



Government of Rajasthan
Rural Development & Panchayati Raj Department
(Panchayati Raj)

☎ : 0141-2385027(O), &E-Mail ID: rajpr.dsplan@rajasthan.gov.in & rajpr.comm@rajasthan.gov.in

No.F4()PRD/DP/RGSA/TRAINING/2024-25-39004

Dated :

NOTICE INVITING BID (NIB-1/2024-25)

Expression of Interest (EOI) is invited for selection of Agency for Capacity Building & Training and IEC under Revamped Rashtriya Gram Swaraj Abhiyan (RGSA) in all District & Block level under Panchayati Raj Dept. Govt. of Rajasthan.

Details may be seen in the Bidding EOI at office of Secretary & Commissioner Panchayati Raj Department of Rajasthan or at following State Public Procurement Portal websites :-

- “sppp.rajasthan.gov.in”
- “<https://eproc.rajasthan.gov.in>”
- “rajpanchayat.rajasthan.gov.in”

The Bidding document may be downloaded from either of the above website and uploaded duly filled with prescribed fee.

S.No.	BID Title	UBN No.
1	Expression of Interest (EOI) for selection of Agency for Capacity Building & Training and IEC activities.	

(Brajesh Kumar Chandolia)
Head Of Office &
Add. Commissioner & Jt. Secretary (I)
Panchayati Raj Department

RajKaj Ref
11121375



Signature valid

Digitally signed by Brajesh Kumar Chandolia
Designation : Additional Commissioner
Date: 2024.10.14 15:02:56 IST
Reason: Approved

**REQUEST FOR THE EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF
TRAINING AGENCIES FOR CONDUCTING TRAININGS UNDER REVAMPED
RASHTRIYA GRAM SWARAJ ABHIYAN (RGSA)
“Key Activities and Dates”**

S.N.	Key Activities	Date	Time
1.	Publishing of EOI	14.10.2024	
2.	Last date of Query Submission (Pre-bid meeting)	21.10.2024	11.30 A.M.
3.	Date of Pre-proposal Discussion	25.10.2024	03.00 PM.
4.	Last date for submission of Proposals	18.11.2024	06.00 PM.
5.	Date & Time of downloading of Proposals	15.10.2024 to 18.11.2024	Up to 06.00 PM.
6.	Last date of submission of DD/Bankers Cheque/NEFT/RTGS etc.	19.11.2024	Up to 12.30 PM.
7.	Date & Time of opening of Proposals	19.11.2024	03.30 PM.

Expression of Interest (EOI)
for
Selection of Agency for
Capacity Building & Training and IEC activities
under
Revamped Rashtriya Gram Swaraj Abhiyan Scheme (RGSA)

Panchayati Raj Department
Government of Rajasthan

EOI Ref No. XXXXXXXX Dated: 15.10.2024

Panchayati Raj Department, Government of Rajasthan

Expression of Interest (EOI)

Head of Office, Panchayati Raj Department, Rajasthan

Name of the Assignment: Empanelment of Agency for Capacity Building & Training and IEC activities under Revamped Rashtriya Gram Swaraj Abhiyan Scheme (RGSA)

The invitation is for the Empanelment of Agency for Capacity Building & Training and IEC activities under Revamped Rashtriya Gram Swaraj Abhiyan (RGSA), in Rajasthan. "Agency/ bidder" referred herein could be a Firm/ Organization/ Company/ Private Limited which could undertake the work and wishes to apply for the tender as a bidder.

The Expression of Interest (EOI) can be downloaded from www.rajpanchayat.rajasthan.gov.in.

Panchayati Raj Department, Government of Rajasthan may, at its own discretion, extend the date for submission of response to EOI. In such a case, all rights and obligations of the department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Contact Details

Particulars	Telephone	Email
Head of office, Panchayati raj Department, Jaipur, Raj.	0141-2227809	Rajpr.dsadm2@rajasthan.gov.in
Website	www.rajpanchayat.rajasthan.gov.in	

