

# **Request for Proposals (RFP)**

## **Selection of Services for:**

Hiring of 30 Area Coordinator through outsourcing agency



**STATE PROJECT MANAGEMENT UNIT of RURAL DEVELOPMENT**  
(An agency of Govt. of Uttarakhand under Rural Development Department)

**Uttarakhand State Rural Livelihood Mission (USRLM)**  
Aajeevika Bhavan, Tapovan Road, Raipur, Dehradun-248001 (Uttarakhand)

Website address: [www.usrlm.uk.gov.in](http://www.usrlm.uk.gov.in)

**Issued on: July, 2018**

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## **SUMMARY DESCRIPTION**

### **STANDARD REQUEST FOR PROPOSALS**

#### **PART I – SELECTION PROCEDURES AND REQUIREMENTS**

##### **Section 1: Letter of Invitation (LOI)**

This Section is a template of a letter from the Client addressed to agency/firm/Company inviting it to submit a proposal for Area Coordinator through outsourcing agency (hiring of 30Area Coordinator).

##### **Section 2: Instructions to Bidders, Data Sheet, Summary and Personnel Evaluation Forms.**

This Section consists of two parts: “Instructions to Bidders” and “Data Sheet”. “Instructions to Bidders” contains provisions that are to be used without modifications. “Data Sheet” contains information specific to each selection and corresponds to the clauses in “Instructions to Bidders” that call for selection-specific information to be added. This Section provides information to help shortlisted bidders prepare their proposals. Information is also provided on the submission, opening and evaluation of proposals, contract negotiation and award of contract. Information in the Data Sheet indicates that a Full Technical Proposal (FTP) shall be used.

##### **Section 3: Technical Proposal – Standard Forms**

This Section includes the forms for FTP that are to be completed by the Bidders and submitted in accordance with the requirements.

**Section 4: Financial Proposal – Standard Forms**

This Section includes the financial forms that are to be completed by the Bidders, which are to be submitted in accordance with the requirements.

**Section 5: Terms of Reference (TORs)**

This Section describes the scope of services, objectives, goals, specific tasks required to implement the assignment, and relevant background information; provides details on the required qualifications of human resources; and lists the expected deliverables.

**PART II – CONDITIONS OF CONTRACT AND CONTRACT FORMS****Section 6: Standard Forms of Draft Agreement**

This Section includes standard contract forms for assignments.

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- Section 7– List of Blocks with District for Area Coordinator

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## PART I

### Section 1. Letter of Invitation

Ref: RFP No. Date –

Dear Mr. /Ms.:

1. Department of Rural Development, Uttarakhand has received financing toward the cost for Area Coordinator of Rural Livelihood Mission through outsourcing agency (hiring of 30 Area Coordinators).
2. Area Coordinator at the ceiling of Rs.25,000/- per Area Coordinator per month (all the rates are inclusive of all the charges and taxes). The USRLM, Rural Development Department, Government of Uttarakhand, the Executing department, intends to apply the fund to eligible payments under the contract for which this Request for Proposals (RFP) is issued and will be subject, in all respects, to the terms and conditions of the agreement.
3. The USRLM, Rural Development Department, Government of Uttarakhand now invites proposals for Area Coordinator for Rural Livelihood Mission through outsourcing agency (hiring of 30 Area Coordinators).  
More details on the Services are provided in the Terms of Reference.
4. This Request for Proposals (RFP) is addressed as an open tender.
5. A firm will be selected 02 bid system as described in this RFP.
6. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Instructions to bidders, Data Sheet
  - Section 3 - Technical Proposal - Standard Forms
  - Section 4 - Financial Proposal - Standard Forms
  - Section 5 - Terms of Reference
  - Section 6 - Draft Agreement
  - Section 7 - List of Blocks with District for Area Coordinator
7. Details for tender on the proposal's submission date, time and address, are provided in tender documents.

Yours sincerely,

CEO, USRLM

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## Section 2. Instructions to Bidders and Data Sheet

### A. General Provisions

#### 1. Definitions

- (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the bidder.
- (b) “Applicable Guidelines” means the policies of the Rural Development Department, Govt. of Uttarakhand governing the selection and Contract award process in this RFP.
- (c) “Client” means the CEO, USRLM, Rural Development Department, Govt. of Uttarakhand [implementing/ executing agency] that signs the Contract for the Services with the selected Bidder.
- (d) “Bidder” means a legally-established professional agency/firm/Company that may provide or provides the Services to the Client under the Contract.
- (e) “Contract” means a legally binding written agreement signed between the Client and the Bidder.
- (f) “Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC.
- (g) “Day” means a calendar day.
- (h) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Bidder.
- (i) “Government” means the government of Uttarakhand.

