

# **REQUEST FOR PROPOSAL (RFP)**

## **SELECTION OF AGENCY**

**RFP No. ArSRLM-DDUGKY/13/2017/(TSA),**

**Dated: 19/06/2018**

**Hiring of Agency for  
Technical Support under DDU GKY for  
Project Management Support to Arunachal State Rural Livelihood Mission**

**Issued on: Date- 29/06/2018**



**ARUNACHAL STATE RURAL LIVELIHOODS MISSION  
GOVERNMENT OF ARUNACHAL PRADESH  
ITANAGAR**

**‘E’ Sector, Abotani Colony  
Itanagar**

**Arunachal Pradesh**

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**www.arsrlm.in**

## List of Abbreviations

<b>Abbreviations</b>	
AP	Annual Plan
ArSRLM	Arunachal State Rural Livelihoods Mission
ASK	Attitude, Skill and Knowledge
BG	Bank Guaranteed
CIBIL	Credit Information Bureau (India) Limited
CTSA	Central Technical Support Agency
DDU-GKY	Deen Dayal Upadhyaya Grameen Kaushalya Yojana
EC	Empowered Committee
EMD	Earnest Money Deposit
FT	Full Time
HR	Human Resources
IP	Intellectual Property
MORD	Ministry of Rural Development
NCVT	National Council for Vocational Training
NRLM	National Rural Livelihood Mission
PAA	Project Appraisal Agency
PAC	Project Approval Committee
PIA	Project Implementing Agency
PRN	Permanent Registration Number
PWD	People with Disabilities
SC	Schedule Caste
SLA	Service Level Agreement
SOP	Standard Operating Procedures
SRLM	State Rural Livelihood Mission
SSC	Sector Skill Council
SSM	State Skill Mission
ST	Schedule Tribe
TEC	Technical Evaluation Committee
TSA	Technical Support Agency
YP	Yearly Plan

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## **Disclaimer**

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders by Arunachal State Rural Livelihoods Mission (hereinafter referred to as "ArSRLM"), or any of the employees or advisors, of bidders, is being provided to bidders on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the bidders with information to assist in the formulation of proposals.

This RFP document does not purport to contain all the information each bidder may require. Each bidder must conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

ArSRLM makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

ArSRLM may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document. All such updates, amendments, and/or supplements shall be duly notified within a reasonable time, as may be deemed fit by the Chief Executive Officer cum State Mission Director (hereinafter referred to as SMD).

**Detail Schedule of invitation of RFP for Engagement of Technical Support Agency under DDY GKY for ArSRLM in Arunachal Pradesh**

A.	Tender Number	<b>ArSRLM – DDU GKY / 13 / 2017 (TSA)</b>
B.	Name of Service	Engagement of Technical Support Agency for ArSRLM under DDU GKY in Arunachal Pradesh
C.	Last Date for sending Pre-Bid Queries	16/07/2018
D.	Last date for Pre-Bid Query	<b>At least 15 days before the last date of submission of bid.</b>
E.	Publishing of responses in reference to Pre-Bid Queries	All responses shall be published on official website of ArSRLM, i.e. “www.arsrlm.in”. No separate communication shall be made.
F.	Last Date for submission of bids	05/08/2018
G.	Date of Opening of Bids	10/08/2018
H.	Whether Technical Presentations required	YES
I.	Address from where the RFP Documents can be obtained	“www.arsrlm.in” RFP and related documents (if any) can be downloaded from the official website.
J.	Address where RFP Documents have to be submitted	Chief Executive Officer cum State Mission Director ArSRLM, Abotani Colony, Itanagar -791111, Arunachal Pradesh
K.	Date for finalisation of evaluation of Technical Bids by PAC	29/08/2018
L.	Address for communication and contact person	Dr. Rakesh Srivastava Chief Operating Officer ArSRLM Email – cooparsrlm@gmail.com Address for communication shall be the same as at ‘J’ above

**Important Points**

1. The RFP is to be submitted within the stipulated time on the dates specified above.
2. Conditional or incomplete RFPs shall be summarily rejected
3. ArSRLM may update, amend or supplement information in this RFP document without assigning any reasons. All such updations, amendments and/or supplements shall be duly notified within a reasonable time.
4. In case any bidder fails to submit the original demand draft / remit the EMD in the account number as mentioned in the RFP, its bid shall not be opened.

Sd/-  
(Tabin Siga)  
CEO cum State Mission Director, ArSRLM  
Govt. of Arunachal Pradesh  
Itanagar



**Government of Arunachal Pradesh  
Arunachal State Rural Livelihoods Mission  
Itanagar**



E-mail: srlmceo@gmail.com / www.arsrlm.in

Phone Nos. (0360) 2291910 / 2291929

No. ArSRLM – DDU GKY / 13 / 2017 (TSA)

Dated Itanagar, the 19<sup>th</sup> June, 2018

**NOTICE**

**Sub: Request for Proposal (RFP) Hiring of Agency for Technical Support under DDU GKY for Project Management Support to Arunachal State Rural Livelihood Mission**

Date of issue:

29/06/2018

Due Date of Submission:

Time (IST): 5.00pm

The Arunachal State Rural Livelihoods Mission (ArSRLM) intends to enter into an arrangement for the provision of services outlined in the Terms of Reference (ToR) for 3 years (subject to renewal every year upon satisfactory performance) through a competitive bidding process. In this respect, ArSRLM would like to invite your organization to submit a technical and financial proposal as outlined in this RFP.

Any questions regarding the RFP must be received in writing and e-mail to the undersigned at least ten (10) days prior to the last date for submission of proposal. Thereafter, no request for information will be considered.

1. A firm will be selected under **Quality and Cost Based Selection (QCBS) method** and procedures as described in this RFP.
2. The RFP includes the following documents:  
Section-1- Instructions to Agency and Data Sheet  
Section 2- Technical Proposal - Standard forms  
Section 3- Financial Proposal – Standard forms  
Section 4- Terms of Reference –

The proposal (technical and financial) should be submitted in separate sealed envelope by Registered Post/Speed Post/Courier/by hand latest by the date and time mentioned above. Any proposals received after the stipulated date and time not be considered.

The eligibility criteria are placed at Annexure '1' of this notice.

