

**POVERTY MONITORING AND POLICY SUPPORT UNIT SOCIETY, MP  
MADHYA PRADESH STATE PLANNING COMMISSION (MPSPC)  
GOVERNMENT OF MADHYA PRADESH**

**TENDER NOTICE**

“REQUEST FOR PROPOSAL”  
FOR

**“Impact Assessment Study on Madhya Pradesh Model of Financial Inclusion  
(SAMRUDDHI)”**

Tender Ref. No.- 08/PMPSUS/2014

Date: 15/10/2014

The MP State Planning Commission is entrusted with the responsibility for monitoring and Evaluation of the planned interventions of different departments under the entire plan cycle. The Poverty Monitoring and Policy Support Unit Society (PMPSUS) within MPSPC as Technical support unit for various matters pertaining to the development of state, proposes to appoint a consultancy firm through an open bidding process.

Hence, Poverty Monitoring and Policy Support Unit Society, Madhya Pradesh State Planning Commission Bhopal, Madhya Pradesh is inviting technical and financial bids from external evaluating agencies to carry out an Impact Assessment Study on Madhya Pradesh Model of Financial Inclusion (SAMRUDDHI). The agencies must have:

1. Experience of minimum 5 years in related field.
2. Minimum turnover of Rs. 02 Cr. (Rs. Two Crore) Per Annum from consulting assignments in last three years.
3. The agency must have completed at least 5 similar projects of evaluation of departmental plans/ policies.

Interested agencies meeting above mention criterion can access Request for Proposal (RFP) and Application format at <http://www.mpplanningcommission.gov.in/tender.htm>. Proposals shall be submitted at following address:

**Deputy Team Leader,  
Poverty Monitoring and Policy Support Unit Society (PMPSUS)-MP  
Madhya Pradesh State Planning Commission  
C-Wing, First Floor, Vindhyachal Bhawan,  
Arera Hills, Bhopal, (M.P.) – 462004**

The proposals will not be accepted after 1:30 PM of 14<sup>th</sup> November 2014. Financial bids of only technically qualified application will be opened.

*The Poverty Monitoring and Policy Support Unit Society (PMPSUS) reserves the right to accept or reject, any or all proposals received in response to this notice without assigning any reason/s and its decision in this regard will be final.*

**MADHYA PRADESH STATE PLANNING COMMISSION**  
**POVERTY MONITORING AND POLICY SUPPORT UNIT SOCIETY (PMPSUS)**  
**MADHYA PRADESH**

**REQUEST FOR PROPOSAL**

**For**

**“Impact Assessment Study on Madhya Pradesh Model of Financial Inclusion  
(SAMRUDDHI)”**

**RFP Reference No. : 08/PMPSUS/2014**

**Issue Date: 15/10/2014**

**Poverty Monitoring and Policy Support Unit Society (PMPSUS)-MP  
State Planning Commission M.P.  
C-Wing, First Floor, Vindhyachal Bhawan,  
Bhopal, Madhya Pradesh – 462 004**

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## PROPOSAL FORM

Proposal form must be completed, signed and returned to Poverty Monitoring and Policy Support Unit Society (PMPSUS). Proposal must be made in accordance with the instructions contained in this RFP. **The “Impact Assessment Study on Madhya Pradesh Model of Financial Inclusion (SAMRUDDHI)”** must be shown on your offer.

**“FAILURE TO SUBMIT YOUR BID IN THE ATTACHED PROPOSAL FORM, OR FAILURE TO COMPLETE THE DETAILS AS REQUESTED, WILL RESULT IN INVALIDATION”**

### Terms and Conditions of Contract

Any Contract resulting from this RFP shall contain Poverty Monitoring and Policy Support Unit Society’s (PMPSUS) General Terms and Conditions (as attached) together with specific terms and conditions as detailed herein.

### Information

Any request for information concerning to this invitation must be forwarded in writing by email or by fax to, Dy. Team Leader, Poverty Monitoring and Policy Support Unit Society (PMPSUS) ([pmpsusmp@gmail.com](mailto:pmpsusmp@gmail.com)), with specific reference to the RFP number.

### Declaration

The undersigned, having read the Terms and Conditions of RFP-“**Impact Assessment Study on Madhya Pradesh Model of Financial Inclusion (SAMRUDDHI)**” “Set out in the attached document, hereby offers to provide the services specified in the schedule at the price or prices quoted, in advance with the specifications stated and subject to Terms and Conditions set out or specified in the document.

1. **Name of authorized representative:**
2. **Title:**
3. **Signature:**
4. **Date:**
5. **Bidder Name:**
6. **Postal Address:**
7. **Telephone No.:**
8. **Fax No.:**
9. **Email Address:**
10. **Validity of Offer (not less than 90 days):**

## **TERMS OF REFERENCE**

### **Selection of consulting agency for Impact Assessment Study on Madhya Pradesh Model of Financial Inclusion (SAMRUDDHI) “**

#### **Background**

The growth of any state or country can be measured on the basis of extent of benefits of development have reached especially to socio and economically backward section of society or to the extent inclusive growth achieved. Strong fiscal infrastructure and complete access of weaker sections to various government assistances serve as strong base for financial inclusion. Madhya Pradesh Financial Inclusion Model known as “Samruddhi” is an important step towards this direction.

Poverty Monitoring and Policy Support Unit within MPSPC as technical support unit for various matters pertaining to the development of state proposes to appoint an independent consultancy agency through an open bidding (QCBS) process for above purpose. PMPSUS is inviting Technical and Financial bids from external evaluating agencies to carry out an independent evaluation on Impact Assessment on Madhya Pradesh Model of Financial Inclusion for Madhya Pradesh.

#### **Samruddhi**

Samruddhi – the Madhya Pradesh Financial Inclusion (MPFI) model aims at financial inclusion of the marginalized and unbanked segments and bringing all financial products within the access of rural habitats through banking services. This has opened up immense opportunities for financial deepening, as the Ultra Small Branches (USBs) and Customer Service Points (CSPs) offer all financial products and services to attain sustainability. This model of accessible banking services is fast becoming a reality for the whole of Madhya Pradesh that promises to cover the remaining 14,676 villages, which continue to remain under-banked or unbanked and not having any financial point within 5 km. radius. The uniqueness of Samruddhi lies in collaboration of Bank, Panchayat and government department’s for ensuring financial inclusion of rural population.

The MP Model under the leadership of Panchayat and Rural Development Department, (Govt. of Madhya Pradesh) poses immense opportunities for financial deepening as there are opportunities and potential for the Ultra Small Banks opened in villages to offer product and services to keep themselves floating and attain sustainability. The main challenge in the state is to practice inclusive banking as an integral part of Public delivery mechanism. To encounter this, GoMP evolve a pro-poor model of financial inclusion and direct benefit transfer under Samruddhi which provide easy access to banking services like credit, use of savings for better tomorrow. Penetration of banking access to deepest pockets in the state is also a critical objective of this programme.

