

REQUEST FOR PROPOSAL

**For Capacity Building under
Lab to Land Initiative
in
Kandaghat Block of Solan District
in
Himachal Pradesh**



Bid Reference: HIPA (Trg.) G (AP & Comm.) – 20/2010)- II

**Director
HP STATE INSTITUTE OF RURAL DEVELOPMENT,
FAIRLAWNS, SHIMLA-171012
Tel no. (0177) –2647855
Fax: (0177) – 2647172
E-MAIL: hipa-hp@nic.in**

Bid Reference: HIPA (Trg.) G (AP & Comm.) – 20/2010) -II

Issued to M/s. _____

Serial No. : _____

Vide Receipt No. _____ Date _____

On account of payment of cost of tender document for Rs. 2000/- (Rupees
two thousand only)

Note: In case the tender form is downloaded from Website, the Receipt Number and
date of deposit of Tender fee of Rs. 2000/- in SIRD, HP is to be mentioned.

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1. Invitation of Bids

Himachal Pradesh State Institute of Rural Development, Fairlawn (SIRD, HP) is a State Government undertaking. SIRD functions as an apex/nodal agency to provide training facilities to all the departments allied with rural development activities. The main functions of the SIRD are To conduct short term and long term training programmes for the officials and non officials engaged in Rural Development Management and Administration, to organize seminars, conferences and workshops for experts academicians, administrators, researchers and non officials on various rural development issues and concerns, to undertake research and documentation activities of Rural Development agencies and to prepare case studies as inputs for the training. SIRD also undertakes various research programmes including action research project work. The findings of the research studies, case studies and trainings undertaken by SIRD are furnished to Rural Development Department as feedback to strengthen the execution of various plans and programmes. It also develops reading material for skill up-gradation of the developmental functionaries working in the discipline of Rural Development. Further, SIRD takes up periodic training programme for elected representatives of PRIs of the State. Apart from these functions, SIRD,HP conducts and assists NIRD, MoRD and MoPR in organizing programmes at its campus.

Ministry of Rural Development, GoI has entrusted the task of providing training to about 100 stakeholders including 300 BNVs, Elected Representatives of Panchayati Raj Institutions, members of CBOs, NGOs and Govt functionaries of different development departments in Kandaghat development block under Lab to Land Initiative

1.1 Initiative

A host of programmes sponsored by Government of India and State Government are being implemented in the field of rural development, agriculture, animal husbandry, fisheries, watershed, forests and environment, health, education, nutrition, public distribution system, industries, development of women, children, ST/SC and physically challenged persons, rural electrification, management of land records and so on. These programmes have a direct bearing on the well being of the rural community. In the implementation of these programmes large number of stakeholders comprising Line Departments, NGOs and PRIs are involved. There is considerable scope to enhance effectiveness of the programmes by building leadership, disseminating knowledge and encouraging innovations. Lab to Land Initiative aims at organization of the stakeholders into a knowledge and innovation community (KIC) that will work together for full achievement of the objectives of various government programmes being implemented in rural areas for sustainable and inclusive development. In the initial phase of this

initiative, Kandaghat block in Solan District has been identified in the State for this purpose. Stakeholders involved in the implementation of the programmes in the block will be identified and their interests and abilities to be mapped. A programme will be drawn up to engage and involve all the stakeholders including volunteers called Bharat Nirman Volunteers (BNVs) at the block level and organize them into a cohesive group. Core Committees for proper execution of the initiative have been constituted at State, District, Block levels including representatives of various stakeholders. The Core Committees will identify key result areas/objectives under various programmes, actions required to achieve the desired results and indicators to measure performance. This will constitute the action plan under the initiative which will be taken up for implementation. The action plan will ultimately lead to building people's institutions, improved management of natural resources and development of infrastructure and better marketing of rural products to ensure steady flow of rural income.

1.2 Objectives

The project is looking for training of more than 1,000 personnel including Bharat Nirman Volunteers, PRI Members, NGOs, CBOs, SHGs and govt. functionaries who need to be trained with innovative & participatory training methods on schemes of Agriculture & Allied Services, Social services and Welfare Sector department. In addition to this certain studies, to assess the areas needing intervention are also proposed to be undertaken. Suitable training material in shape of Trainers manual, modules, reading material and e-learning material is also to be developed for the capacity building of all the stakeholders.

1.3 Invitation of Tender

Director Himachal Pradesh State Institute of Rural Development (SIRD, HP), invites two-tier structured (Eligibility cum Technical and commercial) sealed bids for Development of **Manuals & Courseware, undertaking Training and Research & Documentation** activities for Capacity Building of different stakeholders under **Lab to Land Initiative** in Kandaghat Block of Solan District.

1.4 Bid Document

The Bid document can be download from website [http:// himachal.gov.in/hipa](http://himachal.gov.in/hipa). The tender fee of Rs.2000/- will have to be deposited along with the bid as a separate bank draft or cash in such case.

- 1) Any prospective bidder can procure the Bid Document from the H.P. Institute of Rural Development, Fairlawns, Shimla-12. The Bid document is available on all working days from **3rd June, 2011** to **17th June, 2011** upto **11.30 AM** for a fee of Rs 2000/- (by demand draft) in favour of "Director, H.P. State Institute of Rural Development". HP SIRD shall not be responsible for any kind of postal delay in receiving the bid document.