Sd/-

(Tabin Siga)

CEO cum State Mission Director ArSRLM  
Govt. of Arunachal Pradesh  
Itanagar

**Who can apply/eligible Criteria:**

The Agency who is interested for this assignment should fulfill the following criteria:

- a) The bidder / bidder(s) must be incorporated & registered in India, under the India Companies Act, 1956/Societies Registration Act/Trust Act/any other Act in India and should be in operations in India for minimum of 3 preceding years.
- b) The bidder / bidder(s) should not have been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices and related cases.
- c) The bidder / bidder(s) should have helped in setting up Program Management Systems in at least 2 large scale projects aggregating to a minimum of INR 5 crore of Contract Value in the past three years for International/National/ State level in Govt./Corporate Sector programmes.
- d) The bidder / bidder(s) should have minimum annual turnover of Rs. 5 crore or above for the last three financial years.
- e) The responding Company (bidder / bidder(s)) should have positive net worth in the last three (3) financial Years (i.e. FY 2014-15, FY 2015-16, FY 2016-17) as revealed by audited balance sheet.
- f) The responding Company (bidder / bidder(s)) must have on its rolls consulting staff of at least 25 technically qualified personnel in the area of consulting services for Program / Project Management, HR management, Financial Management, Capacity Building, Security and IT procurement and who possess relevant degrees/credentials with prior experience in providing the above consultancy services as on date of the issue of this RFP.

Sd/-  
(Tabin Siga)  
CEO cum State Mission Director ArSRLM  
Govt. of Arunachal Pradesh  
Itanagar

## Section 1. Instructions to Provisions and Data Sheet (RFP)

### A. About ArSRLM

Arunachal State Rural Livelihoods Mission (ArSRLM) is an autonomous Society registered under the Society Registration Act of 1860 under the aegis of the Government of Arunachal Pradesh.

It is the Nodal Agency for implementing the NRLM / Aajeevika schemes in the state. The Mission embodies the principles and vision of NRLM while keeping in mind the unique features of the State. Structurally, ArSRLM comprises of staff at the State, and Block level to cater to the requirements of rural areas across the State.

ArSRLM aims to reach out to the poorest of poor household across the entire Arunachal Pradesh and stay engaged with them till they cross the threshold of poverty. Its mission is to reduce poverty by enabling poor households to access gainful self employment and skilled wage employment opportunities, resulting in appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots institutions of poor.

ArSRLM has set up sensitive and dedicated support structures in the form of Block Mission Management Units (BMMU) at the block level in as many as 15 numbers of blocks spread across 11 districts in Arunachal Pradesh. These units along with support from State Mission Management Unit is engaged in catalyzing social mobilization, building institutional platforms and corresponding capacities of poor women, facilitate in access to financial services, support livelihoods and promote convergence and partnerships with various programmes and stakeholders pursuing similar objectives.

ArSRLM is also committed to adding diversity to incomes of rural poor families of Arunachal Pradesh and to cater to career aspirations of rural youth. It is the nodal apex State level agency for implementation of DDU GKY in Arunachal Pradesh.

### B. General Provisions

#### i. Definitions

- (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Agency.
- (b) “Applicable Guidelines” means the policies of the Government of Arunachal Pradesh governing the selection and Contract award process as set forth in this RFP.
- (c) “Applicable Law” means the laws and any other instruments having the force of law in India, as issued and in force from time to time.
- (d) “Client” means the implementing agency, i.e. ArSRLM that signs the Contract for the Services with the selected “Agency”.
- (e) “Agency” means a legally-established professional consulting firm or an entity (inclusive of Joint Bidder) that is selected through the process outlined in this RFP to provide(s) Services to the Client under the Contract



**Definitions  
(continued)**

- (f) “Joint Bidder” means the consortium formed by a group of companies and submitted the joint bidding agreement in the Proposal whereby all the members of the consortium are severally liable to the Client for the performance of the Contract.
- (g) “Contract” means a legally binding written agreement signed between the Client and the Agency and includes all the attached documents listed in corresponding clauses
- (h) “Data Sheet” means an integral part of the Instructions to Agency (ITA) that is used to reflect specific assignment conditions
- (i) “Day” means a calendar day.
- (j) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Agency, Consultant or Joint Venture member(s).
- (k) “State Government” means Government of Arunachal Pradesh
- (l) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Agency’s proposal.
- (m) “ITA” means the Instructions to Agency that provides the shortlisted Agency with all information needed to prepare their Proposals.
- (n) “LoI” means the Letter of Invitation being sent by the Client to the shortlisted Agency.
- (o) “Non-Key Expert(s)” means an individual professional provided by the Agency or its Consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (p) “Proposal” means the Technical Proposal and the Financial Proposal of the Agency/ Consortiums in response to the RFP.
- (q) “RFP” means the Request for Proposals to be prepared by the Client for the selection of Agency
- (r) “Services” means the work to be performed by the Agency pursuant to the Contract.
- (s) “ToRs” means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Agency, and expected results and deliverables of the assignment.

## **ii. Purpose of RFP**

- 1.1 ArSRLM intends to select an Agency as its TSA, in accordance with the method of selection specified in the **Data Sheet**.
- 1.2 The bidders are invited to submit a Technical Proposal and a Financial Proposal as specified in the **Instructions to Agency and Data Sheet**, for consulting services required for the assignment named in the **Data Sheet**.
- 1.3 The bidders are expected to familiarise themselves with the local conditions and take them into account in preparing their proposals including attending Pre-Bid Meeting.
- 1.4 Attending the pre-bid meeting is option and is at the expense of the concerned bidder.
- 1.5 ArSRLM shall timely provide, at no cost to the Agency, the inputs including relevant project data and reports required for preparation of the TSA's proposal as specified in data sheet.