Factsheet

S.No.	Particulars	Details
1	Document Reference Number	XXXXXX
2	Date of Issue of Expression of Interest (Eoi) & Date & Time of downloading of Proposals	14 Oct 2024 & <u>15.10.2024</u> to 18.11.2024 up to 06.00 P.M.
3	Name, Designation, and address of the Procurement entity	Commissioner Panchayati Raj. Department of Panchayati Raj, Government of Rajasthan, Secretariate- Jaipur Email Rajpr.comm@rajasthan.gov.in id:
4	Contact person of the Procurement entity	Joint Secretary (Plan)- Panchayati Raj Department Email id : Rajpr.dsplan@rajasthan.gov.in
5	Mode of submitting the proposal	Online submission only
6	Proposal Submission portal	SPPP, E-Procurement
7	Last date of Query Submission	21 Oct 2024 up to 11.30 AM
8	Pre- Proposal Discussion Date & Time (pre-bid)	25.10.2024 at 03.00 PM.
9	Uploading responses to query	28 oct 2024 up to 05.00 PM
10	Closing Date & Time for Submission of response to Eoi	18 Nov 2024, up to 06.00 PM.
11	Last date of submission of DD/Bankers Cheque/NEFT/RTGS etc.	19.11.2024 up to 12.30 PM.
12	Date & Time for opening of proposal.	19 Nov 2024, up to 3.30 PM.
13	Cost of Tender	6200.00 Lac

14	Cost of Tender Document (Non-refundable)	Rs. 3,000/- (Three Thousand only) deposited through RTGS/NEFT or as per RTPP Rules 2013
15	Amount of Bid Security (Earnest Money Deposit)	Rs. 124.00 Lac Bid Security (EMD) exemption for (MSME) as per RTPP Rules 2013 (Rule 42)
16	Proposal Validity Period	90 days from date of opening of the Bid
17	Bid Processing Fee Rs <u>2500/-</u>	In favour of MD RISL PAYABLE AT JAIPUR (DD/Bankers Cheque/ E-Gras)
18	Performance Security	Qualified bidder has to deposit performance security as per RTPP Act 2012 rule 2013 (rule 75)
19	Qualified Bidder will have to sign on agreement	On stamp value Rs 500/-
20	Grievance Redressal during procurement process	(1) The Designation and address of the first appellate authority is Secretary of Panchayati Raj. Department Govt. of Raj. (2) The Designation and address of the Second appellate authority is Secretary finance (budget), Department of Finance, Govt. of Rajasthan or as decided by the Govt. of Rajasthan.
21	Rules, Terms and conditions	The Procurement will be governed by RTPP Act 2012, Rules 2013 and other prevailing rules of the Govt. of Rajasthan.

DISCLAIMER

1. This document is being published in order to enable the applicants to make an offer for empanelment as Training Agency to impart training to Elected Representatives (ERs), Functionaries and other stakeholders of Panchayats as per the provisions of revamped Rashtriya Gram Swaraj Abhiyan (RGSA).
2. This document should not be interpreted as an offer for work. Empanelment as Training Service Provider with Department of Panchayati raj, Rajasthan does not guarantee that Training Service Providers would get work order. Henceforward, this document constitutes no form of commitment on the part of Department of Panchayati raj, Govt. of Raj. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed EOI for engagement of the Training Agency.
3. This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. It does not purport to be all-inclusive or contain all the information or be the basis of any contract. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy, or completeness of any of the information contained herein.
4. It shall not be assumed that there shall be no deviation or change in any of the herein-mentioned information. While this document has been prepared in good faith, neither Department of Panchayati raj, Govt. of Raj nor any of its officers or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from.
5. Any liability is accordingly and expressly disclaimed by Department of Panchayati raj, Govt. of Rajasthan and any of its officers or subscribers even if any loss or damage is caused by any act or omission on the part of Department of Panchayati raj, Govt. of Rajasthan or any of their officers or subscribers, whether negligent or otherwise.
6. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of Department of Panchayati raj, Govt. of Rajasthan. Department of Panchayati raj, Govt. of Rajasthan and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document, or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the engagement or any part of the interest or terminate negotiations or the due diligence process prior to the assignment of work or contract.
7. Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts, and observations contained herein. Department of Panchayati raj, Govt. of Rajasthan makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations on any claim the potential applicant may make in case of failure to understand the requirement and respond to this Expression of Interest (EOI). Department of Panchayati raj, Govt. of Rajasthan may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI Document.