The Electronic Fund Management System (EFMS) is helping direct transfer of wage payments to the enrolled workers under MGNREGS, social safety net (all types of pensions), scholarships etc., by linking “Samagra Portal” of the state. This portal not only serve as State Population Register but also covers other details of each member of the household including bank account number so that benefits can be directly transferred to the accounts of all existing and perspective recipient of entitlements under various schemes. Thus Samgara Shiksha Portal, Samgara Pension Portal, Samgara Sapatsh Portal, Samgara Food Security Portal, Caste Certificate Portal have been developed so that all the transactions of entitlement can be carried out through USB/CSC to ensure the viability of USB/CSC in shadow village area and sustainability of State Model of Financial Inclusion. In addition, Ultra Small Branches (USB) and Customer Service Centers Points will impart financial literacy and create awareness about various financial instruments among rural population.

Therefore to gauge the success and to identify the areas where interventions required to sustain the banking system conceived in “Samaruddhi” Madhya Pradesh Model of Financial Inclusion, an evaluation study is being proposed to be carried for Ultra Small Branches/customer service center opened to server un-serviced villages under the model. Thus, it is expected from an expert research agency to provide an independent view and evidence based recommendations on various issues spelled in objectives and scope of study.

## Objectives

The purpose of this study is to carry out the evaluation to assess the institutional efficacy, partner bank wise analysis and impact analysis of end user of “Samruddhi” Model of financial inclusion. The key objectives of this assignments are the following: The study will assess the department/scheme/bank/ district wise progress (both physical and financial) against stated outputs as well as identify issues and recommend mid-course corrections.

1. The study will assess the department/scheme/bank/ district wise progress (both physical and financial) against stated outputs as well as identify issues and recommend mid-course corrections.
2. Stakeholders Analysis involving local community, Banks, Panchayats, concerning departments to study their present practice and expected role.
3. Changes tracking and impact analysis with special reference to the rural livelihood and users lifestyle due to linking/ availability of banking services.
4. To study that how the model is helping spread financial literacy among the vast majority of rural people, as till now they have remained excluded from the Financial Inclusion and developmental stream.
5. To highlight issues and challenges hindering an effective and efficient implementation of Samruddhi and outputs and their contribution to socio –economic empowerment.
6. To evolve a road map to bridge the existing gaps for future course of action and suggest policy interventions required for strengthening the “Samruddhi” programme.

7. Suggest area of improvement in the model for further modification.

### Scope of this study

The evaluation should consider the following areas of learning:

- Understanding concept of “Shadow Area” and mechanism to open the USB/Service points
- To study the functional pattern of USBs/CSPs being followed by various partner banks and their existing linkages with the branches.
- To assess the financing pattern in shadow area in terms of Widening & deepening of financial services.
- Scheme and department wise mapping of benefits under various schemes for financial inclusion and linking with USBs/CSBs
- Bank wise Performance Analysis and qualitative specific recommendations focusing critical aspects and issues.
- Assessment of level of understanding of local service provider agency available in the village with respect to creating awareness on banking products, process, benefit entitlements and other financial literacy for different welfare initiatives.
- To assess the existing financial viability of these outlets, break-even point and also to assess the scope of up gradation of these outlets into a branch.
- To identify the potential area / services that could be served/ provided by these outlets for strengthening their business portfolio.
- To study the USBs/CSPs of various banks in identified shadow areas on the following parameters:
  - ❖ *Coverage of Villages & Population and virgin territories.*
  - ❖ *Location, Photograph with coordinates of USBs along with other details such as date of opening/functioning, board/hording of USB etc.*
  - ❖ *Facility available with USB/CSP, manpower, punctuality etc and suitability of location*
  - ❖ *Type of facilities/services/products being offered by these outlets*
  - ❖ *Nature of financial products being offered by these outlets such as G2P (MNREGA, Pension, etc.), savings, RD, Deposits, credit, insurance, etc.*
  - ❖ *Details of benefits availed by local population and Number of accounts by type i.e. SB/CA/RD/FD/TDR etc., in 5 Km Radius*
  - ❖ *Actual turnover & other financial parameters*
  - ❖ *Month-wise transactions are to be seen/ Monthly graph of transaction*
  - ❖ *Financial literacy of the beneficiaries*

- ❖ *Identification of Local Needs in term of Services / Products and aspirations of villagers if any.*

## Methodology

### Part A: Sampling

Samruddhi, launched in July 2011, benefits of various government schemes are being transferred directly to the bank accounts of villagers by Ultra Small Banks. The model envisaged that banking facilities should be provided to villagers within five kilometers of distance. The villages which had no financial point in the vicinity of 5 km. radius have been identified and earmarked as “**Shadow Area Villages (Unbanked Area)**”. State has identified 14767 villages Shadow Area Villages and mapped with financial institutions in whose service area these villages fell. To have presence of financial points in rural areas in the brick and mortar form, bank across the state and districts administration have identified around 3000 locations where Ultra Small Branches are being opened to cover un-serviced villages. Till now 2047 such financial points (Ultra Small Branches (USB)/ Customer Service Centers) have been opened in various districts of the state.

To study the functioning and viability of these financial points, required sample size is 885 USB/ Customer Service Centers with confidence level of 99% and confidence interval of 3.25. Further it is proposed to use stratified sampling to select USB/ Customer Service Centers on the basis year of establishment or turnover of last financial year and ensuring the representation of all banking institutions running these USB/ Customer Service Centers. From selected (USB)/ Customer Service Centers data will be collected on various aspects related to banking, following accepted guidelines, delivery of services and attitude of local people towards banking etc.

For studying the change/impact of financial points on villagers and their requirement of different financial instrument, it is proposed that select one village within the jurisdiction of each selected financial institution randomly. In the selected village primary data on selected parameters will be collected from each household and will be stratified in having and not having bank account along with other socio-economic classification. Ten households each will be selected from households having and not having bank account for canvassing to collect required data.

**Part B. Use of the GPS enabled tablets for data collection and a web application for Project monitoring:** To ensure the data collection from field and day to day monitoring of the task selected agency has to ensure the following arrangements:

- a Use of GPS enabled tablets for data collection as per questionnaire / schedule. The data should be geo-tagged.
- b Centralized repository of survey data – Centralized web server arrangement for the project time period to store the collected data.



- c A dash-board web application to monitor the day-to-day progress of various milestones.

### **Team Composition**

The selected team should possess a strong capacity in qualitative research skills, interpersonal skills and knowledge of the local state context. The team should preferably have a master's degree with at least 10 years of work in the related fields, previous work with similar assignments would be desirable.

