

PLAN REVIEW CELL
Madhya Pradesh State Planning Commission (MPSPC)
Government of Madhya Pradesh

TENDER NOTICE

“REVISED AFTER PRE-BID MEETING - REQUEST FOR PROPOSAL”
FOR

**“Evaluation of works undertaken by Departments and Midterm evaluation of
12th five year plan 2012-17 For Madhya Pradesh”**

Tender- 13 /PRC/PMPSUS/2015/ 397

Date: 27 / 04 /2015

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 Plan Review Cell (PRC or 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, Plan Review Cell, Madhya Pradesh State Planning Commission Bhopal, Madhya Pradesh is inviting technical and financial bids from external evaluating agencies to carry out a mid-term evaluation of 12th Five Year Plan 2012-17 For Madhya Pradesh. The agencies must have:

1. At least 5 years consulting experience , proven track record of evaluation of developmental plans and programmes particularly the government’s plans / programmes (**essential**)
2. The agency must have completed at least 5 similar projects of evaluation in India (**essential**)
3. Turnover of the agency from consulting assignments should be Rs. 05 Cr. /annum in last three years.
4. Experience of working in Madhya Pradesh (desirable)

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,
Plan Review Cell (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 30th April 2015. Financial bids of only technically qualified application will be opened.

The Plan Review Cell (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
PLAN REVIEW CELL (PMPSUS) MADHYA PRADESH**

(Revised after Pre-bid Meeting)

REQUEST FOR PROPOSAL

For

**“Evaluation of works undertaken by Departments and Midterm Evaluation of 12th Five
Year Plan 2012-17 For Madhya Pradesh”**

RFP Reference No. : 13 /PRC/PMPSUS/2015/ 397

Issue Date: 27 / 04 /2015

**Plan Review Cell (PMPSUS)-MP
State Planning Commission M.P.
C-Wing, First Floor
Vindhyachal Bhawan,
Bhopal – 462 004**

Table of Contents

Table of Contents	Pg. No.
PROPOSAL FORM	4
TERMS OF REFERENCE	5
INSTRUCTION TO BIDDERS.....	13
GENERAL TERMS AND CONDITIONS	18
ANNEX A: TECHNICAL PROPOSAL FORMAT	24
ANNEX B: FINANCIAL PROPOSAL FORMAT	31
ANNEX – C PERFORMANCE SECURITY.....	34
ANNEX D: 23 THEMES FOR COMPREHENSIVE DEVELOPMENT OF THE STATE	36

PROPOSAL FORM

Proposal form must be completed, signed and returned to Plan Review Cell (PMPSUS). Proposal must be made in accordance with the instructions contained in this RFP. The **“Evaluation of works undertaken by Departments and Midterm Evaluation of 12thFive Year Plan 2012-17 For Madhya Pradesh”** 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 Plan Review Cell’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, Plan Review Cell (PMPSUS) (pmpsusmp@gmail.com), with specific reference to the RFP number.

Declaration

The undersigned, having read the Terms and Conditions of RFP-**“Evaluation of works undertaken by Departments and Midterm Evaluation of 12thFive Year Plan 2012-17 For Madhya Pradesh”** “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):**

Plan Review Cell (PMPSUS)-M.P.

State Planning Commission, Madhya Pradesh

TERMS OF REFERENCE

(Tender/ April 2015)

Selection of consulting agency for evaluation of works undertaken by Departments and Midterm Evaluation of 12th Five Year Plan 2012-17 For Madhya Pradesh

**Plan Review Cell (PMPSUS), Madhya Pradesh State Planning Commission Bhopal,
Madhya Pradesh**

Background

Plan Review Cell, Madhya Pradesh State Planning Commission Bhopal, Madhya Pradesh is inviting Technical and financial bids from external evaluating agencies to carry out a mid-term evaluation of 12th five year plan 2012-17 For Madhya Pradesh.

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 Plan Review Cell (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 for above purpose.

Twelfth Five Year Plan Yr. 2012-17

Planning for economic and social development has been an integral exercise since first five year plan. The Twelfth Five year Plan Yr.2012-17 is a strategic roadmap which provides strategic directions to all department for achieving long-term goals. The State government sets its own goals keeping in view its own priorities and problems which are essential to be addressed during plan period but also plan to achieve national goals. Given the federal character of our polity, it is the combined effort of both Union and State governments towards achieving plan objectives set at national and state level for a given plan.