## **iii. Conflict of Interest**

- 1.1 The Agency is required to provide professional, objective, and impartial advice, at all times holding the Client's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.
- 1.2 The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract

## **iv. Corrupt and Fraudulent Practices**

- 1.1 The Bidders and their respective officers, employees, agents and advisers **shall observe the highest standard of ethics during the entire Selection Process**.
- 1.2 Notwithstanding anything to the contrary contained in this "RFP", ArSRLM shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process.
  - 1.2.1 In such an event, the ArSRLM shall not be liable to refund and/or reimburse any payment to the Bidder.
  - 1.2.2 If the bidder or the Agency as case may be, is found by ArSRLM to have indulged either directly or through an agent in any 'prohibited practices' (as defined at Section 1.2 above) during the process of bidding or after the issue of Letter of Agreement, or plainly put during any stage of its engagement with ArSRLM, ArSRLM shall without prejudice to any of its rights, shall immediately stop all payments including refunds and / or reimbursement.
- 1.3 For the purpose of this clause, the following terms shall have the meaning hereinafter respectively assigned to them –

- 1.3.1 “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 ArSRLM who is or has been associated in any manner, with the Selection Process or the Letter of Agreement 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 ArSRLM, shall be deemed to constitute influencing the actions of a person connected with the Selection Process
- 1.3.2 “Fraudulent Practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- 1.3.3 “Coercive Practice” means impairing or harming or threatening to impair or harm, directly or indirectly including through agents, any persons or property to influence any person’s participation or action in the Selection Process;
- 1.3.4 “Undesirable Practice” means (i) establishing contact with any person connected with or employed or engaged by the ArSRLM 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
- 1.3.5 “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.
- 1.4 ArSRLM requires compliance with its policy in regard to corrupt and fraudulent/ prohibited practices as set forth by the Govt. of Arunachal Pradesh
- 1.5 The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract

## **v. Eligibility and Qualification**

- 1.1. It will be the bidders responsibility to ensure that it meets the eligibility requirements and submit the bids as per the pre-qualification criterion established in this RFP.
- 1.1.1. Inability to meet the eligibility requirements or submission of inaccurate information shall lead to summary termination of agreement without any liability on part of ArSRLM to refund and/or reimburse any further payment to the TSA consequent to establishment of the fact of mis-representation or inaccurate representation.
- 1.2. Restrictions on Government owned enterprises – There are no restrictions on Government owned or managed enterprises, provided they meet the eligibility criteria as defined in this RFP. Government owned or managed agencies would need to support their bid by providing all relevant documents that it is competent and duly authorized by concerned competent authority of the Government to participate in a competitive bid for a contract under applicable laws or regulations as the case may be, and that its supervisory authority has the ability to exercise influence or control over the institution in such matters.

## **C. Preparation of Proposal**

### **i. General Considerations**

- 1.1. In preparing the Proposal, the Bidder is expected to examine the RFP in detail and ensure that all correspondence and documents relating to the Proposal exchanged between the Bidder and ArSRLM shall be written in English Language. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 1.2. The Proposal shall comprise the documents and forms listed in the Data Sheet. One Bidder shall submit only one Proposal. The forms and other attachments to be submitted along with the proposal are detailed in Section 2 of this RFP.
- 1.3. It is mandatory to meet all the Pre-Qualification criteria mentioned in the Data Sheet.
- 1.4. The Prequalification or Technical Proposal shall not include any financial information. A Prequalification or Technical Proposal containing material financial information shall be declared non-responsive.
- 1.5. The bidder shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive
- 1.6. Each Bidder is required to submit a Technical Proposal, as indicated in the Data Sheet and using the Standard Forms provided in the RFP.

### **ii. Cost of Preparation of Proposal**

- 1.1. The Technical Support Agency shall bear all costs associated with the preparation and submission of its Proposal, and ArSRLM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- 1.2. ArSRLM is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Technical Support Agency.

## **D. Proposal Validity**

- 1.1. The Proposal submitted by the bidder must remain valid for at least 120 days after the Proposal submission deadline. A bid valid for a shorter period shall be rejected by ArSRLM as nonresponsive bid. ArSRLM shall not request for extending the period of validity of the proposal.
- 1.2. The Bidder shall not change the Key Experts as submitted in response to the bid. The Key Experts have to be full-time on this project and at the location mentioned as per the RFP. For any change request of Key Expert, the substitute has to be an individual with similar / better experience & qualifications and accepted in writing by Chief Executive Officer cum State Mission Director of ArSRLM.
- 1.3. If the client finds that any of the personnel have 1) committed serious misconduct, or have been

charged with having committed a criminal action, or 2) have reasonably caused to be dissatisfied with the performance of any of the personnel, then the Technical Support Agency shall, at the Client's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the client

- 1.3.1. If any of the Key Experts become unavailable for the extended validity period, the Technical Support Agency shall provide a written adequate justification and evidence satisfactory to ArSRLM together with the substitution request. In such case, a replaced Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The change in the Key Expert shall be done with the approval of the Chief Executive Officer cum State Mission Director of ArSRLM.

## **E. Consortium and Sub Contracting**

- 1.1. The bidder may bid as a single entity or as a consortium for the purpose of this RFP document.
- 1.2. Bids can be submitted by a consortium of firms and shall comply with the following requirements  
—
  - 1.2.1. A properly executed agreement, legally enforceable in India, signed by all partners of the joint venture. The Joint bidding agreement shall be signed so as to be legally binding on all partners.
  - 1.2.2. One of the partners of consortium shall be nominated as Partner- in-Charge/Prime Bidder and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
  - 1.2.3. The response to the Bid must contain a written declaration by the competent authority of all the consortium members that they have collectively agreed to respond to the Bid.
  - 1.2.4. They have nominated the named entity as the Prime Bidder (as the leader of the consortium) and this nomination shall be evidenced by submitting a letter of authorization signed by legally authorized signatories of all the members of the consortium.
  - 1.2.5. The Prime Bidder is to be authorized to receive instruction or communications from Client, authorized to incur liabilities and shall deliver all the provisions of the contract on behalf of consortium members.
  - 1.2.6. All members of the Consortium shall be responsible and liable severally for the execution of its respective Scope of Work under Agreement in accordance with the terms and conditions of the Agreement.
  - 1.2.7. The Consortium shall be responsible for submission of Performance Guarantees under the Agreement.
  - 1.2.8. The consortium has to be unique, i.e. neither the Prime Bidder nor the Consortium Partner can be part of more than one consortium.
  - 1.2.9. It will be Prime Bidder's responsibility to certify the work completed by the other consortium members.