8. This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves and observe any applicable legal requirements.
9. When any proposal is submitted pursuant to this EOI for engagement, it shall be presumed by Department of Panchayati raj, Govt. of Rajasthan that the Applicant has fully ascertained and ensured its eligibility to render services as a Training Agency, in the event of the same being selected ultimately to act as such, under the respective governing laws and regulatory regimen and that there is no statutory or regulatory prohibition or impediment to acting as such and suffers no disability in law or otherwise to act as such.
10. The engagement of the Training Agency shall not create a principal-agent relationship between Department of Panchayati raj, Govt. of Rajasthan and the service providers (Training Agencies).

Contents

Factsheet	3
1.Introduction and Objectives	8
2.Cost of Tender document/ Bid Processing Fees	9
3.Bid Security Deposit	9
4.Eligibility Criteria	10
5.Query Redressal/Pre-Bid Meeting	11
6.Amendments of EOI documents	11
7.Validity of Proposal	11
8.Submission of Bid	11
9.Value of Contract	11
10.Duration of Contract	11
11.EOI Opening and Evaluation	12
12.Evaluation of Proposal	12
13.Evaluation Criteria	12
14.Award of Contract	14
15.Payment Schedule	14
16.Preparation of Bid Documents	14
Scope of work	Error! Bookmark not defined.
Annexure A: Rate chart as per Revamped RGSA	18
Form-1	19
Form-2	20
Form-3	21
Form-4	22
Annexure I: Checklist	23

1. Introduction and Objectives

The Panchayati Raj Department Govt. of Rajasthan significantly contributes to the socio-economic development of the State by executing various initiatives aimed at improving the lives of rural communities and responsible for implementing Centrally Sponsored Schemes under the Ministry of Panchayati Raj.

The centrally sponsored scheme of Revamped RGSA under Ministry of Panchayati Raj has been framed with a strong focus to ensure interactive Capacity Building and Training. The scheme has been approved on 13.04.2022 for implementation from 01.04.2022 to 31.03.2026, guidelines/framework whereof can be accessed at Ministry of Panchayati Raj (MoPR), Govt of India. The Revamped RGSA scheme emphasizes on building capacities of PRIs to efficiently utilize available resources for realizing sustainable solutions to local problems linked to SDGs adopting 9 thematic approaches to Localization of SDGs (LSDG) along with necessary skills required for Panchayat Development Plans.

Key objective of the assignment as below :

- i. Training of 3 tier Elected Representatives of Panchayati Raj Institutions (PRIs), ground level workers, PR functionaries, Self Help Groups, line department officials, other stakeholders outlined in Annual Action Plan. (Available at MOPR Website)
- ii. To strengthen grassroots democracy of Rajasthan through Capacity building & training and Exposure visits
- iii. Develop governance capabilities of Panchayati Raj Institutions (PRIs) to deliver on the Sustainable Development Goal (SDGs)
- iv. Awareness through IEC activities approved at competent level of Department of Panchayati Raj.

A total of approx 2, 50,000 participants across various themes to be trained during financial year 2024-25 as per plan approved for Rajasthan by Ministry of Panchayati Raj, Govt. Of India. The Agency needs to carry out training as per the approved Annual Action Plan for financial year 2024-25 according to directions given by the Department thereon.

The role of PRIs, functionaries and line department is very crucial for effective planning, localization of SDGs adopting thematic approach through identified 9 themes at grass root level and achieving them by 2030, alongside other developmental works outlined in Annual Action Plan. A significant challenge for policy analysis and decision-making is the lack of information and authentic data related to PRIs, which is further exacerbated by their limited capacity in this regard.

Therefore, the present strength and capacity of Panchayati Raj Institutions needs to be enhanced to enable them to undertake the ever-increasing assigned tasks. Also, considering the quantum of participants to be trained at Blocks and Districts, there is requirement of external agencies with experience of handling large scale training to strengthen grassroots of democracy.

In view of the above, Panchayati Raj Department, Government of Rajasthan is looking for Agencies for Capacity Building & Training and IEC activities in line with the Revamped RGSA scheme. The department is looking for firms that have experience of handling large scale capacity building & training assignments of PRIs/ other functionaries & related IEC activities and experience of development of interactive training content.

Training will be conducted across all districts and blocks of Rajasthan; over a period of time we will empanel up to 5 agencies to cover capacity building and training for all districts in the state.

2. Cost of Bid document

Bid cost is Rs 6200.00 Lakh

All Consultants/Agencies are required to pay Rs. 3000/- (Rupees Three thousand only) towards Cost of Tender document through DD/NEFT/ RTGS in favour of Additional Commissioner & Joint Secretary(I), Panchayati Raj Department, Govt. of Rajasthan payable at Jaipur in head (0075-00-800-52- 01) Tender form fees .

