

**POVERTY MONITORING AND POLICY SUPPORT UNIT SOCIETY- MADHYA  
PRADESH**

Madhya Pradesh State Planning Commission (MPSPC)  
Government of Madhya Pradesh

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

**“Selection of State Level Technical Support Agency for Strengthening  
Decentralize District Planning Process in MP”**

**RFP Reference No. : 09/CB/PMPSUS/2014**

**Date: 17/12/2014**

The Poverty Monitoring and Policy Support Unit Society (PMPSUS), a registered Society anchored with State Planning Commission, Government of MP (GoMP). PMPSUS is mandated to undertake or commission specialized research on issue relating to Poverty, Employment, Inequality, Gender and social exclusion etc.

PMPSUS invites Proposal for **“Selection of State Level Technical Support Agency for Strengthening Decentralize District Planning Process in MP”**. Proposals are invited from agencies of repute having:

1. The Agency should have minimum turnover of Rs. 3 Cr. per annum in last three years (2011-12, 2012-13 and 2013-14)
2. The organization must have 5 years of working experience in Decentralize Planning Process, capacity building of local self- governance (Urban Local Bodies & PRI).
3. Agency must have completed at least 3 similar projects of capacity building of Local Self Governance.

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

**Deputy Team Leader,  
Poverty Monitoring and Policy Support Unit Society-MP  
M.P. State Planning Commission  
C-Wing, First Floor, Vindhyachal Bhawan,  
Arera Hills, Bhopal,  
Madhya Pradesh– 462 004**

The last date for submitting the bid is latest at 1:30 PM of 30/12/2014. Financial bids of only technically qualified application will be opened.

***The PMPSUS reserves the right to accept/ reject, any or all proposals received in response to this Notice without assigning any reason and its decision in this regard will be final.***

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

**(Revised after Pre-bid Meeting)**

**REQUEST FOR PROPOSAL**

**For**

**“Selection of State Level Technical Support Agency for Strengthening  
Decentralize District Planning Process in MP”**

**RFP Reference NO. : 09/CB/PMPSUS/2014**

**Issue Date: 17/12/2014**

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

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# **PROPOSAL FORM**

Proposal form must be completed, signed and returned to PMPSUS. Proposal must be made in accordance with the instructions contained in this Request for Proposal. The ***“Selection of State Level Technical Support Agency for Strengthening Decentralize District Planning Process in MP”*** must be shown on your offer. **“FAILURE TO SUBMIT YOUR BID IN THE ATTACHED PROPOSAL FORMATS, 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 PMPSUS's 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, 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- *“Selection of State Level Technical Support Agency for Strengthening Decentralize District Planning Process in MP”*** 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.

**Name of authorized representative:**

**Title/ Designation:**

**Signature:**

**Date:**

**Bidder Name:**

**Postal Address:**

**Telephone No.:**

**Fax No.:**

**Email Address:**

**Validity of Offer (not less than 90 days):**

# **Poverty Monitoring and Policy Support Unit Society (PMPSUS)**

## **State Planning Commission, Madhya Pradesh**

### **TERMS OF REFERENCE**

#### **For Hiring State Level Technical Support Agency for Strengthening Decentralize District Planning Process in MP**

##### **1. Background**

Madhya Pradesh Government has initiated decentralized planning in 2001-02. The main purpose is, to increase community participation in decision making, to ensure equitable economic distribution, and social development throughout the State. Various institutional arrangements have been made by state for an implementation of Decentralize District Planning. State has been pioneering in constituting District Planning Committees (DPCs). All the districts have been duly constituted DPCs. The State has also constituted a State Steering Committee headed by Honourable Chief Minister of the state to undertake the Decentralized District Planning in Madhya Pradesh. For operational details and overseeing of implementation Working Group formed which is headed by the Member Secretary of State Planning Commission (SPC). Poverty Monitoring and Policy Support Unit Society (PMPSUS) within MPSPC (Supported by DFID) has been established which is playing critical role in designing frameworks and providing technical lead to SPC in decentralization efforts in the State.