- I. Team Leader and Sr. Specialist of financial inclusion , Institutional expert
- II. Specialist Social Sector / Rural Developmental and livelihood expert
- III. Specialist Economics and Statistics
- IV. Specialist Financial Management
- V. Specialist IT & e-governance and process reengineering

### **The consulting agency should meet the following criteria**

1. Experience and proven track record of similar kind of evaluation particularly the government's rural/ economic development programmes (essential)
2. Experience of evaluation of large government/ donor funded programmes, particularly programmes with social sector focus and community development (essential)
3. Experience of working in India (essential)
4. Turnover of the agency from consulting assignments should be Rs. 02 Cr. /annum in last three years.
5. The bid security of Rs. 1,00,000/- (Rs. One Lakh) enclosed along with the proposal.
6. Experience of working in Madhya Pradesh (desirable)

### **Deliverables**

The agency/organization/institutions conducting the study will provide:

1. Softcopy and 10 Hardcopies of the draft report in English and Hindi.
2. Soft copy of the data and information collected during the assignment.
3. 20 colored and printed hard copies of the final report in Hindi and English language.
4. Soft copy of the Final Report in Compact Disc.
5. Colored photographs of the visits etc. for monitoring purpose only.
6. Presentation to the SPC upon preparation of final report.
7. The agency/organization/institutions would also give the undertaking that the information collected in respect of the above schemes & programme will not be disclosed/ presented anywhere without obtaining prior permission of the PMPSUS, State Planning Commission, Madhya Pradesh. The report, material etc. generated/ collected during the study shall be the property of PMPSUS,

State Planning Commission, Madhya Pradesh and PMPSUS will have proprietary rights.

### Timeline

1. Inception Report – Within 30 days after the signing of MOU. Inception report should contain literature review, preparation and pre testing of schedules (if any) etc.
2. Progress Report 1 – Within 60 days of inception report. Progress report 1 should contain training of field staff, initiation of field survey, data collection, data cleaning, tabulation plan, preliminary chapters etc.
3. Progress Report 2 – Within 90 days of Progress Report 1. Progress report 2 should contain final tables, analysis, top line findings etc.
4. Draft Final Report with Presentation – Within 20 days of Progress report 2.
5. Final Report – Within 10 days of draft final report.

### Payment Schedule

For lump-sum contracts payment will be made based on milestones indicated for each activity as below:

1. 20% on submission of Inception Report.
2. 20% on timely submission of Progress Report 1. Reporting format of progress report-1 will be jointly developed and get approval of Nodal officer, Poverty Monitoring and Policy Support Unit Society (PMPSUS).
3. 30% on the submission of draft final report and presentation.
4. 30% on the end of final report submission and approved by the Poverty Monitoring and Policy Support Unit Society (PMPSUS).

The report and all background documentation including computer database of questionnaires will be the property of Poverty Monitoring and Policy Support Unit Society (PMPSUS). Softcopy and hard copies of above reports, other documents must be submitted to Poverty Monitoring and Policy Support Unit Society (PMPSUS).

### Event Description

Poverty Monitoring and Policy Support Unit Society (PMPSUS) would endeavor to adhere to the following;

S. No.	Event Description	Scheduled Date
1.	Publication of NIT	15/10/2014
2.	Pre Bid Meeting	01/11/2014
3.	Proposal Due Date (PDD) (i.e. last date of receiving RFP)	14/11/2014, till 13:30 hrs.
4.	Opening of Technical Proposals	14/11/2014, till 15:30 hrs.
5.	Opening of Financial Proposals	12/12/2014 (Tentative date)
6.	Issue of Letter of Intent (LoI)	23/12/2014 (Tentative date)
7.	Signing of Agreement	31/12/2014 (Tentative date)
Validity of Proposals		Not less than 90 days

# INSTRUCTION TO BIDDERS

## 1. Introduction

Poverty Monitoring and Policy Support Unit Society (PMPSUS) will select a consultant to provide the services outlined in the Terms of Reference and in accordance with the method of selection specified in this RFP. Bidders are therefore invited to submit a Technical Proposal and a Financial Proposal. These proposals will be the basis for contract with the selected consultant.

## 2. The “Consortium”

The bidders may also apply in consortium. In case of consortium make sure that:

- i. The Lead Agency of the Consortium will be the single point of contact for the purposes of the RFP, till the Effective Date. For which agency has to designate a contact person who may be the Team Leader of the study.
- ii. The roles and responsibilities of the Lead Agency and member agencies have to clearly mention in RFP. However, the Lead Agency will only be responsible for all required deliverables.
- iii. A copy of the Jt. Bidding Agreement should be submitted along with the Proposal. The Jt. Bidding Agreement entered into between/ amongst the members of the Consortium should be specific to the Project and should fulfil the requirements, failing which the Bid shall be considered non-responsive.

## 3. Proposal Format and Content

3.1 Bidders are required to submit **Technical Proposals** in **spiral bind** document as per the format attached in **Annex A**.

3.2 Bidders are required to submit softcopy of Technical Proposals and other bidding related documents in CD. (*Please note that financial proposals are not expected in soft copy*)

3.3 Bidders are required to submit **Financial Proposals** in the format attached in **Annex B**. It shall list all costs associated with the assignment, including:

### Choose as Appropriate

- An all-inclusive rate per person/day (including honorarium and living expenses) for each proposed team member to be assigned to the project in the field and a rate for his/her work at the office, if any;
- An all-inclusive amount for any travel related expenses (indicating the number of Trips required by each team member);
- Other costs, if any, indicating nature and breakdown;

3.4 Bidders are required to submit **Bid Security** in separate envelop.

3.5 Submission of the wrong format for either the Technical, Financial proposal or the Performance Security may result in the proposal being deemed non responsive.

## 4. Marking and Returning Proposals

4.1. **SEALED PROPOSALS** must be and dispatched to arrive at the MPSPC office indicated **NO LATER THAN** the CLOSING TIME AND DATE. Proposals received in any manner other than as outlined in clauses 3.3 to 3.5, will be **INVALIDATED**.