Cost of tender document is Non-Refundable. Please note that the Proposal, without cost of Bid document, would be rejected as non-responsive.

3. Bid Processing Fee:-

All Consultants/Agencies are required to pay Rs. 2500/- (Rupees Two thousand five hundred only) towards Bid processing fee through DD/NEFT/ RTGS in favour of MD RISL Jaipur Rajasthan. (Budget head- 8658)

Bid processing fee is Non-Refundable. Please note that the Proposal, without Bid processing fee Bid would be rejected as non- responsive.

4. Bid Security Deposit:-

- i. The Bidder shall furnish as Bid Security Deposit of **Rs. 12400000/- (Rupees One Crore Twenty Four lacs only)** to be deposited through RTGS / NEFT and According to RTPP act 2012 Rule 2013(rule 42) in favour of Additional Commissioner & Joint Secretary(I), Panchayati Raj Department, Govt. of Rajasthan payable at Jaipur in Head 8443-00-103-00-00 Bid security deposit.
- ii. The Bid Security deposit of unsuccessful bidders will be returned, as per norms. No interest will be payable on the EMD.
- iii. The bidder registered as Micro & Small Enterprises (MSMEs) are exempted from payment of 2% but should be pay @0.5% of Tender cost. After submitting an approved document from concerned department as per RTPP Act 2012 Rule 2013(rule 42). (Registered within Rajasthan Only).

5. Forfeiture of Bid Security deposit:-

- i. The Bidder doesn't execute the agreement within specified time or extended time by competent authority (on the request of the bidder)
- ii. The bidder doesn't deposit the performance security after issuing the letter of intent. (LOI)
- iii. The bidder violates any terms and conditions of any bid documents.

6. Performance Security:-

The Selected bidder's have to submit Performance security as per RTPP act 2012 Rule 2013 (**Rule 75**). Bid Security deposit will be adjusted in performance security.

7. Eligibility Criteria

S. No.	Requirement	Supporting documents
1	The Bidder must be a Company registered in India under Companies Act 1956 or 2013 or Limited Liability Partnership registered under the Limited Liability Partnership Act, 2008 with their registered office in India and existence for a minimum period of 5 years ending 31 March 2024. (JV/ Consortium not allowed).	Certificate of Incorporation
2	The Bidder should have a minimum average annual turnover of 18 crore 60 lakh in the last 3 financial years ending 31 March 2024. Which will be verified by trading, P&L and Balance sheet. Bidder should have to submit all documents which will be attested by CA. Turnover certificate should be signed by CA separately.	Certified P&L and Balance Sheet by CA for last three years. Provisional financial statement for FY 2023-24 certified by CA. (May be considered)
3	Bidder should have experience of any of the following: I. Capacity building & training with Rural Development or Panchayati Raj of- <ul style="list-style-type: none"> ▪ One assignment of order value greater than 8 Cr or ▪ Two orders, value greater than 5 Cr of each or ▪ Three orders, value of 4 Cr each II. Conducted training of minimum 80,000 man-days in last 3 financial years	Work order/ completion certificate
4	Bidder should not have been blacklisted by any of the State or Central Government Organizations.	Undertaking on letter head
5	Bidder should have PAN, GST Registration	PAN card, GST certificate
6	EPF/ ESIC (if applicable) Registration	EPF/ESIC certificate
7	MSMEs Registration to be provided if the bidder is MSME	MSME certificate
8	Bidder should have valid ISO 9001:2015 certificate	ISO Certificate
9	Bidder should have to submit GST paid certificate up to July 2024.	GST Certificate

- Copy of each of the above proofs required is to be submitted along with the proposal.
- In case any of these documents listed above is not submitted, bid shall stand rejected.
- Any False documents will be liable for cancellation of order.

Joint Venture/ Consortium/ Association: Not Allowed

8. Pre-proposal Discussion

- i. The Bidder is requested to send the queries by 11.30 AM on 22.10.2024.
- ii. The Department will hold a pre-proposal meeting on 25.10.2024 at 03.00 PM and suggestions if are required will be uploaded on 28.10.2024
- iii. Any modification in EOI document, which may become necessary as a result of the Prebid queries or at sole discretion of Department shall be made exclusively through the issue of an Addendum publishing on the website www.rajpanchayat.gov.in./SPPP

9. Amendments of EOI documents

- i. Before the deadline for submission of Bids, the department may modify the EOI documents by issuing Corrigendum.
- ii. Any Corrigendum thus issued shall become part of EOI documents and shall be communicated through website.
- iii. To give perspective Bidders reasonable time in which to take a Corrigendum into account in preparing their Bids, department shall extend as necessary the deadline for submission of Bids.