For implementation of Decentralize District Planning Process (DDP), at district level, District Planning Committee (DPC) is responsible for preparation and approval of District Plan. For this, DPC is getting supported by various Sub-Committees, District and Block level Planning and Monitoring teams and Technical Support Groups of Urban and Rural areas. The members of these institutions are officers/field functionaries of various departments of district, representatives of Panchayati Raj Institutions (PRI), NGO representatives, Community representatives etc. at the district level District Resource Agencies were also identified to facilitate the planning process in the form of technical support to members of planning institutions. With the help of this arrangements the state is preparing the district development plans. At present, through DDP state has developed Village Master Plans (VMPs) of 50,000 villages catering the activities demanded by villagers for development.

There is a felt need to improve prepared district plans/ VMPs, to meet required quality as well as aspiration of local community. To achieve this focus on process implementation of DDP is need to be increased. Which could be done through Capacity Building of stakeholders involved in DDP. A state level technical support agency is required who will provide technical support and help to improve the DDP in the state.

## **2. Objectives**

The main objective for engaging the State Level Technical Support Agency is to improve Decentralize District Planning Process by providing technical/capacity building support to institutions formed at different levels in the state.

The specific objectives of engaging State Level Technical Support agency are as follows:

1. Review the existing training modules and materials prepared for different level stakeholders with reference to their role and responsibility assigned in the process and do the necessary changes and if required develop new.
2. Development (both in digital for e-Teaching and print form) of Training Modules, Materials to be used by resource persons.
3. Build Capacity of stakeholders through training, workshops and exposure visits to strengthen the Decentralize District Planning (DDP) in state.
4. Strengthen the capacity of selected resource person of agencies and master trainers form district administration identified at district level on Decentralize Planning, Social Audit, Strengthening women's participation in local governance, violence against women and women's rights, health and nutrition.
5. Extend technical support to planning institutions on DDP as and when required by different institutions i.e. State, District, block and below block level.

## **3. Scope of Work**

The agency shall work under the overall supervision of Dy. Team Leader, PMPSUS, State Planning Commission, Madhya Pradesh, Bhopal. The scope of work given below is not only the work expected but it may increase over the period as per requirement.

1. Desk review of an existing training modules and materials available with State Planning Commission. (Available on website of planning commission link: [http://mpplanningcommission.gov.in/dist%20plan/Infopack%20of%20DPP%20MP/in\\_fopack\\_page.htm](http://mpplanningcommission.gov.in/dist%20plan/Infopack%20of%20DPP%20MP/in_fopack_page.htm))

- Identify the needs of capacity building of different level stakeholders and develop the training materials as per their role in process.

Level	Stakeholders
Gram Panchayat/Ward (L0)	TSG
	PRI/WARD members
Janpad Panchayat (L1)	Govt. Functionary
	Monitoring Team
	Planning Team
District Level (L2)	DPC
	(6) Sub-Committees
	Departments
	Distt. Planning Team (Urban/Rural)
State Level (L3)	HODs of State level Departments

- Develop new-training materials, modules (in hard and soft and also for e-teaching for e-Teaching in HTML-5 / flash based interactive learning material “*For example you may visit <http://planningonline.gov.in/PlanPlusCBTNew/index.htm>”*) for all level stakeholders with respect to their role and responsibility in DDP. The level of training for each stakeholders will be defined as below:
  - Level T<sub>1</sub>** – It would be a ***Basic*** training common for all level stakeholders;
  - Level T<sub>2</sub>** – It would be an ***Advanced*** training and will be focused upon role & responsibility of specific stakeholders;
  - Level T<sub>3</sub> – Refresher Training** – after certain period of time refresher training will be conducted.
- Conduct field visits, if required, during the preparation of the training materials, modules to include the aspiration of various level stakeholders.
- Strengthen the capacity of approx. 3000 resource person (TOT) (2 from each identified 1250 NGOs at district level and around 500 Master Trainers from districts) of agencies identified at district level on Decentralize Planning, Social Audit, Strengthening women’s participation in local governance, violence against women and women’s rights, health and nutrition. (The maximum duration of TOT will be 4 days)