4.2. Proposals shall be submitted in duplicate, in English, and shall be sealed in Outer and 3 inner envelope and all envelopes shall indicate the title of the study, RFP Reference No., bidder's name and Address. The **outer envelope** shall be addressed as follows:

**Attention: DY. Team Leader**  
**Poverty Monitoring and Policy Support Unit Society (PMPSUS)**  
**State Planning Commission MP**  
**C-Wing, First Floor, VindhyanchalBhawan,**  
**Arera Hills, Bhopal 462004**

- 4.3. The first inner envelope shall be marked **Technical Proposal for “Impact Assessment Study on Madhya Pradesh Model of Financial Inclusion (SAMRUDDHI)” with soft copy and addressed in the same manner as the outer envelope**, and shall be in the prescribed format.
- 4.4. The 2nd inner envelope shall be marked Financial Proposal for **“Impact Assessment Study on Madhya Pradesh Model of Financial Inclusion (SAMRUDDHI)”** and addressed in the same manner as the outer envelope, and shall be in the prescribed format.
- 4.5. The 3rd inner envelope shall be marked Bid Security **“Impact Assessment Study on Madhya Pradesh Model of Financial Inclusion (SAMRUDDHI)”** and addressed in the same manner as the outer envelope.
- 4.6. Information, which the bidder considers to be proprietary, should be clearly marked as such. All-information provided by the bidder will be treated as confidential and used for PMPSUS internal purposes only.

## **5. Time for Receiving Proposals**

- 5.1 Sealed Proposals received prior to the stated closing time and date will be kept Unopened. The Dy. Team Leader or a designated officer of Poverty Monitoring and Policy Support Unit Society (PMPSUS) will open proposals within designated time and proposal received thereafter will not be considered.
- 5.2 Poverty Monitoring and Policy Support Unit Society (PMPSUS) will accept no responsibility for the premature opening of a Proposal, Which is not properly addressed or identified.
- 5.3 Modification by fax of sealed Proposals already submitted will not be considered.

## **6. Public Opening of Proposals**

- 6.1 Bidders, or their authorized representative, may attend the public opening of the RFP at the time, date and location specified. **The only envelope that will be opened at public bid is the Financial Proposal.**

## **7. Request for Information**

- 7.1 Any request for information regarding the specifications should be mailed to Dy. Team Leader at [pmpsusmp@gmail.com](mailto:pmpsusmp@gmail.com)

## **8. Corrections**

8.1 Erasures or other corrections in the Proposal must be explained and the Signature of the Bidder shown alongside.

## **9. Modifications and Withdrawal**

9.1 All changes to a proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier proposal, or state the changes from the original proposal.

9.2 Proposals may be withdrawn on written or faxed request received from bidders prior to the opening time and date. Negligence on the part of the bidder confers no right for the withdrawal of the proposal after it has been opened.

## **10. Bid Security**

10.1 The Bidder shall furnish as part of its Proposal, a Bid Security of Rs. 1,00,000 (Rs. One Lakh) in the form of Demand Draft/ Bankers Cheque of any nationalized/scheduled bank in favour of "POVERTY MONITORING AND POLICY SUPPORT UNIT SOCIETY" and payable at Bhopal. Any Proposal not accompanied by the Bid Security shall be rejected by Poverty Monitoring and Policy Support Unit Society (PMPSUS) as not qualified. Bid Security by the unsuccessful bidders will be refunded by way of handing over the original Demand Draft/ Bankers Cheque duly endorsed by the Competent Authority of the Poverty Monitoring and Policy Support Unit Society (PMPSUS). The Bid Security of the successful bidder will be adjusted against the Performance Security to be recovered. Under any circumstances Poverty Monitoring and Policy Support Unit Society (PMPSUS) will not be liable to pay any interest on the Bid Security.

### **10.2 Forfeiture of Bid Security**

Bid Security of a bidder will be forfeited, if the bidder withdraws or amends its proposal or derogates from the proposal in any respect within the period of validity of its proposal. Further, if the successful bidder fails to furnish the required performance security within the specified period, its Bid Security will be forfeited.

## **11. Validity of Proposals**

11.1 Proposals should be valid for a period of not less than 90 days after RFP opening, unless otherwise specified in the Specific Terms and Conditions. Poverty Monitoring and Policy Support Unit Society (PMPSUS) may also request the validity period to be extended.

## **12. Quality Assurances**

12.1 If the Bidder is already quality certified, or in the process of being quality certified (for example, ISO 9001/9002/BS certified), this should be clearly indicated in the proposal and a copy of the certificate attached to the proposal.

## **13. Rights of Poverty Monitoring and Policy Support Unit Society (PMPSUS)**

13.1 Poverty Monitoring and Policy Support Unit Society (PMPSUS) reserves the right to INVALIDATE any Proposals for reasons mentioned above, and, unless otherwise specified by Poverty Monitoring and Policy Support Unit Society (PMPSUS) or by the Bidder, to accept any item in the Proposal.

13.2 Poverty Monitoring and Policy Support Unit Society (PMPSUS) reserves the right to INVALIDATE any Proposal received from a Bidder who, in the opinion of Poverty Monitoring and Policy Support Unit Society (PMPSUS), is not in a position to perform the contract.

#### 14. Evaluation of Proposals

14.1 From the time the proposals are opened to the time the contract is awarded, bidders shall not contact Poverty Monitoring and Policy Support Unit Society (PMPSUS) on any matter and any attempt to influence Poverty Monitoring and Policy Support Unit Society (PMPSUS) in its evaluation of the proposals and award recommendation, may result in rejection of the proposal.

14.2 Following closure of the RFP, a Poverty Monitoring and Policy Support Unit Society (PMPSUS) evaluation team to assess their merits will evaluate proposals. The evaluation will be restricted to the contents of the proposals, bidder profile, relevant experience, client list, financial status and price proposal.

14.3 A 2-stage procedure will be utilized in evaluating proposals, with evaluation of the Technical Proposal being completed prior to any evaluation of the Financial Proposal. Evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is completed.

14.4 Tenders for this contract will be assessed in accordance with good commercial practice and will involve both a technical and commercial evaluation. Technical Proposals will be evaluated on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and the point system specified in the following table:

CATEGORY	MAX POINTS	MIN. POINTS
<b>A. 1. OVERALL RESPONSE</b>		
<ul style="list-style-type: none"> <li>• Understanding of and responsiveness to, PMPSUS requirements;</li> <li>• Understanding of Scope, Objectives and Completeness of response;</li> <li>• Overall concord between PMPSUS requirements and the proposal</li> </ul>	<b>(10)</b>	<b>(6)</b>
<b>2. METHODOLOGY</b>	<b>(15)</b>	<b>(9)</b>
<ul style="list-style-type: none"> <li>• Quality of the proposed approach and methodology for the Evaluation</li> <li>• Quality of proposed implementation plan (milestone wise), i.e.how the bidder will undertake each task, and time-schedules</li> </ul>		
<b>3. PROPOSED TEAM</b>	<b>(20)</b>	<b>(10)</b>
<ul style="list-style-type: none"> <li>I. Team Leader and Sr. Specialist of financial inclusion , Institutional expert</li> <li>II. Specialist Social Sector / Rural Developmental and livelihood expert</li> <li>III. Specialist Economics and Statistics</li> <li>IV. Specialist Financial Management</li> <li>V. Specialist IT &amp; e-governance and process reengineering</li> </ul>		