10. Validity of Proposal

The following will be considered for the validity of the proposals submitted:

- i. All proposals will remain valid for 90 days from the date of opening of proposals.
- ii. In exceptional circumstances, Panchayati Raj Department, Government of Rajasthan may solicit the bidder's consent to an extension of the proposal validity period. The request and the response thereto shall be made in writing.

11. Submission of Proposal

- i. The proposal shall be containing no inter lineation or overwriting, except as necessary to correct errors made by the consultants themselves. The person who signed the proposal must initial such corrections.
- ii. An authorized representative of the bidder shall initial all pages of the proposal. The proposal must be submitted online at SPPP, E-Procurement.
- iii. Any proposal received by the department after the deadline for submission shall not be accepted.
- iv. Once the bid is submitted by the bidder, the bidders are not allowed to modify any parts of the bid.

12. Value of Contract

The value of contract shall be guided by the rate chart outlined in Revamped RGSA scheme released by Ministry of Panchayati Raj, Govt. of India and rate of IEC activities will be guided by DIPR (Rajasthan) rates. **The rate chart is attached as Annexure-A to this document for reference.** The rate mentioned in Annexure-A is the current rate of Capacity Building & Training and Exposure visits under Revamped RGSA scheme and, if the rates are revised, the same will be considered accordingly. **Detailed rate to be referred from Framework for Implementation of Centrally Sponsored Scheme (CSS) of Revamped Rashtriya Gram Swaraj Abhiyan (RGSA) which can be accessed at the website of Ministry of Panchayati Raj, Government of India.**

13. Duration of Contract

Contract will be valid for one year after issuing first work order. For further it is depends on subject to the extension of scheme, approval of Annual Action Plan and

modifications/alterations of norms by Ministry of Panchayati raj, Govt. Of India. Contract agreement will be signed on value of Rs.500/- Stamp paper.

14. EOI Opening and Evaluation

Department of Panchayati Raj, Rajasthan shall open the proposal of those bids that are found to be responsive as provided in eligibility criteria and undertake evaluation of the proposal to determine the qualified bidders.

15. Evaluation of Proposal

- i. The criteria for eligibility and qualification of bidders are set out as mentioned above.
- ii. As part of the evaluation, the Bids can be checked for responsiveness with the requirements of the EOI document and only those bids which are found to be responsive would be further evaluated in accordance with the criteria set out in this EOI document.
- iii. The bid would be responsive if it meets the following conditions:
 - a. It contains all the information and document as requested in the EOI document.
 - b. It contains information in formats specified in this EOI document.
 - c. It mentions the validity period as set out in this EOI document.
 - d. It provides information in reasonable detail. "Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by department without communication with the Bidder. Department reserves the right to determine whether the information has been provided in reasonable detail.
 - e. There are no inconsistencies between the Bid and the supporting documents.
 - f. A Bid that is substantially responsive is one that confirms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:
 - which affects in any substantial way, the scope, quality, or performance of the service contract or
 - which limits in any substantial way, inconsistent with the EOI document, department Rights or the Bidder's obligations under the Agreement, or which would affect unfairly the competitive position of other bidders presenting substantially responsive proposal.

16. Evaluation Criteria

The Evaluation of proposals shall be based on the parameters and weightage as mentioned in the Table below. The evaluation committee appointed by the department will carry out the evaluation of proposals. The department may seek specific clarifications from any or all Agencies at this stage and will take a presentation from each bidder. The Department shall determine the Agencies that qualifies for the next phase after reviewing the clarifications provided by the Agencies. Each evaluated proposal will be given technical score as detailed below:

Marks Criteria			
S .No.	Parameters	Marking Criteria	Maximum Score
A. Financial capability			30
A.1	Average annual turnover of the bidder for last three financial years, ending March 2024. (Provisional financial statements may be considered for FY 23-24)	Points for bidders' average annual turnover for last three years: <ul style="list-style-type: none"> Rs. 18.60 Cr: 20 marks 1 mark for every additional turnover of Rs 2 Cr, above Rs 18.60 Cr.(maximum 10 marks) 	30
B. Firm Experience			40
B.1	Experience of executing capacity building & training assignment with Centre/State/ UT Government Departments of Rural Development or Panchayati Raj (Work order and Completion certificate to be enclosed)	Order value : 15 marks <ul style="list-style-type: none"> assignment of a minimum value of 8 Cr. or assignments of a minimum value of 5 Cr each or 3 assignments of a minimum value of 4 Cr each WO- Work order	20
		Order value : 20 marks <ul style="list-style-type: none"> assignment of a minimum value of 10 Cr. or assignments of a minimum value of 6 Cr each or assignments of a minimum value of 5 Cr each WO- Work order	
B.2	Experience of handling large scale capacity building & training for PRIs in English/Hindi/ Regional language (Work order/ completion certificate to be enclosed)	Training mandays duration in last 3 years <ul style="list-style-type: none"> 0.8 to 1.5 lakh mandays:15 marks 1.5 to 2.5 lakh mandays: 18 marks Above 2.5 lakh mandays: 20 marks 	20
Marks Criteria			
S .No.	Parameters	Marking Criteria	Maximum Score
C.	Content Creation		15
	Experience of having created content and training material including presentations/ Audio Visuals (AVs), etc. (Work order and completion certificate to be enclosed)	Value of Content Created <ul style="list-style-type: none"> Rs 50 lacs to Rs 2 Cr: 10 marks >Rs 2 Cr to Rs 5 Cr: 13 marks >Rs 5 Cr+: 15 marks 	15
	Total (A) + (B) + (C)		85

17. Award of Contract

- i. The applicants will be shortlisted based on the composite total score, which will be calculated after summing up the marks obtained during technical evaluation and presentation. The Bidder with overall minimum technical score of 75% (75 marks) will be considered for shortlisting for empanelment. Up to 3(three) agencies will be empanelled.
- ii. Procurement entity Panchayati Raj Department, Government of Rajasthan reserves the right to accept or reject any or all the proposals without assigning any reason.
- iii. Panchayati Raj Department, Government of Rajasthan also reserves the right to call for additional information from the Bidders.
- iv. The Selected Bidders shall be issued work orders, the duration shall be for a period of financial year 2024-25 extendable at the discretion of the department for a further period of the extension of the scheme by Ministry of Panchayati raj, Govt. Of India.

18. Payment Schedule

- i. The selected agency will raise invoice by the 5th of every month for the work completed during the previous month, along with the Taxes. The payment will be made according to the availability of funds.
- ii. Any additional job works to be conducted shall be done at a mutually agreed cost between the Employer and Agency.

19. Preparation of Bid Documents

- i. The Bidder would provide all the information as per key submissions mentioned below to the department, which would evaluate only those Proposals that are received in the required format and are complete in all respects.
- ii. Key submission includes:
 - a. Covering letter in the format set out in Form Tech 1
 - b. Detail of the Bidder in the format set out in Form Tech 2
 - c. Bidder's Experience in relevant works in the format set out in Form Tech 3
 - d. Technical Approach & Methodology as set out in Form Tech 4
- iii. The proposal shall be signed by the Bidder or duly authorized person(s).
- iv. Only detailed proposals complete in all respect and in the forms indicated shall be treated as valid.
- v. No Bidder is allowed to modify, substitute, or withdraw the Proposal after its submission. Withdrawal of a bid during this interval shall result in the forfeiture of EMD of the Bidder
- vi. The proposal must be submitted in English language only.
- vii. And any other materials required to be completed and submitted by the Bidder is in accordance with these instructions.

Scope of work:

1. The empaneled agencies can be engaged by the States/UTs for CB&T of PRIs as per their approved Annual Action Plan and shall be responsible to provide logistics support (arrangement of training venue, accommodation, boarding, training equipment) for organizing training at multiple locations and also to mobilize participants with the help of State, District, Block and GP level officials as per design of the various field levels training programme for which their services are engaged by the State/UT.
2. Capacity building & training activities for ERs of 3 tier Panchayats, Functionaries, Panchayat & RD officials, Line Department officials and others as per approved Annual Action Plan in which empaneled agencies can be engaged may include:

Training plan and calendar preparation

For preparation of training calendar in consonance with the approved Annual Action Plan under RGSA in consultation with the State Panchayati Raj Department.

