

National Minorities Development & Finance Corporation

(Ministry of Minority Affairs, Govt. of India)

Core-1, 1st Floor, Scope Minar, Laxmi Nagar, Delhi-110092

Dated: 30 July, 2025

Quotation Notice

Subject: Request for Quotation for Engagement of Web Accessibility Auditor for NMDFC Website (<https://nmdfc.org>)

National Minorities Development & Finance Corporation (NMDFC), under the administrative control of the Ministry of Minority Affairs, invites sealed quotations from web accessibility auditors empanelled with the Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, vide OM No. I-14002/7/2022-AIC dated 04.02.2025, for conducting a comprehensive accessibility audit of NMDFC's official website in compliance with GIGW 3.0 and RPwD Act, 2016.

❖ Critical Date Sheet

Event	Date
Quotation Submission Start Date	30/07/2025
Quotation Submission End Date	14/08/2025
Quotation Opening Date	18/08/2025

❖ Scope of Work

The audit of NMDFC Website shall be carried out in accordance with the stipulations and guidelines, rules, issued from time to time by the office of Department of Empowerment of Persons with Disabilities. The broad Scope of Work, illustrative but not exhaustive for undertaking Accessibility Audit, is as under:

- i. Accessibility audit of website, including but not limited to their designing, ease of navigation, usage of visual indicators, contrast and color, availability of text alternatives for image for screen readers etc. to ensure compliance with accessibility standards and guidelines notified under Rule 15 of the RPwD Rules.

- ii. Documenting and reporting on the status of accessibility features of the NMDFC website.
- iii. Providing detailed reports highlighting areas of non-compliance and suggesting corrective measures.
- iv. Monitoring and evaluating the implementation of recommended measures to ensure that they are effectively incorporated and continue to meet web accessibility standards.
- v. Staying updated on changes in web accessibility standards and regulations through continuous professional development.

It is important for empaneled access auditors to work closely to contribute to the creation of more inclusive and accessible environment for PwDs.

❖ Eligibility Criteria

1. The Firm/Agency should be empaneled as an audit firm with Department of Empowerment of Persons with Disabilities on the date of issue of quotations.
2. Must possess valid PAN, TIN, GST registration certificate.
3. The firm must not have been black listed by any PSU/Government Organization or any criminal case is registered against the Firm/Agency or its owners/partners anywhere in India. A self-declaration undertaking to this effect needs to be provided by the firm along with documents.

Submission Instructions: All firms should note the following:

- The quotation must be submitted in a sealed envelope super-scribed “**RFQ for Accessibility Audit of NMDFC Website**” addressed to:

Deputy General Manager (Systems)

National Minorities Development & Finance Corporation
Core-1, 1st Floor, Scope Minar, Laxmi Nagar, Delhi-110092

- All documents must be submitted on agency letterhead, properly paginated, signed, and stamped.

❖ Timeline for Completion

The project (Accessibility Audit of the NMDFC website) shall be completed within 02 months from the date specified in the work order, in accordance with the terms and conditions stipulated therein. In exceptional circumstances, the timeline may be extended with the approval of the competent authority of NMDFC, without any additional financial implications and with proper justification recorded for such extension.

The Terms and Conditions (ToC) are indicative and not exhaustive in nature. Certain services, though not explicitly mentioned in the ToC but relevant to the scope of work, shall also form

an integral and mandatory part of the ToC upon being communicated by NMDFC to the Firm/Agency.

If the final report submitted by the Firm/Agency is found not to be in conformity with the ToC, NMDFC reserves the right to reject the report in toto.

❖ **Evaluation of Quotations**

Evaluation of quotations will be carried out by a Tender Evaluation Committee (TEC) constituted by NMDFC for this purpose. The decision of the TEC with respect to the award of the work order shall be final and binding.

The work shall be awarded to the L1 bidder (i.e., the bidder quoting the lowest price) among those who are found to be technically eligible as per the terms and conditions of the quotation.

