm, and we certify that all information provided in the Proposal and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Consulting Firm for the aforesaid Project.
3. We shall make available to Client any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. We acknowledge the right of Client to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. We certify that in the last 3 (three) years, we have neither failed to perform on any assignment or contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project, assignment or contract by any public authority nor have had any assignment or contract terminated by any public authority for breach on our part.
6. We declare that:
  - a. We have examined and have no reservations to the RFP, including any Addendum issued by the Authority;
  - b. We do not have any conflict of interest in accordance with the terms of the RFP;

- c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with Client or any other public sector enterprise or any government, Central or State; and
- d. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 7. We understand that you may cancel the selection process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consulting Firm, without incurring any liability to the Applicants.
- 8. We declare that we are not a member of any other Consortium/JV applying for selection as a Consulting Firm.
- 9. We certify that in regard to matters other than security and integrity of the country, we or any of our affiliates have not been convicted by a court of law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- 10. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a court of law for any offence committed by us or by any of our affiliates. We further certify that neither we nor any of our consortium members have been barred by the central government, any state government, a statutory body or any public sector undertaking, as the case may be, from participating in any project or bid, and that any such bar, if any, does not subsist as on the date of this RFP.
- 11. We further certify that no investigation by a regulatory authority is pending either against us or against our affiliates or against our CEO or any of our Partners/Directors/ Managers/ employees.
- 12. We hereby irrevocably waive any right or remedy which we may have at any stage at law or however otherwise arising to challenge or question any decision taken by Client in connection with the selection of Consulting Firm or in connection with the selection process itself in respect of the above mentioned Project.
- 13. We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the Project is not awarded to us or our proposal is not opened or rejected.
- 14. We agree to keep this offer valid for 90 (ninety) days from the PDD specified in the RFP.
- 15. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith.

16. The Technical and Financial Proposal is being submitted in a separate cover. This Pre- Qualification Proposal read with the Technical and Financial Proposal shall constitute the application which shall be binding on us.
17. We agree and undertake to abide by all the terms and conditions of the RFP Document.

Yours sincerely,

Authorized Signature [In full and initials]: Name and Title of

Signatory: Name of Firm: Address: Telephone: Fax:

(Name and seal of the Applicant/Member in Charge)

**5.2. Form B: Self-Certification of operating for a minimum of 5 years and not being blacklisted**

**Form B: Self-certification of Operating for minimum 5 years and not being blacklisted  
(Company Letter Head)**

[Location, Date]

Here, give a certificate that the Consulting Firm has been in operation for a minimum of 5 years as on March 31, 2025, in the field of Consultancy Services and that the Consulting Firm has not been blacklisted by any Central/ State/ Public Sector undertaking in India.

### 5.3. Form C: Annual Turnover of Applicant

#### Form C: Annual Turnover of Applicant (Company Letter Head)

| S No | Financial years         | Annual Turnover (INR) |
|------|-------------------------|-----------------------|
| 1    | 2019-20/2020-21         |                       |
| 2    | 2020-21/2021-22         |                       |
| 3    | 2021-22/2022-23         |                       |
| 4    | 2022-23/2023-24         |                       |
| 5    | 2023-24/2024-25         |                       |
|      | Average annual turnover |                       |

Kindly provide supporting balance sheets/ P&L statements / statutory auditor certificate.

#### 5.4. Form D: Format for highlighting relevant experience

##### Form D: Format for highlighting relevant experience (Company Letter Head)

|                                                        |                                                     |
|--------------------------------------------------------|-----------------------------------------------------|
| Assignment Name:                                       | Approx. value of the contract                       |
| Country:<br>Location within Country:                   | Duration of assignment (months):                    |
| Name of Client:                                        | Total number of staff-months:                       |
| Address of Client:                                     | Approx. value of the services provided by your Firm |
| Start Date (Month/Year):                               | Completion Date (Month/Year):                       |
| Narrative Description of Project:                      |                                                     |
| Description of Actual Services Provided by Your Staff: |                                                     |

## **5.5. Form E: Format for Power of Attorney for Authorised Representative (AR)**

### **Form E: Format for Power of Attorney for Authorized Representative (Company Letter Head)**

Know all men by these presents, We, [name of organization and address of the registered office] do hereby constitute, nominate, appoint and authorize Mr / Ms [name], son/ daughter/ wife of [name], and presently residing at [address], who is presently employed with/ retained by us and holding the position of [designation] as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”), with power to sub- delegate to any person, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as Consulting Firm for [name of assignment], to be developed by DGFT (the “Authority”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in conferences and providing information/ responses to the Authority, representing us in all matters before the Authority and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us until accepting the work order with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, [name of organization], THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS [date in words] DAY OF [month] [year in ‘yyyy’ format].