- 1.2.10. Payments shall only be released to the Prime Bidder against his Invoices as per the Price schedule
- 1.2.11. The Prime Bidder should provide a declaration from all the consortium members that they have full property right or requisite right to use all intellectual property / tool they propose to supply or use in course of this project. The Prime Bidder must provide in writing the mechanism for decision making and dispute resolution among the Consortium members.
- 1.2.12. In case of consortium the eligibility criteria and proposal may be evaluated of the Prime Bidder / Lead Agency
- 1.3. The criteria, sub-criteria and related information in reference to evaluation of Pre-Qualification and Full Technical Proposals are mentioned at Annexure to SF4

## **F. Earnest Money Deposit**

- 1.1. Every bidder participating in the bidding process must furnish the required Earnest Money Deposit of 2% of total cost.
- 1.2. The EMD originally deposited may, however, be taken into consideration in case bids are re-invited.
- 1.3. Form of EMD: The EMD may be deposited in the form of a demand draft in favour of CEO cum State Mission Director, ArSRLM or Bank Transfer at Indian Bank Account No. 6563399996, IFSC – IDIB000I015 are alone permitted
- 1.4. The EMD shall be valid for the period of Bid Validity as mentioned in the Data Sheet.
  - 1.4.1. Refund of EMD: The EMD of unsuccessful bidders shall be refunded within the stipulated period
  - 1.4.2. EMD of Successful Bidder: EMD of the successful bidder will not be returned
- 1.5. Forfeiture of EMD: The EMD taken from the bidder shall be forfeited if the Bidder does not execute the agreement after placement of order within the specified time.

## **G. Clarifications and Amendments in RFP**

- 1.1. The bidder may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposal submission deadline.
  - 1.1.1. Any request for clarification must be sent in writing, or by standard electronic means, to ArSRLM address indicated in the Data Sheet.
- 1.2. ArSRLM will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying its source) to the concerned bidder. Should ArSRLM deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below
  - 1.2.1. At any time before the proposal submission deadline, ArSRLM may amend the RFP by

issuing an amendment in writing or by standard electronic means. The amendment shall be binding on the concerned bidders. The Bidders shall acknowledge receipt of all amendments in writing.

1.3. If the amendment is substantial, ArSRLM may extend the proposal submission deadline to give the concerned bidders reasonable time to take an amendment into account in their Proposals.

1.3.1. The Technical Support Agency may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Prequalification or Technical or Financial Proposal shall be accepted after the deadline

## **H. Financial Proposal**

1.1. The Financial Proposal shall be prepared using the Standard Forms provided in this RFP.

1.2. The Financial Proposal shall contain only the person month cost of the required resources. All costs associated with the assignment including all travel, lodging, boarding, communication (mobile and landline) shall be reimbursed separately in accordance to the guidelines of the State not exceeding Rs. 1.01 Crore.

1.2.1. The allowances shall be payable at a rate not exceeding the extant norms for similar intervention at ArSRLM.

## **I. Period of Contract and Price Adjustment**

1.1. The contract period will be of 3 years. However, ArSRLM at its discretion and with the approval of its Executive Committee can extend the contract period for a maximum period of up to another three years. *There would be a review of the progress and utility of TSA's engagement after every 180 days. The Work Plan would be required to be change based on mutual agreement between the TSA and ArSRLM.*

1.2. The accepted Quote (Rate Card) of the selected Technical Bidder will be valid for the period of 12 months from the commencement date and will be escalated by 7% at the end of every 12 months of engagement.

1.3. The Technical Support Agency shall agree to carry out any additional assignment during the assignment period as per instruction of the ArSRLM, the remuneration of the change request will be arrived upon by mutual agreement.

1.4. All payments under the contract shall be made in Indian Currency.

## **J. Taxes**

1.1. The Financial Proposal of the Technical Support Agency shall be exclusive of any applicable tax, which will be paid by ArSRLM at actual along with the Fee to Technical Support Agency.

1.2. If any tax exemptions, reductions, allowances or privileges may be available to the selected bidder, ArSRLM shall make its best efforts to enable the successful/selected bidder to benefit from any such tax savings to the maximum allowable extent.

## **K. Submission of Bid – Withdrawal of Bid**

### **i. Submission of Bid**

1.1. The bids will be submitted in three envelopes which comprise the following documents:

1.1.1. **Envelope -1 (Pre-Qualification):** The Bidder shall submit the Pre-Qualification bid in the formats specified in Section-2.

1.1.2. **Envelope -2 (Technical Bid):** The Bidder shall submit two copies of the Technical Bid (SF2) in the formats specified– one marked ‘ORIGINAL’ and the true copy as ‘COPY’. The ORIGINAL bid document (along with its addendum, if any) should be duly signed on each page by the authorized signatory of the Bidder and shall also have the Bidder’s stamp on each page. If there are discrepancies between the original and the copies, the original shall prevail.

1.1.3. The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “TECHNICAL PROPOSAL”, “[Name of the Assignment]“, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].”

1.1.4. **Envelope -3 (Financial/Price Bid):** The Bidder shall submit the Financial/Price Bid in the format specified in Section-5. The Financial Proposal shall be placed inside of a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”

1.3. Separate sealed envelopes containing Pre-Qualification Proposal (SF1), EMD, Technical Bid (SF2 and SF4) shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]”.

1.3.1. The sealed envelope carrying the Original Document shall bear the name of the Bidder and super scribe as “RFP for Engagement of Technical Support Agency for Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) in Arunachal Pradesh”

### **ii. Withdrawal of Bid**

1.1. At any time prior to the deadline for submission of Proposal, subsequent to the pre offer meet, the ArSRLM may, for any reason, whether at its own initiative or in response to clarifications requested by an Bidder, modify the “RFP” document by the issuance of Addendum/ Amendment and posting it on the Official Website. In order to afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, the ArSRLM may, in its sole discretion, extend the Proposal Due Date.



## **L. Pre-Bid Meet**

- 1.1. A Pre-Bid Meet shall be held on 18/07/2018 at 2:00 P.M. at the office of Arunachal State Rural Livelihoods Mission (ArSRLM) , SMMU, E- Sector, Abotani Colony, Itanagar-791111, Arunachal Pradesh.
- 1.2. All Bidders would be required to depute their authorized representative to attend pre-bid meet along with the queries, if any. Queries must be sent in advance to be received positively at the office of Chief Executive Officer, ARSRLM, at Arunachal State Rural Livelihoods Mission, SMMU, E- Sector, Abotani Colony, Itanagar-791111, Arunachal Pradesh latest by 20/07/2018 by 5:00 P.M. with a copy through email at its email id- srlmceo@gmail.com.