1.5 Schedule of the Events

1	Issue of Tender Document	From 3rd June, 2011 to 17th June, 2011 upto 11.30 AM (excluding Govt. Holidays) during office hours.
2	Receipt of bids	On or before 17th June, 2011 upto 2.00 PM in the office of DIRECTOR, SIRD, HP at Fairlawn , Shimla. Any bid received by the DIRECTOR, SIRD, Himachal Pradesh after the deadline for submission of bids will be considered "late" and will be liable to be rejected.
3	Opening of Pre-qualification bid including EMD	On 17th June, 2011 at 3.00 PM onwards at SIRD, HP Fairlawns, Shimla-171012 All the bidders who qualify the basic eligibility criterion shall be called for a detailed presentation regarding their understanding of the project, methodology to be adopted for the implementation of the project with time lines

Notwithstanding anything else contained to the contrary in this tender document, DIRECTOR, SIRD, Himachal Pradesh reserves the right to cancel / withdraw / modify fully or partially the "Invitation of Bids" or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

1.5 Amendment of Invitation

At any time prior to the deadline for submission of bids, DIRECTOR, SIRD, HP reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be uploaded on the web site of SIRD, HP. The addendum shall be binding on all bidders.

2. PRE-QUALIFICATION CRITERIA

The pre-qualification criteria for undertaking the project is as per under:

1. The Bidder should have submitted Rs. 2000/- (Rs. Two thousand only) towards the cost of the Tender Document.
2. The Bidder must be a company/NGO in the field of Rural Development & Panchayati Raj training and have comprehensive experience in doing trainings, research & documentation and other courseware development; The bidder should have been in training & research business in Rural Development & Panchayati Raj for last 2 years or more.
3. The bidder should be empanelled with any state Government nodal agency as training provider.
4. The bidder must have executed at least one RD or PR training project with any State Government for minimum 1000 participants. Bidder has to provide details and documentary proof of all such projects and reference details.
5. The bidder should have experience in doing research in rural development and at least one multi location training in RD or PR domain for any government department/PSU.
6. The bidder should have a minimum turnover of Rs.50 lacs per year in last two years from training & Research projects with State/Central Governments/PSUs.
7. The bidder should have been filing income tax returns for last two years. Bidders have to provide details and documentary evidence of filing income returns.
8. No Consortium bidding will be allowed.
9. The Bidder should have technically qualified trainer's workforce of at least 30 researchers & trainers as on 15th May, 2011 on their payroll. The trainers to be deployed for imparting training should be minimum post graduates in social sciences from a reputed institution/University with experience in RD & PR Training & Research.

Note: Other things remaining the same preference will be given to the local manpower from Himachal Pradesh.

10. The bidding company/NGO should have support centers in Himachal Pradesh or in case bidding company/NGO does not have support centre in Himachal Pradesh, bidder will set up the support centers within a month (in case the contract is awarded to them) and the same will have to be functional up to three months after the completion of the project.
11. The bidders must submit an undertaking that SIRD, HP will have the Intellectual Property Rights on the manuals or other material, so developed, within the framework of this Bid.

Note:

12. Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India/State Government. A self-declaration certificate should be submitted as part of Pre-qualification bid.
13. DIRECTOR, SIRD, Himachal Pradesh reserves the right to accept or reject any or all responses without assigning any reason.

Only successful Bidders who qualify in Technical bid and presentation will be called for opening of commercial bids.

3. SCOPE OF WORK

The scope of the work includes the following broad components:

3.1 Manuals & Courseware:

3.1.1 Development of Training Material is English and Hindi with e-learning modules and material:

3.1.1.1 Modules in detail

3.1.1.2 Trainers Manuals.

3.1.1.3 Reading material for trainees.

The above work will include focus on the following programmes:

3.1.1.4 Subject Matter of Training Material

3.1.1.4.1 BNV' S Module & Training Material

- Motivation.
- Communication.
- Leadership & Team Building.
- Volunteerism.
- Role of BNVs as per the GoI guidelines
- Base line survey & Data Entry
- Rural Reporter

3.1.1.4.2 Rural Development Flagship Programmes

- MGNREGA Act & scheme.
- Total Sanitation Campaign
- SGSY
- Integrated Watershed Management Programme
- Indira/Atal Awas Yojna
- Matri Shakti Bima Yojna
- National Social Assistance Programme.
- Guru Ravidass Civil Amenities Scheme.

3.1.1.4.3 Development Department Programmes

- Community Mobilisation
- People Participation & Awareness Generation
- Service Delivery & Citizen Charter and e-samadhan
- Vigilance, Monitoring and Social Audit
- Health, Family Welfare & Ayurveda
- Decentralised/ Micro Planning
- Education
- Food Security & Public Distribution System
- Computer & Basic
- Agriculture, Horticulture, Fisheries & Animal Husbandry
- Co-operation
- Irrigation & Public Health

- Tourism
- MPP & Power
- Social Welfare & Nutrition

Deliverables: *Hard & editable soft copies of above material with e-learning modules*

3.1.2 *Compilation of Compendium* of Schemes of Rural Development Department & other above mentioned Development Departments' schemes in English and Hindi with e- modules and material indicating the details of different schemes (Central, State Sector or other sources) which aim at well being of the rural community. This compendium should highlight the scheme, its objectives and procedures for availing the benefits by rural masses under the said schemes with the following details:

- a) What are the benefits available to rural masses under the scheme
- b) What are the entitlements to avail the benefits of the scheme
- c) How are those benefits available to people, procedures thereof
- d) Name of the nodal officer in the block to avail the benefits
- e) Grievance Redressal Mechanism

Deliverables: *Hard & editable soft copies of above material with e-learning modules*

3.1.3 *Paper and video documentation of complete capacity building process.*

Deliverables: *Hard & editable soft copies of above material with e-learning modules and video documentation on DVD/CD*

3.2 Training:

3.2.1 *Training of 300 BNVs only at SIRD* (3 days X 10 Courses) on the above mentioned BNVs modules

3.2.2 *Organization of Training of 1000 persons* in Kandaghat Block with specific inputs on the basis of TNA in the block at 4 locations on rural development Flagship programmes and Development Department of RD Department, Agriculture & Allied services, Social & Welfare sector schemes.