To achieve faster, sustainable and more inclusive growth, state has to plan for more equitable social and economic development of the state. In light of all these aspects and keeping various constraints in mind the objectives for the Twelfth Five Year Plan are as under:-

- To achieve an overall growth rate of 12.0%. This is envisaged to be achieved through 9% growth in agriculture and allied sectors, 12.0% growth in industry and 13.75% growth in service sector.
- To reduce poverty levels from 36.7% of 2009-10 to 15%
- To achieve the literacy rate of 100% by the end of the Plan and reduce gender gap in literacy to almost zero.
- To achieve reduction in dropout rate to less than 5% by 2016-17 and eliminate gender disparity in elementary education.
- To bring down population growth rate to 1.62% by 2017.

- To improve health parameters-reduce Maternal Mortality Ratio (MMR) to 125, IMR to 35 and TFR to 2.1 so as to bring them closer to all India level and bring the state in better position instead of being last in the ranking.
- To improve the sex ratio (0–6 years) to 950 females per 1000 males.
- To reduce malnutrition to 20% and anemia to 25%.
- To provide sustainable access to safe potable drinking water to all independent habitations.
- To empower women through their socio-economic development and increased participation in decision making on matters that directly affect them.
- To strengthen social, economic and political empowerment of weaker sections of the society through welfare of SCs/STs, OBCs, minorities and poor.
- To expand present irrigation facilities at least by 9.30 lakh hectares through conservation, efficient utilization and development of water resources.
- To develop strong infrastructure of power to provide adequate and improved quality of power for all purposes to all the villages and meet the peak demand. Turning from power deficit state to power surplus state.
- To provide a minimum single connectivity by all-weather BT roads to all villages irrespective of population.
- To encourage use of information and communication technologies to bridge digital divide, generate employment, have e-governance and prepare the state to be a knowledge economy.
- Above listed objectives does not reflect the order of priorities as all of them are equally important, internally consistent and mutually reinforcing.

Apart from above department's specific output (In number) and expected level of physical achievement were also finalized by various departments (please refer www.mpplanningcommission.gov.in)

The total plan size of 12th FYP is Rs.2, **01,862.00 Cr.** And till Financial Yr. 2013-14 approx. Rs. **58, 309.72 Cr.** have been utilized by the departments. Therefore it is expected by an expert agency to provide an independent assessment of physical and financial progress.

Objectives

The purpose of this evaluation is to evaluate and assess the level of progress and achievements under Plan head and to provide recommendations to guide the remaining implementation period of the 12th FYP. The main objectives of this assignments are the following:

1. The Mid-Term Evaluation (MTE) will assess the progress (both physical and financial) of the 12th FYP against stated department wise outputs as well as identify issues and recommend mid-course corrections.
2. To create the baseline status of selected core themes (Infrastructure, Human Resource, Finance Management, Environment, Disaster management and Governance) and to evolve a road map to bridge the existing gap for future planning.
3. To conduct the Planning Theme (No.23 List enclosed as Annex D) wise outcome analysis against the set objectives of 12th FYP based on secondary research.

4. To highlight issues and challenges hindering an effective and efficient implementation of outputs and their contribution to Planning outcomes and impact and recommend.
5. To frame a Plan monitoring framework incorporating all the sectors with needed indicators, Means of Verifications, other explanations/recommendations/justifications for all the departments and also core themes wise.

Scope of works

The evaluation should consider the following areas of learning:

1. Development of a detailed Scheme's compendium all schemes under 12th FYP.
2. Department wise Identification and finalization of output /outcomes/ anticipated monitorable Indicators to achieve 12th FYP goals including all Planning Theme and Sectors.
3. Sector wise linking the financial Investment, Economy growth and department's outputs with monitorable indicators.
4. Looking at the departments' mandate Performance Analysis and qualitative recommendations on overall No. of schemes and designing and operational framework of schemes.
5. Year wise plan evaluation report of the year 2012-13, 2013-14 and 2014 – 15 for the plan year 2014-15 based on the field evidence.
6. The study will attempt to assess the present status of the implementation of departments in following themes (And also to evolve a road map to bridge the existing gap for future programming.): Here, the following areas are expected to be assessed **but are not limited to** this only.
 - a. Infrastructure
 - i. Availability/gap of infrastructure in the important sectors like health, education, Agriculture, road network (internal & external both) etc.
 - ii. The quality of the infrastructure and its utilization for the purpose they are built.
 - b. Human Resource
 - i. The expectations to know about the gap against the available Human resource.
 - ii. Utilization of fund for capacity building of the staffs.
 - iii. Categorization of staff in the departments (i.e. govt., contract, deputation, etc. at different levels).
 - c. Finance Management

Requirement of Resource allocation for achieving the targets.