6. After the TOT of 3000 trained master trainers for hands on training these trainers will be used as resource person under the guidance and supervision of agency during the training of District and block level stakeholders.
7. Training of Stakeholders (up to T<sub>2</sub> level) at different levels (State, District, and Block). The tentative number of members/stakeholders to be trained at each level (State- 200, District – 5200, Block – 50,000) with possibility of  $\pm$  5% of total number. (Number of participants per batch for training should not be exceeded 50 participants)
8. Holding 4 State level One day workshops for sharing of DDP process with identified (by State Planning Commission) State and National level stakeholders. 7 divisional level (Bhopal & Hoshangabad, Chambal & Gwalior, Indore, Jabalpur, Ujjain, Sagar and Rewa & Shahdol) one day workshops.
9. Identify the best practices of DDP in country and propose the 4 exposure visits of stakeholders. (for 200 members)
10. Identify and List down the best training institutions of the country who imparts training on Planning.
11. Develop a digitised structured database (compatible with RDBMS) of members of all planning institutions formed at different levels and resource persons.
12. Develop a Training Monitoring Framework with Qualitative and Quantitative parameters.
13. Standard Training Feedback framework.
14. Quality/knowledge enhancement test after each training and rank the participants.
15. A brief report after completion of each batch of training/exposure/ workshop.

#### **4. Team Composition**

The Team Leader should possess a strong knowledge about Decentralize Planning, Capacity Building and interpersonal skills and knowledge of the local state context. Must have 10 years of experience with Master's degree from reputed institute.



The other 5 Team Members should be training expert and preferably have master's degree with at least 7 years of work experience in capacity building. Previous work with similar assignments would be desirable.

## 5. Time Frame (Duration)

The total project period will be 9 months from the date of contract signed.

S. No.	Particulars	Time line
1.	On submission of Inception Report.	Within 30 days from the date of signing of contract
2.	Submission of Training Modules, Materials, E-teaching materials and approval of PMPSUS.	Within 90 days from the date of signing of contract
3.	Completion of 70% of trainings, workshops, exposure visits and submission of activity completion report of each completed activities	Within 210 days from the date of signing of contract
4.	Completion of 100% trainings, workshops, exposure visits and submission of activity completion report of each completed activities.	Within 255 days from the date of signing of contract
5.	Final report submission and approved by the PMPSUS	Within 270 days from the date of signing of contract

## 6. Deliverables

- 6.1. Issue based (identified Issues) Training Modules and Materials with some success stories/ case studies for different levels stakeholders both in Hindi (first language) and English (Second language) (two hard copies of each modules and training material and ready to print soft copy of modules and materials)
- 6.2. E-teaching material on each identified modules in Hindi with English captions.
- 6.3. TOT of approx. 3000 resource persons on identified issues.
- 6.4. Training of members, representatives, govt. officials (up to T<sub>2</sub> level) at different levels (State, District, and Block). The tentative number of members to be trained at each level (State- 200, District – 5200, Block – 50,000) with possibility of  $\pm$  5% of total number.
- 6.5. 4 State and 7 divisional level One day workshops with stakeholders.
- 6.6. Exposure visits of 200 identified stakeholders of different levels.
- 6.7. Duration (tentative) of trainings will be as follows:-
  - T<sub>1</sub> – **Basic** Training - 1 day
  - T<sub>2</sub> – **Advance** Training – 2 days depending upon the target groups.
- 6.8. Standard Training Monitoring framework and standard training feedback framework

- 6.9. Data base of members of planning institutions formed at different levels and Resource persons (district wise).
- 6.10. List of resource persons (National and state level with details contact details) and list of institutions (International/ National/ State) who provides CB support in Planning with contact details.
- 6.11. Detail completion report after completion of each activities i.e. workshops, after completion of each batch of training with quality up-gradation check/test of participants.