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- (j) “LOI” (this Section 1 of the RFP) means the Letter of Invitation.
  - (k) “Proposal” means the Technical Proposal and the Financial Proposal of the Bidder.
  - (l) “RFP” means the Request for Proposals to be prepared by the Client for the selection of Bidder.
  - (m) “Services” means the work to be performed by the Bidder pursuant to the Contract.
  - (n) “TORs” means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Bidder, and expected results and deliverables of the assignment.

## **2. Introduction**

The bidders are invited to submit a Technical Proposal and a Financial Proposal for services required for the assignment. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected bidder.

## **3. Conflict of Interest**

3.1 The Bidder 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.

3.2 The Bidder 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 and/or sanctions by the Bank.

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## **B. Preparation of Proposals**

### **4. General Considerations**

In preparing the Proposal, the bidder 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.

### **5. Cost of Preparation of Proposal**

The bidder shall bear all costs associated with the 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 bidder.

### **6. Documents Comprising the Proposal**

The Proposal shall comprise the documents and forms listed in the Data Sheet and in instructions elsewhere.

### **7. Only One Proposal**

The Bidder shall submit only one Proposal.

### **8. Proposal Validity**

8.1 The Bidders' Proposal must remain valid for 90 days after the Proposal submission deadline.

8.2 During this period, the Bidder shall maintain its original Proposal without any change, including the availability of human resources, the proposed rates and the total price.

8.3 CVs shall be submitted by successful bidder only after the bid is awarded. If it is established that any human resource nominated by the successful bidder



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was not available at the time of deployment, such bidder shall be disqualified.

**9. Clarification and Amendment of RFP**

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. All the corrigendum/amendments would be notified on website only.

**10. Technical Proposal Format and Content**

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

10.2 The Bidder is required to submit a Full Technical Proposal (FTP) and using the Standard Forms provided in the RFP.

**11. Financial Proposal**

11.1 The Financial Proposal shall be prepared using the Standard Forms provided in the RFP. It shall list all costs associated with the assignment as indicated.

**b. Taxes**

11.2 The Bidder and human resources are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise.

**C. Submission, Opening and Evaluation**

**12. Submission, Sealing, and Marking of Proposals**

12.1 The bidding under this contract is bid submission through by hand/speed-post/courier. The RFP document can be downloaded from USRLM website.

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After getting the bid schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.

- 12.2 The completed bid comprising of documents indicated tender document, should be uploaded on the website given above through tendering along with scanned copies of requisite certificates as are mentioned in different sections in the bidding document of tender fee and bid security in case it is provided in the form of FDR only.

The bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to the Bid, and to contract execution if the bidder is awarded the contract.

**12.3 Submission of Bids:**

- 12.3.1 The bidder shall submit two separate files. Part I, marked as Part I: Technical Qualification Part and Part II; marked as Part II: Financial Part

- 12.3.2 All the documents are required to be signed by the bidder. After bid submission, the acknowledgement is time stamped. This shall be treated as acknowledgement of bid submission.

**12.3.3. Deadline for Submission of Bids**

Complete Bids in two parts as per above must be received by the Agency not later than the date and time indicated in Data Sheet. In the event of the specified date for the submission of bids being declared a holiday, the Bids will be received up to the specified time on the next working day.

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- 12.3.4. Initial period of contract shall be for period upto 28-02-2019 which may be extended as per direction of Government of Uttarakhand.
- 12.3.5. The bidder shall pay Bid Security (EMD) of Rs.5.00 lakh along with the Technical Bid by Bank FDR in favour of "CEO, USRLM, Dehradun" drawn on any Nationalized Bank / Scheduled Bank and payable at Dehradun. Bids received without Earnest Money Deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage.
- 12.3.6. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.
- 12.3.7. As a guarantee towards due performance and compliance of the contract work, the successful bidder (Agency) will deposit an amount equal to the 5% of total contract value towards Security Deposit by way of Bank FDR in favour of "CEO, USRLM, Dehradun" drawn on any Nationalized Bank / Scheduled Bank and payable at Dehradun. Bank Guarantee Bond of a scheduled bank in the prescribed format is also acceptable in this regard.
- 12.3.8. The EMD deposited by successful bidder/agency may be adjusted towards Security Deposit as demanded above. If the successful bidder fails to furnish the difference in amount between Security Deposit and EMD within 15 (fifteen) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited unless time extension has been granted by the CEO, USRLM, Dehradun.
- 12.3.9. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms & conditions of the contract.