<b>4. ORGANIZATIONAL CAPACITY</b> <ul style="list-style-type: none"> <li>Professional expertise, knowledge and experience with similar projects, contracts, clients and consulting assignments: <ul style="list-style-type: none"> <li>Financial status of the organization</li> <li>Quality Certified as per clause 12.1</li> </ul> </li> </ul>	<b>(20)</b>	<b>(10)</b>
<b>5. Presentation on Technical Proposal (Special focus to overall response and Proposed methodology) by agency</b>	<b>10</b>	<b>(5)</b>
<b>TOTAL MARKS FOR TECHNICAL COMPONENT</b>	<b>75</b>	<b>(45)</b>
<b>B. FINANCIAL PROPOSAL - PRICE</b> <ul style="list-style-type: none"> <li>25 marks are allocated to the lowest priced proposal. The financial scores of the other proposals will be in inverse proportion to the lowest Price.</li> </ul>	<b>25</b>	<b>N/A</b>
<b>TOTAL MARKS</b>	<b>100</b>	

14.5 The Agency has to make a presentation on RFP. The date of presentation will be informed separately.

14.6 Technical Proposals receiving the minimum points or higher, will be Considered technically responsive and the Financial Proposal will be opened of only these bidder(s). Proposals which are considered non-technically competent and non-responsive will not be given further consideration.

14.7 Tenders (Technical and Financial) will be made available to the partner government or organization that will benefit from the services when they are part of the evaluation panel.

14.8 After the technical evaluation is completed, PMPSUS shall inform those bidders who secured the minimum qualifying technical mark, the date, time and location for opening the Financial Proposals. **Financial Proposals shall be opened publicly in the presence of bidders' representatives who choose to attend.**

14.9 The Financial Proposals shall be evaluated using Quality and Cost Based Selection, whereby the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 25 points. The financial scores of the other proposals will be in inverse proportion to the lowest price. Proposals will be ranked according to their combined technical and financial scores using the weights given to technical and financial. The bidder achieving the highest combined technical and financial scores will be awarded for the assignment.

14.10 The evaluation formula is outlined as follows:

$Sf = 100 \times Fm/F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

#### **15. Error in Proposal**

15.1 Bidders are expected to examine all instructions pertaining to the RFP. Failure to do so will be at Bidders own risk. In case of errors in the extension price, unit price shall govern.

#### **16. RFP Terms and Conditions**

16.1 This RFP and any responses thereto, shall be the property of Poverty Monitoring and Policy Support Unit Society (PMPSUS). In submitting a proposal, the bidder acknowledges that Poverty Monitoring and Policy Support Unit Society (PMPSUS) reserves the right to:

- Visit and inspect the bidder's premises;
- Contact any/all referees provided;

- Request additional supporting or supplementary information;
- Arrange interviews with the proposed project team/consultants;
- Reject any/all of the proposals submitted;
- Accept any proposals in whole or in part;

16.2 Bidders shall bear all costs associated with the preparation and submission of proposals, and Poverty Monitoring and Policy Support Unit Society (PMPSUS) shall not be responsible for these costs, irrespective of the outcome of the bidding process.



## **GENERAL TERMS AND CONDITIONS**

### **1. Award of Work:**

After selection, a Letter of Intent (the “LoI”) shall be issued, in duplicate, by Poverty Monitoring and Policy Support Unit Society (PMPSUS) to the Selected Bidder and the Selected Bidder shall, within 3 (three) days of the receipt of the LoI, sign and return the duplicate copy of the LoI in acknowledgement thereof. In the event the duplicate copy of the LoI duly signed by the Selected Bidder is not received by the stipulated date, Poverty Monitoring and Policy Support Unit Society (PMPSUS) may, unless it consents to extension of time for submission thereof, forfeit the Bid Security of such Applicant, and the next eligible Bidder may be considered.

### **2. Performance Security:**

Upon receipt of Letter of Intent (LoI) from Poverty Monitoring and Policy Support Unit Society (PMPSUS), the successful Bidder shall furnish the Performance Security of an amount equal to **20% of the estimated cost** of Services/Financial Proposal by way of **Bank Guarantee** for the due performance of the Contract in the format of Performance Security Form given at Annex-C. The Selected Bidder shall furnish the Performance Security within the time specified in LoI but prior to execution of Agreement. The validity period of Bank Guarantee of Performance Security shall be 240 days from the date of LoI and the Selected Bidder shall have to provide the extended Bank Guarantee, before the expiry of 240 days, if required, which shall be valid for the period of three months beyond the date of completion of assignment.

### **3. Acknowledgment Copy**

Signing and returning the acknowledgment copy of a contract issued by Poverty Monitoring and Policy Support Unit Society (PMPSUS) or beginning work under that contract shall constitute acceptance of a binding agreement between Poverty Monitoring and Policy Support Unit Society (PMPSUS) and the Consulting agency.

### **4. Delivery Date**

Delivery Date to be understood as the time the contract work is completed at the location indicated under Delivery Terms.

### **5. Payment Terms**

- Poverty Monitoring and Policy Support Unit Society (PMPSUS) shall, unless otherwise specified in the contract, make payment within 30 days of receipt of the Consulting agency's invoice, which is issued only upon Poverty Monitoring and Policy Support Unit Society (PMPSUS) acceptance of the work specified in the contract.
- Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.
- The prices shown in the contract cannot be increased except by express written agreement by Poverty Monitoring and Policy Support Unit Society (PMPSUS).

### **6. Limitation of Expenditure**

No increase in the total liability to Poverty Monitoring and Policy Support Unit Society (PMPSUS) or in the price of the work resulting from design changes, modifications, or interpretations of the statement of work will be authorized or paid to the Consulting agency unless such changes have been approved by the contracting authority through an amendment to this contract prior to incorporation in the work.

## **7. Tax Exemption**

The consulting agency authorizes Poverty Monitoring and Policy Support Unit Society (PMPSUS) to deduct from the consulting agency invoice any amount representing such taxes or duties charged by the Vendor to Poverty Monitoring and Policy Support Unit Society (PMPSUS). Payment of such corrected invoice amount shall constitute full payment by Poverty Monitoring and Policy Support Unit Society (PMPSUS).

## **8. Legal Status**

The Consulting agency shall be considered as having the legal status of an independent consulting agency vis-à-vis Poverty Monitoring and Policy Support Unit Society (PMPSUS). The Consulting agency's personnel and Associate consultants shall not be considered in any respect as being the employees or agents of Poverty Monitoring and Policy Support Unit Society (PMPSUS).