For [name and registered address of organization] [Signature] [Name] [Designation]

Witnesses:

1. [Signature, name and address of witness]
2. [Signature, name and address of Witness] Accepted

[Signature] [Name] [Designation] [Address]

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
2. Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from

countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

**5.6. Form F: Format of Demand Draft/Bankers' Cheque/ Bank Guarantee for Earnest Money Deposit**

**Form F: Format of Demand Draft/Bankers' Cheque/ Bank Guarantee for Earnest Money Deposit**

Scanned copies of the **Demand Draft/Bankers' Cheque/ Bank Guarantee**

## **5.7. Form G: Technical Proposal Submission Form**

### **Form G: Technical Proposal Submission Form**

#### **(Company Letter Head)**

[Location, Date]

To

DGFT, MoCI,

Government of India,

Vanijya Bhawan

New Delhi – 110001

#### **RFP dated [date] for selection for [name of assignment]**

Sir,

With reference to your RFP Document dated [date], we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for selection as [name of assignment]. The Proposal is unconditional and unqualified.

We are submitting our Proposal as [name of the Applicant].

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate in accordance with the RFP. Our Proposal is binding upon us, subject only to the modifications resulting from negotiations in accordance with the RFP.

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

1. We acknowledge that Client will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consulting Firm, and we certify that all information provided in the Proposal and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Consulting Firm for the aforesaid Project.
3. We shall make available to Client any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. We acknowledge the right of Client to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever
5. We certify that in the last 3 (three) years, we have neither failed to perform on any assignment or contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project, assignment or contract by any public authority nor have had any assignment or contract terminated by any public authority for breach on our part.
6. We declare that:

- a. We have examined and have no reservations to the RFP, including any Addendum issued by the Authority;
  - b. We do not have any conflict of interest in accordance with the terms of the RFP;
  - c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with Client or any other public sector enterprise or any government, Central or State; and
  - d. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. We understand that you may cancel the selection process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consulting Firm, without incurring any liability to the Applicants.
  8. We certify that in regard to matters other than security and integrity of the country, we or any of our affiliates have not been convicted by a court of law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
  9. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a court of law for any offence committed by us or by any of our affiliates. We further certify that neither we nor any of our consortium members have been barred by the central government, any state government, a statutory body or any public sector undertaking, as the case may be, from participating in any project or bid, and that any such bar, if any, does not subsist as on the date of this RFP.
  10. We further certify that no investigation by a regulatory authority is pending either against us or against our affiliates or against our CEO or any of our Partners/Directors/Managers/ employees.
  11. We hereby irrevocably waive any right or remedy which we may have at any stage at law or however otherwise arising to challenge or question any decision taken by Client in connection with the selection of Consulting Firm or in connection with the selection process itself in respect of the above mentioned Project.
  12. We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the Project is not awarded to us or our proposal is not opened or rejected.
  13. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall be binding on us.
  14. We agree and undertake to abide by all the terms and conditions of the RFP Document.

Yours sincerely,

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Firm: Address: Telephone: Fax:

(Name and seal of the Applicant/Member in Charge)

## **5.8. Form H: Financial Proposal (Standard Form)**

### **Form H: Financial Proposal Submission Form**

#### **(Company Letter Head)**

[Location]

[Date]

To

DGFT, MoCI,

Government of India,

Vanijya Bhawan

New Delhi – 110001

**Subject: Services for [name of assignment].**

Dear Sir,

We, the undersigned, offer to provide the services for [name of assignment] in accordance with your Request for Proposal dated [date] and our Proposal. Our attached Financial Proposal is for the sum of [amount(s) in words and figures] (excluding GST).