## **M. Opening of Bids**

- 1.1. ArSRLM shall conduct the opening of the Prequalification Proposals in the presence of the all bidder's authorized representatives who choose to attend (in person). The envelopes with the Technical and Financial Proposal shall remain sealed until they are opened in reference to relevant provisions already mentioned in this RFP.
- 1.2. At the opening of the Prequalification Proposals the following shall be read out: (i) the name of the Bidder (ii) the presence or absence of a duly sealed envelope with the Technical and Financial Proposal; and (iii) any other information deemed appropriate or as indicated in the Data Sheet.
- 1.3. *Presentation by bidders shall be made after opening of Pre-Qualification Bids.*

## **N. Evaluation of Proposals**

### **i. General Consideration**

- 1.1. The evaluators of the Prequalification proposal or Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 1.2. The Technical Support Agency is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation on the basis of the submitted Prequalification, Technical and Financial Proposals. However, the ArSRLM may seek clarification on the information

### **ii. Evaluation of Pre-Qualification Proposal and Technical Proposal**

- 1.1. The Bidder shall be selected on the basis of Combined Quality cum Cost Based System (QCBS), whereby technical proposal will be allotted weightage of 60% and financial proposal will be allotted weightage of 40%.
- 1.2. Any Technical bid with score less than 50% of total marks will be rejected and their financial bids will not be opened.

### iii. Opening of Financial Proposals

- 1.1. After the technical evaluation is completed, ArSRLM shall inform concerned agencies whose proposals were considered non-responsive to the RFP or did not meet the minimum qualifying technical score that their Financial Proposals will be returned unopened after completing the selection process.
- 1.2. ArSRLM shall simultaneously notify in writing to those agencies that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals.
- 1.3. The Financial Proposals shall be opened by ArSRLM in the presence of the representatives of concerned agencies. At the opening, the names of concerned agencies, and overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

### iii. Correction of Errors

- 1.1. Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections shall be permissible to the proposal.
- 1.2. ArSRLM will -
  - 1.2.1. Correct any computational or arithmetical errors, and
  - 1.2.2. Adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal.
  - 1.2.3. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.

## O. Award

- 1.1. ArSRLM shall issue a Letter of Intent (LoI) to the selected bidder in reference to the qualification and evaluation process of this RFP.
- 1.2. After issuance of LoI by ArSRLM, the selected bidder shall be required to sign the contract with ArSRLM within 15 days. ArSRLM shall then issue the **Letter of Award (LoA)** to the selected bidder and publish the award information as per the instructions in the Data Sheet; and promptly notify the other shortlisted TSAs.
  - 1.2.1. If the selected bidder does not sign the contract with ArSRLM within 15 days, and does not assign the reason thereof, the selection of the bidder shall be deemed to be null and void.
  - 1.2.2. ArSRLM reserves all rights to accept or reject the conditions provided by the selected bidder for not signing the contract without assigning any reasons thereof. The decision of ArSRLM as communicated through CEO cum SMD shall be final and binding. Rejection of reasons by ArSRLM may lead to setting aside of selection of the concerned bidder.
- 1.3. The selected bidder is expected to commence the assignment on the date and at the location specified in contract.

## **P. Project Deliverables and Payment Terms and Schedule**

### **i. Commencement of Services**

- 1.1. The date for the commencement of services is expected to be within 15 calendar days of contract signing and completion of deployment of the entire work force is expected to be within 45 days of the contract signing.
- 1.2. The TSA may withdraw the relevant manpower after meeting scheduled deliverable, subject to the approval of ArSRLM.

### **ii. Description of Services and Key Deliverables**

- 1.1. The TSA will develop a comprehensive framework for supporting implementation of the overall programme of DDU GKY.
- 1.2. The TSA will be responsible for end-to-end solutions for planning and management, monitoring and reporting; essentially as an effective project management unit.
  - 1.2.1. TSA shall compliment and support ArSRLM in planning, management and monitoring and reporting.
- 1.3. The TSA will develop its annual operational plan and monthly plans in accordance with the Action Plan in consultation with ArSRLM.
- 1.4. The TSA will conduct half yearly & yearly meetings to review the progress of the activities and status of achievement of training target. The reports of the meetings shall be provided to the CEO cum SMD ArSRLM within 15 days of holding such meetings.
  - 1.4.1. TSA will provide support to ArSRLM in procurement processes including developing procurement related documents, bid process management and contracting support
- 1.5. The TSA will provide back end support to ArSRLM to maintain record of expenditure incurred for the programme, track expenditure by activity heads, ensure registration of all PIA accounts in PFMS.
  - 1.5.1. The TSA will track the PIA accounts through PFMS, issue alerts wherever necessary as per of DDU-GKY guidelines.
- 1.6. The TSA will develop a mobilization strategy and a yearly calendar for mobilization drive in all districts of the State in collaboration with ArSRLM.
  - 1.6.1. The TSA will support development of communication materials for mobilizing youth/skill seekers
  - 1.6.2. The TSA will support the PIAs for ensuring placement to the candidates through industry partnerships, organizing Job Melas, establish Migration Support Centres in collaboration with ArSRLM.
- 1.7. TSA will provide support to ArSRLM to comply with all relevant provisions of Standard Operating Procedures (SoP) for implementation of DDU GKY including overall data management and quality, assurance of training, assessment and certification.
- 1.8. TSAs shall provide support on behalf of ArSRLM to concerned PIAs for designing functional models of training centres.