Training content development

- (i) Training content to be developed based on training category and subjects/ themes within broad framework of approved Annual Action Plan of State/UTs.
- (ii) The training content should be a mix of Audio-visual learning aids, participatory and interactive training exercises like group discussions, role plays, write-shops, storytelling etc. The content should be preferably in Hindi/English/ Regional or Vernacular language.
- (iii) Provide training material and performance aid for the participants, other relevant support materials/ hand-outs, adapted during the training sessions.
- (iv) Pre and post-training assessment of the participants on Training Management Portal (TMP) of MoPR. The questions for pre and post assessment available at TMP may be utilized and additional training specific questions to be prepared.
- (v) Online submission of feedback of trainers/ instructors on the TMP by the trainees at the end of each training session or end of training program as the case may be.
- (vi) Any other related activity, specified by concerned States/UTs.
- (vii) Coordination with officials responsible for CB&T at different level, scheduling participants in batches, sending invites to participants (if applicable), necessary follow-ups to ensure timely presence in training, and all kinds of communication with the participants and other stakeholders.

Training of Trainers

Services of the empaneled agencies may also be obtained in training of Trainers.

1. Training of Master trainers through eminent resource person.
2. Training to panchayat officers or any other officials, designated by the department, as Trainer/ Master Trainer.
3. Agency should ensure availability of at least one Master Trainer and one coordinator for each session.

Venue Identification and Management:

- (i) Finalization of Training venues in consultation of States/UTs and designated officers at respective level.
- (ii) As per the consultation with concerned State/UTs, the agency would be responsible for arranging of the venue, with adequate infrastructure and facilities for smooth conduct of training which shall, among other things, include:
 - a) Projector, projection screen, speakers and sound management, power backup, stationary for each participant.
 - b) Computer/ laptop for hands on practice,

- c) Internet connection wherever required
 - d) Tea/coffee and refreshments and lunch/dinner as per length of session.
- (iii) For the residential trainings, suitable stay arrangements of the participants to be made by agency in consultation with States/UTs.

Training delivery: The empaneled agency engaged for any training Program shall be responsible for:

- (i) Co-ordination with officials responsible for CB&T at different level for scheduling the sessions and preparation of training kit/material (such as presentation printouts, note pad and pen etc.).
- (ii) The venue for the training should be of good ambiance, well-ventilated and all facilities as mentioned in venue management. It should be easily accessible and convenient to approach for the participants.
- (iii) The agency to provide geo-tagged photographs of the start and end of the session and a five-minute video of all the training sessions.
- (iv) Attendance sheet and instructor's report on the trainees to be compiled and obtained for each session.
- (v) Any other activity that may be required for delivery of training and coordination with participants/ department.

Reporting:

- (i) After every training program the Agency shall furnish Training report duly signed by PR officers (CEO ZP and concerned official) identified by department comprising of various relevant details., including analysis of performance vis-a-vis targets allotted, the status of training requests received and conducted, feedback analysis, the report should have snapshot of trainings conducted during the month with photographs, sample feedback, etc.
- (ii) Agencies are encouraged to develop digital tools for capturing of training data of each session i.e. photographs, videos, feedback forms, government orders, etc. and monitoring of progress w.r.t target through the dashboard. The Agency shall be responsible for online attendance of the trainees on TMP. The State/UT may use the data so captured in verifying the trainings and number of participants.
- (iii) All the trainings to be scheduled on Training management portal. The calendar to be published in advance, trainees' details to be captured, assessment to be carried out and certificate to be generated based on assessment.

Exposure visit: Empaneled agencies can also be engaged in organizing exposure visits as per norms of RGSA and would be responsible for:

- (i) **Identification of Model Panchayat/ other relevant places:** The agency will identify model projects/panchayats for exposure visits within and outside

of the State. This involves conducting secondary research and an advance visit to pinpoint model panchayats, whose best practices can be replicated in the State also. The agency will provide a list of neighboring states for the exposure visit, which will be finalized in consultation with the Department of the Panchayati Raj Govt. of Rajasthan.