 - i. Allocation to the department Vs Budget allotment Vs expenditure reported by the department Vs Completion Certificate. Also specify separately the fund included in expenditure but actually parked in K-deposit or in other account with block/ district/ others.
 - ii. With respect to various heads (i.e. Normal, TSP, SCSP, women components etc.) in which ceiling approved by the SPC we would like to see how much Budget allotted in these head and the expenditure against these heads.

- iii. Also the plan ceiling approved for districts Vs actual budget given to districts by the departments (head wise)
- d. Environment
 - i. Majors taken by the department to minimize the negative impact of their projects on environment based on standard indicators.
- e. Disaster Management
 - i. While preparing the plans, whether the preparedness, Prevention, Mitigation response and relief majors are considered?
 - ii. The risk and Vulnerability assessment done with respect to mega projects under taken by the departments.
- f. Governance
 - i. Whether departments has simplify their decision making procedure if yes then how if not then what could be done? Also the suggestions given by the departments to simplify the process.
 - ii. The adaptation of e-governance by the department.
 - iii. The process which are causing delay in projects implementation. List of projects which are pending.
 - iv. We would also like to know the projects which could be implemented in PPP mode.
 - v. The status of citizen charter of various departments and Public Service Guarantee act – the present status and potential service in the State.

(Core Themes mentioned above are non-negotiable and Plan Review Cell expects that the selected lead agency will be fully answerable to provide thematic expertise by constituting different thematic study groups.)

- 7. Identify the existing projects/ programmes which could be implement in PPP mode specially the infrastructure projects.
- 8. Long Term, Mid Term and Short Term Action Plan of each Department /sectors will also needed.
- 9. Understand the national level scenario of Key Sectors and capture the progress of state vis-à-vis that at national level.
- 10. 12th Five year Plan document of GOI and state specific must be referred with annual plan's
- 11. To analyze that what difference has the 12TH FYP made till date.**
 - i. How have the State Planning Commission helped or hindered the delivery of lasting results/ change?
 - ii. To what degree have department's outcomes been achieved during the last three years? Have there been any unexpected outcomes?
 - iii. Are those changes (outcomes) focus on the people's needs?
 - iv. Are they likely to be sustainable in the long term?
 - v. Have there been any changes in policies, practices and attitudes of decision and policy makers to benefit the state?
 - vi. To what extent has the 12th FYP contributed to the achievement of broader national FYP.

- vii. To what extent has the achievement of the changes/outcomes/result been influenced by external context and other factors?
- viii. What have been the most effective methodologies and approaches the department/s used to bring about changes to people's lives? *What has worked and what has not?*
- ix. What lessons have been learned? And the best practices of departments which could be projected as model.
- x. How have relationships between partners throughout the relationship chain helped or hindered the delivery of change/outcomes?
- xi. How effective have the departmental scheme management, monitoring, and financial systems been? How have they helped or hindered the delivery of lasting change?
- xii. Has the 12TH FYP been inclusive, faster and sustainable growth for the state?

Methodology

The study will be broadly based on both secondary literature survey analysis and little primary data analysis. The study will entail both quantitative and qualitative survey methodology. We require a participatory methodology, whereby the work engages all key stakeholders, including Departments, SPC staff who should be provided with an opportunity to provide input and comment to the evaluation team. It is expected that the consultants will conduct interviews with selected policy holders like Chief Secretary and various ACS, PS HoDs in the state. It is expected that the consulting agency hold at least 20 focus groups with beneficiaries/functionaries of key programmes, at different sites.