- 1.9. The Key Deliverables of the TSA are expected to be the following -
- 1.9.1. Inception report submitted with detailed work plan, approach to the assignment, proposed manpower deployment plan and reporting structure
  - 1.9.2. Deployment of team
  - 1.9.3. Provide Quarterly, Half Yearly and Yearly reports on implementation of DDU GKY including performance of PIAs.
  - 1.9.4. Undertaking other activities upon the written instructions of SMD in reference to the implementation of DDU GKY in Arunachal Pradesh
  - 1.9.5. PFMS for PIAs including alerting ArSRLM thereof
  - 1.9.6. Development of Accounting Systems for tracking funds with PIAs
  - 1.9.7. Reviewing periodic progress of PIAs and submission of reports to ArSRLM
  - 1.9.8. Development of Mobilisation Strategy
  - 1.9.9. Content Development and Development of Communication Materials
  - 1.9.10. Conducting Industry Workshops, MoUs with employers from the industry
  - 1.9.11. Establishment of (need based) migration support centres
  - 1.9.12. Facilitate in designing functional model of training centres at the request of ArSRLM

### iii. Payment Terms and Schedule

- 1.1. All payments to the Technical Support Agency will be done on a monthly basis based on the timesheets submitted & monthly performance based schedules.
- 1.2. The TSA will follow a monthly invoicing process. All the deliverables for the month will be mutually agreed upon at the start of the month. The consolidated monthly invoice will be generated and submitted on the last working day of the month to the ArSRLM. ArSRLM will then pay to Technical Support Agency after 90 days .

### **Q. Force Majeure**

- 1.1. For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- 1.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder
- 1.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder
- 1.4. Consultation - Not later than thirty (30) days after the TSA has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult

- with each other with a view to agreeing on appropriate measures to be taken in the circumstances.
- 1.5. ArSRLM will decide the eventuality of Force Majeure which will be binding on both the parties
  - 1.6. Both parties viz. client and the concerned agency selected as the TSA are expected to follow the following norms -
    - 1.6.1. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay.
    - 1.6.2. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
    - 1.6.3. The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
  - 1.7. Any period within which a Party shall, pursuant to this Agreement, complete any action or task, may be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
  - 1.8. **In the event of Force Majeure is applied to the whole state of Arunachal Pradesh, then ArSRLM will continue to follow the payment schedule by giving concession to TSA of non-submission of deliverables for the period of 3 months. Post which, either party is allowed to terminate the contract in reference to concerned clause(s) of termination.**

#### ii. Breach of Agreement

- 1.1. The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.
- 1.2. The TSA shall not be liable for forfeiture its delay in performance or other failure to perform its obligations under the Contract is the result of the Force Majeure.

#### **R. Termination Clause**

- 1.1. ArSRLM may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 120 days sent to the selected bidder/TSA, terminate the contract in whole or in part (provided a cure period of not less than 60 days is given to the selected bidder / TSA to rectify the breach):
  - 1.1.1. If the selected bidder/TSA fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by ArSRLM; or
  - 1.1.2. If the selected bidder/TSA fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or
  - 1.1.3. If the selected bidder/TSA, in the judgment of the ArSRLM, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.
  - 1.1.4. If the selected bidder/TSA commits breach of any condition of the contract
- 1.2. ArSRLM may at any time terminate the Contract by giving a written notice of at least 30 days to the selected bidder/TSA, if the selected bidder /TSA becomes bankrupt or otherwise insolvent. In

such event, termination will be without compensation to the selected bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to ArSRLM.

- 1.3. ArSRLM, by a written notice of at least 120 days sent to the selected bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for ArSRLM's convenience, the extent to which performance of the selected bidder under the Contract is terminated, and the date upon which such termination becomes effective.
  - 1.3.1. In such case, ArSRLM will pay for all the pending invoices as well as the work done till that date by the TSA.
  - 1.3.2. Depending on merits of the case the selected bidder may be appropriately compensated on mutually agreed terms for the loss incurred by the contract if any due to such termination.
  - 1.3.3. The TSA fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within 120 days of receipt of such notice of suspension or within such further period as the ArSRLM may have subsequently granted in writing;
  - 1.3.4. The TSA fails to comply with any final decision reached as a result of arbitration proceedings
  - 1.3.5. The TSA submits to the ArSRLM a statement which has a material effect on the rights, obligations or interests of the ArSRLM and which the TSA knows to be false
  - 1.3.6. If the Govt. of Arunachal Pradesh wishes to terminate the contract for reasons not attributable to the TSA's performance, they will need to clear all invoices for the TC services up to the date of their notice along with 1 month fee applicable on date.
    - 1.3.6.1. If the Govt. of Arunachal Pradesh wishes to terminate the contract for reasons attributable related to the TSA performance, the government will give a rectification notice for 3 months to TC in writing with specific observations and instructions.
- 1.4. **Termination by TSA**
  - 1.4.1. The TSA may, by not less than six (06) month written notice to the ArSRLM, may terminate the Contract, in whole or in part, at any time for its convenience. Such notice may be given against a key issue including but not limited to:
    - 1.4.1.1. The ArSRLM is in material breach of its obligations pursuant to this Agreement and has not remedied the same within forty-five (45) days (or such longer period as the TSA may have subsequently agreed in writing) following the receipt by the ArSRLM of the TSA's notice specifying such breach;
    - 1.4.1.2. If there are more than 2 un-paid invoices and ArSRLM fails to remedy the same within 45 days of the submission of the last un-paid invoice
    - 1.4.1.3. as the result of Force Majeure, the TSA is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
    - 1.4.1.4. The ArSRLM fails to comply with any final decision reached as a result of arbitration.
- 1.5. **Limitation of Liability-** In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected bidder shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.

1.6. Upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder except obligation of confidentiality set forth in RFP.

1.6.1. Upon termination of this Agreement by notice of either Party to the other the TSA shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

## **S. Disputes Resolution and Arbitration**

1.1. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice setting out the Dispute/differences or claim to the other party, parties shall first attempt to resolve such dispute through mutual consultation.

1.2. If the dispute is not resolved as aforesaid within 15 days from the date of receipt of written notice, the matter will be referred to ArSRLM, who will take decision within 30 days after such reference. If the dispute is still not resolved the matter will be referred for Arbitration.

## Section 2. Standard Forms

### Standard Form 1 [SF1]

#### **PROPOSAL SUBMISSION FORM**

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{Location, Date}

To:

The Chief Executive Officer cum State Mission Director,  
Arunachal State Rural Livelihoods Mission  
Government of Arunachal Pradesh  
'E' Sector - Abotani Colony,  
Itanagar 791111  
Email – srlmceo@gmail.com

Dear Sir,

We, the undersigned, offer to provide the consulting services for Technical Support Agency for Project Management Support under DDY GKY to ArSRLM in accordance with your Request for Proposal (RFP) vide No. ArSRLM – DDU GKY / 13 / 2017 (TSA) dated 29-06-2018.

We are hereby submitting our proposal including this forwarding letter accompanied by a technical proposal, and a financial proposed sealed in separate envelopes.

{If the Agency/Firm is a consortium, insert the following/ We are submitting our Proposal as a consortium with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a consortium” or, if a consortium is already formed, “of the consortium agreement”}

{OR

If the Agency’s Proposal includes Consultants, insert the following: We are submitting our Proposal with the following firms as Consultants: {Insert a list with full name and address of each Consultant.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet clause 10.
- (c) We have no conflict of interest as stated in the RFP



- (d) We meet the eligibility requirements as stated in RFP
- (e) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force as per RFP including the relevant laws in force in the country.
- (f) Except as stated in the ITA & Data Sheet, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITA may lead to the termination of Contract negotiations.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency (company's name or JV's name):

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

{For a consortium, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

## Standard Form 2 [SF2]

### FOR FULL TECHNICAL PROPOSAL ONLY

#### DETAILS OF ORGANIZATION AND ITS EXPERIENCE

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{A brief description of the organisation / consortium of the bidder and an outline of the recent experience of the bidder that is most relevant to the assignment. *In the case of a joint venture, information on similar assignments shall be provided for each partner.* For each assignment, the outline should indicate the names of the Bidder's Key Experts and Consultant who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Agency), and the Agency's role/involvement. The submission needs to be duly signed, stamped and dated by the authorised signatory}

#### A - Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

#### B - Experience

1. List only previous similar assignments successfully completed.
2. List only those assignments for which your agency is legally contracted by any Client as a company or was one of the joint venture partners.

*Assignments completed by the Agency's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Agency, or that of the Agency's partners or Consultant, but can be claimed by the Experts themselves in their CVs.*

*The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.*

#### INDICATIVE FORMAT FOR FURNISHING AGENCY'S EXPERIENCE

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client	Approx. Contract value (in Rs equivalent)/ Amount paid to your firm	Role on the Assignment

## **Standard Form 3 [SF3]**

### **COMMENTS AND SUGGESTIONS ON TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

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Bidders can submit comments and suggestions on Terms of Reference as contained in this RFP that in their opinion could improve the quality/effectiveness of the assignment. Bidders can also submit comments, suggestions and / or requirements for counterpart staff and facilities, which may be provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

The submission needs to be duly signed, stamped and dated by the authorised signatory

#### **A - On the Terms of Reference**

Comments

Suggestions

#### **B - On Counterpart Staff and Facilities**

Requirements – may be mentioned with specific details for each case

## Standard Form 4 [SF4]

### DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

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Description of approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing

a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment in reference to this RFP. Also explain the technical approach, and methodology you would adopt for implementing the tasks to deliver the expected output(s) and the degree of detail of such output, **the approach for mobilizing the proposed experts named in the bid (or whether these experts are already with you) and recruitment of experts for vacant positions as per the matrix provided in the ToRs, the approach for engaging as knowledge partner and solution of MIS in reference to MRIGS. Please do not repeat/copy the ToRs in here.**}

b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment – including timeline in reference to mobilizing of proposed experts named in the bid and recruitment of experts for vacant positions [apart from those named in the bid and other positions which needs to be filled], the content and duration of each activity, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports.

The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the ToRs and ability to translate them into a feasible working plan. A list of the final documents (including nature of reports) to be delivered as final output(s) should be included here }

c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts– **clearly reflecting the experts committed right from the start date and those that will be recruited by target dates specified above in section a and b**}

The submission needs to be duly signed, stamped and dated by the authorised signatory

Annexure to SF4

{ Indicative format of curriculum vitae to be submitted in regards to team composition including agency’s staff members’ assignments, roles, responsibilities and inputs in terms of time }

**{Minimum Number of CVs to be furnished = 4}**

**Core Team to comprise of (1) Team Lead, (2) Project Planning and Management Specialist, (3) Procurement and Finance, (4) Mobilisation and IEC, (5) Monitoring Evaluation and MIS }**

**CURRICULUM VITAE**

<b>Position Title and No.</b>	{e.g., TEAM LEADER}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:** { List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained }

**Employment record relevant to the assignment:** { Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included. }

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

**Contact Information** (e-mail....., phone.....)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal and/or the disqualification or dismissal of the agency that I represent, by the Client.

Name of Expert	Signature	Date { day/month/year }
Name of authorized Representative of the Agency (same representative who forwards the Proposal)	Signature	Date

PS – CVs are expected to provide the following information

- 1) Experience in handling large value programmes
- 2) Understanding of HR Policies etc.
- 3) Managing programmes with large multi-disciplinary teams
- 4) Working with State / Central Government Programmes or High Budget Programmes or Donor Funded programmes
- 5) Implementing Skill Development / Livelihoods / Poverty Reduction programmes at scale
- 6) Excellent exposure and experience of working for rural poor / urban poor communities

**Standard Form 5 [SF5]**

**FORM FIN-1  
FINANCIAL PROPOSAL SUBMISSION FORM**

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{Location, Date}

To:

Chief Executive Officer cum State Mission Director  
Arunachal State Rural Livelihoods Mission  
Government of Arunachal Pradesh  
Itanagar – 791111

Dear Sir,

We, the undersigned, offer to provide the consulting services for **Project Management Support to Arunachal State Rural Livelihood Mission (ArSRLM)** in accordance with your RFP vide no. ArSRLM-DDUGKY/13/2017/(TSA) dated Itanagar the 29<sup>th</sup> June, 2018 and further to our Technical Proposal submitted along with.

Our attached Financial Proposal is for the amount of {indicate the corresponding to the amount(s) {Insert amount(s) in words and figures}, *excluding of all indirect local taxes in accordance with the ITA & Data Sheet.*

The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed.