3.2.2.1 Training Pre-requisites

3.2.2.1.1 Training to be provided to about 1000 participants, the maximum batch size will be of 30 participants including 300 BNVs.

- 3.2.2.1.2 The locations of trainings will at **MAMLIG, VAKNA, CHAIL** and **KANDAGHAT** in the block.
- 3.2.2.1.3 The training to be conducted strictly at the furnished space at each location for training of 30 participants.
- 3.2.2.1.4 All other infrastructure like computers, printer, LCD, projector etc. required for the training to be provided by bidder besides suitable sitting arrangements.
- 3.2.2.1.5 Bidder should design and provide detailed manuals for activities mentioned at para a. above.
- 3.2.2.1.6 Bidder will provide stationary including pen, pad and folder to all participants.
- 3.2.2.1.7 Bidder will provide safe drinking water, lunch and tea with biscuits twice a day to all participants.
- 3.2.2.1.8 The training of all 1000 participants should be completed within 3 months from the date of order at 4 locations in the block with 9 programmes at each venue.
- 3.2.2.1.9 The duration of training will be 6 full days (8 hrs per day) per batch, which will include-
 - 3.2.2.1.9.1 *Two days training on Flagship programmes of RD Deptt.*
 - 3.2.2.1.9.2 *One full day training on basics of computers and,*
 - 3.2.2.1.9.3 *Three days training on other development departments schemes for all trainees.*
- 3.2.2.1.10 The travel, boarding and lodging and any other expenses of the faculty members to be borne by the bidder. In addition the bidder will be liable to pay honorarium to the guest faculties from department/Government on lecture basis at the Himachal State Institute of Rural Development approved rates.
- 3.2.2.1.11 The bidder should preferably have online system for monitoring for the progress of the training.
- 3.2.2.1.12 The bidder should ensure smooth execution of training in case, the faculty leaves or absent in-between the training then the trained faculty should be provided within 24 hours, failing which a penalty will be levied.
- 3.2.2.1.13 Bidder will undertake the Training needs Assessment of all the stakeholders in consultation with the SIRD besides all the other assignments in this project.
- 3.2.2.1.14 The training material will be developed by the bidder and hard and soft editable copies with e materials will be provided to SIRD.

3.3 Research and Documentation-

3.3.1 Training Needs Assessment study of below mentioned personnel in Kandaghat block:

- BNVs
- Elected Representatives of Panchayati Raj Institutions.

- Members of CBOs, NGOs and SHG.
- Govt. officials of development departments

3.3.1.1 The study would be confined to 24 GPs of Kandaghat Block on random sample basis and will cover the following aspects

- Assessment in terms of capacity gaps in terms of roles and responsibilities of BNVs, PRI members, NGOs, CBOs, SHGs and govt. functionaries/officials envisioned under Lab to Land Initiative of MoRD, Gol
- Assessment for capacity building needs of Agriculture & Allied Services, Social services and Welfare Sector department officials which includes different functionaries involved in development of rural areas from Gram Panchayat to Block level.
- Assessment of gaps in terms of infrastructure support for the delivery of services by officials and non officials for effective implementation of programmes.
- Assessment of gaps in terms of existing training processes, subjects/disciplines of training, methodology and delivery pattern.
- Recommendations to SIRD with respect to the gaps identified on above mentioned issues

Deliverables: *Hard & editable soft copy of above report*

3.3.2 Work, Time and Motion Study of BDO office, Kandaghat.

3.3.2.1 Study to focus on-

The work assigned to BDO Office as per the order by RD Deptt .as well as other departments

- Taking stock of the work performed by BDO Office
- The available manpower vis-a-vis the task and their performance
- Establishing employee productivity standards in which
 - (1) a tasks performed and quantum of work with performance
 - (2) the sequence of movements taken by the employee in performing the work be carefully observed to detect and eliminate redundant or wasteful motion, and
 - (3) precise time taken for each correct movement be measured.
 From these measurements production and delivery times and prices be computed and incentive schemes can be devised.

3.3.2.2 Procedure for the study:

1. Define and document the standard method.

2. Divide the task into work elements. Familiarize the task and attempt to improve the work procedure before defining the standard time.
3. Time the work elements to obtain the observed time for the task.
4. Evaluate the worker's pace relative to standard performance (performance rating), to determine the normal time.
5. Apply an allowance to the normal time to compute the standard time. The allowance factors that are needed in the work are then added to compute the standard time for the task.

3.3.2.3 Factors

- Skill – Proficiency in following the given method
- Effort – The will to work
- Conditions – The general work surroundings
- Consistency – of performance

3.3.2.4 Findings & Recommendations

The findings and suggestions on the present work and recommendations to improve the time and work performance

Deliverables: *Hard & editable soft copy of report*

3.3.3 Baseline Survey of block with BNVs as given in the GoI guidelines available on the website of Institute and compilation of document with analysis and reporting on findings.

Deliverables: *Hard & editable soft copy of report with analysis and reporting on findings.*

Training and Research & Documentation Activities

The successful bidder is required to impart comprehensive and field orientation training to participants' at each location as well all other activities in the scope of work.