The evaluation should include spot verification to assess the quality and other parameters of at least 10 percent of key Infrastructure projects such as major/minor irrigation, state highways, major district roads, village roads, Piped water supply schemes in rural areas, works undertaken by Urban Local bodies and Urban development departments and other infrastructure etc., completed during the plan year 2012-13, 2013-14 in Madhya Pradesh (Pl. refer departmental MIS & official websites). In addition, works done at community and individual level in panchayats and wards during year 2012-13 and 2013-14 are to be verified completely in selected panchayats and wards. Overall guiding factor will be as following number of projects

No. of Infrastructure Projects (In no.)	Field Verification
Less than or equal to 10	100%
11 – 20	50%
21 – 50	25%
51 – 100	10%
> 100	5%

For individual beneficiaries served in rural and urban areas, it is proposed that 765 panchayats (15 panchayats from each district) from rural areas and 300 wards from urban areas will be selected through appropriate sampling technique. In selected panchayat and urban wards, on

census bases, data is to be collected for each individual of their entitlements under various schemes so that coverage of each scheme can be estimated at districts and state level. Thus it is urged that probability of selection of each unit should be used to estimate various parameters for universe as whole i.e. for the state.

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 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

- I. Team Leader and Sr. Specialist of Public policy, Governance & Institutional Expert (Minimum 10 Yrs. of work experience in the related fields)
- II. Expert Social Sector & Developmental Planning
- III. Specialist Economics & Statistics
- IV. Specialist Infrastructure
- V. Expert Financial Management
- VI. Specialist Environment (Conservation & Climate Change, Bio-diversity)
- VII. Expert Disaster Management Preparedness and security issues
- VIII. Expert IT & e-governance
- IX. Expert Health, Medical Education and Bio Technology

The selected team should possess a strong capacity in qualitative research skills, interpersonal skills and knowledge of the local state context. Agency has to ensure that proposed team can justify each area under the study.

The Team Leader should preferably have master's degree with minimum 10 years of relevant professional experience and other team members should with at least 05 years of work experience in the related fields. Previous work with similar assignments would be desirable.

Note; during the period of assignment the above team members shall be placed in Bhopal local (selected agency will ensure their local office in Bhopal) or team shall be stationed in the premises of State Planning Commission, Vindhyachal Bhawan, Bhopal Madhya Pradesh. The space may be provided by the State Planning Commission.

The consulting agency should meet the following criteria

1. At least 5 years consulting experience , proven track record of evaluation of developmental plans and programmes particularly the government's plans / programmes (**essential**)
2. The agency must have completed at least 5 similar projects of evaluation in India (**essential**)
3. Turnover of the agency from consulting assignments should be Rs. 05 Cr. /annum in last three years.
4. The bid security of Rs. 100000/- (Rs. One Lakh) enclosed along with the proposal.

5. Experience of working in Madhya Pradesh (desirable)

Deliverables

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

1. Softcopy and 3 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 Plan Review Cell (PMPSUS), State Planning Commission, Madhya Pradesh and Plan Review Cell (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 90 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 120 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, Plan Review Cell (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 Plan Review Cell (PMPSUS).

The report and all background documentation including computer database of questionnaires will be the property of Plan Review Cell (PMPSUS). Softcopy and hard copies of above reports, other documents must be submitted to Plan Review Cell (PMPSUS).

Event Description

Plan Review Cell (PMPSUS) would endeavor to adhere to the following:

S. No.	Event Description	Scheduled Date
1.	Publication of NIT	05/04/2015
2.	Pre Bid Meeting	16/04/2015 (Time 12:00 hrs)
3.	Proposal Due Date (PDD) (i.e. last date of receiving RFP)	30/04/2015, till 13:30 hrs.
4.	Opening of Technical Proposals	30/04/2015, till 15:30 hrs.
5.	Presentation of Technical Proposal	Will be Informed separately
6.	Opening of Financial Proposals	15/05/2015 (Tentative date)
7.	Issue of Letter of Intent (LoI)	25/05/2015 (Tentative date)
8.	Signing of Agreement	30/05/2015 (Tentative date)
Validity of Proposals		Not less than 90 days

INSTRUCTION TO BIDDERS

1. Introduction

Plan Review Cell (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 proposal should not be included 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
Plan Review Cell (PMPSUS)
State Planning Commission MP
C-Wing, First Floor, Vindhyanchal Bhawan,
Arera Hills, Bhopal 462004

- 4.3. The first inner envelope shall be marked **Technical Proposal for “Evaluation of works undertaken by Departments and Midterm evaluation of 12th Five Year Plan 2012-17 For Madhya Pradesh” 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 “Evaluation of works undertaken by Departments and Midterm evaluation of 12th Five Year Plan 2012-17 For Madhya Pradesh” 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 “Evaluation of works undertaken by Departments and Midterm evaluation of 12th Five Year Plan 2012-17 For Madhya Pradesh” 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 Plan Review Cell (PMPSUS) will open proposals within designated time and proposal received thereafter will not be considered.
- 5.2 Plan Review Cell (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