(All Deliverables i.e. trainings, Development of training materials and Manuals will be in Hindi (as first language) and in English (as second language))

## **7. Roles and Responsibility**

### **7.1. PMPSUS**

- Partnership facilitation and supportive supervision.
- Approval of the calendar of training prepared by the State Level Resource Agency.
- Provide data of target groups to be trained.
- Seeking advice/support from State Resource Agency (SRA) as and when needed.
- Payment to SRA based upon completion of work given.
- Review of work done by the SRA and recommendation for renewal of contract.

### **7.2. State Level Resource Agency**

- Collection of secondary data required for desk review available with PMPSUS;
- Preparation of training modules and materials as per requirement of stakeholders for enhancing capacity on DDP;
- Development of training calendar/plan and get it approved from PMPSUS;
- Conduct Training of Trainers as per approval of the PMPSUS;
- Develop E-teaching materials on identified issues;
- Identification of area/agency for organizing exposure visits of different level stakeholders and get the administrative and financial approval for organising the same;
- Provide technical support on issues as and when required by the PMPSUS;
- Creation of Data base of Institutions and organizations available in India for Capacity Building on Planning (focus on participator planning/ Decentralize Planning)

## 8. Qualification and Competency

- The Agency should have minimum turnover of Rs. 3 Cr. per annum in last three years (2011-12, 2012-13 and 2013-14)
- The organization must have 5 years of working experience in Decentralize Planning Process, capacity building of local self- governance (Urban Local Bodies & PRI).
- Agency must have completed at least 3 similar projects of capacity building of Local Self Governance.

## 9. Contact Person

Dy. Team Leader, PMPSUS, State Planning Commission, C-wing, First Floor, Vindhyachal Bhawan, Bhopal (M.P.) E-mail: [pmpsusmp@gmail.com](mailto:pmpsusmp@gmail.com)

## 10. Logistic Support

The agency has to manage, arrange their own logistic support (Equipment for training, infrastructure, food and stay arrangements for residential training, etc.) for the completion of this assignment. On request, district team may facilitate for field visits and consultations with stakeholders.

The only non-government participants, on submission of travel Ticket, will get the travel reimbursement for possible shortest route of public transport (Non-Ac bus – actual, Rail – 2<sup>nd</sup> Sleeper). **(Note: Travel reimbursement cost will not be the part of financial proposal and would be reimburse to the agency on actual basis)**

## 11. Payment

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

1. 10% on submission of Inception Report.
2. 25% on timely submission of Training Modules, Materials, E-teaching materials and approval of PMPSUS.
3. 30% on the completion of 50% of trainings, 50% workshops, and submission of activity completion report of each completed activities.
4. 20% on the completion of 100% of trainings, workshops, exposure visits and submission of activity completion report of each completed activities.
5. 15% on the end of final report submission and approved by the PMPSUS.

## 12. Event Description

PMPSUS would endeavour to adhere to the following schedule:

<b>S. No.</b>	<b>Event Description Scheduled Date</b>	<b>Scheduled Date</b>
1	Publication of NIT	27/11/2014
2	Last date for receiving queries/clarifications	8/12/2014
3	Pre Bid Meeting	Date: 12/12/2014 Time: 3:30 PM at SPC Meeting Hall
4	Proposal Due Date (PDD) (i.e. last date of receiving RFP)	30/12/2014 up to 1:30 PM
5	Opening of Technical Proposals	30/12/2014 at 04:30 PM
6	Presentation on Technical Proposal	Will be informed separately
7	Opening of Financial Proposals	20/01/2015 (Tentative)
8	Issue of Letter of Intent (LoI)	27/01/2015 (Tentative)
9	Signing of Agreement	03/02/2015 (Tentative)
10	Validity of Proposals	Not less than 90 days of Proposal Due Date

# **INSTRUCTION TO BIDDERS**

## **1. Introduction**

PMPSUS will select an agency/ institution 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 Agency.