Our Financial Proposal shall be binding upon us subject to the modifications resulting from arithmetic correction, if any, up to expiration of the validity period of the Proposal, i.e. [date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above assignment, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm: Address:

## **6. ANNEXURES**

### **6.1. Annexure I**

### **6.2. Annexure II**

### **6.3. Annexure III**

**To be published in the Gazette of India Extraordinary Part II Section 3, Sub Section (II)**

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Udyog Bhawan, New Delhi

**Notification No: 19 /2015-2020**  
New Delhi, the 17<sup>th</sup> August, 2021

**Subject: Scheme Guidelines for Remission of Duties and Taxes on Exported Products (RoDTEP)**

S.O.(E): In exercise of the powers conferred by Section 5 of the Foreign Trade (Development and Regulation) Act, 1992 read with Para 1.02 of the Foreign Trade Policy 2015-20, the Central Government hereby makes the following amendments in the Foreign Trade Policy 2015-20 with immediate effect:

2. A sub-para (e) is inserted in para 4.01 of the Foreign Trade Policy 2015-20 as below:

“(e) Scheme for Remission of Duties and Taxes on Exported Products (RoDTEP) notified by Department of Commerce and administered by Department of Revenue.

3. The following is also added in the chapter 4 of the Foreign Trade Policy 2015-20:

**SCHEME FOR REMISSION OF DUTIES AND TAXES ON EXPORTED PRODUCTS (RoDTEP)**

**4.54 Scheme Objective and Operating Principles**

- i. The Scheme's objective is to refund, currently un-refunded:
  - a. Duties/ taxes / levies, at the Central, State and local level, borne on the exported product, including prior stage cumulative indirect taxes on goods and services used in the production of the exported product and
  - b. Such indirect Duties/ taxes / levies in respect of distribution of exported product.
- ii. The rebate under the Scheme shall not be available in respect of duties and taxes already exempted or remitted or credited.
- iii. The determination of ceiling rates under the Scheme will be done by a Committee in the Department of Revenue/Drawback Division with suitable representation of the DoC/DGFT,



- line ministries and experts, on the sectors prioritized by Department of Commerce and Department of Revenue.
- iv. The overall budget/outlay for the RoDTEP Scheme would be finalized by the Ministry of Finance in consultation with Department of Commerce (DoC), taking into account all relevant factors.
  - v. The Scheme will operate in a Budgetary framework for each financial year and necessary calibrations and revisions shall be made to the Scheme benefits, as and when required, so that the projected remissions for each financial year are managed within the approved Budget of the Scheme. No provision for remission of arrears or contingent liabilities is permissible under the Scheme to be carried over to the next financial year.
  - vi. The sequence of introduction of the Scheme across sectors, prioritization of the sectors to be covered, degree of benefit to be given on various items within the rates set by the Committee and within a ceiling as may be prescribed, on the per item/total overall benefit amount permissible, within the overall budget/ outlay finalized, will be decided and notified by the Department of Commerce (DoC) in consultation with Department of Revenue.
  - vii. Under the Scheme, a rebate would be granted to eligible exporters at a notified rate as a percentage of FOB value with a value cap per unit of the exported product, wherever required, on export of items which are categorized under the notified 8 digit HS Code. However, for certain export items, a fixed quantum of rebate amount per unit may also be notified. Rates of rebate / value cap per unit under RoDTEP will be notified in Appendix 4 R. In addition to necessary changes which may be brought in view of budget control measures as mentioned above, efforts would be made to review the RoDTEP rates on an annual basis and to notify them well in advance before the beginning of a financial year.
  - viii. The rebate allowed is subject to the receipt of sale proceeds within time allowed under the Foreign Exchange Management Act, 1999 failing which such rebate shall be deemed never to have been allowed. The rebate would not be dependent on the realization of export proceeds at the time of issue of rebate. However, adequate safeguards to avoid any misuse on account of non-realization and other systemic improvements as in operation under Drawback Scheme, IGST and other GST refunds relating to exports would also be applicable for claims made under the RoDTEP Scheme.
  - ix. Mechanism of Issuance of Rebate: Scheme would be implemented through end to end digitization of issuance of rebate amount in the form of a transferable duty credit/electronic scrip (e-scrip), which will be maintained in an electronic ledger by the Central Board of Indirect Taxes & Customs (CBIC). Necessary rules and procedure regarding grant of RoDTEP claim under the Scheme and implementation issues including manner of application, time period for application and other matters including export realization, export documentation, sampling procedures, record keeping etc. would be notified by the CBIC, Department of Revenue on an IT enabled platform with a view to end to end digitization. Necessary provisions for recovery of rebate amount where foreign exchange is not realized, suspension/withholding of RoDTEP in case of frauds and misuse, as well as imposition of penalty will also be built suitably by CBIC.
- 

- x. The Scheme will take effect for exports from 1st January 2021. However for exports made by categories under Para 4.55 (x), (xi) and (xii), the implementation date will be decided later as per provisions of Para 4.55B.