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” and payable at Bhopal. Any Proposal not accompanied by the Bid Security shall be rejected by Plan Review Cell (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 Plan Review Cell (PMPSUS). The Bid Security of the successful bidder will be adjusted against the Performance Security to be recovered. Under any circumstances Plan Review Cell (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. Plan Review Cell (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 Plan Review Cell (PMPSUS)

13.1 Plan Review Cell (PMPSUS) reserves the right to INVALIDATE any Proposals for reasons mentioned above, and, unless otherwise specified by Plan Review Cell (PMPSUS) or by the Bidder, to accept any item in the Proposal.

13.2 Plan Review Cell (PMPSUS) reserves the right to INVALIDATE any Proposal received from a Bidder who, in the opinion of Plan Review Cell (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 Plan Review Cell (PMPSUS) on any matter and any attempt to influence Plan Review Cell (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 Plan Review Cell (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
A. 1. OVERALL RESPONSE		
<ul style="list-style-type: none"> • Understanding of and responsiveness to, PMPSUS requirements; • Understanding of Scope, Objectives and Completeness of response; • Overall concord between PMPSUS requirements and the proposal 	(10)	(6)
2. METHODOLOGY	(15)	(9)
<ul style="list-style-type: none"> • Quality of the proposed approach and methodology for the Evaluation • Quality of proposed implementation plan (milestone wise), i.e. how the bidder will undertake each task, and time-schedules 		
3. PROPOSED TEAM	(20)	(12)
I. Team Leader and Sr. Specialist of Public policy, Governance & Institutional expert II. Expert Social Sector and Developmental Planning III. Specialist Economics and Statistics IV. Specialist Infrastructure V. Expert Financial Management VI. Specialist Environment Conservation and Climate Change, Bio-diversity VII. Expert Disaster Management Preparedness and security issues VIII. Expert IT & e-governance IX. Expert Health, Medical Education and Bio Technology		
4. ORGANISATIONAL CAPACITY	(20)	(12)
<ul style="list-style-type: none"> • Professional expertise, knowledge and experience with similar projects, contracts, clients and consulting assignments: • Financial status of the organization • Quality Certified as per clause 12.1 		
5. Presentation on Technical Proposal (Special focus to overall response and Proposed methodology) by agency	(10)	(6)
TOTAL MARKS FOR TECHNICAL COMPONENT	(75)	(45)
B. FINANCIAL PROPOSAL - PRICE	(25)	N/A
<ul style="list-style-type: none"> • 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. 		
TOTAL MARKS	100	

14.5 The Agency has to make a presentation on technical proposal. 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 Combined Quality Cum Cost Based Selection (CQCCBS), 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.

14. Error in Proposal

14.1 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.

15. RFP Terms and Conditions

15.1 This RFP and any responses thereto, shall be the property of Plan Review Cell (PMPSUS). In submitting a proposal, the bidder acknowledges that Plan Review Cell (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;

15.2 Bidders shall bear all costs associated with the preparation and submission of proposals, and Plan Review Cell (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 Plan Review Cell (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, Plan Review Cell (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 Plan Review Cell (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 270 days from the date of LoI and the Selected Bidder shall have to provide the extended Bank Guarantee, before the expiry of 270 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 Plan Review Cell (PMPSUS) or beginning work under that contract shall constitute acceptance of a binding agreement between Plan Review Cell (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

- Plan Review Cell (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 Plan Review Cell (PMPSUS)'s 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 Plan Review Cell (PMPSUS).

6. Limitation of Expenditure

No increase in the total liability to Plan Review Cell (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 Plan Review Cell (PMPSUS) to deduct from the consulting agency invoice any amount representing such taxes or duties charged by the Vendor to Plan

Review Cell (PMPSUS). Payment of such corrected invoice amount shall constitute full payment by Plan Review Cell (PMPSUS).

8. Legal Status

The Consulting agency shall be considered as having the legal status of an independent Consulting agency vis-a-vis Plan Review Cell (PMPSUS). The Consulting agency's personnel and Associate consultants shall not be considered in any respect as being the employees or agents of Plan Review Cell (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, Plan Review Cell (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 Plan Review Cell (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 Plan Review Cell (PMPSUS) in connection with the performance of its services under this Contract. The Consulting agency shall refrain from any action which may adversely affect Plan Review Cell (PMPSUS) and shall full fill its commitments with the fullest regard to the interests of Plan Review Cell (PMPSUS).