12.3.10 The bid shall be valid and open for acceptance of the competent authority for a period of 90 days from the date of opening of the RFP and no request for any variation in quoted rates and / withdrawal of tender on any ground by successful bidder shall be entertained.

### **13. Opening of Technical Proposals**

The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Bidders' authorized representatives who choose to attend. The opening date, time and the address are stated in the **Data Sheet**. The Financial Proposal shall remain closed.

### **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 Bidder 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 Proposals.

### **15. Evaluation of Technical Proposals**

The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Summary and Personnel Evaluation Sheet attached to 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.

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- 16. Financial Proposals** If financial Proposals were invited together with the Technical Proposals, only the Financial Proposals of the technically qualified Bidders are opened by the Client's evaluation committee.
- 17. Public Opening of Financial Proposals**
- 17.1 After the technical evaluation is completed, the Client shall notify technical qualifying scores on the website.
- 17.2 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Bidders whose proposals have passed minimum technical score.
- 17.3 The Bidder achieving the highest financial score (L1) will be invited for negotiations.
- D. Negotiations and Award**
- 18. Negotiations**
- 18.1 The negotiations will be held at the date and address indicated in the **Data Sheet** with the bidder's, representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Bidder.
- 18.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Bidder's authorized representative.
- a. Availability of human resources** 18.3 The successful Bidder shall confirm the availability of all human resources included in the Proposal as a prerequisite to the negotiations, or, if applicable, a replacement. Failure to confirm the human resource's availability may result in the rejection of the Bidder's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Bidder.
- 19. Conclusion of Negotiations**
- 19.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by Client and the Bidder's authorized representative.

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

## **20. Award of Contract**

20.1 After completing the negotiations the Client shall sign the Contract; publish the award information as per the instructions in the **Data Sheet**.

20.2 The Bidder is expected to commence the assignment on the date and at the location specified in RFP.

## Data Sheet

<b>A. General</b>	
<b>1</b>	<p><b>Name of the Client:</b>CEO, USRLM, Rural Development, Uttarakhand Aajeevika Bhawan, Tapovan Road, Dehradun-248001 E-mail: <a href="mailto:ceouksrlm@gmail.com">ceouksrlm@gmail.com</a> <b>Method of selection:</b> 2 bid system</p>
<b>2</b>	<p><b>Financial Proposal to be submitted together with Technical Proposal:</b> Yes</p>
<b>3</b>	<p><b>Turn over :</b> Average annual turnover during last 3 financial years immediately preceding the current financial years (as per last published Balance Sheet) should be minimum Rs. 50 lakh only. The net worth must be positive as per audited Balance Sheet during last 3 financial years.</p>
<b>B. Preparation of Proposals</b>	
<b>5</b>	<p><b>The Proposal shall comprise the following:</b> <b><u>For FULL TECHNICAL PROPOSAL (FTP):</u></b> <b>Technical Proposal:</b> (1) Power of Attorney to sign the Proposal (2) Proof of Legal Status and Eligibility (3) TECH-1 (4) TECH-2 (5) TECH-3 (6) TECH-4 (7) TECH-5 (8) TECH-6 AND <b>Financial Proposal:</b> (1) BOQ</p>
<b>6</b>	<p>Agency/firm/Company are allowed to participate in the bid. Sub-contracting of services is not allowed.</p>
<b>7</b>	<p><b>Clarifications may be requested no later than 7 days prior to the</b></p>