## **9. Consulting agency's Responsibility for Employees**

The Consulting agency shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

## **10. Indemnification**

The Consulting agency shall indemnify, hold and save harmless and defend, at its own expense, Poverty Monitoring and Policy Support Unit Society (PMPSUS), its officials, agents, servants and employees, from and against all suits, claims, demands and liability of any nature or kind, including their costs and expenses, arising out of the acts or omissions of the Consulting agency or its employees or Associate consultants in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, product liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Consulting agency, its employees, officers, agents, servants or Associate consultants. The obligations under this Article do not lapse upon termination of this Contract.

## **11. Insurance and Liabilities to Third Parties**

- The Consulting agency shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- The Consulting agency shall provide and thereafter maintain all appropriate workmen's compensation and liability insurance, or its equivalent, with respect to its employees to cover claims for death, bodily injury or damage to property arising from the execution of this Contract. The Consulting agency represents that the liability insurance includes Associate consultants.
- The Consulting agency shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of work under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Consulting agency or its agents, servants, employees or associate consultants performing work or services in connection with this Contract.
- The Consulting agency shall, upon request, provide Poverty Monitoring and Policy Support Unit Society (PMPSUS) with satisfactory evidence of the insurance required under this Article.

## **12. Source of Instructions**

The Consulting agency shall neither seek nor accept instructions from any authority external to Poverty Monitoring and Policy Support Unit Society (PMPSUS) in connection with the performance of its services under this Contract. The Consulting agency shall refrain from any action which may adversely affect Poverty Monitoring and Policy Support Unit Society (PMPSUS) and shall full fill its commitments with the fullest regard to the interests of Poverty Monitoring and Policy Support Unit Society (PMPSUS).

## **13. Title to Equipment**

Title to any equipment and supplies which may be furnished by Poverty Monitoring and Policy Support Unit Society (PMPSUS) shall rest with PMPSUS and any such equipment shall be returned to Poverty Monitoring and Policy Support Unit Society (PMPSUS) at the conclusion of this Contract or when no longer needed by the Consulting agency. Such equipment when returned to Poverty Monitoring and Policy Support Unit Society (PMPSUS), shall be in the same condition as when delivered to the Consulting agency, subject to normal wear and tear.

## **14. Copyright, Patents and Other Proprietary Rights**

Poverty Monitoring and Policy Support Unit Society (PMPSUS) shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At Poverty Monitoring and Policy Support Unit Society (PMPSUS) request, the Consulting agency shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to the Poverty Monitoring and Policy Support Unit Society (PMPSUS) in compliance with the requirements of the applicable law.

## **15. Confidential Nature of Documents**

- 15.1. All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Consulting agency under this Contract shall be the property of Poverty Monitoring and Policy Support Unit Society (PMPSUS), shall be treated as confidential and shall be delivered only to the Poverty Monitoring and Policy Support Unit Society (PMPSUS) authorized officials on completion of work under this Contract.
- 15.2. The Consulting agency may not communicate any time to any other person, Government or authority external to Poverty Monitoring and Policy Support Unit Society (PMPSUS), any information known to it by reason of its association with Poverty Monitoring and Policy Support Unit Society (PMPSUS) which has not been made public except with the authorization of the Poverty Monitoring and Policy Support Unit Society (PMPSUS), nor shall the Consulting agency at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract with Poverty Monitoring and Policy Support Unit Society (PMPSUS).

## **16. Force Majeure; Other Changes in Conditions**

- 16.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Consulting agency shall give notice and full particulars in writing to Poverty Monitoring and Policy Support Unit Society (PMPSUS) of such occurrence "change if the Consulting agency is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Consulting agency shall also notify Poverty Monitoring and Policy Support Unit Society (PMPSUS) of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On

receipt of the notice required under this Article, Poverty Monitoring and Policy Support Unit Society (PMPSUS) shall take such action as, in its sole discretion; it considers being appropriate or necessary in the circumstances, including the granting to the Consulting agency of a reasonable extension of time in which to perform its obligations under the Contract.

- 16.2 If the Consulting agency is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract Poverty Monitoring and Policy Support Unit Society (PMPSUS) shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 17, Termination", the period of notice shall be seven (7) days.
- 16.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection or other acts of a similar nature or force.

## **17. Termination**

- 17.1. If the Consulting agency fails to deliver any or all of the deliverables within the time period(s) specified in the contract, or fails to perform any of the terms, conditions, or obligations of the contract, or should the Consulting agency be adjudged bankrupt, or be liquidated or become insolvent, or should the Consulting agency make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Consulting agency, Poverty Monitoring and Policy Support Unit Society (PMPSUS) may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate the Contract, forthwith, in whole or in part, upon thirty (30) days' notice to the Consulting agency.
- 17.2. Poverty Monitoring and Policy Support Unit Society (PMPSUS) reserves the right to terminate without cause this Contract at any time upon thirty (30) days prior written notice to the Consulting agency, in which case Poverty Monitoring and Policy Support Unit Society (PMPSUS) shall reimburse the Consulting agency for all reasonable costs incurred by the Consulting agency prior to receipt of the notice of termination.
- 17.3. In the event of any termination no payment shall be due from Poverty Monitoring and Policy Support Unit Society (PMPSUS) to the Consulting agency except for work and services satisfactorily performed in conformity with the express terms of this contract.
- 17.4. Upon the giving of such notice, the Consulting agency shall have no claim for any further payment, but shall remain liable to Poverty Monitoring and Policy Support Unit Society (PMPSUS) for reasonable loss or damage, which may be suffered by Poverty Monitoring and Policy Support Unit Society (PMPSUS) for reason of the default. The Consulting agency shall not be liable for any loss or damage if the failure to perform the contract arises out of force majeure.
- 17.5. Upon termination of the contract, Poverty Monitoring and Policy Support Unit Society (PMPSUS) may require the Consulting agency to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim Poverty Monitoring and Policy Support Unit Society (PMPSUS) may have arising out of this contract or termination, Poverty Monitoring and Policy Support Unit Society (PMPSUS) will pay the value of all such finished work delivered and accepted by Poverty Monitoring and Policy Support Unit Society (PMPSUS). The initiation of arbitral proceedings in accordance with Article 24 "Settlement of Disputes" below shall not be deemed a termination of this Contract.

## **18. One Agency at a time**

The agencies who are existing partner with Poverty Monitoring and Policy Support Unit Society (PMPSUS) under any ongoing assignment and not yet submitted their final report will not be eligible to apply for this assignment.

## **19. Sub-Contracting**

In the event the Consulting agency requires the services of associate consultants, the Consulting agency shall obtain the prior written approval and clearance of Poverty Monitoring and Policy Support Unit Society (PMPSUS) for all Associate consultants. The consulting agency have to ensure that the associate consultants/ agency should meet all the obligation required. The approval of Poverty Monitoring and Policy Support Unit Society (PMPSUS) of an Associate consultant shall not relieve the Consulting agency of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and in conformity with the provisions of this Contract.