13. Title to Equipment

Title to any equipment and supplies which may be furnished by Plan Review Cell (PMPSUS) shall rest with PMPSUS and any such equipment shall be returned to Plan Review Cell (PMPSUS) at the conclusion of this Contract or when no longer needed by the Consulting agency. Such equipment when returned to Plan Review Cell (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

Plan Review Cell (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 Plan Review Cell (PMPSUS)'s 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 Plan Review Cell (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 Plan Review Cell (PMPSUS), shall be treated as confidential and shall be delivered only to the Plan Review Cell (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 Plan Review Cell (PMPSUS), any information known to it by reason of its association with Plan Review Cell (PMPSUS) which has not been made public except with the authorization of the Plan Review Cell (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 Plan Review Cell (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 Plan Review Cell (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 Plan Review Cell (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, Plan Review Cell (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 Plan Review Cell (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, Plan Review Cell (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. Plan Review Cell (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 Plan Review Cell (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 Plan Review Cell (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 Plan Review Cell (PMPSUS) for reasonable loss or damage, which may be suffered by Plan Review Cell (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, Plan Review Cell (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 Plan Review Cell (PMPSUS) may have arising out of this contract or termination, Plan Review Cell (PMPSUS) will pay the value of all such finished work delivered and accepted by Plan Review Cell (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 **Plan Review Cell (PMPSUS)** under any ongoing assignment and not yet submitted their final report will not be eligible to apply for this assignment. However, in case of consortium this clause will be applicable for lead agency only.

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 Plan Review Cell (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 Plan Review Cell (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 Plan Review Cell (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, Plan Review Cell (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 Plan Review Cell (PMPSUS) Name

The Consulting agency shall not use the name of Plan Review Cell (PMPSUS) or abbreviation of this name for any purpose.

22. Officials not to Benefit

The Consulting agency warrants that no official of Plan Review Cell (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 Plan Review Cell (PMPSUS) without specific permission-of Plan Review Cell (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 Plan Review Cell (PMPSUS) unless provided by an amendment to this Contract signed by the authorized official of Plan Review Cell (PMPSUS).

27. Replacement of Personnel

Plan Review Cell (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 seven (7) working days** for Plan Review Cell (PMPSUS) review and approval. The Consulting agency must replace the unsatisfactory personnel **within ten (10) working days** of Plan Review Cell (PMPSUS)'s 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 Plan Review Cell (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,
Plan Review Cell (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.

Professional Staff Accountable to the Study				
Position Assigned	Name of Staff	Firm	Area of Expertise	Task Assigned

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,
Plan Review Cell (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

A. PROFESSIONAL FEES & EXPENSES (Detail)

B. Out of Pocket Expenses

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

Total Proposed Cost: Rs. _____

(In Words) _____

ANNEX – C PERFORMANCE SECURITY

FORM OF PERFORMANCE SECURITY (PERFORMANCE BANK GUARANTEE)

To

Deputy Team Leader,
Plan Review Cell (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 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)

ANNEX D: 23 THEMES FOR COMPREHENSIVE DEVELOPMENT OF THE STATE

1. Food & Nutrition Security
2. Democratic Decentralization and Decentralized Planning
3. Housing & Infrastructure
4. Education
5. Health and Sanitation
6. Employment Guarantee Plan –Primary, Secondary & Tertiary
7. Youth Welfare, Sports Culture, Entertainment, Tourism, Archaeology & Ancient Monuments & Heritage Protection
8. Research & Development (Science, Technology and Social Sector Research)
9. Communication, Information Technology & Cyber Security
10. Base Level Living (Bench Marking)
11. Insurance Coverage
12. Justice Administration
13. Disaster Management
14. Climate Change & Safe Environments
15. Gram Sabha, Local Self Governance & Civic Bodies Empowerment
16. Preservation of Natural Resources
17. Women, Children, Senior Citizen
18. Physically Challenged Protection
19. SC/ST/OBC and Economically Backward Section Empowerment
20. Power and Energy Management
21. Mass Communication & Public Relations
22. Human Resources, finance & Banking Development Plan (Capacity Building, Skill Development, New Processes & Re-engineering)
23. Internal Security & Safety