	<p><b>submission deadline.</b></p> <p>The contact information for requesting clarifications is:  CEO, USRLM, Rural Development, Uttarakhand  Aajeevika Bhawan, Tapovan Road, Dehradun-248001</p>
<b>C. Submission, Opening and Evaluation</b>	
<b>8</b>	<p><b>Date and time of opening of technical proposal:</b></p> <p><b>Date:</b>To be informed later  <b>Time:</b> To be informed later  <b>Place of opening</b>  CEO, USRLM, Rural Development, Uttarakhand  Aajeevika Bhawan, Tapovan Road, Dehradun-248001</p>
<b>9</b>	<p>The evaluation criteria, sub-criteria, and point system are specified in the Summary Sheets that are attached to the Data Sheet.</p> <p>The minimum technical score required to pass is:<b>60</b> (on a scale of 1 to 100)</p>
<b>10</b>	<p><b>The lowest evaluated Financial Proposal (L1) is given the maximum financial score (sF) of 100.</b></p> <p><b>The lowest evaluated Financial Proposal (L1) would be awarded as the first ranked and would be called for negotiation.</b></p> <ul style="list-style-type: none"> <li>1- Calculation would be rounded off to 2 decimals.</li> <li>2- Service charge cannot be quoted less than 2.5% .</li> <li>3- A maximum of Rs.25,000/-per month per Area Coordinator including of all taxes and charges can be charged .</li> </ul>
<b>D. Negotiations and Award</b>	
<b>11</b>	<p><b>Expected date for contract negotiations:</b></p> <p><b>Date:</b> To be Informed Later</p>



## A : Essential

S.No	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	<ul style="list-style-type: none"> <li>• The agency must be a company registered under the Indian Companies Act 1956 (or the Companies Act, 2013) and be in business for more than 3 years in India as on 31 march, 2018</li> <li>• The agency must be registered with GST, EPF, ESI, PAN and IT returns</li> <li>• Shall have at least 50 employees in its rolls as on 31<sup>st</sup> March 2018</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• GST Registration Certificate</li> <li>• EPF Registration Certificate with No.</li> <li>• ESI Registration Certificate with No.</li> <li>• PAN copy.</li> <li>• Up-to-date IT returns for last 3 years (2014-15, 2015-16and 2016-17)</li> <li>• Documentary evidence showing total Number of Employees in Pay Roll of Firm as on 31.03.2018.</li> </ul>
2	Financial Turnover	<ul style="list-style-type: none"> <li>• Average annual turnover during last 3 financial years immediately preceding the current financial years (as per last published Balance Sheet) should be minimum Rs. 50 lakh only.</li> <li>• The net worth must be positive as per audited Balance Sheet during last 3 financial years.</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of audited balance sheet and profit &amp; loss account showing the relevant trade for last 3 financial year(2014-15, 2015-16 and 2016-17)</li> <li>• Certificate from Chartered Accountant for the turnover.</li> <li>• Certificate from Chartered Accountant for the net worth.</li> </ul>
3	Local presence	<ul style="list-style-type: none"> <li>• The firm should have an office in Uttarakhand or a undertaking that the firm/ organization shall open its office in Uttarakhand within 60 days of selection.</li> </ul>	Self-certified letter on existence of local office along with necessary evidence or undertaking that the firm/ organization shall open its office in Uttarakhand within 60 days of selection
4	Blacklisting	Affidavit by the authorized signatory of the agency that the agency has not been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on date of publication of this EoI.	affidavit in prescribed format as per annexure- 2 of Appendix 1

**SUMMARY EVALUATION SHEET FOR TECHNICAL PROPOSALS**

**(i) Evaluation Sheets to be used for the evaluation of Technical Proposals**

<b>EVALUATION CRITERIA</b>	<b>Max. Weight</b>	<b>Bidder 1</b>	<b>Bidder ---</b>
<b>1. Profile of the organization</b>	<b>15</b>		
a- Working for more than 10 years	15		
b- Working for more than 5 years	10		
c- Working for more than 3 years	6		
<b>2. Average turnover of last three years</b>	<b>15</b>		
a- 50 Lakh to 1 Crore	13		
b- 1 Crore to 2 Crore	14		
c- More than 2 Crore	15		
<b>3. Total no. of professional/ manpower</b>	<b>20</b>		
a- 50 to 75	8		
b- 76 to 100	12		
c- 101 to 150	16		
d- More than 150	20		
<b>4. Feedback of manpower supply</b>	<b>10</b>		
a- No feedback	4		
b- Feedback from 01 organization	6		
c- Feedback from 02 organization	8		
d- Feedback from more than 2 organization	10		

EVALUATION CRITERIA		Max. Weight	Bidder 1	Bidder ---
<b>5. Nomination of key persons for hand holding support to the Area Coordinator</b>		<b>10</b>		
a-	Project Manager	upto 4		
b-	Coordinator	upto 3		
c-	Training officer	upto 3		
<b>6. Qualification</b>		<b>20</b>		
a.	Experience in similar projects			
	a. Having experience of providing manpowers	<b>15</b>		
	i. Experience of providing more than 24manpowers	15		
	ii. Experience of providing more than 13manpowers	10		
b.	Experience of working in Govt. Depts.	upto 5		
<b>7. Approach &amp; Methodology</b>		<b>10</b>		
a	Understanding of Objectives/description of approach	upto 4		
d	Work plan	upto 3		
f	Counterpart Personnel & Facilities	upto 3		
<b>Total</b>		<b>100</b>		

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**Section 3: Technical Proposal – Standard Forms**

*Form TECH-1*

**TECHNICAL PROPOSAL SUBMISSION FORM**

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{Location, Date}

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To:  
CEO, USRLM

Rural Development,

Uttarakhand, Dehradun

Dear Sir:

.....We, the undersigned, offer to provide the services for

1. Area Coordinator for Rural Livelihood Mission through outsourcing agency.
2. Hiring of total 30 Area Coordinators through outsourcing agency.

**for USRLM, Rural Development Department, Uttarakhand** in accordance with your Request for Proposals on the selection method of 2 bid system. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal as directed.

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 in accordance with instructions.

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- (d) We meet the eligibility requirements as stated in instructions.
  - (e) We undertake to negotiate a Contract.
  - (f) We shall not invite or hire services of any other firm/third party without prior consent of Rural Development Department, Uttrakhand.
  - (g) 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 in force.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than 30 days of the date of letter of award.

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

We remain,

Yours sincerely,

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

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

Name of Bidder:

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

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

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

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*Form TECH-2 (for Full Technical Proposal Only)*

**BIDDER'S ORGANIZATION AND EXPERIENCE**

Form TECH-2: A brief description of the Bidder's organization and an outline of the recent experience of the Bidder that is most relevant to the assignment.

**A - BIDDER'S Organization**

1. Provide here a brief description of the background of your organization.
2. Include organizational chart, a list of Board of CEO, USRLMs, and beneficial ownership.

**B - BIDDER'S Experience**

1. List only previous similar assignments successfully completed.
2. List only those assignments for which the Bidder was legally contracted by the Client as an organization. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, but can be claimed by the human resources themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

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*Form TECH-3 (for Full Technical Proposal Only)*

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

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A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training.

{Suggested structure of your Technical Proposal (in FTP format):

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

- a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for handholding support and implementing the tasks on different departmental schemes (like GDPD, PES software, 14<sup>th</sup> finance Commission, RGSA etc.) to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
- b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. The work plan should be consistent with the Work Schedule Form./ organizational work flow chart}
- c) **Organization and Staffing.** {Please describe the structure and composition of your team.} Please outline the plan to meet out the human resource requirement from local/area specific region as mentioned in RFP.

**Form TECH-4 (for Full Technical Proposal Only)****PROFORMA FOR FURNISHING TECHNICAL BID****(Please read the terms and conditions before completing)**

<b>S. no</b>	<b>Item</b>		<b>Details</b>	<b>Page No. of Enclosures</b>								
1.	Name, Address and Telephone Number of the Organization (Please furnish proof of existence of office in Uttarakhand)	:										
2.	Details of the Bank FDR : 1- Rs.1,000/- fee for tender document (Non-refundable) 2- Rs.5.00 lakh towards bid security (EMD) .  FDR No. Date: Drawn on:											
3	Name of the CEO/Partner/Head.	:										
4	Name, designation and address, including phone/ mobile number of the contact person	:										
5	<ul style="list-style-type: none"> <li>• Whether the agency is registered under the Indian Companies Act 1956(or the Companies Act, 2013): Y/N</li> <li>• date of commencement of business.</li> </ul>											
6	Annual Turnover for last 3 years		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="841 1644 1003 1696"><b>Year</b></th> <th data-bbox="1003 1644 1312 1696"><b>amount (in Rs. lakh)</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="841 1696 1003 1759">2014-15</td> <td data-bbox="1003 1696 1312 1759"></td> </tr> <tr> <td data-bbox="841 1759 1003 1822">2015-16</td> <td data-bbox="1003 1759 1312 1822"></td> </tr> <tr> <td data-bbox="841 1822 1003 1885">2016-17</td> <td data-bbox="1003 1822 1312 1885"></td> </tr> </tbody> </table>	<b>Year</b>	<b>amount (in Rs. lakh)</b>	2014-15		2015-16		2016-17		
<b>Year</b>	<b>amount (in Rs. lakh)</b>											
2014-15												
2015-16												
2016-17												