**4.55 Ineligible Supplies/ Items/Categories under the Scheme:** The following categories of exports/ exporters shall not be eligible for rebate under RoDTEP Scheme:

- i. Export of imported goods covered under paragraph 2.46 of FTP
- ii. Exports through trans-shipment, meaning thereby exports that are originating in third country but trans-shipped through India
- iii. Export products which are subject to Minimum export price or export duty
- iv. Products which are restricted for export under Schedule-2 of Export Policy in ITC (HS)
- v. Products which are prohibited for export under Schedule-2 of Export Policy in ITC (HS).
- vi. Deemed Exports
- vii. Supplies of products manufactured by DTA units to SEZ/FTWZ units
- viii. Products manufactured in EHTP and BTP
- ix. Products manufactured partly or wholly in a warehouse under section 65 of the Customs Act, 1962 (52 of 1962)
- x. Products manufactured or exported in discharge of export obligation against an Advance Authorization or Duty Free Import Authorization or Special Advance Authorization issued under a duty exemption scheme of relevant Foreign Trade Policy
- xi. Products manufactured or exported by a unit licensed as hundred per cent Export Oriented Unit (EOU) in terms of the provisions of the Foreign Trade Policy
- xii. Products manufactured or exported by any of the units situated in Free Trade Zones or Export Processing Zones or Special Economic Zones
- xiii. Products manufactured or exported availing the benefit of the Notification No. 32/1997- Customs dated 1st April, 1997.
- xiv. Exports for which electronic documentation in ICEGATE EDI has not been generated/ Exports from non-EDI ports
- xv. Goods which have been taken into use after manufacture

**4.55 A** Government, however, reserves the right to modify any of the categories as mentioned above for inclusion or exclusion under the scope of RoDTEP, at a later date.

**4.55 B** Inclusion of exports made by categories mentioned in para 4.55 (x), (xi) and (xii) above and RoDTEP rates for export items under such categories would be decided based on the recommendations of the RoDTEP Committee.

**4.56 Nature of Rebate:** The e-scrips would be used only for payment of duty of Customs leviable under the First Schedule to the Customs Tariff Act, 1975 viz. Basic Customs Duty.

**4.57 Monitoring, Audit and Risk Management System:**

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For the purposes of audit and verification, the exporter would be required to keep records substantiating claims made under the Scheme. A monitoring and audit mechanism with an IT based Risk Management System (RMS) would be put in place by the CBIC, Department of Revenue to physically verify the records of the exporters on sample basis. Sample cases for physical verification will be drawn objectively by the RMS, based on risk and other relevant parameters.

**4.57A** For a broad level monitoring, an Output Outcome framework will be maintained and monitored at regular intervals.

**4.58 Residual Issues:** Residual issues related to the Scheme arising subsequently shall be considered by an Inter-Ministerial Committee, named as "RODTEP Policy Committee (RPC)" chaired by DGFT (comprising members of Department of Commerce and Department of Revenue), whose decisions would be binding.

**4.59** The Appendix 4R containing the eligible RoDTEP export items, rates and per unit value caps, wherever applicable is available at the DGFT portal [www.dgft.gov.in](http://www.dgft.gov.in) under the link 'Regulatory Updates >RoDTEP'.

**Effect of this Notification:** Scheme guidelines and rates for the new Scheme for Remission of Duties and Taxes and Exported Products have been notified.