Delay in execution of the Project

- a. Any delay by the successful bidder in the performance of its contracted obligations shall render the successful bidder liable to the imposition of appropriate liquidated damages, unless agreed otherwise by DIRECTOR, SIRD, Himachal Pradesh.
- b. In the event the successful bidder is not able to complete the Training at all the locations as defined by DIRECTOR,SIRD, Himachal Pradesh due assignments to non availability of locations or any other reason beyond the

control of the successful DIRECTOR, SIRD, HP, the successful bidder may mutually agree to redefine the milestones so that successful bidder can complete training & research within the redefined milestones for such locations.

4. INSTRUCTIONS TO BIDDERS

4.1. General information

4.1.1. There are Two parts of Tender Document namely: (two sets in each part Original bid and First Copy) :-

- **First part:** Eligibility cum Technical Bid.
- **Second part:** Commercial Bid.

4.1.2. The bidder is required to fill-out all the two parts of bid papers and place them in two separate sealed envelopes, which should be super scribed as “**Eligibility cum Technical Bid and Commercial Bid respectively**”, with **Bid Reference Number and Date of Opening**.

4.1.3. These envelopes should be placed in another sealed envelope and addressed to:

**DIRECTOR
HP STATE INSTITUTE OF RURAL DEVELOPMENT,
FAIRLAWNS, SHIMLA-171012**

4.1.4. Tenders (non-transferable) would be considered in the prescribed tender form / document only. Tender, duly filled and accompanying all supporting documents should be submitted on or before the given date & time after which no tenders would be accepted.

4.1.5. The bids will be opened at the given address in the presence of representatives of the participating bidders (if they desire to be present) as per the bid opening schedule mentioned earlier. The **Eligibility cum Technical Bids** of only those bidders who have submitted the Tender document, fees and EMD will be opened.

4.1.6. The bidders who fulfill the eligibility criteria will be required to give a presentation on their understanding of the project and detailed execution plan after the opening of the Eligibility cum Technical Bid. The presentation will be held at Shimla at the venue time and date to be decided by DIRECTOR SIR, HP.

The Commercial Bids of only the bidders short-listed from the Technical bids and presentation will be opened. The bids will be opened on the scheduled date and time even in case of absence of the Bidder s.

4.1.7. Tenders shall be submitted fully in accordance with the requirements of the General Terms and Conditions. Appropriate forms prescribed with this document shall be used for filling quotations. Incomplete, illegible and

unsealed tenders will be rejected. Telegraphic tenders will not be accepted and no correspondence will be made in this regard.

- 4.1.8. All offers should be made in English. Conditional offers and offers qualified by vague and indefinite expressions such as "Subject to immediate acceptance", "Subject to prior sale" etc. will not be considered.
- 4.1.9. The price and conditions of the offer should be valid for at least a period of 180 days from the date of tender opening. Tender with validity of less than 180 days will be rejected.
- 4.1.10. Modification of specifications and extension of closing date of tender if required will be made by an Addendum. Copies of Addenda will be notified on the website "www.himachal.gov.in/hipa". These shall form a part of the tender in full and/or part thereof.
- 4.1.11. The bidder shall carefully examine the tender documents and the technical specifications and fully acquaint themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof. Should a Bidder find discrepancies in or omissions from the specifications or other documents, or should there be any doubt as to their meaning, he should at once notify DIRECTOR, SIRD, HP and obtain clarification in writing. This however does not entitle the Bidder to ask for time beyond the due date fixed for receipt of tenders.
- 4.1.12. Submitted tender forms, with overwriting or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. In case of discrepancy between words and figures noted against each item of the tender and between unit rates and the total amount, the decision of the tendering authority will be final and binding on the Bidders. Total of each item and grand total of whole tender should be clearly written. Corrections in the tender, if unavoidable, should be made by rewriting with dated initial of the Bidder after scoring out of the wrong entries. Clerical and arithmetical mistakes may result in rejection of the tender.
- 4.1.13. Request from the Bidder in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the tender will not be considered.
- 4.1.14. While tenders are under consideration, Bidders and their representatives or other interested parties, are advised to refrain from contacting by any means tendering personnel or representatives, on matters relating to the tenders under study. DIRECTOR, SIRD, HP if necessary will obtain clarification on tenders by requesting such information from any or all the Bidders either in writing or through personal contact as may be necessary. The Bidder will not be permitted to change the substance of his offer after the tenders have been

received in DIRECTOR, SIRD, HP. Any attempt by any bidder to bring pressure of any kind, may disqualify the bidder for the present tender and the bidder may be liable to be debarred from bidding for DIRECTOR, SIRD, HP, tenders in future for a period of three years.

- 4.1.15. DIRECTOR, SIRD, HP reserves all rights to cancel the tender without assigning any reason thereof.

4.2. **Cost of bidding**

- 4.2.1. The Bidder shall bear all costs associated with the preparation and submission of its bid and DIRECTOR, SIRD, HP will in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.
- 4.2.2. **Non-transferable Tender:** The Tender Document is not transferable. Only the party which has downloaded/purchased this tender form shall be entitled to quote. In case of down loading from the website the party which has deposited the tender fee will be eligible to quote.

4.3. **Proposal validity**

- 4.3.1. Technical and Financial Proposals shall remain valid for a period of 180 days from the date specified for opening of Technical Bid. DIRECTOR, SIRD, HP shall reject the Proposal as being non-responsive if it is valid for a shorter period.
- 4.3.2. In exceptional circumstances, prior to expiry of the original Proposal validity period, DIRECTOR, SIRD, HP may request that the Bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing to or by facsimile on the listed contact information of the Bidders. In such cases, the Bidders shall not be required or permitted to modify the Proposal, but shall be required to extend the validity of the Proposal for the extension period.

4.4. **EMD**

- 4.4.1. The bidder shall furnish, as part of its general bid, an EMD of amount Rs. 50,000.00 (Rupees fifty thousand only). The EMD is required to protect DIRECTOR, SIRD, HP against the risk of bidder's conduct, which would warrant the forfeiture of EMD, pursuant to clause 4.12.
- 4.4.2. The Demand Draft will be obtained from any Scheduled Bank located in India, drawn in favour of DIRECTOR, SIRD, HP, Shimla, payable at Shimla and will not be liable for any interest.
- 4.4.3. Any bid, not containing the EMD will be rejected as non-responsive. Unsuccessful bidder's EMD will be discharged / returned as promptly as possible, but not later than 30 days after the expiration of the period of bid validity.

4.5. **Bid Opening**

Bids can be submitted as per the bid schedule at clause 1.5 and it will be opened in the presence of the representatives of the bidders who wish to attend the opening of the bids. Technically qualified bids will be taken up for further processing. Financial Bids of technically qualified bidders will be opened in the presence of the bidders / representatives (who may like to be present) on a separate date and time which will be notified separately.

No discussion / interaction will be held with the bidders whose bids have been rejected / disqualified.

DIRECTOR, SIRD, HP, Himachal Pradesh reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever.

- 4.5.1. The TENDER Evaluation Committee(s), shall evaluate the Technical Bids, Presentations and Commercial bids. The decisions of the Evaluation Committee(s) in the evaluation of the Commercial bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee(s).
- 4.5.2. On the date, time and location of the bid opening as specified in the TENDER, the Evaluation Committee(s) shall open the Proposals, in the presence of Bidders' designated representatives who choose to attend. The Bidders' representatives who are present shall sign a register/paper evidencing their attendance. The Bidders' names, and any such other details as the Evaluation Committee(s) may consider appropriate, will be announced by the Evaluation Committee(s) at the opening.
- 4.5.3. The Evaluation Committee(s) reserves the right at any time to postpone or cancel a scheduled bid opening. The bids will be opened at the address specified in TENDER.
- 4.5.4. The bidders qualified in Technical Bid and presentation would only be called for opening of commercial Bids and for Technical Presentation.
- 4.5.5. After evaluation of Eligibility cum technical bids, the commercial bids of only those Bidders who qualify technically and give successful presentation will be opened. The date and time of opening of the financial bids will be announced at a later date, and the bids would be opened in the presence of the Bidders' representatives who choose to be present.
- 4.5.6. DIRECTOR SIRD, HP reserves the right to reject any or all bids without assigning any reason.

4.6. Language of bid & Correspondence

The Bid will be prepared by the Bidder in English language only. All the documents relating to the Bid (including brochures) supplied by the Bidder should also be in English, and the correspondence between the Bidder & DIRECTOR, SIRD, HP will be in English language only. The correspondence by Fax / E-mail must be subsequently confirmed by a duly signed formal copy.

4.7. Bid currencies

Prices shall be quoted in INDIAN RUPEES, inclusive of all prevailing taxes.

4.8. **Evaluation & selection criteria**

The Evaluation Committee will carry out a detailed evaluation of the Proposals in order to determine whether the technical aspects are in accordance with the requirements set forth in the TENDER Document. In order to reach such a determination, the Evaluation Committee will examine and compare the technical aspects and thoroughness of the proposals on the basis of information provided by the bidder, taking into account the following factors:-

- a. *Overall completeness and compliance with the requirement*
- b. *Proposed work-plan and methodology shall demonstrate that the bidder will achieve the performance standards within the time frame described in TENDER documents.*
- c. *Any other relevant factors, listed in TENDER document, or which the DIRECTOR, SIRD, HP deems necessary or prudent to take into consideration.*
- d. *Plan to execute the assignments as indicated in the scope of work.*

4.9. **Disqualification or Rejection of Tender**

The tender is liable to be rejected or the bidder be disqualified at any stage on account of the following.

- 4.9.1. If the bid or its submission is not in conformity with the instruction mentioned herein.
- 4.9.2. If the bid is not accompanied by the requisite TENDER document cost
- 4.9.3. If the bid is not accompanied by the requisite EMD
- 4.9.4. If it is not signed with seal, on all the pages of the bid document.
- 4.9.5. If it is received after the expiry of due date and time.
- 4.9.6. If it is incomplete and required documents are not furnished.
- 4.9.7. If it is misleading or false statements/ representations are made as part of pre-qualification requirements.
- 4.9.8. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

4.10. **Forfeiture of EMD (bid security)**

EMD submitted by the bidder may be forfeited under the following conditions:

- If the bid or its submission is not in conformity with the instruction mentioned herein.
- If the bidder withdraws the tender before the expiry of the validity period.

- If the bidder violates any of the provisions of the terms and conditions of the tender.
- In the case of a successful bidder fails to
 - (a) Accept award of work,
 - (b) Sign the Contract Agreement with DIRECTOR, SIRD, HP after acceptance of communication on placement of award,

A default in such a case may involve black-listing of the bidder by DIRECTOR, SIRD, HP.

4.11. Compensation for termination of contract

If the bidder fails to carry out the award / work order in terms of this document within the stipulated period or any extension thereof, as may be allowed by DIRECTOR, SIRD, HP, without any valid reasons acceptable to it, may terminate the contract after giving one month notice, and the decision of DIRECTOR, SIRD, HP in this matter shall be final and binding on the bidder. Upon termination of the contract, DIRECTOR, SIRD, HP shall be at liberty to get the work done at the risk and cost of the bidder through any other agency, and to recover from the bidder compensation or damages.

4.12. Liquidated damages

In the event of delay in execution of work, specified in this Contract / furnishing of deliverables, the bidder shall be liable to a penalty @ 1% of the value of work order for every week of delay up to a maximum of 10%, after which DIRECTOR, SIRD, HP shall be at liberty to cancel the award. For the purpose of this clause, part of a week shall be considered to be a full week.

4.13. Payment schedule

- 4.13.1. No payment will be made in advance for any services under this project and all payments will be attached to different deliverables mentioned in the scope for work..
- 4.13.2. Payments: - Payment for training & research will be released in 4 parts first installment of 20% payment will be released on completion of TNA Study & BNVs training at SIRD, HP. All bills should be accompanied with attendance sheets.
- 4.13.3. The second installment of 20% will be released on preparation of Training material in English and Hindi with e- learning modules and material i.e. Modules in detail, Trainers Manuals and Reading material for trainees besides Compilation of Compendium.
- 4.13.4. Third instalment of 30% will be released on completion of training of 1000 trainees at four locations in the block and paper & Video documentation of the process.

4.13.5. Fourth and final payment of 30% will be on satisfactory completion of all the activities including Work, Time and Motion Study of BDO office and Baseline Survey of block with BNVs.

4.13.6. Any other payment, which is left to cover in the payment schedules, mentioned above, will be made after one month of completion of training at all locations.

5. AWARD OF WORK

4.14. DIRECTOR, SIRD, Himachal Pradesh reserves the right to accept or reject any or all bids

Notwithstanding anything else contained to contrary in this Tender Document, DIRECTOR, SIRD, HP reserves the right to accept or reject any Bid or to annul the bidding process fully or partially, or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.

4.15. Notification of award

4.15.1. Prior to the expiry of the period of Bid validity, DIRECTOR, SIRD, HP will notify the successful Bidder in writing by speed post or Fax or email that its Bid has been accepted.

4.15.2. The liability of the bidder to perform the services will commence from the date of notification of Award. The Completion Period shall be counted from the date of 'Notification of Award of Work'.

4.16. Signing of Contract

4.16.1. At the time as the SIRD, HP notifies the successful bidder that its bid has been accepted, the Indenting Officer will send the bidder the Contract Form, incorporating all agreement between the parties.

4.16.2. Within 10 (Ten) days of receipt of the Contract Form, the successful Bidder shall sign and date the Contract and return it to the Indenting Officer. Any incidental expenses of execution of agreement shall be borne by the successful Bidder(s).

4.17. Corrupt or Fraudulent Practices

DIRECTOR, SIRD, HP requires that the bidders under this tender observe the highest standards of ethics during the bidding and execution of the contract. In pursuance of this policy, the DIRECTOR, SIRD, HP defines the terms set forth as follows:-

4.17.1. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and

4.17.2. "Fraudulent Practice" means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission), designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of the free and open competition;

4.17.3. The DIRECTOR, SIRD, HP will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

4.17.4. The DIRECTOR, SIRD, HP will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined

that the Bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.

4.18. Performance security

4.18.1. Within 7 (Seven) days of Notification of "Award of the Work" the company/NGO shall furnish Performance Security to DIRECTOR, SIRD, HP @ 2% of the total accepted order value of quoted bid by way of irrevocable and unconditional Bank Guarantee in favour of DIRECTOR, SIRD, HP for a period to be specified in the award of work.

The proceeds of the Performance Security shall be payable to DIRECTOR, SIRD, HP as compensation for any loss resulting from the Company's/NGO's failure to fulfill its obligations under the terms and conditions of the Work Order.

4.19. Termination for default

4.19.1. DIRECTOR, SIRD, HP may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security) by written notice of default sent to the company/NGO, terminate the work / task in whole or in part, after sending a notice to the Company/NGO in this regard

4.19.1.1. If the Company/NGO fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the Tender Document. I

4.19.1.2. If the Company/NGO fails to perform any other obligations under the terms and conditions.

4.20. Progress of the project

Progress of the Project may be intimated in writing to DIRECTOR, SIRD, HP on fortnightly basis.

4.21. Confidentiality

Any information pertaining to the Govt. of Himachal Pradesh or any other agency involved in the project, matters concerning Himachal Pradesh that comes to the knowledge of the vendor in connection with this contract, will be deemed to be confidential and the Bidder will be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The vender shall ensure due secrecy of information and data not intended for public distribution. The affidavit to this effect should be submitted along with security deposit.

4.22. Force majeure

a) This clause shall mean and be limited to the following in the execution of the contract placed by DIRECTOR, SIRD, HP.

- War / hostilities
- Riot or civil commotion
- Earth Quake, Flood, Tempest, Lightning or other natural physical disaster

- Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the Service Provider , which prevent or delay the execution of the order by the Service Provider

b) The Solution Provider shall advise DIRECTOR, SIRD, HP in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, DIRECTOR, SIRD, HP reserves the right to cancel the contract without any obligation to compensate the Service Provider in any manner for whatsoever reason, subject to the provision of clause mentioned.

4.23. Arbitration

a) All disputes, differences, claims and demands arising under the contract shall be referred to the Principal Secretary (Rural Development & Training) to the Govt. of Himachal Pradesh, and final decision and the same shall be binding on all parties.

b) Any other terms and conditions mutually agreed prior to finalization of the order / agreement shall be binding on the Service Provider.

c) DIRECTOR, SIRD, HP and the selected Solution Provider shall make every effort to resolve amicably through direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matter the decision of which is specially provided for by the general conditions, such disputes shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering into the reference and the award of the arbitration or umpire as the case may be Shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or reenactment thereof the arbitration proceeding shall be held in Shimla.

4.24. Legal jurisdiction

All legal disputes are subject to the jurisdiction of Shimla courts only.

4.25. Completeness of tender offer

The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the Tender Documents. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Bidder 's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the tender document is not given therein, or if particulars asked for in the Forms / Proforma in the tender are not fully furnished.

Checklist

PRE-QUALIFICATION BID Compliance statement

Sr. No.	Eligibility Criteria	Yes / No
1)	Acceptance of Terms and conditions of TENDER (Please refer Annexure-1)	
2)	Bidder Profile (Please refer Annexure-2)	
3)	Authorization letter (Please refer Annexure-3)	
4)	Self-certification (Please refer Annexure-4)	
5)	The Bidder should have submitted Rs. 2000/- (Rupees two thousand only) towards the cost of the Tender Document.	
6)	The Bidder should have furnished the Earnest Money Deposit (EMD) of Rs.50, 000/- (Rupees fifty thousand) only.	
7)	The Bidder must be a company/NGO in the field of Rural Development & Panchayati Raj training and have comprehensive experience in doing trainings, research & documentation and other courseware development	
8)	No Consortium bidding is allowed.	
9)	The bidder should have been in training & research business in Rural Development & Panchayati Raj for last 2 years or more.	
10)	The bidder should be empanelled with any state Government nodal agency as training provider.	
11)	The bidder must have executed at least one RD or PR training project with any State Government for minimum 1000 participants. Details and documentary proof of all projects and reference details.	
12)	Experience in doing research in rural development and at least one multi location training in RD or PR domain for any government department/PSU.	
13)	Minimum turnover of Rs.50 lacs per year in last two years from training & Research projects with State/Central Governments/PSUs. Documentary evidence properly signed and verified by a Chartered Accountant should be attached as a proof of Turn Over	
14)	Details and documentary evidence of filing income tax returns for last two years.	
15)	The Bidder should have technically qualified trainer's workforce of at least 30 researchers & trainers as on 15 th May, 2011 on their payroll.	

16)	<p>Trainers to be deployed for imparting training should be minimum post graduates in social sciences from a reputed institution/University with experience in RD & PR Training & Research.</p> <p><i>Note: Other things remaining same the successful bidder will give preference to local manpower of Himachal</i></p>	
17)	<p>The bidding company/NGO should have support centers in Himachal Pradesh or in case bidding company/NGO does not have support centre in Himachal Pradesh, bidder will set up the support centers within a month (in case the contract is awarded to them) and the same will have to be functional up to three months after the completion of the project.</p>	
18)	<p>Undertaking that SIR, HP will have the Intellectual Property Rights on the manuals or other material, so developed, within the framework of this Bid.</p>	

Technical bid

Sr. No	Eligibility Criteria	Yes / No
1.	Proposed Methodology (Please refer Annexure-5)	
2.	Implementation schedule	

Commercial bid

Sr. No.	Eligibility Criteria	Yes / No
1.	Price Schedule (Please refer Annexure-6)	
2.	Performance Security Form (Please refer Annexure-7)	

Note: The bidder or his/ her representative is required to give a certificate of "NO Objections" to the outcome of previous rounds of Pre-qualification and technical bids

Proformae and Annexures

ANNEXURE-1

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN RFP DOCUMENTS

To,

Director
HP State Institute of Rural Development
Fairlawns,
Shimla-171012.

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [**HIPA (Trg.) G (AP & Comm.) – 20/2010**]- II] regarding engagement as Service Provider capacity building under Lab to Land Initiative in Kandaghat Block of Solan District Himachal Pradesh.

I declare that all the provisions of this RFP/Tender Document are acceptable to our company. It is further certified that I am authorized signatory of my company and therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

ANNEXURE-2

DETAILS OF THE ORGANISATION

1. Name of the Organisation:
2. Registered Address:
3. Year of Establishment:
4. Details of Registration /
5. Incorporation
6. Details of the Technical Specialist employed with the Organisation:

Sl. No.	Specialty / Skill-set	No. of People	Resume attached

List of Project Handled:

- 1
- 2
- 3
- 4

PLACE :

DATE :

SIGNATURE OF AUTHORISED PERSON WITH SEAL

ANNEXURE-3

REPRESENTATIVE AUTHORIZATION LETTER

Date : _____

Ref : _____

To,

Director
HP State Institute of Rural Development,
Fairlawns, Shimla-171012

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with invitation reference No. _____, Dt: _____.

She/He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

Representative Signature

Signature attested

Company Seal

ANNEXURE-4

SELF DECLARATION

Date : _____

Ref : _____

To,

Director
HP State Institute of Rural Development,
Fairlawns, Shimla-171012

In response to the invitation No. _____, Dt:_____. Of Ref.
Ms. _____ /Mr. _____, as a
_____, I / We hereby declare that our company
_____ is having unblemished past record and was not declare
ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of witness

Signature of the Bidder

Date:

Date:

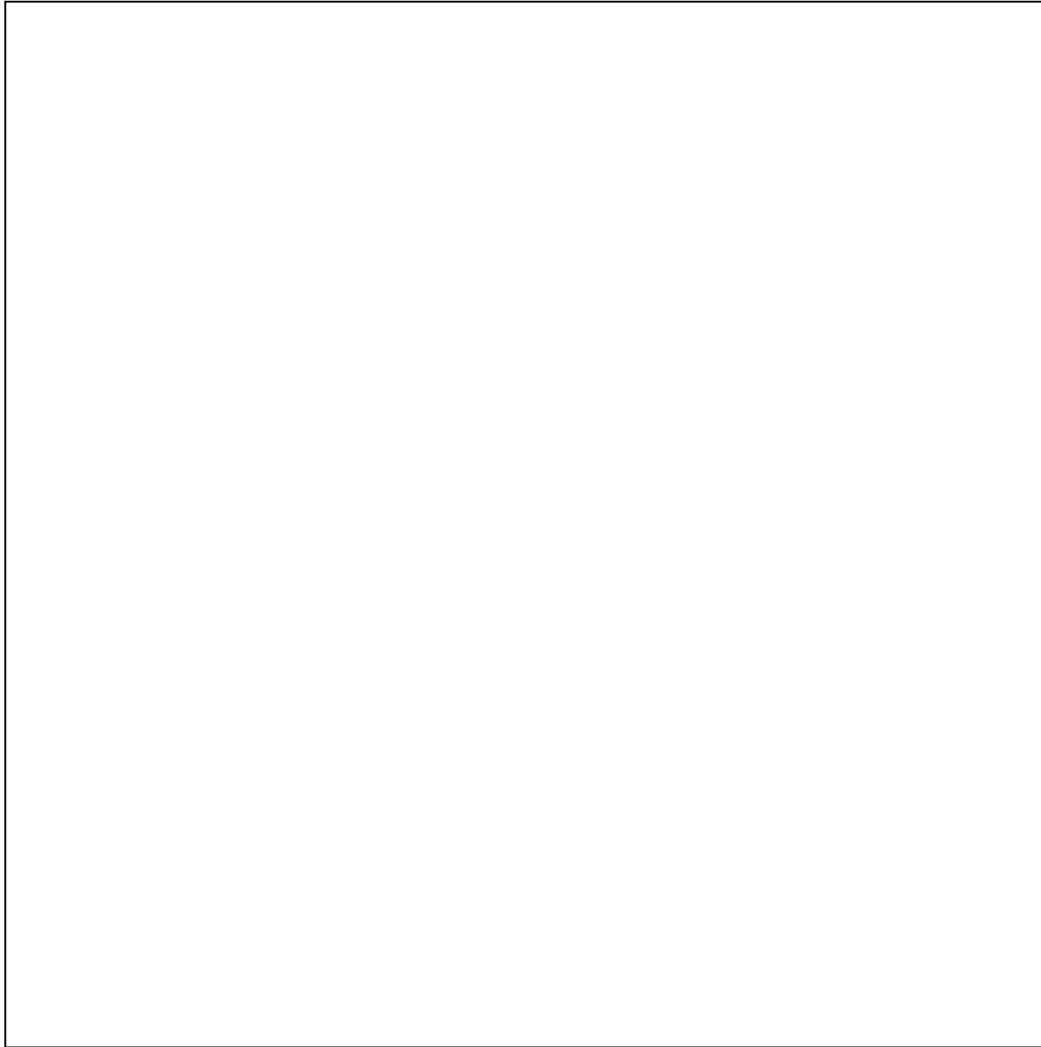
Place:

Place:

Company Seal

ANNEXURE-5

PROPOSED METHODOLOGY & TIME LINE



- **Attach extra sheet(s), if required.**

Signature of witness
Date:
Place:

Signature of the Bidder
Date:
Place:

Company Seal

PRICE SCHEDULE

We/ M/s _____ offer the price of Rs -----

----- inclusive of taxes. The details of the quoted price are as under:

Sr. No.	Particulars	Total Cost in Rs.
A	Manuals & Courseware	
	1. <i>Development of Training Material</i>	
	i) BNV' S Module & Training Material	
	ii) Rural Development Flagship Programmes	
	iii) Development Department Programmes	
	2. <i>Compilation of Compendium</i>	
	3. <i>Paper and video documentation</i>	
	Total A	
B	Research and Documentation	
	1. <i>Training Needs Assessment study</i>	
	2. <i>Work, Time and Motion Study</i>	
	3. <i>Baseline Survey of block</i>	
	Total B	

Sr. No.	Particulars	Course Duration in Days	Participants in one course	No. of Courses	Cost in Rs.	
					Per participant	Total
C	Training					
I.	1. Training of 300 BNVs at SIRD	3	30	10		
	i) Stationery Articles i.e. Bag, Pen & Note-book					
	ii) Training Cost Faculty & Reading material					
II.	Training of 1000 persons in Kandaghat Block at 4 locations	6	30	9		
	i) Stationery Articles i.e. Folder, Pen & Note-book					
	ii) Training Cost Faculty & Reading material					
	iii) Lunch & two times tea with biscuits					
	Total C					
	Grand Total (A+B+C)					

Grand Total Rs: -----

-

(Total amount is to be mentioned in words also)

Note (*): Lowest Commercial bid shall be considered on the basis of total amount for items mentioned at A & B above, however, Lowest per candidate rate for 3 days and 6 days training shall be considered for items mentioned at C above.

Signature of witness

Name:

Date &

Place

Stamp:

Signature of the Bidder

Name:

Date

Place

Stamp:

PERFORMANCE SECURITY FORM

To

Sir/Madam,

WHEREAS..... (Name of the Bidder) hereinafter called “the Bidder ” has undertaken, in pursuance of Contract No..... dated.....2011 to develop courseware, to undertake research and to provide training to approximately 1000 participants across around 4 locations in Kandaghat block and SIRD, HP.

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a Nationalised Bank for the sum specified therein as security for compliance with the Bidder s Performance obligations in accordance with the Bidder .

AND WHEREAS we have agreed to give the Bidder a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Bidder , up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Bidder to be default under the Contract and without cavil or argument, any sum or sums within the limit of..... (Amount of Guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand for the sum specified therein.

This guarantee is valid until the..... Day of.....2011.

Signature and Seal of Guarantors

.....
.....
.....

Date.....

Address.....
.....