			<b>Average</b>		
7.	Income Tax return for last 3 years		<b>Year</b>	<b>amount (in Rs. lakh)</b>	
			<b>2014-15</b>		
			<b>2015-16</b>		
			<b>2016-17</b>		
			<b>Average</b>		
8	(a) Do you have Labour license? Please provide details and attach a copy. (b) Undertaking of the Agency confirming the availability of adequate manpower of requisite qualification and experience for assignment.	:			
9	Are you covered by Labour Legislations, such as, ESI, EPF, Gratuity Act, etc. Please give ESI Code: EPF Reg. No.: Gratuity Act Reg. No.:	:			
10	GST No. [Attach copy]	:			
11	PAN Number of the : Organization [Attach Copy]	:			
12	Whether registered with Provident Fund Commissioner or any other trust for regulating the Provident Fund for employees. PF Registration No. and Date [enclose a copy of the relevant documents].	:	YES / NO		

13	Whether the bidder adheres to the provisions of relevant rules and laws related to payment of minimum wages & social securities. (Please note adherence to these rules is compulsory)	:	YES / NO	
14	Please submit an undertaking that the Company (Agency) has not been penalized or convicted by any court in any criminal case and The the Company (Agency) is not black listed at the time of tender.	:		
15	<b>Local Office : Y/N</b>  (if not, confirm an undertaking that the firm/ organization shall open its office in Uttarakhand within 60 days of selection)			
16	<b>Blacklisting</b> as on the date of publication of this EoI : <b>Y/N</b>			
17	Confirm to carry assignment as per RFP : Y/N			
18	Confirm to accept all term & conditions specified in RFP : Y/N			
19				

**DECLARATION:**

- a. It is certified that the information furnished above is correct.
- b. We have gone through the terms and conditions stipulated in the RFP and confirm to abide by the same. A copy of the RFP with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.

- 
- c. We understand that the decision of CEO, USRLM, Rural Development, Government of Uttarakhand to accept / reject “the points of disagreements and proposed solution provided by us” would be final and binding.
  - d. The signatory to this bid is authorized to sign such bids on behalf of the organization.

**Enclosure:**

- 1. 1. FDR No.(bidder has to submit the scanned copy of tender fee and E.M.D along with the technical proposal during the online submission of the said tender as per the dead line time mentioned in the RFP documents)\_\_\_\_\_

**Note-** Original EMD instrument and tender fee should be received at CEO, USRLM of Rural Development not later than specified date and time of opening of technical proposal in data sheet.

- 3. Technical proposal(Technical bid-each page must be signed)
- 4. Financial proposal.
- 4. Supporting documents as documentary evidence as stated above \_\_\_\_\_

Place:.....

Date:.....

**(Signature of Bidder with seal)**

Name:

Address

Phone No (O):

Fax No. (O):

**Form TECH-5 (Affidavit of not be under Ineligibility)**

Before the Executive Magistrate / Notary Public Sri.....

**AFFIDAVIT**

I, Sri / Smt. \_\_\_\_\_ aged about \_\_\_\_\_ S/o. / D/o. /  
W/o. \_\_\_\_\_ owner/CEO, USRLM of  
M/s. \_\_\_\_\_ At- \_\_\_\_\_ Po- \_\_\_\_\_, P.S-  
\_\_\_\_\_, Dist- \_\_\_\_\_ do hereby solemnly affirm and state as follows:

- 1) That pursuant to the RFP dt. \_\_\_\_\_ of CEO, USRLM of Rural Development, Uttarakhand for
  - a) Area CoordinatorforRural Livelihood Mission through outsourcing agency.
  - b) Hiring of 30Area Coordinator through outsourcing agency.

I / my agency/firm/Companyam / is an intended bidder to participate in the said tender process.

2) That as per terms & conditions of the RFP documents, I am to declare that, agency/firm/Company have not been blacklisted by any Central / State Government Organisation or by any Public Sector undertakings of the State / Central Government or by any corporation.

3) That neither any criminal case nor any vigilance case is pending against agency/firm/Companybefore any forum.

4) That I / my agency/firm/Companynot have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization/department.

5) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Advocate

The above deponent being present Executive Magistrate/  
before me & duly identified by Notary Public \_\_\_\_\_  
Sri \_\_\_\_\_

Advocate states on oath that the facts stated above are true to the best of his/her knowledge. Deponent

**\*Strike out whichever is not applicable.**

**Form TECH-6****(Duration of working in Government Department in terms of years)**

<b>Sl. No.</b>	<b>Name of Client and address</b>	<b>Project details</b>	<b>Project Duration ( in years)</b>	<b>Work order issued/ MoA/completion certificate signed on (date)</b>

### Section 4: Financial Proposal – Standard Forms

Name of the Bidder/ Bidding Firm / Company :										
Sl. No.	Item Description	Quantity	Units	Proposed remuneration on per month including ESI, PF (in Rupees)	Service Charges inclusive of company's overheads , profits etc. to be charged	GST per unit	Any Other Taxes /Duties/Levies in Rs. P	Total remuneration on including service charges on per person per month basis Rs	Grand Total Amount In Rs.	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9	10	11
1	Area Coordinator	30	Nos							
<b>Total in Figures</b>										
<b>Quoted Rate in Words</b>										

**Note-**

- 1- Service charge cannot be quoted less than 2.50%. Any bidder quoting less than 2.50% service charge, shall be declared unresponsive.
- 2- Calculation would be rounded off to 2 decimals.
- 3- The ceiling of total emolument/ honorarium for each Area Coordinator has been fixed as Rs 25,000/- per month which includes all taxes and service charges inclusive of company's overheads, profits etc. Any bidder charging at the rate more than Rs.25,000/- per Area Coordinator (including of all taxes and charges)/month, shall be declared unresponsive.
- 4- Financial evaluation (**lowest evaluated Financial Proposal (L1)**) shall be decided in accordance with the column no- 11 of the BoQ.
- 5- Rates shall be proposed in monthly basis in BoQ .

Place:.....

Date:.....

**(Signature of Bidder with seal)**

Name:

Address

Phone No (O):

## Section 5: Terms of Reference (TORs)

### 1- Background & objectives

The core belief of National Rural Livelihoods Mission (NRLM) is that the poor have innate capabilities and a strong desire to come out of poverty. They are entrepreneurial, an essential coping mechanism to survive under conditions of poverty. The challenge is to unleash their capabilities to generate meaningful livelihoods and enable them to come out of poverty. The first step in this process is motivating them to form their own institutions. They and their institutions are provided sufficient capacities to manage the external environment, enabled to access finance, and to expand their skills and assets and convert them into meaningful livelihoods. This requires continuous handholding support. An external dedicated, sensitive support structure, from the national level to the sub-district level, is required to induce such social mobilisation, institution building and livelihoods promotion.

Under dedicated sensitive support structure, Area Coordinators are being hired for Block level through outsourcing agency initially for the period upto 28-02-2019.

**The engagement of the Agency might be extended as per direction Government of Uttarakhand.**

### 2- Qualifications for the positions required

S.No	Designation	Consolidated Monthly Emoluments	Total number of creating proposed Posts	Job Responsibilities	Qualifications/ Requirements
1.	Area Coordinator	Rs.25,000/- as Consolidated Monthly Emoluments from Outsource Services	30 Blocks	To work in close coordination with BMMU to implement planned activities in the Block and supporting community coordinators in SHG capacity building, nurturing and strengthening, livelihoods interventions, Micro Planning, Bank Linkages, Self sustained Community Institution Building, livelihoods promotion and social development with coordination of field based activities in 30 intensive blocks under DAY-NRLM	<p>(1) having Master degree/ Diploma in the field of Rural Management, Social Works, Social Science, Animal husbandry, Agriculture, Horticulture from approved University/ Institute,</p> <p>(2) having more than one year experience related to above fields,</p> <p>(3) having good knowledge in Computer works (i.e. MS Office, Excel, Power Point etc.).</p>

## Section-6: Draft Agreement

This agreement is made at Dehradun on the -----day of ----- Two thousand eighteen between the CEO, USRLM, Tapovan Road, Raipur, Dehradun (hereinafter called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assignee) of the **First Part**.

### Second Part

**M/s-----**(*hereinafter* called the '**Agency**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part**

WHEREAS the 'Client' is desirous to engage the 'Agency' for

1. Area Coordinator for Rural Livelihood Mission through outsourcing agency.
2. Hiring of 30 Area Coordinator through outsourcing agency.

The terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various Labour, and any other laws applicable and all statutory obligations, such as, honorarium, allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc relating to personnel engaged for data entry work of Rural Livelihood Mission in department of Rural Development, Uttarakhand. The Client shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident / medical / health related liability / compensation for the personnel engaged by it at Rural Development Department, Uttarakhand. The Client shall have no liability in this regard.
3. Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one month notice on either side.
5. In case of non-compliance with the contract, the Client reserves its right to:
  - a. Cancel / revoke the contract; and / or
  - b. Impose penalty up to 10% of the Total Annual Value of contract
6. Performance security Deposit equal to 5% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of FDR or Bank Guarantee shall be furnished by the Agency at the time of signing of the Agreement.
7. The Agency shall be fully responsible for timely monthly payment of honorarium and any other dues to the personnel engaged at USRLM.
8. The personnel provided by the Agency will not claim to become the employees of USRLM and there will be no Employee and Employer relationship between the personnel engaged by the Agency at USRLM.
9. The rates would be fixed for the agreement period and there would be no increase in rates payable to the Agency.
10. The Agency also agrees to comply with annexed Terms & Conditions and amendments thereto from time to time.
11. Decision of Client in regard to interpretation of the Terms and Conditions.



12. The Agency shall ensure full compliance with tax laws of India with regard to this Agreement and shall be solely responsible for the same. The Agency shall keep Client fully indemnified against liability of tax, interest, penalty etc. of the Agency in respect thereof, which may arise.
13. In case of any dispute between the Agency and Client, Client shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Dehradun.
14. The substitution of human resources at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Bidder, including but not limited to death or medical incapacity. In such case, the bidder shall offer a substitute human resource within the period of time specified to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.
15. Nominated managerial team consisting of a Project Manager, a HR Manager and a Trainer cum Coordinator would make a presentation at CEO, USRLM at the end of every quarter on outcomes as per TOR.

THIS **AGREEMENT** will take effect from -----day of month----- Twothousand eighteen and shall be valid upto 28-02-2019.

**IN WITNESS WHEREOF** both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Dehradun in the presence of the witness

<p><b><u>For and on behalf of the 'Agency'</u></b></p> <p>Signature of the authorized Official</p> <p>Name of the Official</p> <p>Stamp / Seal of the 'Agency'</p> <p>SIGNED, SEALED AND DELIVERED</p> <p>By the said _____ (Name)</p> <p>_____ on</p> <p>behalf of the '<b>Agency</b>' in presence of</p> <p>Witness _____</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p>
---

<p>For and on behalf of the '<b>CEO, USRLM</b>'</p> <p>Signature of the authorized Official</p> <p>Name of the Official</p> <p>By the said _____ (Name)</p> <p>_____</p> <p>on behalf of the '<b>CEO, USRLM</b>' in presence of</p> <p>Witness _____</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p>
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**Section-7: List of 30 Blocks with District name**

<b>S.No</b>	<b>Name of Block</b>	<b>Name of District</b>
1.	<b>Takula</b>	Almora
2.	<b>Joshimath</b>	Chamoli
3.	<b>Karnprayag</b>	Chamoli
4.	<b>Champawat</b>	Champawat
5.	<b>Raipur</b>	Dehradun
6.	<b>Vikas Nagar</b>	Dehradun
7.	<b>Doiwala</b>	Dehradun
8.	<b>Sahaspur</b>	Dehradun
9.	<b>Bahadrabad</b>	Haridwar
10.	<b>Bhagwanpur</b>	Haridwar
11.	<b>Laksar</b>	Haridwar
12.	<b>Betalghat</b>	Nainital
13.	<b>Kotabag</b>	Nainital
14.	<b>Ramnagar</b>	Nainital
15.	<b>Kot</b>	Pauri
16.	<b>Duggada</b>	Pauri
17.	<b>Thalisain</b>	Pauri
18.	<b>Yamkeshwar</b>	Pauri
19.	<b>Pauri</b>	Pauri
20.	<b>Berinag</b>	Pithoragarh
21.	<b>Dharchula</b>	Pithoragarh
22.	<b>Gangolihat</b>	Pithoragarh
23.	<b>Ukhimath</b>	Rudraprayag
24.	<b>Narendra Nagar</b>	Tehri
25.	<b>Gadarpur</b>	U S Nagar
26.	<b>Jaspur</b>	U S Nagar
27.	<b>Kashipur</b>	U S Nagar
28.	<b>Khatima</b>	U S Nagar
29.	<b>Sitarganj</b>	U S Nagar
30.	<b>Chinyalisaur</b>	Uttarkashi