## **20. Assignments and Insolvency**

The Consulting agency shall not, except after obtaining the written consent of Poverty Monitoring and Policy Support Unit Society (PMPSUS), assign, transfer, pledge or make other dispositions of the Contract, or any part thereof, of the Consulting agency's rights or obligations under the Contract. Should the Consulting agency become insolvent or should contract of the- Consulting agency change by virtue of insolvency, Poverty Monitoring and Policy Support Unit Society (PMPSUS) may, without prejudice to any other rights or remedies, terminate the Contract by giving the Consulting agency written notice of termination.

## **21. Use of Poverty Monitoring and Policy Support Unit Society (PMPSUS) Name**

The Consulting agency shall not use the name of Poverty Monitoring and Policy Support Unit Society (PMPSUS) or abbreviation of this name for any purpose.

## **22. Officials not to Benefit**

The Consulting agency warrants that no official of Poverty Monitoring and Policy Support Unit Society (PMPSUS) has received or will be offered by the Consulting agency any direct or indirect benefit arising from this Contract or the award thereof. The Consulting agency agrees that breach of this provision is a breach of an essential term of the Contract.

## **23. Prohibition on Advertising**

The Consulting agency shall not advertise or otherwise make public that the Vendor is furnishing goods or services to Poverty Monitoring and Policy Support Unit Society (PMPSUS) without specific permission-of Poverty Monitoring and Policy Support Unit Society (PMPSUS).

## **24. Settlement of Disputes**

### **Amicable Settlement**

The Parties shall use. Their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Government of Madhya Pradesh Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

### **Arbitration**

Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party or the other Party's

request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the Arbitration & Conciliation Act, 1996 at Bhopal, Madhya Pradesh.

The arbitral tribunal shall have no authority to award punitive damages. In addition, the arbitral tribunal shall have no authority to award interest in excess of six percent (6%) and any such interest shall be simple interest only.

The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## **25. Privileges and Immunities**

The privileges and immunities of the UN, including its subsidiary organs, are not waived.

## **26. Authority to Modify**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Consulting agency shall be valid and enforceable against Poverty Monitoring and Policy Support Unit Society (PMPSUS) unless provided by an amendment to this Contract signed by the authorized official of Poverty Monitoring and Policy Support Unit Society (PMPSUS).

## **27. Replacement of Personnel**

Poverty Monitoring and Policy Support Unit Society (PMPSUS) reserves the right to request the Consulting agency to replace the assigned personnel if they are not performing to a level that PMPSUS considers satisfactory. After written notification, the Consulting agency will provide curriculum vitae of appropriate candidates within three (3) working days for Poverty Monitoring and Policy Support Unit Society (PMPSUS) review and approval. The Consulting agency must replace the unsatisfactory personnel within seven (7) working days of Poverty Monitoring and Policy Support Unit Society (PMPSUS) selection.

If one or more key personnel become unavailable, for any reason, for work under the contract, the Consulting agency shall (i) notify the project authority at least fourteen (14) days in advance, and (ii) obtain the project authority's approval prior to making any substitution of key personnel. Key personnel are designated as follows:

- Personnel identified in the proposal as key individuals to be assigned for participation in the performance of the contract.
- Personnel whose resumes were submitted with the proposal; and
- Individuals who are designated as key personnel by agreement of the Consulting agency.

In notifying the project authority, the Consulting agency shall provide an explanation of circumstances necessitating the proposed replacement(s) and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement

Acceptance of a replacement person by the project authority shall not relieve the Consulting agency from responsibility for failure to meet the requirements of the contract.

All the other terms and conditions are hereby accepted. The agency will conform to the requirements as listed out by Poverty Monitoring and Policy Support Unit Society (PMPSUS).

## ANNEX A: TECHNICAL PROPOSAL FORMAT

**TECHNICAL DOCUMENT 1:** Technical Proposal Submission Form

**TECHNICAL DOCUMENT 2:** Bidder's Organization and Experience  
A Bidder's Organization  
B Bidder's Experience

**TECHNICAL DOCUMENT 3:** Description on below: -

A. Understanding of scope, objectives and completeness of response

B. Description of Approach:

- a. Key guiding principles for the study.
- b. Framework for the study.
- c. Information need matrix
- d. Capacity building of study team members
- e. Any other.

C. Methodology:

- a. Detail research design including sample design and estimation procedure.
- b. Field process protocol control.
- c. Specify suggestive tool for data collection

Type of respondents	Issue will be studied	Methods /tools to be used

- d. Structure of analysis and report
- e. Team meetings
- f. Any other (PL. mention)

D. Work plan for performing the assignment:

- A. Gantt chart-work plan and schedule of Key Personnel (milestone wise)

**TECHNICAL DOCUMENT 4:** Team composition and Task Assignments

**TECHNICAL DOCUMENT 5:** Audited Balance Sheets and Profit & Loss Statements for the last three years (*in instances when the Consultants have chosen to associate with others, this information has to be provided for the lead agency only.*)

**TECHNICAL DOCUMENT 6:** A note on potential Conflict of Interest issues and how these are proposed to be avoided

**TECHNICAL DOCUMENT 7:** Letters of Association from associate Consultants/individuals (if applicable)

**TECHNICAL DOCUMENT 1 - TECHNICAL PROPOSAL SUBMISSION FORM**

*[Location, Date]*

To:

The Dy. Team Leader,  
Poverty Monitoring and Policy Support Unit Society (PMPSUS), MPSPC  
Bhopal

Subject:

Reference:

We offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal No. *[Insert Number]* dated *[Insert Date]* and our Proposal. We submit our Proposal, which includes this Technical proposal, and Financial Proposal sealed under a separate envelope.

We confirm that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than *[Insert Date]*.

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

Yours sincerely,

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

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

Name of Firm: \_\_\_\_\_

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

***NOTE***-Please submit softcopy of Technical Proposals and other bidding related documents in C.D.



## **TECHNICAL DOCUMENT 2 - BIDDERS ORGANISATION AND EXPERIENCE**

### **A- Organization**

[Provide here a brief description of the background and organization of your firm/entity and each associate for this assignment]

## B - Bidder's Experience

[Using the format below, provide information on **each assignment for which your firm, and each associate for the assignment**, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting **services similar to the ones requested under this assignment.**]

Assignment name	Approx. value of the contract (in Rs.):
Country: Location within country	Duration of assignment (months):
Name of Client	Total No of staff-months of the assignment
Address:	Approx. value of the services provided by your firm under the contract (in Rs.):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	
Relevance of the assignment:	

## TECHNICAL DOCUMENT 3 - DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN TO UNDERTAKE THE ASSIGNMENT

Technical approach, methodology and work plan are key components of the Technical Proposal. In this chapter you should explain your understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You are suggested to present your proposal divided into the following four sections:

- A. Understanding of scope, objectives and completeness of response**
- B. Description of Approach**
- C. Methodology**
- D. Work Plan**

### **A. Understanding of scope, objectives and completeness of response**

- B. Description of Approach.**
- a. Key guiding principles for the study.
  - b. Framework for the study.
  - c. Information need matrix
  - d. Capacity building of study team members
  - e. Any other.