❖ **Payment Schedule**

S.No.	Milestone	% of Payment
i.	Submission of Interim Audit Report of assessing and evaluation of the accessibility of web applications for persons with disabilities	40%
ii.	Submission of Final Audit Report of assessing and evaluation of the accessibility of web applications for persons with disabilities	40%
iii.	Acceptance of Final Report of Audit by NMDFC	20%

❖ **Dispute Resolution**

If any dispute(s) arises between parties then these would be resolved in following ways:

- **Amicable settlement:** Performance of the contract shall be governed by the terms and conditions specified therein. However, if any dispute arises regarding the interpretation of any term or condition of the contract, including the scope of work, either party may issue a written notice of dispute to the other party.

The party receiving the notice shall consider and respond to it in writing within 15 days of receipt. If no response is received within 15 days, or if the matter remains unresolved within 30 days of the response, the dispute shall be referred for resolution through arbitration as per the provisions below.

- **Arbitration:** In case a dispute arises between NMDFC and the Firm/Agency, which cannot be resolved amicably, such dispute shall be referred to arbitration. The matter shall be referred to the Chairman & Managing Director (CMD), NMDFC, who shall appoint a sole arbitrator to adjudicate the dispute.

The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996, including any statutory amendments or re-enactments thereof. The venue of arbitration shall be Delhi, and the proceedings shall be conducted in English.

The decision of the arbitrator shall be final and binding on both parties. The arbitration award shall be in writing and shall state the reasons for the award. The cost of arbitration, as determined by the arbitrator, shall be borne by the Firm/Agency. All disputes, if any, will be subject to arbitration under the Arbitration and Conciliation Act, 1996. The venue of arbitration shall be Delhi only. Jurisdiction: Delhi Courts only.

❖ **Clarification Contact**

Sh. P.S. Pawnikar

Dy. General Manager (H&A/S/SD)

National Minorities Development & Finance Corporation,
Core-1, 1st Floor, Scope Minar, Laxmi Nagar, Delhi-110092

Email: pawnikar@gmail.com

Annexure-I: Organization Details

Details to be submitted by the firm (to be submitted on Letterhead)

S. No.	Particulars	To be filled by bidder
1.	Name of the Firm/Agency	
2.	Brief profile of the Firm/ Agency (Please enclose separate sheet if required)	
3.	Detailed Office Address of the firm/ agency with office telephone No, e-mail address, Mobile No. and designation of the contact person	
4.	Whether registered with concerned Govt. authorities (Registrar of Companies, Commissioner Employees Provident Fund Organisation etc.) (Copies of all certificates of Registration should be attached)	
5.	PAN Number/ TIN Number/ GST Registration No. (copies to be attached)	
6.	Past experience of working with any Central/ State Government Organization/ PSU/ Public Listed Company	
7.	A copy of terms and conditions (Annexure-II) duly signed as token of acceptance of the same to be attached.	
8.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking to this effect is to be attached in this regard.)	Yes/No

(Signature of the authorized person with Stamp)

Date:

Name:

Place:

Designation:

Annexure-II

(to be submitted by the firm on Letterhead)

TERMS AND CONDITIONS

Assessing and evaluation of the accessibility of web applications for persons with disabilities
The Firm/ Agency should provide necessary document in envelope addressed to Sh. P S Pawnikar, DGM(Systems), National Minorities Development & Finance Corporation, Core-1, 1st Floor, Scope Minar, Laxmi Nagar, Delhi-110092. The quotation will be evaluated by the Tender Evaluation Committee (TEC) constituted for this purpose.

2. The project assessing and evaluation of the accessibility of web applications for persons with disabilities shall be completed within 02 months from the date specified in the work order, in accordance with the terms and conditions stipulated therein. In exceptional circumstances, it can be extended with the approval of competent authority, NMDFC, without any additional financial implications.

3. If the quotation is not accompanied by all the required documents supporting eligibility criteria, the same shall be rejected, without any communication to the firm/s concerned

(Signature of the authorized person with Stamp)

Date:

Name:

Place:

Designation:

Annexure-III

(Details of quotation to be submitted by the firms on their Letterhead in a separate envelope)

Name of the firm	
Amount (in Rs) for undertaking the work as per Terms and conditions	₹.....

(Signature of the authorized person with Stamp)

Date:

Name:

Place:

Designation: