

**REQUEST FOR PROPOSAL
FOR
SELECTION OF TECHNICAL SUPPORT AGENCY
UNDER DDU GKY FOR ArSRLM**

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

Dated: 15.06.2021



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

'E' Sector, Abotani Colony, Itanagar

Email – srlmceo@gmail.com / cooparsrlm@gmail.com

pmpfearsrlm@gmail.com

www.arsrlm.in

CEO-cum-SMD

**Arunachal State Rural Livelihoods Mission
Itanagar**

List of Abbreviations

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 andconditions 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 RFPdocument.

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).

The bids will be opened in presence of the bidders who choose to attend.

In case of any lockdown or containment zone during such time, the same may be held through video conference mode also. This will be intimated later.

The Cover B will be opened in presence of the bidder who qualify as per the Pre-Qualification criteria and who choose to attend.

In case of any lockdown or containment zone during such time, the same may be held through video conference mode also. This will be intimated later.

On 02.08.2023 at 11:00 hours

Address:
Venue shall be in Itanagar, the exact location shall be informed later.

Time, place and date for opening of the Technical Proposal (Cover-B)

Date for finalisation of evaluation of Technical Bids by Competent Authority

11.08.2023 before 1500 hours

Address:
Venue shall be in Itanagar, the exact location shall be informed later.


CEO-cum-SMD
Arunachal State Rural Livelihoods Mission
Itanagar

Engagement of Technical Support Agency under DDU GKY for Arunachal State Rural Livelihood Mission

Schedule for Invitation of RFP

A	RFP Number	No. ArSRLM-DDUGKY/13/2017/(TSA)
B	Name of Services	Technical Support Agency under DDU GKY for Arunachal State Rural Livelihood Mission
C	Name of the Client	Arunachal State Rural Livelihood Mission
D	Address from where the RFP can be obtained	Website: www.arsrlm.in
E	Address where response to RFP has to be submitted	Address:ArSRLM, 'E' Sector, Abotani Colony, Itanagar 791111
F	Issue of RFP Document	15.06.2021
G	Last date for submission of Pre-Bid Queries	By 29.06.2021 through email till 1600 hours. Email IDs: srlmceo@gmail.com and a copy to pmfpearsrlm@gmail.com No queries shall be entertained after 1600 hours sharp of 02 nd July 2021
H	Date of Pre-Bid Meeting	No Pre-Bid Meeting shall be held. Responses to queries shall be emailed to the interested bidders who had submitted queries and the same shall also be published on the website www.arsrlm.in In case the need for a meeting arises, then the same shall be organised through a video conference mode and details of the same shall be shared through an email
I	Last Date and Time of submission of RFP	On 27.07.2021, not later than 1600 hours.
J	Time, Place and date for opening of Cover-A – Pre-Qualification Criteria	On 03.08.2021 at 1100 hours Venue shall be in Itanagar, the exact location shall be informed later. The bids will be opened in presence of the bidders who choose to attend. <i>In case of any lockdown or containment zone during such time, the same may be held through video conference mode also. This will be intimated later.</i>
K	Time, Place and date for opening of the Technical Proposal (Cover-B)	On 05.08.2021 at 1100 hours Address: Venue shall be in Itanagar, the exact location shall be informed later. The Cover B will be opened in presence of the bidders who qualify as per the Pre-Qualification criteria and who choose to attend. <i>In case of any lockdown or containment zone during such time, the same may be held through video conference mode also. This will be intimated later.</i>
L	Date for finalisation of evaluation of Technical Bids by Competent Authority	11.08.2021 before 1600 hours Address: Venue shall be in Itanagar, the exact location shall be

L	Date for finalisation of evaluation of Technical Bids by Competent Authority	11.08.2021 before 1600 hours Address: Venue shall be in Itanagar, the exact location shall be informed later. May be informed through email also.
M	Time, Place and date for opening of the Financial Proposal (Cover- C)	16.08.2021 at 1100 hours Address: Venue shall be in Itanagar, the exact location shall be informed later. The Cover C will be opened in presence of the bidders who qualify as per the criteria stated in the RFP. <i>In case of any lockdown or containment zone during such time, the same may be held through video conference mode also. This will be intimated later.</i>
N	Earnest Money Deposit	INR1.92 lakhs (Indian Rupees One Lakh Ninety Two Thousand) only. The EMD has to credited in Bank Account No.6803168107, Bank Name: Indian Bank, IFSC Code: IDIB0000I015, IDIB0000I015 (which would be confirmed internally) through any of the following means a. Direct Bank Transfer in the aforementioned bank account through online transfer, in which case a copy of the online transaction receipt would need to be attached with the RFP bid. b. Demand Draft in favour of CEO cum SMD.
O	RFP Fee (Non-Refundable)	INR 10,000 (Indian Rupees Ten Thousand) only. The RFP Fee has to credited separately in Bank Account No.6803168107, Bank Name: Indian Bank, IFSC Code: IDIB0000I015. Deposits means may refer SI N above. (bidders who credit the EMD and RFP Fee together may be disqualified)
P	Address for communication and Single Point Contact Person (SPOC)	Kunjang Dorjee Rokpu Program Manager (Finance & Proposal Examination), ArSRLM Email – pmfpearsrlm@gmail.com Tel – 9436850415

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 drafts for tender fee and EMD, its bid / proposal shall not be opened.

Sd/-
(A R Talwade) IAS
Secretary (RD and PR)
Government of Arunachal Pradesh
Itanagar



Government of Arunachal Pradesh
Arunachal State Rural Livelihoods Mission
Itanagar



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

No. ArSRLM – DDU GKY / 13 /2017 (TSA)

Dated Itanagar, the 15th June 2021

Notice

Engagement of Technical Support Agency (TSA) under DDU GKY for Arunachal State Rural Livelihood Mission

Date of issue: 15.06.2021

Due Date of Submission: 27.07.2021

Time (IST): 4.00pm


The Arunachal State Rural Livelihoods Mission (ArSRLM) intends to enter into an arrangement for the provision of Technical Support Services outlined in the Terms of Reference (ToR) for 3years (extendable based on requirement and mutual agreement) through a competitive bidding process. In this respect, ArSRLM would like to invite your organization to submit pre-qualification, technical and financial proposals as outlined in this RFP.

Any questions regarding the RFP must be received in writing and e-mail to the undersigned as per Schedule provided in this RFP.

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- Pre-Qualification Criteria
 - Section 2- Instructions to Consultants and Data Sheet
 - Section 3- Technical Proposal Full Technical Proposal (FTP) - Standard Forms
 - Section 4- Financial Proposal - Standard Forms
 - Section 5- Terms of Reference

The proposal (Pre-Qualification Criteria, Technical and Financial) should be submitted in a separate sealed envelope where all these sealed envelopes would be in a master envelope, latest by the date and time mentioned in Schedule for Invitation of RFP. Any proposals received after the stipulated date and time shall not be considered. **If the date of opening and processing of proposals fall under lockdown or if the venue is under a containment zone, by any reason(s), the process would be done by video conferencing, which would be intimated on need basis.**

Sd/-
(A R Talwade) IAS
Secretary (RD and PR)
Government of Arunachal Pradesh
Itanagar


CEO-cum-SMD
Arunachal State Rural Livelihoods Mission
Itanagar

Section 1 - Pre-Qualification Criteria

1. Response to the Request for Proposal (RFP) are invited from qualified and experienced consulting firms who wish to act as Technical Support Agency under DDU GKY for Arunachal State Rural Livelihood Mission.
2. The objectives and expected deliverables of the Services which will be carried out by the selected firm has been provided in Section 5 - Terms of Reference
3. The consultants who are interested in being considered for this assignment should mandatorily fulfil the following criteria:
 - a. For the purpose of this Invitation for RFP document, a Business Entity shall mean a company registered in India under the Companies Act, or a partnership firm registered under the Limited Liability Partnership Act in India and operating for the last 05 years as of March 31, 2020.
 - b. The bidder should have minimum annual turnover of INR 2.5 Crore or above in each of the last three financial years. (i.e., FY 2018-19, FY 2017-18, FY 2016-17) coming from its Advisory/ Consulting services.
 - c. The bidder should have annual turnover not less than INR 1 Crore in each of the last three financial years. (i.e., FY 2018-19, FY 2017-18, FY 2016-17) coming from its Government Consulting services from Indian operations.
 - d. The Bidder should have an average positive net worth (as defined under section 2(57) of the Companies Act 2013) of not less than INR 25Lakhs in the previous three financial years (i.e., as on 31st March 2019, 31st March 2018 and 31st March 2017) as revealed by audited balance sheet & CA Certificate.
 - e. The agency should have worked as a Technical Support Agency / Project Management Unit (PMU) / Project Management Consultant (PMC) for at least one skills development project with a State Government Agency for a minimum duration of 1 year.
 - f. The agency should have experience of working on at least one advisory / consulting assignment in the North Eastern region with a State Government Agency.
 - g. The Agency should have experience (at least 1 project) of working in Arunachal Pradesh.
 - h. The Agency should apply as a Sole Applicant only. No Consortium / Sub Contracting shall be allowed. A certificate signed by the Authorised Signatory to this effect must be submitted.
 - i. The Bidder should not be blacklisted as on date of submission of bid by any State or Central Government or Donor / Funding agency / National Regulator

4. The duration of the TSA will be for a period of 3 years or till 30th September 2022 whichever is earlier, from the date of signing of contract (though, the assignment is extendable based on requirement and mutual agreement).
5. Agencies who are interested in being considered for the assignment, should submit information in the format indicated in the **Attachment 1** to this letter for expression of interest / pre-qualification criteria.
6. The response to RFP should be separately packed in three packets (Cover A- for Pre-Qualification Criteria, Cover B- for Technical Proposal & Cover C- for Financial Proposal) and finally packed in one cover and super scribed as **Engagement of Technical Support Agency (TSA) under DDU GKY for Arunachal State Rural Livelihood Mission**.
7. The client / authority shall not be responsible for any courier / postal delay and reserves the right to cancel all or any of the responses to RFP without any reason thereof.
8. In case any false information is provided or information is concealed then the bids of such bidders shall be cancelled and Authority will have the rights to initiate appropriate action


Sd/-

(A.R. Talwade) IAS

Secretary (RD and PR)

Government of Arunachal Pradesh

Itanagar


CEO-cum-SMD
Arunachal State Rural Livelihoods Mission
Itanagar

Format for submission of information – Pre-Qualification Criteria**A- Agency's Profile (Should not exceed 15 Pages):**

Provide a brief description of the background and organization of your firm/entity. The brief description should include registered office address, date of incorporation of the firm, core business of the firm, global presence, brief on operations in India and its Skill Development activities in DDU GKY, PMKVY etc.

B- Eligibility Information / Pre-Qualification criteria (Mandatory Clause):


Sl. No.	Parameter	Supporting documents to be provided	Compliance (Y/N)	Documentary evidence provided on Page Nos.
1	For the purpose of this Invitation for RFP document, a Business Entity shall mean a company registered in India under the Companies Act, or a partnership firm registered under the Limited Liability Partnership Act in India and operating for the last 05 years as of March 31, 2020.	Certificate of incorporation		
2	The bidder should have minimum annual turnover of INR 2.5 Crore or above in each of the last three financial years. (i.e., FY 2018-19, FY 2017-18, FY 2016-17) coming from its Advisory/ Consulting services.	Copy of the audited Profit and Loss Account / CA Certificate of the last 3 years		
3	The bidder should have annual turnover not less than INR 1 Crore in each of the last three financial years. (i.e., FY 2018-19, FY 2017-18, FY 2016-17) coming from its Government Consulting services from Indian operations.	CA Certificate		
4	The Bidder should have an average positive net worth (as defined under section 2(57) of the Companies Act 2013) of not less than INR 1 Crores in the previous three financial years (i.e., as on 31 st March 2019, 31 st March 2018 and 31 st March 2017) as revealed by audited balance sheet & CA Certificate.	CA certificate		
5	The agency should have worked as a Technical Support Agency / Project Management Unit (PMU)	Copy of Engagement Letter / Contract		

Sl. No.	Parameter	Supporting documents to be provided	Compliance (Y/N)	Documentary evidence provided on Page Nos.
	/ Project Management Consultant (PMC) for at least one skills development project with a State Government Agency for a minimum duration of 1 year.			
6	The agency should have experience of working on at least one advisory / consulting assignment in the North Eastern region with a State Government Agency.	Copy of Engagement Letter / Contract		
7	The Agency should have experience (at least 1 project) of working in Arunachal Pradesh	Copy of Engagement Letter / Contract		
8	The Agency should apply as a Sole Applicant only. No Consortium / Sub Contracting shall be allowed. A certificate signed by the Authorised Signatory to this effect must be submitted.	A certificate signed by the Authorised Signatory to this effect must be submitted.		
9	The Bidder should not be blacklisted as on date of submission of bid by any State or Central Government or Donor / Funding agency / National Regulator	Self-certification from the Authorised Signatory on Stamp Paper of INR 100. The declaration should be Notarized (Firm Declaration)		
10	The bidder has credited the EMD and RFP fee separately in ArSRLM Bank Account	Verified by Credit Details and confirmation from SMM FM		
11	The bidder has provided a declaration that CVs of APST candidates have been included in reference to Technical Proposal or The bidder has provided details of procurement of technical personnel from amongst APST candidates.	Self-Declaration from the bidder that CVs of APST candidates are included Or Details of advertisement and number and corresponding details of procurement of Human Resources.		

Note:

a. The above information shall be enclosed in "Cover A".

b. If the applicant is found ineligible based on the criteria mentioned above, then the Technical Proposal (in Cover B) shall not be opened.


CEO-cum-SMD
 Arunachal State Rural Livelihoods Mission
 Itanagar

Section 2 -Instructions to Consultants and Data Sheet

Definitions

- (a) "Governing Law" means the laws and any other instruments having the force of law in the Client's country, or in such other country as may be specified in the **Data Sheet**, as they may be issued and in force from time to time.
- (b) "Client" means the implementing agency (ArSRLM) that signs the Contract for the Services with the selected Consultant.
- (c) "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.
- (d) "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents
- (e) "Day" means a calendar day.
- (f) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- (g) "Government" means the government of the Client's state.
- (h) "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 Consultant's proposal.
- (i) "ITC" (Section 2 of the RFP) mean the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.
- (j) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (k) "RFP" means the Request for Proposals to be prepared by the Client for the selection of Consultants
- (l) "Services" means the work to be performed by the Consultant pursuant to the Contract.
- (m) "TORs" (Section 5 of the RFP) 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 Consultant, and expected results and deliverables of the assignment.

1. Introduction

1.1 The Client named in the **Data Sheet** intends to select a Consultant, in accordance with the method of selection specified in the **Data Sheet**.

1.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal as specified in the **Data Sheet**, for consulting services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.

2. Conflict of Interest

2.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

2.2 The Consultant 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 Consultant or the termination of its Contract.

2.2.1 Without limitation on the generality of the foregoing, and unless stated otherwise in the **Data Sheet**, the Consultant shall not be hired under the circumstances set forth below:

a. Conflicting activities

(i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

b. Conflicting assignments

(ii) Conflict among consulting assignments: A Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.

c. Conflicting relationships

(iii) Relationship with the Client's staff: a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Client, or of implementing agency who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.

(iv) Any other types of conflicting relationships as indicated in the **Data Sheet**.

3. Unfair Competitive Advantage

3.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the **Data Sheet** and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

4. Corrupt and

4.1 ArSRLM requires compliance in regard to corrupt and fraudulent/

Fraudulent Practices

prohibited practices as set forth by the Ministry of Rural Development Govt. of India and Govt. Of Arunachal Pradesh (GoAP).

4.2 In further pursuance of this policy, Consultant shall permit and shall cause its agents, Experts, Sub-consultants, sub-contractors, services providers, or suppliers to permit the client to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the client on for this project.

5. Eligibility

5.1 The client permits consultants from India to offer consulting services for projects that would be covered under DDU GKY Action Plan approved for Arunachal Pradesh, by Ministry of Rural Development Govt. of India, only.

5.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established in the document

5.3 As an exception to the foregoing Clauses 5.1 and 5.2 above:

a. Restrictions for Government-owned Enterprises

5.3.1 Government-owned enterprises or institutions in India shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) that they are not dependent agencies of the Client

To establish eligibility, the government-owned enterprise or institution should provide all relevant documents (including its charter) sufficient to demonstrate that it is a legal entity separate from the government; it does not currently receive any substantial subsidies or budget support; it is not obligated to pass on its surplus to the government; it can acquire rights and liabilities, borrow funds, and can be liable for repayment of debts and be declared bankrupt; and it is not competing for a contract to be awarded by the government department or agency which, under the applicable laws or regulations, is its reporting or supervisory authority or has the ability to exercise influence or control over it.

b. Restrictions for public employees

5.3.2 Government officials and civil servants of the Govt of Arunachal Pradesh not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Government of Arunachal Pradesh, and they

(i) are on leave of absence without pay, or have resigned or retired;

(ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring (in case of resignation or retirement, for a period of at least 6 (six) months, or the period established by statutory provisions applying to civil servants or government employees in Government of Arunachal Pradesh, whichever is longer.

Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Consultant's Proposal; and

(iii) Their hiring would not create a conflict of interest.

6. Qualification to the bid

6.1 Bids may be submitted by either of the following categories of bidders only:

6.1.1 Sole Bidder:

The Sole Bidder will be responsible for end to end scope of work given in this tender. The Sole Bidder cannot be a part of any consortium for this tender.

6.1.2 Consortium of firms:

No consortium of firms and shall be allowed under this assignment

7. Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the State (Arunachal Pradesh) / the Country (India) and under the jurisdiction of Indian Courts.

Dispute Resolution: Any unresolved disputes under this Agreement shall be subject to the exclusive jurisdiction of Gauhati High Court, Itanagar Permanent Bench, Naharlagun.

8. Force Majeure

- 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.
- 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
- Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder
- ArSRLM will decide the eventuality of Force Majeure which will be binding on both the parties

B. Preparation of Proposals

1. General Considerations

1.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

2. Cost of Preparation

2.1 The Consultant shall bear all costs associated with the

of Proposal

preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client 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 Consultant.

3. Language

3.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the client shall be written in the language(s) specified in the **Data Sheet**.

4. Documents Comprising the Proposal

4.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**.

4.2 If specified in the **Data Sheet**, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery).

5. Only One Proposal

The Consultant shall submit only one Proposal, in its own name.

6. Proposal Validity

6.1 **The Data Sheet** indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.

6.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

a. Extension of Validity Period

6.3 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.

6.4 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.

6.5 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

b. Substitution of Key Experts at Validity Extension

6.6 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Experts. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Experts.

6.7 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.

c. Sub-Contracting

6.8 The Consultant shall not be entitled to subcontract the Services

without prior written consent of the Client.

d. On-boarding of professionals from APST Candidates

6.9 The Consultant shall either ensure that CVs of concerned expert(s) and / or Team Lead correspond to the requirement of including APST candidates in reference to this document, or the Consultant must submit corresponding documentary evidence of procuring human resources from amongst APST candidates of Arunachal Pradesh including details of advertisement in newspapers published from Itanagar and other important cities in Arunachal Pradesh, and other platforms, for filling the requirement of Technical Personnel as required in regards to this proposal.

7. Clarification and Amendment of RFP

7.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the **Data Sheet**. The Client 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 all shortlisted Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

7.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.

7.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.

7.2 The Consultant 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 Technical or Financial Proposal shall be accepted after the deadline.

8. Preparation of Proposals – Specific Considerations

8.1 While preparing the Proposal, the Consultant must give particular attention to the following:

8.1.1 If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the **Data Sheet**. In all such cases a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member. If shortlisted Consultants associate with each other, any of them can be a lead member.

8.1.2 The Client may indicate in the **Data Sheet** the estimated Key Experts' time input (expressed in person-month)

or the Client's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.

8.1.3 If stated in the **Data Sheet**, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the **Data Sheet**) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the **Data Sheet**.

9. Technical Proposal Format and Content

9.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

9.1.1 Consultant 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.

9.1.2 Consultant must ensure that replacement of an expert who is APST would be accepted only when the replacement is by another professional who is an APST and has concerned minimum prescribed eligibility.

9.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), as indicated in the **Data Sheet** and using the Standard Forms provided in Section 3 of the RFP.

10. Financial Proposal

10.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP.

a. Price Adjustment

10.2 For assignments with a duration exceeding 12 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the **Data Sheet**.

b. Taxes

10.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the **Data Sheet**.

c. Currency of Proposal

10.4 The Consultant may express the price for its Services in the currency or currencies as stated in the **Data Sheet**. If indicated in the **Data Sheet**, the portion of the price representing local cost shall be stated in the Indian currency.

d. Currency of Payment

10.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

C. Submission, Opening and Evaluation

11. Submission, Sealing, and Marking of Proposals

11.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms. The submission can be done by Registered / Speed Post / Courier / by hand / e-mail.

11.2 The consultant may be required to be submitting the

proposals in zipped folders that are encrypted with a password, which would need to be disclosed at the time of the video conferencing at the time of the opening of concerned bid(s). The authenticity and quality of encryption would be the sole responsibility of the Consultant.

11.3 An authorized representative of the Consultant shall sign the original submission letters in the required format for Pre-qualification criteria and both the Technical and Financial Proposals.

11.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

11.5 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL" (Cover-B), "Engagement of a TSA under DDU GKY for ArSRLM" name and address of the Consultant, and with a warning "DO NOT OPEN"

11.6 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL" (Cover-C) followed by the name of the assignment, name and address of the Consultant, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."

11.7 The sealed envelopes containing the Pre-Qualification Criteria (Cover-A), Technical (Cover-B) and Financial (Cover-C) proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, the name of the assignment Engagement of Technical Support Agency under DDU GKY for Arunachal State Rural Livelihood Mission, Consultant's name and the address, and shall be clearly marked "DO NOT OPEN BEFORE due date]"

11.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

11.9 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.


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The electronic submission procedure shall be

- (i) Proposal in electronic form needs to be submitted in one compressed folder duly protected by a password that would be disclosed by the concerned Agency representative at a web meeting. The Agency shall ensure that the contents of folder as well as the files therein are not accessible without the entry of passwords. The responsibility of such encryption and safety of the document would be solely with the Agency concerned. Client shall take all necessary steps to ensure that proposals received electronically would be duly protected.
- (ii) The password(s) shall not be shared with the Client, till the date of opening of technical bids.
- (iii) The compressed folder shall be named as <Name of Agency, Technical Proposal against ArSRLM RFP under DDU GKY>
- (iv) All documents that would otherwise be required to be submitted as part of proposal shall be properly signed, stamped and scanned. Proposals containing documents that are not properly signed, stamped and scanned are liable to be rejected.
- (v) The STP needs to be sent to srlmceo@gmail.com with a copy marked to pmfpearsrlm@gmail.com.
- (vi) Agency representative needs to contact Programme Manager (Finance Proposal Examination) for confirming receipt of compressed folder.

Notwithstanding the above agency are required to submit 2 nos of pen-drive (one for Technical bid and one for Financial bid) containing documents that are properly signed, stamped and scanned in PDF format duly protected by Password in a sealed envelope. The encrypted password would be disclosed by the concerned agency(s) representative at web-meeting.

12. Confidentiality

12.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

12.2 Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal

12.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Consultant wishes to contact the Client on any matter related to the selection process, it should do so only in writing.

12.4 Except as otherwise permitted by the Agreement, neither of the parties may disclose to third parties the contents of the Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or

proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of this Agreement, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under this Agreement, or (e) must be disclosed under applicable law, legal process or professional regulations. These obligations shall be valid for a period of 3 years from the date of termination of the Agreement."

13. Opening of Technical Proposals

13.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Consultants' authorized representatives who choose to attend (in person, or online if this option is offered in the **Data Sheet**). The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with a reputable public auditor or independent third party authority until they are opened.

13.2 At the opening of the Technical Proposals the following shall be read out: (i) the name of the Consultant (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the **Data Sheet**.

14. Proposals Evaluation

14.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

14.2 The Consultant 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 solely on the basis of the submitted Technical and Financial Proposals.

15. Evaluation of Technical Proposals

15.1 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.

16. Financial Proposals for QCBS

16.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QCBS), the top-ranked Consultant is invited to negotiate the Contract.

16.2 If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client's evaluation committee. All other Financial Proposals are returned unopened after the Contract


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negotiations are successfully concluded and the Contract is signed.

17. Public Opening of Financial Proposals (for QCBS)

17.1 After the technical evaluation is completed, the Client shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals.

17.2 In view of the currently prevailing COVID 19 pandemic the opening date would require the Consultants to make arrangements for attending the opening in reference to the prescribed time line. The Consultant's attendance at the opening of the Financial Proposals is optional and is at the Consultant's choice.

17.3 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score and who appear in person / online. At the opening, the names of the Consultants, and the 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. Copies of the record shall be sent to all Consultants who submitted Proposals.

18. Correction of Errors

18.1 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 are made to the Financial Proposal.

a. Time-Based Contracts

The Client's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. 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. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

19. Taxes

19.1 The Client's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in India in accordance with the instructions in the **Data Sheet**.


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20. Conversion to Single Currency

For the evaluation purposes, all prices shall be in INR.

21. Combined Quality and Cost Evaluation

In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the **Data Sheet**. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

D. Negotiations and Award

22. Negotiations

The negotiations will be held at the date and address indicated in the **Data Sheet** online as indicated in **Data Sheet** with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.

The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative.

a. Availability of Key Experts

The invited Consultant shall confirm the availability of Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.

Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

b. Technical negotiations

The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

c. Financial negotiations

The negotiations include the clarification of the Consultant's tax liability in the Client's country and how it should be reflected in the Contract.


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d. Release of funds

Conditions for Release of Payment to Consultant Agency:

The quarterly invoice will be generated and submitted on the last working day of every quarter to the ArSRLM by the Technical Support Agency. If there is no objection in terms of performance, deliverable or invoice value then the invoice and the deliverables will be deemed accepted by the ArSRLM. Payments shall be released within 30 days of submission of invoice by the Technical Support Agency.

If there is an objection to the performance, deliverable or invoice value, then the ArSRLM shall have to raise the objection within 15 days of invoice submission date. In such a scenario, the Technical Support Agency shall take corrective measures and resubmit the invoice. Payments shall be released within 30 days of resubmission of invoice by the Technical Support Agency.

Please refer to Section 5 of the document for the milestones & quarterly performance-based payment schedules. All payments will be strictly done as per the conditions put in the Section 5.



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Conclusion of Negotiations

The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by the Client and the Consultant's authorized representative.

If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. The Client will invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.

Award of Contract

After completing the negotiations, the Client shall sign the Contract; publish the award information as per the instructions in the **Data Sheet**; and promptly notify the other shortlisted Consultants.

The Consultant is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

E. Termination Clauses

Termination for Default

- ArSRLM may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 60 days sent to the selected bidder, terminate the contract in whole or in part provided a cure period of not less than 90 days is given to the selected bidder to rectify the breach:
- If the selected bidder 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
- If the selected bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or
- If the selected bidder, 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.
- If the selected bidder commits breach of any condition of the contract
- If ArSRLM terminates the contract in whole or in part, amount of PG shall be forfeited.

Termination for Insolvency

ArSRLM may at any time terminate the Contract by giving a written notice of at least 30 days to the selected bidder, if the selected bidder 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.

Termination for Convenience

- ArSRLM, by a written notice of at least 90 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.
- In such case, ArSRLM will pay for all the pending invoices as

well as the work done till that date by the Technical Support Agency.

- In addition to above clause, ArSRLM will compensate the Technical Support Agency with 30 days of Fee (Remunerations).

- 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.

- Limitation of Liability- The ArSRLM shall not recover from the Technical Support Agency, in contract or tort, under statute or otherwise, any amount with respect to loss of profit, data or goodwill, or any other consequential, incidental, indirect, punitive or special damages in connection with claims arising out of this Agreement or otherwise relating to the Services, whether or not the likelihood of such loss or damage was contemplated. The ArSRLM shall not recover from TSA, in contract or tort, including indemnification obligations under this contract, under statute or otherwise, aggregate damages in excess of the fees actually paid for the Services that directly caused the loss in connection with claims arising out of this Agreement or otherwise relating to the Services.

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Termination by ArSRLM

The ArSRLM may, by not less than thirty (30) days' written notice of termination to the Technical Support Agency, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

- The Technical Support Agency fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the ArSRLM may have subsequently granted in writing;
- The Technical Support Agency becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- The Technical Support Agency fails to comply with any final decision reached as a result of arbitration proceedings.
- The Technical Support Agency submits to the ArSRLM a statement which has a material effect on the rights, obligations or interests of the ArSRLM and which the Technical Support Agency knows to be false;
- Any document, information, data or statement submitted by the Technical Support Agency in its Proposals, based on which the Technical Support Agency was considered eligible or successful, is found to be false, incorrect or misleading; or
- As the result of Force Majeure, the Technical Support Agency is unable to perform a material portion of the Services for a period of not less than sixty (60) days
- If the Govt. of Arunachal Pradesh would like to terminate the contract for reasons not attributable to the Technical Support Agency's performance, they will need to clear all invoices for the consultancy services up to the date of their notice along with 1 month pro-rata fee out of the project fee for 12 months.
- If the Govt of Arunachal Pradesh would like to terminate the contract for reasons attributable related to the Technical Support Agency's performance, the government will give a rectification notice for 3 months to Consultant in writing with specific observations and instructions.

Termination by Technical Support Agency

The Technical Support Agency may terminate the Agreement, or any particular Services, immediately upon written notice to ArSRLM if the Technical Support Agency reasonably determines that Technical Support Agency can no longer provide the Services in accordance with applicable law or professional obligations.

Payment upon termination

Upon termination of this Agreement all pending payments due till the date of the termination of the contract will be made by ArSRLM to the Technical Support Agency within 30 days of the contract termination.

F. Performance Guarantee and Liquidity Damages

Performance Guarantee

- Within 30 days from the date of Letter of Invitation (LOI) from ArSRLM, the successful Technical Support Agency Consultant company/firm shall furnish the Performance Guarantee (PG) of an amount equal to 6.25% of its Financial Proposal, by way of

Bank Guarantee issued by one of the Nationalized/Scheduled Banks in India for the due performance of the Assignment in the format at Appendix-A. The Performance Guarantee shall be for a period of Forty-Two (42) months.

- **Refund of PG:** The PG shall be refunded within six months from the date of successful completion of the assignment (42nd month). It will be renewed based on the extension of the project in subsequent years.
- **Forfeiture of PG:** PG shall be forfeited in the following cases:
 - When any terms and condition of the contract is breached.
 - When the selected Bidder fails to commence the services or fails to provide deliverables after partially executing the purchase/work order

3. Delivery period may be extended with or without liquidated damages, if the delay in the supply of service is on account of hindrance beyond the control of the selected bidder.

4. The selected bidder shall request in writing to tendering ARSLM giving reasons for extending the delivery period of service. If it finds itself unable to complete the supply of service within the stipulated delivery period. This request shall be submitted as soon as a hindrance in delivery of service occurs or within 15 days from such occurrence but before expiry of stipulated period of delivery of service after which such request shall not be entertained.

5. ARSLM shall examine the justification of causes of hindrance in the delivery of service and the period of delay occurred due to that and grant extension with or without liquidated damages.

6. If ARSLM agrees to extend the delivery period, schedule of amendment to the contract with suitable penal clause and with or without liquidated damages, as the case may be, shall be issued. The amendment letter shall mention that no extra price or additional cost for any reason, whatsoever beyond the contracted cost shall be paid for the delayed supply of service.

7. It shall be at the discretion of ARSLM to accept or not to accept the supply of services rendered by the Technical Support Agency after the expiry of the stipulated delivery period. If no formal extension in delivery period has been applied and granted, ARSLM shall have right to cancel the contract with respect to undelivered services.

8. If ARSLM in need of the service rendered after expiry of the stipulated delivery period, it may accept the services and issue a letter of extension in delivery period.

The Consultant may use data, software, designs, utilities, trade secrets, reports and other methodologies and know-how ("Materials") that Consultant own in performing the services. Notwithstanding the delivery of any reports ("materials") retaining any intellectual property rights in the Materials (including any improvements or knowledge developed while performing the services), and in any working papers that Consultant compile and retain in connection with the services (but not Client Information

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Liquidity Damages

1. Except as provided under clause "Force Majeure", if the selected bidder fails to deliver Services within the period specified in the Contract, ArSRLM may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum as specified in penalty clause for delay until actual delivery, up to a maximum deduction of the percentage specified in the bidding document and/ or contract. Once the maximum is reached, ArSRLM may terminate the Contract pursuant to clause "Termination".

2. The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the selected bidder shall arrange services within the specified period.

3. Delivery period may be extended with or without liquidated damages, if the delay in the supply of service is on account of hindrances beyond the control of the selected bidder.

4. The selected bidder shall request in writing to tendering ArSRLM giving reasons for extending the delivery period of service, if it finds himself unable to complete the supply of service within the stipulated delivery period. This request shall be submitted as soon as a hindrance in delivery of service occurs or within 15 days from such occurrence but before expiry of stipulated period of delivery of service after which such request shall not be entertained

5. ArSRLM shall examine the justification of causes of hindrance in the delivery of service and the period of delay occurred due to that and grants extension with or without liquidated damages.

6. If ArSRLM agrees to extend the delivery period/ schedule, an amendment to the contract with suitable denial clauses and with or without liquidated damages, as the case may be, shall be issued. The amendment letter shall mention that no extra price or additional cost for any reason, whatsoever beyond the contracted cost shall be paid for the delayed supply of service.

7. It shall be at the discretion of ArSRLM to accept or not to accept the supply of services rendered by the Technical Support Agency after the expiry of the stipulated delivery period, if no formal extension in delivery period has been applied and granted. ArSRLM shall have right to cancel the contract with respect to undelivered service.

8. If ArSRLM is in need of the service rendered after expiry of the stipulated delivery period, it may accept the services and issue a letter of extension in delivery period

The Consultant may use data, software, designs, utilities, tools, models, systems and other methodologies and know-how ("Materials") that Consultant own in performing the Services. Notwithstanding the delivery of any Reports, Consultant retain all intellectual property rights in the Materials (including any improvements or knowledge developed while performing the Services), and in any working papers that Consultant compile and retain in connection with the Services (but not Client Information

Intellectual Property Rights

reflected in them). Upon payment for the Services, Client may use any Materials included in the Reports, as well as the Reports themselves as permitted by this Agreement.

A. General	
HTC Class	Reference
1	State/Aranchal Pradesh, India
2	Name of the Client: Aranchal State Rural Livelihood Mission (ASRLM) Method of selection: Quality and Cost Based Selection
3	Financial Proposal to be submitted together with Technical Proposal: Yes The name of the assignment is: "Engagement of Technical Support Agency under DDU GKY for Aranchal State Rural Livelihood Mission"
4	Pre-Bid Queries: Queries regarding the RFP must be sent through e-mail as per the details mentioned in Schedule of Activities. Thereafter, no request for information will be considered.
5	The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposal: All relevant information and guidelines related to DDU GKY and ASRLM
B. Preparation of Proposals	
6	All correspondence exchange shall be in English language. Proposals shall be submitted in English language. This RFP has been issued in the English language.
7	The Proposal shall comprise the following: 1st Envelope with Pre-qualification Criteria - (Cover-A), Power of Attorney, Tender Fee, EMD FULL TECHNICAL PROPOSAL (FTP) 2nd Envelope with the Technical Proposal (Cover-B) (1) TECH-1 (2) TECH-2 (3) TECH-3 (4) TECH-4 (5) TECH-5 (6) TECH-6 AND

Instructions to Consultants (ITC)

G. Data Sheet

A. General	
ITC Clause	Reference
1	State: Arunachal Pradesh, India
2	Name of the Client: Arunachal State Rural Livelihood Mission (ArSRLM) Method of selection: Quality and Cost Based Selection
3	Financial Proposal to be submitted together with Technical Proposal: Yes The name of the assignment is: "Engagement of Technical Support Agency under DDU GKY for Arunachal State Rural Livelihood Mission"
4	Pre – Bid Queries: Queries regarding the RFP must be sent through e-mail as per the details mentioned in Schedule of Activities. Thereafter, no request for information will be considered.
5	The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: All relevant information and guidelines related to DDU GKY and ArSRLM
B. Preparation of Proposals	
6	This RFP has been issued in the English language. Proposals shall be submitted in English language. All correspondence exchange shall be in English language.
7	The Proposal shall comprise the following: <u>1st Inner Envelope</u> with Pre-Qualification Criteria – (Cover-A), Power of Attorney, Tender Fee, EMD FULL TECHNICAL PROPOSAL (FTP): <u>2nd Inner Envelope</u> with the Technical Proposal (Cover-B) (1) TECH-1 (2) TECH-2 (3) TECH-3 (4) TECH-4 (5) TECH-5 (6) TECH-6 AND

	<p>3rd Inner Envelope with the Financial Proposal (Cover-C) (1) FIN-1 (2) FIN-2 (3) FIN-3</p>
8	Statement of Undertaking is required: No
9	Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible: No
10	Proposals must remain valid for <u>120</u>calendar days after the proposal submission deadline
11	<p>Clarifications may be requested no later than <i>date & time mentioned in schedule of activities.</i></p> <p>The contact information for requesting clarifications is: Name:KunjangDorjeeRokpu, Programme Manager (Finance &Proposal Examination) Tel:9436850415 Email:pmfpearsrlm@gmail.com</p>
12	<p>Shortlisted Consultants may associate with (a) non-shortlisted consultant(s): No Or (b) other shortlisted Consultants: No</p>
13	<p>All key experts including key staff of Bidding Agency:78 man-months for 3 years</p> <ul style="list-style-type: none"> ○ TSA's Team = 2Full Time Professionals (36 months each) &2 Offsite Support Professional (12 months) <p>Total ((2 Positions*36months)+(2 Position*12 months)) = 96 man-months</p>
14	<p>Costs & per diem to be provided:</p> <ul style="list-style-type: none"> (1) Office infrastructure, including overheads support - Office space, furniture, water and electricity will be provided by ArSRLM (2) Any travel of the 2 resources (2.1 and 2.2) outside State for work related to ArSRLM shall be paid by ArSRLM as per its Travel Policy. <p>Out of Pocket Expenses(which needs to be covered in the bid amount) shall include the following:</p> <ul style="list-style-type: none"> (1) Travel within the State for the Project (2) Cost of travel by the most appropriate means of transport and the most direct practicable route within Arunachal Pradesh (3) Communications costs; (4) Cost of purchase or rent or freight of any equipment required to be

	<p>provided by the Consultants; (5) Cost of reports production (including printing) and delivering to the Client; (6) Other allowances where applicable and provisional or fixed sums (if any)</p>						
15	<p>A price adjustment provision applies to remuneration rates: In case the term of TSA is extended by another year (post the initial 3 years), there will be an 5% year on year increment on the Manpower Costs and Out of Pocket Expenses</p>						
16	<p>The Financial Proposal shall be stated in the following currencies: INR only</p>						
<p>C. Submission, Opening and Evaluation</p>							
17	<p>The Consultant must submit: (a) Pre-Qualification Criteria: one (1) original, Bank Guarantee / Demand Draft for EMD, tender fee & Power of Attorney for the Authorised Signatory (b) Technical Proposal: one (1) original (c) Financial Proposal: one (1) original</p>						
18	<p>The Proposals must be submitted no later than: Date: 02.04.2021 Time: 05:00pm</p> <hr/> <p>The Proposal submission address is: ARUNACHAL STATE RURAL LIVELIHOODS MISSION GOVERNMENT OF ARUNACHAL PRADESH 'E' Sector, Abotani Colony, Itanagar 791111 Email – srlmceo@gmail.com / pmfpearsrlm@gmail.com</p>						
19	<p>An online option of the opening of the Technical Proposals is offered: Yes The opening shall take place at: ArSRLM, 'E' Sector, Abotani Colony, Itanagar 791111 Date and time shall be informed later</p>						
20	<p>Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals: A. ArSRLM will evaluate only the pre-qualified proposals as per the criteria stated in Section 1 Note:</p> <ul style="list-style-type: none"> The Technical & Financial proposals of disqualified bidder at prequalification stage will be returned unopened. <p>B. Technical Proposal Evaluation Criteria</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>S.No.</th> <th>Evaluation criteria</th> <th>Max. Marks</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S.No.	Evaluation criteria	Max. Marks			
S.No.	Evaluation criteria	Max. Marks					

10	1	Experience of Bidder (Provide details as per format along with certification or work order or contract document or Letter of Award for each project)	60
13	1.1	Experience of working with State Rural Livelihood Missions for DDU GKY/ State Skill Development Mission or any similar agency as Technical Support Agency or in similar capacity. <ul style="list-style-type: none"> • 3 marks per assignment (Maximum of 12 marks) • 6 marks per assignment in case the assignment (maximum of 12 marks)required working in Arunachal Pradesh for projects pertaining to Arunachal Pradesh) 	12
8	1.2	Experience of working as a Project ManagementConsultant (PMC) / Project Management Unit (PMU) / Training Provider for any Skill DevelopmentProgramme State Employment Mission / State SkillDevelopment Board / Agency in India (Value of contract > INR 2 Cr.) <ul style="list-style-type: none"> • 2 marks per assignment (Maximum of 10 marks) • 5 marks per assignment (Maximum of 10 marks) for assignments in Arunachal Pradesh. 	10
7	1.3	Number of Advisory Assignments in Skill Development (value of contract >INR 3 Cr.) with any Central Ministry / MoRD / NSDC / MSDE / Donors in India: <ul style="list-style-type: none"> • 2 marks per assignment (Maximum of 10 marks) • 5 marks per assignment (maximum of 10 marks) in case of executing concerned assignments within the State. 	10
2	1.4	Skill Development Advisory Projects in India that have State as well as District Level PMU (Value of contract > INR 10 Cr.) <ul style="list-style-type: none"> • 3Marks Per Project (Maximum of 6 marks) • 6 marks per project (Maximum 6 marks) for projects pertaining to Arunachal Pradesh, executed within Arunachal Pradesh. • Additional 2 Marksif the project is with a SSDM / SRLM (Maximum of2 Marks) 	8
30	1.5	Experience of developing, implementing and monitoring the Entrepreneurship value chain projects for any Central or State Government Councils / Mission / Corporation / Board or project funded by UNICEF / ADB / World Bank / DFID in India. <ul style="list-style-type: none"> • 2 marks per assignment (Maximum of 10 marks) • 5 marks per assignment (Maximum of 10 marks) for assignments in Arunachal Pradesh. 	10

	<p>1.6 Experience of Advisory / Consulting Projects in North East Region:</p> <ul style="list-style-type: none"> • 2 Marks Per Project (Maximum of 8 marks) • Additional 2 Marks if the project is in Arunachal Pradesh (Maximum of 2 Marks) 	10
	<p>2 Key Personnel (as per the technical proposal Form Tech 6)</p>	25
	<p>2.1 Program Manager –Team Lead (Over All Incharge) (01) – 36 months deployment within the State</p> <ul style="list-style-type: none"> • Should be at least a Post-Graduate (PGDM / MBA / MSW / PGD in Rural Development Management) • Should have experience in mobilisation in rural Areas for at least 5 years. <p>Overall Experience:</p> <ul style="list-style-type: none"> • >=5 years – 2 Marks • <5 years – Nil <p>Assignment handled: 2 marks for each relevant assignment (Maximum of 4marks)</p> <p>Additional 1 mark in case the candidate is from Arunachal Pradesh (Maximum of 1mark)</p> <p>Additional 1 mark in case the candidate is e-SOP certified (Maximum of 1 mark)</p>	8
	<p>2.2</p> <ul style="list-style-type: none"> • Manager (Quality and Monitoring & Evolution)– 36 months support including 30 months deployment within the State • Should be at least a Post-Graduate (PGDM / MBA / MSW / PGD in Rural Development Management) <p>Overall Experience:</p> <ul style="list-style-type: none"> • >=3 years – 1 Marks • <3 years – Nil <p>Assignment handled: 2 marks for each relevant assignment (Maximum of 4marks)</p> <p>Additional 1 mark in case the candidate is from Arunachal Pradesh (Maximum of 1 mark)</p> <ul style="list-style-type: none"> • Additional 1 mark in case the candidate is e-SOP certified (Maximum of 1 mark) 	7
	<p>2.2 Manager (Placement Linkage & Post Placement Tracking) (01) - 36 months support including 12 months deployment within the State</p> <ul style="list-style-type: none"> • Should be at least a Post-Graduate (PGDM / MBA / MSW / PGD in Rural Development Management) <p>Overall Experience:</p> <ul style="list-style-type: none"> • >=3 years – 1 Marks • <3 years – Nil 	5

	<p>Assignment handled: 1 mark for each relevant assignment (Maximum of 3marks)</p> <ul style="list-style-type: none"> • Additional 1 mark in case the candidate is e-SOP certified (Maximum of 1 mark) 	
2.3	<p>Manager (Financial Management) – 36 months support including 12 months deployment within the State</p> <ul style="list-style-type: none"> • Should be at least a Post-Graduate (PGDM / MBA (Finance) / M.Com/ PGD in Financial Management) / CA / ICWA <p>Overall Experience:</p> <ul style="list-style-type: none"> • ≥ 3 years – 1 Marks • < 3 years – Nil <p>Assignment handled: 1 mark for each relevant assignment (Maximum of 3marks)</p> <ul style="list-style-type: none"> • Additional 1 mark in case the candidate is e-SOP certified (Maximum of 1 mark) 	5
3	<p>Project Understanding and Approach & Methodology for implementing the assignment (as per full technical proposal)</p>	15
Total		100

The minimum score for Technical Qualification is 80

21	For the purpose of the evaluation, the Client will exclude all taxes.
22 (QCBS only)	<p>Only those bids with a technical score of ≥ 80 shall be considered for financial evaluation. QCBS method shall be adopted for selection. The weight given to the Technical proposal score shall be '80' and the weight given to the Financial proposal shall be '20'.</p> <p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following: $Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: $T = 0.80$, and $P = 0.20$</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.</p>



D. Negotiations and Award	
23	<p>Expected date and address for contract negotiations:</p> <p>Address: ArSRLM, 'E' Sector, Abotani Colony, Itanagar 791111</p>
24	<p>Earnest Money Deposit (EMD): INR 1.92 lakhs (Indian Rupees One Lakh Ninety Two Lakhs only).The EMD has to submitted through direct bank credit in the bank account as per details below</p> <p>Bank Account Number : 6803168107 Bank Account Name : Project Proposal Fund under DDU GKY Bank Name : Indian Bank Branch (Location) : Itanagar (Opposite Civil Secretariat) IFSC Code :IDIB000I015</p> <p>The counterfoil / internet banking receipt needs to be attached along with the bid documents</p> <p>The EMD of unsuccessful Bidder shall be refunded within 30 days of completion of agreement signing process. The Selected Bidder's EMD shall be refunded upon the Bidder submitting the performance guarantee. In case the selected consultant fails to deposit the Bank Guarantee towards Performance Guarantee in scheduled time, the EMD submitted by it shall be forfeited, and the Authority would consider the award of assignment to the next ranked bidder.</p> <p>Kindly note: EMD deposit counterfoil / internet banking receipt shall be placed by the bidder in the 1st Inner Envelope with Pre-Qualification Criteria – (Cover-A). <i>If the bidder fails to furnish EMD, the response document shall not be evaluated further.</i></p>
25	<p>Performance Guarantee (PG) Within 15 days from the date of Letter of Invitation (LOI) from ArSRLM, the successful TSA company / firm shall furnish the Performance Guarantee (PG) of an amount equal to 6.25% of its Financial Proposal, by way of Bank Guarantee issued by one of the Nationalized / Scheduled Commercial Banks in India for the due performance of the Assignment in the format at Appendix-A. The Performance Guarantee shall be for a period of Forty-Two (42) months.</p> <p>Refund of PG: The PG shall be refunded within six months from the date of successful completion of the assignment (42nd month)</p> <p>Forfeiture of PG: PG shall be forfeited in the following cases: - When any terms and condition of the contract is breached.</p>

	<p>- When the selected Bidder fails to commence the services or fails to provide deliverables after partially executing the purchase / work order</p> <p>The PG shall have to be extended based on extension of the project for subsequent years.</p>
26	<p>Penalty Clause</p> <p>In case the deliverable is delayed beyond 30 days from the submission date or the revised completion date (as agreed by ArSRLM in writing), and which is under the control of the TSA then a penalty of not more than 2% fee of that deliverable, shall be payable by the TSA to ArSRLM. Refer to Section 5 of the document for the milestones & quarterly performance based payment schedules. All payments will be strictly done as per the conditions put in the Section 5.</p>
27	<p>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following:</p> <p>The publication will be done within 14 days after the contract signing.</p>
28	<p>Expected date for the commencement of the Services:</p> <p>Date: 1st May 2021 at Itanagar</p>

Section 3 - Technical Proposal - Standard Forms

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

Checklist of Required Forms

Required for Proposal (√)	Form	Description	Page Limit
√	TECH-1	Technical Proposal Submission Form.	--
√	TECH-2	Consultant's Organization and Experience.	--
√	TECH-2A	A. Consultant's Organization	--
√	TECH-2B	B. Consultant's Experience	--
√	TECH-3	Comments or Suggestions on the Terms of Reference	3
√	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	30
√	TECH-5	Work Schedule and Planning for Deliverables	5
√	TECH-6	CVs	15

Form TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

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

Dear Sir,

We, the undersigned, offer to act as TSA under DDU-GKY for ArSRLM in accordance with your Request for Proposals dated __.10.2020. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

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.
- (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 in the country of the Client.
- (f) 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 if 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: _____
Name and Title of Signatory: _____
Name of Consultant: _____
In the capacity of: _____

Address: _____
Contact information (phone and e-mail): _____


CEO-cum-SMD
Arunachal State Rural Livelihoods Mission
Itanagar

Form TECH-2(FOR FULL TECHNICAL PROPOSAL ONLY)

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

1. Provide here a brief description of the background and organization of your company
2. Include organizational chart, a list of Board of Directors etc.

B - Consultant's Experience / Credentials

FORMAT FOR FURNISHING CONSULTANT'S EXPERIENCE / CREDENTIALS

Assignment Name:	Country:
Location within country:	
Name of Client:	
Start Date(Month/Year):	Approx. Value of Services (in Rs):
Completion Date(Month/Year):	
Current Status of the Project:	
Name of associated Consultants, if any:	
Narrative Description of the Project:	
Description of the actual services provided by your staff:	

 Name and Title of Signatory
 Name of Consultant
 in the capacity of
 Address:
 Contact information (phone and e-mail):

COMPLIANCE SHEET FORMAT FOR EVALUATION
(ALL SUPPORTING REQUIRED AS PER DATA SHEET)

S.No.	Evaluation criteria	Max. Marks	Compliance (Yes/No)	Evidence provided on Page Nos.


CEO-cum-SMD
Arunachal State Rural Livelihoods Mission
Itanagar

Form TECH-3 (FOR FULL TECHNICAL PROPOSAL)

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

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment.



Form TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)

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

Form TECH-4: description of the approach, methodology and work plan for performing the assignment.

WORKSCHEDULE AND REPORTING FOR DELIVERABLES
Form TECH-4

WORKSCHEDULE											
Sl. No.	Activity	Start Date	End Date	Duration	Responsible Person	Reporting Period	Deliverable	Start Date	End Date	Duration	Responsible Person
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
TOTAL											


CEO-cum-
Arunachal State Rural Livelihoods Mission
Itanagar

Form TECH-5

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

Nº	Deliverables ¹ (D-..)	Months													
		1	2	3	4	5	6	7	8	9	n	TOTAL		
D-1	{e.g., Deliverable #1: Report A 1) data collection 2) drafting 3) inception report 6) delivery of final report to Client}														
D-2	{e.g., Deliverable #2:.....}														
D-3	Staffing: Core Team (TSA) { as given in TOR}														
D-4														

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

CURRICULUM VITAE (CV SOVERALL PAGE LIMIT- 5 PER CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

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. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position.	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to...]		

Membership in Professional Associations and Publications:

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

Adequacy for the Assignment:

1. Name of assignment or project:	
Year:	
Location:	
Client:	
Main project features:	
Position/s held:	
Activities performed:	
2. Name of assignment or project:	
Year:	

Location:	
Client:	
Main project features:	
Position/s held:	
Activities performed:	

Add more rows for additional projects / assignments

Expert's 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 by the Client.

		{ day/month/year }
Name of Expert	Signature	Date

{ day/month/year }

Name of authorized
Representative of the Consultant
(Same who signs the Proposal)

Signature

Date

CEO-cam-SMD
Arunachal State Rural Livelihoods Mission
Itanagar

Section 4 - Financial Proposal - Standard Forms

{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal 2.

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Man-month rate

We, the undersigned, offer to act as a consultant under Bidding Document No. _____ of 2020.

Our attached Financial Proposal is for the amount of _____ (indicate the corresponding to the amount(s) in words and figures), including of all taxes in accordance with the ITC & Data Sheet.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the proposal, i.e. before the date indicated in the Data Sheet. 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:

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

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

Dear Sir,

We, the undersigned, offer to act as **TSA under DDU GKY for ArSRLM** in accordance with your Request for Proposal dated __ / __ / 2020.

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 taxes in accordance with the ITC & Data Sheet.*

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet. 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:


CEO-cum-SMD
Arunachal State Rural Livelihoods Mission
Itanagar

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

Particulars	INR (Figures)	INR (Words)
Fee Component for a period of 36 Months (I)		
Overheads and Operational Cost (II)		
Any other Costs (III)		
Financial Proposal (Grand Total = I+II+III)		

Authorized Signature {In full and initials}:
 Name and Title of Signatory:
 In the capacity of:
 Address:
 E-mail:

Authorized Signature (In full and initials):
 Name and Title of Signatory:
 In the capacity of:
 Address:
 E-mail:




FIN-3 Man-month rate

Man-month rate for the project. Client may use this rate-card for chargeable change request or for any other consulting / advisory work that can be delivered by the TSA. This rate-card will be valid for the entire period of the 36 months and will have 5 % price escalation year on year in case of extension.

Profiles	Per Man Month (INR)
Program Manager -Team Lead (Over All Incharge)(01)	
Manager (Quality and M&E) (01)	
Manager (Placement and Linkage) (01)	
Manager(Financial Management) (01)	

Authorized Signature {In full and initials}:
 Name and Title of Signatory:
 In the capacity of:
 Address:
 E-mail:


 -cum-SMD
 Anupachal State Rural Livelihoods Mission
 Itanagar

Section 5. Terms of Reference (TOR)

Technical Support Agency (TSA) under DDU GKY for ArSRLM

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.

B. Objective of the Assignment:

To provide certain defined services to ArSRLM in DDUGKY/ job theme by assisting in implementation of the DDU-GKY program in the state of Arunachal Pradesh in an effective manner.

C. Scope of the assignment:

- a. Development of a comprehensive framework for monitoring and supporting projects under skilling and placement
 - o Facilitate orientation of new partners during the initial phase
 - o Facilitate and support in Skill Development Management System also mentioned as Skill Portal, implementation, training and support DDU-GKY program
 - o Coordinate, collate, prepare and track progress reports of all partners
 - o Physical site inspections of each PIAs (as per desired scientific sampling/methodology), formation of Q teams and reporting channels
 - o Capacity Building of PIAs, District and Block level teams
 - o Monthly progress review (Physical & financial) of PIAs.
- b. Support ArSRLM in partnership with of training providers (PIA) as per project guidelines set by ArSRLM (in accordance with DDU-GKY guidelines and SOP).
- c. Assist the mission in quality assurance of PIAs as per the project guidelines and SÖPs
- d. Facilitate fund disbursement to PIAs through financial and performance analysis
- e. Performing the roles of a knowledge partner- curriculum alignment, representation of ArSRLM in various forums at state, national and international forums, capacity building programs for staff and cadres
- f. Support in IEC activities (branding and advertising included) for the promotion and dissemination of the program, also ensuring standard parameters of training delivery
- g. Providing convergence and PPP platforms for integrated skill program execution and industry linkages for placement support facilitation to PIAs and ArSRLM, partnerships for direct placement, modernizing employment exchanges etc.
- h. Verification of PIA's financial report on Monthly basis
- i. Organising Industry meet/CXO meet (Online Mode – as per situation).
- j. Assist in organising Job fairs and Youth mobilisation for DDUGKY and Job fairs.

D. Key Tasks and Responsibilities:

- a. Assist the mission in empanelment of training providers as per the approved proposals and apprise the existing PIAs for further engagement: The TSA team will be responsible for overall coordination in the empanelment of PIAs (as per DDU-GKY

guidelines/ SOP/guidelines provided by ArSRLM through workshops, road shows etc.) by implementing a system for technical as well as financial assessment of the proposals received from prospective partners and further coordination till partner is on-board.

- i. Proposal evaluation of the online proposals with due diligence
- ii. Release and management of expression of interest (EOIs), request for proposal (RFPs), release of advertisement and tender notices
- iii. Support in technical and financial assessment
- iv. Background documentation for empanelment of the partner
- v. Management of MoU as per DDU-GKY SoP and guidelines
- vi. Support ArSRLM in legal matter related to penalty, recovery from PIAs, if required
- vii. Orientation of PIAs with current policies, expectations and deliverables
- viii. Provide quarterly report indicating above outputs
- ix. Appraise the existing PIAs performance for further program delivery, allocation of target etc.

b. Development of a comprehensive framework for monitoring and supporting projects under skilling and placement mission: The TSA will assist the DDUGKY team in monitoring of overall skill training program under DDU-GKY implementation thus, enabling effective implementation at district and block level. Following are the detailed activities that TSA will undertake for effective project monitoring:

i. Facilitate orientation of new partners during the initial phase: The TSA team will coordinate, conduct and lead the kick-off meetings with all the new partners. The following broad level activities are to be undertaken during the process:

- Review of MoUs between ARSRLM and PIA followed by preparation of compendium of KPIs/financials/ geographical commitments, etc. for each partner before the kick-off meetings.
- Orientation of the PIA on monitoring processes and associated reporting requirements. Primary focus of discussion could be as follows:
 - Use of skill portal for reporting
 - The tools and templates to be used for reporting purpose
 - Appointment of a nodal person for coordination on monitoring and evaluation activities from Partner
 - The partner performance evaluation scorecard, its parameters, associated weightage and the frequency of evaluation
 - The training numbers to be achieved by the partner and the associated timelines as per the agreement

ii. Facilitate and support in Skill Development Management System implementation, training, support and maintenance: The TSA would provide technical inputs in the MIS required to be maintained at state level, its implementation support and roll out of online MIS system through the vendor dedicated for MIS development by ARSRLM or the PIA, strategies for data preparation and migration, and facilitate in training on MIS of the project staff and PIA representatives. . The functional requirements shall include:

- As-Is documentation and to-be documents for the dedicated MIS team to develop upon
 - Proposing integrated workflow based system that end to end partner monitoring and performance in terms of targets, funds, attendance, placement percentage, youth perceptions etc.
 - Reporting & Dashboard capability to monitor the performance of the partner organisations against the stated Key Performance Indicators (KPIs)
 - Provide a standardised platform to all stakeholders including ARSRLM training partners, state departments and other entities to upload skill and performance details
 - Suggest an easy to use and Intuitive User interface
 - Work flows for ability to search & retrieve documents, apply versions and archive documents
- iii. Coordinate, collate, prepare and track progress reports of all partners: The TSA will undertake following activities to monitoring of PIAs:
- Coordinate with partners to ensure timely submission of monthly reports.
 - Educate the partners on the reporting formats, templates and any other specific information requirements as per MIS tool used/ over mail/ DDU-GKY site
 - Review the reports for any information gaps and highlight the same to the respective partner through discussion on call/ formal mailers/ meetings
 - Provide Preparation of the summary dashboard to give a snapshot of the monthly performance by partners
 - Analysis of the overall performance of all ARSRLM partners and highlighting any major trends noticed during the process and also highlight specific challenges being faced by partners.
 - periodic guidance notes to identify and notify non-compliance to partners
- iv. Physical site inspections of each PIAs: The TSA will undertake following activities under physical inspections:
- Bi-monthly inspection of each training centre. During these inspections the information provided by the PIA on the online MIS system will be verified including the inspection notes and compliance of the quality team. Specific formats of inspection and matrix to assess the quality of the centers to be devised. Scientific representation of the centers in terms of grading or ranking to be done as well periodically.
 - Once in three months, inspect number of randomly chosen training centres chosen using sampling standards approved by MoRD
 - Share report on the finding and status of compliance notes from such inspections for improving the quality of the programme.
- v. Monitoring the progress through monthly conference calls/ using MIS based reports/ financial tracking/ field inspections etc.: Track the

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progress of the PIAs centre wise and discuss overall reporting and performance related issues and concerns.

- These shall throw open an effective channel where ARSRLM and PIAs can jointly discuss the project performance, assistance required from ARSRLM, issues and concerns and arrive at mutually agreeable solutions.
- These calls will be documented so as to keep a track of the discussed issues and the associated action items, which can be reviewed in the subsequent call.

vi. Monthly and quarterly progress review of PIAs: The TSA will analyse the monthly and quarterly performance with respect to training, placement and retention targets by each PIA and share the report for discussion with ARSRLM. Corrections in target, capacity building measures and action plan for the PIAs would be provided quarterly basis based on the monthly reports.

c. Assist the mission in quality assurance of PIAs as per the project guidelines: The PMU will assist the skills/ Jobs team of ARSRLM in maintaining the overall quality of the DDU GKY by conducting quality audits on training centre infrastructure, trainer and training quality, course curriculum & learning material, certification etc. Specific quality circles could be created with set responsibilities by ARSRLM for better delivery of the project.

d. Facilitate fund disbursement to PIAs through financial and physical performance analysis: Assist ARSRLM Skills/Jobs Theme in disbursement of fund by preparing reports on partners' performance and compliances.

- i. Monitoring the parameters that need to be met before 2nd, 3rd and 4th instalment on fortnightly basis
- ii. Highlight deviations to the ARSRLM team for further discussion points with the PIAs
- iii. Review of documents received from PIAs and verify all required documents have been received and are complete in all aspects
- iv. In case of any discrepancies, the TSA will highlight the same to the ARSRLM
- v. In case there are any major issues or discrepancies observed in the performance of the PIA, the PMU
- vi. team will conduct meetings and discussions with the PIAs representatives to gain an insight into the challenges
- vii. Support ARSRLM Skills Theme in auditing, prediction of fund required and analysis of UCs

e. Performing the roles of a Knowledge Partner: The TSA will also bring substantial knowledge in skill development and would play the roles of a Knowledge Partner with following responsibilities of knowledge management:

- i. Facilitate in designing the model training centers strategy
- ii. Support in mapping of jobs in industries and converging with these departments

- iii. Knowledge partner will help in benchmarking the proposed curricula and duration of each level of the training in various sectors.
- iv. Establish strategies and processes for regular review and up-gradation of courses so that they always remain contemporary.
- v. Knowledge Partner will help the Skills Theme to focus on new emerging occupations/ employment avenues.
- vi. Periodic Impact assessment studies on key initiatives, PIAs and their performance, tracking market change and key learning by engaging credible firms/ consultants.
- vii. Will suggest Innovative pilots for the state.
- viii. Will bring in best practices of other projects across the country.

E. Review and Monitoring of the Assignment

The performance of the TSA will be judged on the basis of work done against the agreed work plans. The TSA will prepare activities as per ArSRLMSkills Theme plan. A joint quarterly review mechanism will be put in place and represented by core members of ArSRLM and the TSA. The review of the progress and plan for future action will be decided therein. In case, ArSRLM has any objections related to assignment deliverables, it will inform the agency in writing. The agency will comply with the recommendation made by ArSRLM and accordingly complete the assignment at no additional cost.

F. Reporting

For all purposes the Technical Support Agency (TSA) will be reporting to the CEO - ArSRLM, or his/her designee. It will generate Quarterly Progress Reports (QPR) highlighting the accomplishment against the agreed operational plan.


G. Duration of the assignment

Initially duration of assignment will be three (03) years, and it should begin in December 2020 (after the awarding of contract formalities is completed). Depending on annual performance review of the selected agency, and available budget, the contract may be extended further up to 2 years on yearly basis, up to maximum of total 5 (3+2) years with mutual agreement.

H. Payment Terms

ArSRLM will make quarterly payments to the TSA. The TSA will engage in an inception and design phase. This will include an as-is assessment of the current capacity of the ArSRLM and prioritize interventions related to DDU GKY in the State. The TSA and the ArSRLM will in consultation develop an action plan for the assignment, with quarterly deliverables. The payment to the TSA will be made against the achievement of these deliverables. Some of the Deliverables identified include the following:

Deliverables	Period from the date of contract	Payment Schedule
1st Installment: <ul style="list-style-type: none"> • Submission of Inception report and Quarterly Action Plans for subsequent quarters • Deployment of Key resources • Conduct training on SOP & policies 	1 st Quarter	10% of the total contract value plus Applicable GST.


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Deliverables	Period from the date of contract	Payment Schedule
• Completion of Administrative Arrangements		
2nd Installment: Submission of Deliverables as per “Inception report and Quarterly Action Plans for subsequent quarters”	2 nd Quarter	10% of the total contract value plus Applicable GST.
3rd Installment: Submission of Deliverables as per “Inception report and Quarterly Action Plans for subsequent quarters”	3 rd Quarter	8% of the total contract value plus Applicable GST.
4th Installment: Submission of Deliverables as per “Inception report and Quarterly Action Plans for subsequent quarters”	4 th Quarter	8% of the total contract value plus Applicable GST.
5th Installment: Submission of Deliverables as per “Inception report and Quarterly Action Plans for subsequent quarters”	5 th Quarter	8% of the total contract value plus Applicable GST.
6th Installment: Submission of Deliverables as per “Inception report and Quarterly Action Plans for subsequent quarters”	6 th Quarter	8% of the total contract value plus Applicable GST.
7th Installment: Submission of Deliverables as per “Inception report and Quarterly Action Plans for subsequent quarters”	7 th Quarter	8% of the total contract value plus Applicable GST.
8th Installment: Submission of Deliverables as per “Inception report and Quarterly Action Plans for subsequent quarters”	8 th Quarter	8% of the total contract value plus Applicable GST.
9th Installment: Submission of Deliverables as per “Inception report and Quarterly Action Plans for subsequent quarters”	9 th Quarter	8% of the total contract value plus Applicable GST.
10th Installment: Submission of Deliverables as per “Inception report and Quarterly Action Plans for subsequent quarters”	10 th Quarter	8% of the total contract value plus Applicable GST.
11th Installment: Submission of Deliverables as per “Inception report and Quarterly Action Plans for subsequent quarters”	11 th Quarter	8% of the total contract value plus Applicable GST.
12th Installment: Submission of Deliverables as per “Inception report and Quarterly Action Plans for subsequent quarters”	12 th Quarter	8% of the total contract value plus Applicable GST.

The payments will be output based and dependent on the submission of the deliverables by the TSA. TSA will follow a quarterly invoicing process. All the deliverables for the quarter will be submitted as per the timelines as per the mutually agreed timelines during the project inception stage. The consolidated quarterly invoice will be generated and submitted on the last working day of the quarter to the ArSRLM.

The invoice shall be made on the basis of the financial proposal submitted. No payments shall be made beyond the submitted proposal. Deductions shall be made according to the various

provisions mentioned in this RFP. The deliverables & the quarterly invoice will be assessed and if there is no objection in terms of performance, deliverable or invoice value, is raised in 15 days from the invoice date by the ArSRLM, the invoice and the deliverables will be deemed accepted by the ArSRLM, and will be good for payment. ArSRLM will then pay to PMU in next 15 days.


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Appendix A – Format for Performance Bank Guarantee

PERFORMANCE BANK GUARANTEE

Will be shared at the time of issuance of LOI.

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