**C. Methodology.** You should explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

- a. Detail research design including sample design and estimation procedure.
- b. Field process protocol control.
- c. Specify suggestive tool for data collection

Type of respondents	Issue will be studied	Methods /tools to be used

- d. Structure of analysis and report
- e. Team meetings
- f. Any other (Pl. mention)

**D. Work Plan.** In this chapter you should propose the main activities of the assignment, their content and lay out of the reports. You should include Gantt chart-work plan and schedule of Key Personnel (milestone wise).

**TECHNICAL DOCUMENT 4 - TEAM COMPOSITION AND TASK ASSIGNMENTS**

In Technical Document 4, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

<b>Professional Staff Accountable to the Study</b>				
<b>Position Assigned</b>	<b>Name of Staff</b>	<b>Firm</b>	<b>Area of Expertise</b>	<b>Task Assigned</b>

Pl. attached dully signed CVs of Key Team Members with self-declaration who are expected to provide the services mentioned above (not more *than two A4-sized pages per CV; minimum font size 12*)

**TECHNICAL DOCUMENT 5:** Audited Balance Sheets and Profit & Loss Statements for the last three years (in instances when the Consultants have chosen to associate with others, this information has to be provided for the lead agency only.)

**TECHNICAL DOCUMENT 6:** A note on potential Conflict of Interest issues and how these are proposed to be avoided

**TECHNICAL DOCUMENT 7:** Letters of Association from associate Consultants/individuals (if applicable)

**The agencies are expected to furnish the following details in their proposals also:**

1. Respondent groups to be covered
2. Key research questions to be answered by each respondent category
3. Appropriate methods of contacting and interviewing the respondents
4. Key analyses to be attempted
5. Appropriate graphical illustration of some of the suggested analyses
6. Anticipated limitations of the survey methodology proposed
7. Comments on the scope of work set out for the agency
8. Project Implementation Plan including the following details:
  - a. Manpower plan (team size, team composition, reporting structure, hours/ days of involvement per team member and proposed function of each team member)
  - b. Time plan (illustrated through a Gantt chart) and daily workload estimates
  - c. Division of project responsibilities among team members under each key function (research/ advisory, operations/ supervision, and administrative support)
  - d. Quality control system put in place for the project

Technical and financial proposals received without the above details shall be considered incomplete and summarily rejected. Please do not submit any publicity material (e.g. organization brochures or capability documents).

**ANNEX B: FINANCIAL PROPOSAL FORMAT**

**FINANCIAL DOCUMENT-1**      Financial Proposal Submission Form

**FINANCIAL DOCUMENT-2**      Summary and Breakdown of Professional Fees &  
Expenses

**FINANCIAL DOCUMENT-1 FINANCIAL PROPOSAL SUBMISSION FORM**

*[Location, Date]*

To:

DY. Team Leader,  
Poverty Monitoring and Policy Support Unit Society (PMPSUS)

Subject:

Reference:

We offer to provide services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures] this amount is exclusive of the local taxes.

Our Financial Proposal shall be binding upon us, up to expiration of the validity period of the proposal.

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

Yours sincerely

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory:

\_\_\_\_\_

Name of Consulting Agency:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

**FINANCIAL DOCUMENT 2 – SUMMARY AND BREAKDOWN OF PROFESSIONAL FEES & EXPENSES**

**Out of Pocket Expenses**

	<b>Cost (in Rs.)</b>
Travel Costs	
<b>Sub-Total</b>	
Accommodation and subsistence cost	
<b>Sub-Total</b>	
Communication cost	
Documentation and reporting cost	
Training cost if any	
Any other Cost (Specify)	
<b>Sub- Total</b>	
<b>Total Projected Out of Pocket Expenses Rs.</b>	

**Total Proposed Cost: Rs.** \_\_\_\_\_

**(In Words)** \_\_\_\_\_



## ANNEX – C PERFORMANCE SECURITY

### FORM OF PERFORMANCE SECURITY (PERFORMANCE BANK GUARANTEE)

To

Deputy Team Leader,  
Poverty Monitoring and Policy Support Unit Society (PMPSUS),  
State Planning Commission, Madhya  
Pradesh 1st Floor, C-Wing, Vindhyachal  
Bhawan, Bhopal, Madhya Pradesh - 462004

WHEREAS \_\_\_\_\_ [Name and address of the Consultant] (hereinafter called “the Consultant”) has undertaken, in pursuance of Letter of Intent (LoI) No. \_\_\_\_\_ dated \_\_\_\_\_ to provide the services on terms and conditions set forth in this Contract \_\_\_\_\_ [Name of contract and brief description of works) (hereinafter called the “the Contract”). AND WHEREAS it has been stipulated by you in the said Contract that the Consultant shall furnish you with a Bank Guarantee by a Scheduled Bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract; AND WHEREAS we have agreed to give the Consultant such a Bank Guarantee; NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Consultant up to a total of

\_\_\_\_\_ [amount of Guarantee]1 \_\_\_\_\_ [in words \_\_\_\_\_], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you such amount in favor of POVERTY MONITORING AND POLICY SUPPORT UNIT through our branch operable at Bhopal at \_\_\_\_\_ (provide the address of the branch at Bhopal) and if invoked, be cashable at \_\_\_\_\_, branch of \_\_\_\_\_ bank at Bhopal, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under or of any of the Contract documents which may be made between you and the Consultant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Consultant or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) and the guarantee shall remain valid till \_\_\_\_\_. Unless a claim or a demand or a request for extension in writing is made upon us on or before \_\_\_\_\_ all our liability under this guarantee shall cease.

This guarantee shall be valid until 240 days from the date LoI and the Selected Bidder shall have to provide the extended Bank Guarantee, before the expiry of 240 days, if required, which shall be valid for the period of three months beyond the date of completion of assignment.

Signature and Seal of the Guarantor \_\_\_\_\_

Name and Designation \_\_\_\_\_

Name of the Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

In presence of

1. \_\_\_\_\_

(Name, Signature, Occupation, Contact No. and Address)

2. \_\_\_\_\_

(Name, Signature, Occupation, Contact No. and Address)