## **2. Proposal Format and Content**

- 2.1 Bidders are required to submit **Technical Proposals** in **spiral bind** document as per the format attached in **Annex A**.
- 2.2 Bidders are required to submit softcopy of Technical Proposals and other bidding related documents in CD. (Please note that financial proposal **should not** be the part of soft copy)
- 2.3 Bidders are required to submit **Financial Proposals** in the format attached in **Annex B**. It shall list all costs associated with the assignment.
- 2.4 Bidders are required to submit Bid Security in separate envelop.
- 2.5 All activities and items described in the Technical Proposal must be priced separately. Activities and items described in the Technical Proposal but not Priced, shall be assumed to be included in the price of other activities.
- 2.6 Submission of the wrong format for either the Technical, Financial proposal or the Performance Security may result in the proposal being deemed non responsive.

## **3. Marking and Returning Proposals**

- 3.1 **SEALED PROPOSALS** must be and despatched 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**.
- 3.2 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 Assignment, RFP Reference No., bidder's name and Address. The outer envelope shall be addressed as follows:

**Attention: Dy. Team Leader- PMPSUS**  
**State Planning Commission MP**  
**C-Wing, First Floor, Vindhyanchal Bhawan,**  
**Arera Hills, Bhopal 462004**

- 3.3 The first inner envelope shall be marked **Technical Proposal** for “*Selection of State Level Technical Support Agency for Strengthening Decentralize District Planning Process in MP*” with soft copy and addressed in the same manner as the outer envelope, and shall be in the prescribed format.
- 3.4 The 2<sup>nd</sup> inner envelope shall be marked **Financial Proposal** for “*Selection of State Level Technical Support Agency for Strengthening Decentralize District Planning Process in MP*” and addressed in the same manner as the outer envelope, and shall be in the prescribed format.
- 3.5 The 3<sup>rd</sup> inner envelope shall be marked **Bid Security** “*Selection of State Level Technical Support Agency for Strengthening Decentralize District Planning Process in MP*” and addressed in the same manner as the outer envelope.
- 3.6 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.

#### **4. Time for Receiving Proposals**

- 4.1 Sealed Proposals received prior to the stated closing time and date will be kept Unopened. The Team Leader or a designated officer of PMPSUS will open proposals within designated time and proposal received thereafter will not be considered.
- 4.2 PMPSUS will accept no responsibility for the premature opening of a Proposal, Which is not properly addressed or identified.
- 4.3 Modification by fax of sealed Proposals already submitted will not be considered.

#### **5. Public Opening of Proposals**

- 5.1 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.**

#### **6. Request for Information**

- 6.1 Any request for information regarding the specifications should be e-mailed to Dy. Team Leader at [pmpsusmp@gmail.com](mailto:pmpsusmp@gmail.com) before pre-bid meeting.

#### **7. Corrections**

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

## **8. Modifications and Withdrawal**

- 8.1 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.
- 8.2 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.

## **9. Bid Security**

**9.1.** 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 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 PMPSUS. The Bid Security of the successful bidder will be adjusted against the Performance Security to be recovered. Under any circumstances, PMPSUS will not be liable to pay any interest on the Bid Security.

### **9.2. 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.

## **10. Validity of Proposals**

**10.1.** 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. PMPSUS may also request the validity period to be extended.

## **11. Quality Assurances**

11.1. 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 certificate should be attached to the proposal.

## 12. Rights of PMPSUS

- 12.1. PMPSUS reserves the right to INVALIDATE any Proposal for reasons mentioned above, and, unless otherwise specified by PMPSUS or by the Bidder, to accept any item in the Proposal.
- 12.2. PMPSUS reserves the right to INVALIDATE any Proposal received from a Bidder who, in the opinion of PMPSUS, is not in a position to perform the contract.

## 13. Evaluation of Proposals

- 13.1. From the time the proposals are opened to the time the contract is awarded, bidders shall not contact PMPSUS on any matter and any attempt to influence PMPSUS in its evaluation of the proposals and award recommendation, may result in rejection of the proposal.
- 13.2. Following closure of the RFP, a 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.
- 13.3. 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.
- 13.4. 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:

<b>CATEGORY</b>	<b>MAX POINTS</b>	<b>MIN. POINTS</b>
<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. Approach / 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> i) Team Leader ii) Team Member 1 iii) Team Member 2 iv) Team Member 3 v) Team Member 4 vi) Team Member 5	<b>(20)</b>	<b>(13)</b>
<b>4. ORGANISATIONAL CAPACITY</b> <ul style="list-style-type: none"> <li>Professional expertise, knowledge and experience with similar projects, contracts, clients and consulting assignments:</li> <li>Financial status of the organization</li> <li>Quality Certified as per clause 12.1</li> </ul>	<b>(20)</b>	<b>(12)</b>
<b>6. 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>	

13.5. 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.

13.6. 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.

13.7. 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.

13.8. 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.

13.9. The evaluation formula is outlined as follows:

$S_f = 100 \times F_m/F$ , in which  $S_f$  is the financial score,  $F_m$  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 PMPSUS. In submitting a proposal, the bidder acknowledges that 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;
- Award contracts to more than 1 bidder, as PMPSUS considers being in its best interests.

15.2. Bidders shall bear all costs associated with the preparation and submission of proposals, and 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, 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 PMPSUS, the successful Bidder shall furnish the Performance Security of an amount equal to **10% 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 30 days additional of assignment period from the date of LoI and the Selected Bidder shall have to provide the extended Bank Guarantee, before the expiry of assignment, 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 PMPSUS or beginning work under that contract shall constitute acceptance of a binding agreement between 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**

5.1. 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 PMPSUS's acceptance of the work specified in the contract.

5.2.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.

5.3.The prices shown in the contract cannot be increased except by express written agreement by PMPSUS.

## **6. Limitation of Expenditure**

No increase in the total liability to 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 PMPSUS to deduct from the consulting agency invoice any amount representing such taxes or duties charged by the Vendor to PMPSUS. Payment of such corrected invoice amount shall constitute full payment by PMPSUS.

## **8. Legal Status**

The Consulting agency shall be considered as having the legal status of an independent Consulting agency vis-a-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 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, 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**

- 11.1. 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.
- 11.2. 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.
- 11.3. 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.
- 11.4. The Consulting agency shall, upon request, provide 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 PMPSUS in connection with the performance of its services under this Contract. The Consulting agency shall refrain from any action which may adversely affect PMPSUS and shall full fill its commitments with the fullest regard to the interests of PMPSUS.

### **13. Title to Equipment**

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

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 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 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 PMPSUS, shall be treated as confidential and shall be delivered only to the Poverty 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 PMPSUS, any information known to it by reason of its association with PMPSUS which has not been made public except with the authorization of the 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 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 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 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, 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 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, 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. 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 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 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 PMPSUS for reasonable loss or damage, which may be suffered by 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, 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 PMPSUS may have arising out of this contract or termination, PMPSUS will pay the value of all such finished work delivered and accepted by 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 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 only up-on the lead agency.

#### **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 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 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 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, 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 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 PMPSUS without specific permission-of PMPSUS.

## **24. Settlement of Disputes**

### **24.1. 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.

### **24.2. 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 PMPSUS unless provided by an amendment to this Contract signed by the authorized official of PMPSUS.

## **27. Replacement of Personnel**

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)'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 confirm to the requirements as listed out by PMPSUS.

## **ANNEX A: TECHNICAL PROPOSAL FORMAT**

<b>TECHNICAL DOCUMENT 1:</b>	Technical Proposal Submission Form
<b>TECHNICAL DOCUMENT 2:</b>	Bidder's Organization and Experience A Bidder's Organization B Bidder's Experience
<b>TECHNICAL DOCUMENT 3:</b>	Description on below: - <b>A. Understanding of scope, objectives and completeness of response</b> <b>B. Proposed Approach/ Methodology.</b> a. Key guiding principles. b. Framework. c. Information need matrix d. Capacity building of team members e. Any other. <b>C. Work Plan.</b> 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) and detail Training Plan (target group wise).
<b>TECHNICAL DOCUMENT 4:</b>	Team composition and Task Assignments
<b>TECHNICAL DOCUMENT 5:</b>	Audited Balance Sheets and Profit & Loss Statements for the last three years ( <i>in instances when the agencies have chosen to associate with others, this information has to be provided for the lead agency only</i> )
<b>TECHNICAL DOCUMENT 6:</b>	A note on potential Conflict of Interest issues and how these are proposed to be avoided
<b>TECHNICAL DOCUMENT 7:</b>	Letters of Association from associate Agencies (if applicable)

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

*[Location, Date]*

To:

The Dy. Team Leader,  
PMPSUS, MPSPC  
Bhopal

Subject:

Reference:

We offer to provide our 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]

1. Name of Organisation
2. Status of Registration of organization with registration No.
3. Address of Office
4. Chief Functionaries of organization
5. Contact Person: Name and Designation and contact details Mob. And E-mail
6. No. of years of proven experience of providing similar services in India:
7. No. of years of proven experience of providing similar services in Madhya Pradesh:
8. Annual Turnover of the firm (in last three years)

<b>Financial Year</b>	<b>Annual Turnover (in Rs.)</b>
2011-12	
2012-13	
2013-14	

## 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.):	Is it similar to required assignment (Yes/No):
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 sections:

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

- a) Understanding of and responsiveness to, PMPSUS requirements;
- b) Understanding of Scope, Objectives and Completeness of response;
- c) Overall concord between PMPSUS requirements and the proposal

### **B. Proposed Approach/ Methodology**

- a) Key guiding principles.
- b) Framework.
- c) Information need matrix
- d) Capacity Building Tools to be used
- e) Capacity building of team members
- f) Any other.

### **C. 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) and detail Training Plan (target group 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 Assignment</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 agencies, (if applicable).

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

1. Stakeholders groups to be covered
2. Comments on the scope of work set out for the agency
3. 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,  
PMPSUS

Subject: Submission of Financial Proposal.

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**

<b>A.</b>					
<b>S.no.</b>	<b>Particulars</b>			<b>Unit Cost</b>	<b>Total Cost</b>
<b>1.</b>	<b>Development of Training Modules, Materials, e -teaching materials</b>				
<b>2.</b>	<b>Training Programmes,</b> {Must include the cost of venue, Teaching aid like computer, Projector, sound system etc. also training materials, Pad, Pen, also High tea, lunch, stay arrangements and dinner if residential training (more than 1 day)}	State Level	Non-Residential		
			Residential		
		District	Non-Residential		
			Residential		
		Block	Non-Residential		
			Residential		
			<b>Sub- total</b>		
<b>3.</b>	<b>State and Divisional level Workshops</b> (Including the cost of venues, equipment, and other logistics)	State			
		Division			
				<b>Sub- total</b>	
<b>4.</b>	<b>Exposure Visits</b>	State			
		National			
		International			
				<b>Sub- total</b>	
		<b>Sub-Total (A)</b>			

**B. Out of pocket expenses**

<b>Particulars</b>	<b>Cost (in Rs.)</b>
Travel Costs (for Team)	
<b>Sub-Total</b>	
Accommodation and subsistence cost (for Team)	
<b>Sub-Total</b>	
Communication cost	
Documentation and reporting cost	
Any other Cost (Specify)	
<b>Sub- Total</b>	
<b>Total Projected Out of Pocket Expenses</b>	
<b>Sub – Total (B)</b>	

**Grand Total (A+B) (in Rs.) .....In words**

**(Rs. ....)**

## **ANNEX – C (FORM OF PERFORMANCE SECURITY)**

### FORM OF PERFORMANCE SECURITY (PERFORMANCE BANK GUARANTEE) (Not required from Govt. Organizations)

To

Deputy Team Leader,  
**Poverty Monitoring and Policy Support Unit Society,**  
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 favour 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 encashable 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 Project Period from the date LoI and and the Selected Bidder shall have to provide the extended Bank Guarantee, before the expiry of Project Period, if



required, which shall be valid for the period of three months beyond the date of completion of assignment.

*1 Shall be equal to the amount stipulated in the Letter of Intent*

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)