  
17/08/2021  
(Amit Yadav)

Director General of Foreign Trade  
Ex officio Additional Secretary to the Government of India  
E-mail:dgft@nic.in

[Issued from File No. 01/61/180/155/AM21/PC3]

**To be published in the Gazette of India Extraordinary Part II Section 3, Sub Section (II)**

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Directorate General of Foreign Trade  
Vaniya Bhawan, New Delhi

**Notification No: 32/2024-25**  
New Delhi, 30<sup>th</sup> September, 2024

**Subject: Extension of RoDTEP scheme for exports made from DTA Units and AA/EOU/SEZ Units -reg**

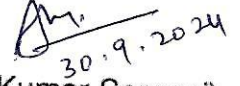
S.O.(E): In exercise of the powers conferred by Section 5 of the Foreign Trade (Development and Regulation) Act, 1992 read with Para 1.02 of the Foreign Trade Policy 2023, as amended from time to time, the Central Government makes the following changes in Notification No. 70/2023 dated 08.03.2024, namely:

- i. The RoDTEP Scheme, for export of products manufactured by DTA Units, is being extended beyond 30.09.2024 till 30.09.2025;
  - ii. The RoDTEP Scheme, for export of products manufactured by Advance Authorization holders (Except deemed exports), Export Oriented Units (EOUs) and SEZ Units, is being extended beyond 30.09.2024 till 31.12.2024.
  - iii. However, notwithstanding the extension of the Scheme provided beyond 30.09.2024 in sub-paras i) and ii) above, in order to adhere to the budgetary framework as provided in Para 4.54 of FTP 2023, so that the outgo remains within the approved budget of the Scheme, necessary changes shall be made to the Scheme benefits, wherever necessary, including revisions or deletions in the eligible RoDTEP export items, rates, per unit value caps and other measures as per Para 4.54 (v), (vi), (vii) of FTP 2023, as and when required.
2. The new RoDTEP rates based on the recommendation of RoDTEP Committee are being notified w.e.f. 10.10.2024 under revised Appendix 4R (for DTA units) and Appendix 4RE (for Advance Authorization holders (Except deemed exports), Export Oriented Units (EOUs) and SEZ Units). However, for exports made between 01.10.2024 and 09.10.2024, the existing rates as in Notification No.70/2023 dated 08.03.2024 shall continue to apply.
3. The new Appendix 4R and Appendix 4RE containing the eligible RoDTEP export items, rates and per unit value caps, wherever applicable is available at the DGFT portal- [www.dgft.gov.in](http://www.dgft.gov.in) under the link 'Regulations>RoDTEP'.



**Effect of this Notification:**

The RoDTEP scheme is extended for exports made from DTA Units till 30.09.2025 and AA/EOU/SEZ Units till 31.12.2024. The revised rates as in Appendix 4R and Appendix 4RE are also notified for implementation with effect from 10.10.2024, once the ICEGATE portal gets updated with new rates.



(Santosh Kumar Sarangi)  
Director General of Foreign Trade  
Ex-officio Additional Secretary to the Government of India  
E-mail:dgft@nic.in

[Issued from File No. 01/61/180/155/AM21/PC-3/PART-3]

(To be published in the Gazette of India Extraordinary Part II Section 3, Sub Section (II))

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Directorate General of Foreign Trade  
Vanijya Bhawan, New Delhi

**Notification No: 11/2025-26**  
**New Delhi, 26 May, 2025**

**Subject: Restoration of RoDTEP for Advance Authorisations (AAs) holders, Special Economic Zones (SEZs) and Export-Oriented Units (EOUs) from 01.06.2025**

**S.O.(E):** In exercise of the powers conferred by Section 5 of the Foreign Trade (Development and Regulation) Act, 1992, read with Para 1.02 of the Foreign Trade Policy 2023, the Central Government hereby notifies the restoration of RoDTEP for Advance Authorizations (AAs) holders, Special Economic Zones (SEZs), and Export-Oriented Units (EOUs) from 01.06.2025.

2. The rates are available in Appendix 4RE including newly aligned HS codes as per the Finance Act, 2025. The details are available on the DGFT portal at [www.dgft.gov.in](http://www.dgft.gov.in), under the link 'Regulations > RODTEP'.

**Effect of this Notification:** The Support under the RoDTEP Scheme for exports of products manufactured from AAs, SEZs, and EOUs is restored with effect from 01.06.2025.

This issues with the approval of the Minister of Commerce & Industry.

  
(Ajay Bhadoo)  
Director General of Foreign Trade  
Additional Secretary to the Government of India  
E-mail: [dgft@nic.in](mailto:dgft@nic.in)

[Issued from File No.: 01/94/180/019/AM26/PC-4]