Our Financial Proposal shall be binding upon us subject to the modifications as resulting from Contract negotiations and as approved by ArSRLM, up to expiration of the validity period of the Proposal. No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

{For a consortium, either all members shall sign or only the lead member/Agency, in which case the power of attorney to sign on behalf of all members shall be attached}

**FORM FIN-2 SUMMARY OF COSTS (IN INR ONLY)**

<i>Item</i>	<b>Cost</b>
	{Agency must state the proposed Costs in accordance with <b>the Data Sheet</b> ; delete columns which are not used}
	<i>{In Rupees}</i>
<b>Cost of the Financial Proposal</b>	
(1) <b>Remuneration</b>	
(2) <b>Reimbursable</b>	
<b><u>A-Total Cost of the Financial Proposal:</u></b> {Should match the amount in Form FIN-1}	
<b>Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded</b>	
(i) {insert type of tax}	
<b><u>B- Total Estimate for Indirect / Local Tax:</u></b>	
<b><u>Gross Total (A+B)</u></b>	

**NB: Evaluation shall be made excluding Tax**

FORM FIN-3 BREAKDOWN OF REMUNERATION (IN INR ONLY)

No.	Position (as in TECH-6)	Person-month Remuneration Rate	Number of resources	{Local Currency- as in FIN-2}
<b>Experts/Specialists at SMMU (6 positions as per Annex 2 of ToRs)</b>				
1				
2				
3				
4				
5				
6				
<b>Sub Total (A)</b>				
<b>Other Positions (if proposed)</b>				
1.				
2.				
3.				
<b>Sub Total (B)</b>				
Any Other Costs (Travel, Communication, Documentation, any other)				
1.				
2.				
3.				
4.				
5.				
<b>Sub Total (C)</b>				
<b>Grand Total for (A+B+C)</b>				



**(COMPLIANCE SHEET FORMAT FOR PRE-QUALIFICATION EVALUATION)**

Sl.	Eligibility Criteria		Documentary Evidence
1.	Legal Entity	<p>A Bidder may be a single entity or a consortium of not more than 3 entities for the purpose of invitation in reference to this RFP document</p> <p>For the purpose of this Invitation for RFP document, a Business Entity shall mean a company registered in India under the Companies Act 1956, or a partnership firm registered under the Limited Liability Partnership Act of 2008, or a Trust / Society and operating for the last 3 years in Business Consulting as of March 31, 2017.</p> <p>In case of consortium, documentary evidence of all members should be provided.</p> <p>The Business Entity must be registered with the Service Tax Authorities.</p>	Certificate of Registration / Incorporation
2.	Consortium	<p>The consortium formed by the group of companies/partnership firms to undertake the project, shall issue Letter of Association to the lead member. The number of members of Consortium shall not be more than 3 (Three).</p>	Letter of Association / MoU
3.	Annual Turnover	<p>The bidder should have a minimum annual turnover of INR 10 Crores from Indian operations in business consulting services in each of the previous three financial years (FY 2014-15, 2015-16, 2016-17)</p> <p>In case of Consortium, the figures of lead member shall be considered.</p>	Extracts from the audited balance sheet and profit & loss; OR Certificate from the statutory auditor
4.	Net Worth	<p>The bidder should have positive net worth of INR 5 Crores from Indian operations in business consulting services in each of the previous three financial years (FY 2014-15, 2015-16, 2016-17)</p> <p>In case of Consortium, the figures of lead member shall be considered.</p>	Certificate from Statutory Auditors for the last 3 years
5.	Power of Attorney	<p>Power of Attorney/ Board Resolution in the name of the Authorized Signatory for signing the proposal (if applicable)</p>	
6.	Human Resource Strength	<p>Bidding firm/ Consortium should have more than 30 numbers in the Consulting/ Advisory division payroll</p>	Self-certification from Authorized Signatory
7.	Blacklisting	<p>The Bidder firm/ any member of the Consortium should not have been blacklisted/ debarred by any State or Central Government department/ PSUs in India</p>	Self-certification from the Authorized Signatory

**Preference may be given to bidders with a minimum annual turnover of INR 1 crores from Government Consulting Services in India in the last 3 financial years (FY 2014-15, FY 2015-16, FY 2016-17)**

## Section 3. Scope of Assignment

### A. Background

ArSRLM is seeking consultancy services to be provided through placement of qualified human resources to ArSRLM by the concerned TSA. The TSA will be responsible for deploying human resources as agreed in the agreement. This dedicated team of experts / professionals would be appointed by the TSA for carrying out the assignment.

The TSA will be responsible for enabling effective implementation of DDU GKY in each district / block level in Arunachal Pradesh. Briefly, the works to be taken up by the TSA are as below:

- 1 **Procurement support services:** For project specific procurements, the ‘TSA’ will carry out procurement functions including release of advertisements, expressions of interest, press releases and other print media, as required and approved by ArSRLM, and provide administrative support as needed for, organizing pre-bid meetings, bid openings, etc. The TSA will provide administrative support in procurement related record maintenance as required by ArSRLM.
- 2 **Financial management support services:** The TSA will provide back-end support to ArSRLM to maintain records of expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, etc. The ‘TSA’ will help in preparing statements of expenditures (SoE), compiling and preparing consolidated progress reports for the program related expenditure.
- 3 **TSA’s Annual Plan of Operation:** The TSA’s annual operational plan for ArSRLM would be structured on a quarterly basis and cost estimates will be prepared jointly with ArSRLM and approved by the CEO cum SMD ArSRLM.
- 4 **Reporting:** Periodic progress report as per the agreed action plan, milestones and time line has to be adhered to. The TSA shall also support in development of tracking process of placed candidates
- 5 **MIS training, support & maintenance** - The TSA will maintain the MIS from training centre level to state level using MRIGS platform (online and offline as the case may be) and providing training and other supports to PIAs and personnel involved in the programme. The functional requirements shall include:

- i. Tracking every PIA / project in terms of targets, funds utilisation, attendance, placement percentage, etc.
  - ii. Reporting & Dashboard capability to monitor the performance of PIAs against the stated Key Performance Indicators
  - iii. Ability to search and retrieve documents and archive documents
- 6 **Knowledge Management-** The TSA is required to develop system for knowledge in which it provides the insights for policy management / formulation, best practices (like migration support centres, pilot studies, gap surveys and placement linked support mechanism. It would also be supporting in the coordination of inter-departmental convergence for the skill eco-system of the state.