- (ii) **Execution of visit:** An actual visit to be undertaken by the Agency wherein an officer from the agency should accompany PRIs to ensure end-to-end arrangements and on ground learning. Logistics- transportation, stay arrangement, approvals from authority, collection of attendance , feedback form, etc. during the Exposure visit to be ensured by the Agency.
- (iii) **Feedback and Reporting:** The agency to submit attendance records along with feedback of each visit. Additionally, the agency will provide a comprehensive report that includes photographs and the learnings from the Exposure visit.

Post-training activities:

- (i) Post-completion of the training assignment training agency would submit a consolidated report to the Panchayati raj dept. Govt. of Rajasthan, along with invoices in duplicate, complete in all respects and all the required proof/ documents mentioned in the prescribed report format within 15 days after completion of the month.
- (ii) All Training Activities like Deployment/Publishing of Training Calendar, Approve/Reject Nomination / Upload/Mark Attendance / Create Feedback and Training material of Training Batch / Post Training Assessment etc. have to be uploaded on Training Management Portal (TMP) of MoPR.

IEC activities

Develop Audio-Visual material and design print material in accordance with DAPV (Directorate of Advertisement & Visual Publicity) guidelines and rates.

Annexure A: Rate chart as per Revamped RGSA

The cost norms of the Capacity building & training section under Revamped RGSA

S.No.	Deliverables	Cost
1. Capacity Building & Training		
1.1	Unit cost per participant per day for training of ERs and Panchayat Functionaries under Revamped RGSA	
1.1.1	Training at State level for ERs, Functionaries, Resource persons, Master Trainers etc.	Rs.2500/- per participant per day
1.1.2	Training at District level for ERs, Functionaries, Resource persons, Master Trainers etc.	Rs.1500/- per participant per day
1.1.3	Training at Block level/ Clusters of GPs for ERs, Functionaries, Resource persons, Master Trainers etc.	Rs. 1000/- per participant per day
1.2	Unit cost for training of Elected Representatives and Panchayat Functionaries under RGSA-Virtual/online mode	Rs.5000/- per day at all levels (Expenses towards procurement of platform and device, resource person remuneration, material cost, organizational expenses, development of learning material, documenting good practices etc.)
1.3	Handholding support for GPDP formulation by academic institutions/ Civil Society Organization (CSOs)/ NGOs (registered at NGO Darpan of NITI Aayog)	@ Rs.20,000/- per GP.
1.4	Training Needs Assessment	Upto Rs.10 lakh once in 2 years per State /UT.
1.5	Development of training modules through empaneled agency	Upto Rs.10 lakh once in 2 years per State /UT.
1.6	Development of training material including films and electronic materials through empaneled agency	Upto Rs.20 lakh once in 2 years per State /UT.
	Exposure Visit	
1.7	Exposure Visits within State	Up to Rs.3500/- per day per participant
1.8	Exposure Visits outside State	Upto Rs.5000/- per day per participant of rest of the States/UTs. Upto Rs.7000/- per day per participant for Andaman & Nicobar Islands and Lakshadweep

Detail cost norm chart may be referred from Revamped RGSA scheme guideline

Note:

IEC activities: Development of Audio-Visual material and design print material to be done in accordance with DIPR rates.

Form Tech-1

Covering Letter

(On the letterhead of the bidder)

To,

**The Commissioner,
Panchayati Raj Department,
Government of Rajasthan Email:
Contact:**

Subject: Selection & Empanelment of Agencies for Capacity Building & Training and IEC activities Under Revamped Rashtriya Gram Swaraj Abhiyan Scheme (RGSA)

Ref: EOI No. XXXXXXXX

Dear Sir,

With reference to the above, I/We would like to inform you that having examined the EOI Document and application form including guidelines for submission, scope of work etc. We hereby submit all the necessary information and relevant documents relating the " Selection of Agency for Capacity Building & Training and IEC activities Under Revamped Rashtriya Gram Swaraj Abhiyan Scheme (RGSA)" for our selection as Bidder.

We understand that the Department of Panchayati Raj, Government of Rajasthan reserves the right to reject any application without assigning any reasons thereof.

We confirm that our Proposal is valid for a period of 90 days from Proposal Due Date.

Date:

Yours faithfully,

(Signature of Authorized Person)

Seal:

Form Tech-2

Detail of Bidder

Name Agency	
Address of Registered Office in India	
Date of Incorporation/ Establishment	
Date of Commencement of Business	
Area of expertise with respect to this project	
Contact Details (name, address, phone no., and email)	
Copy of PAN Card	
GST Certificate	
Bid Document fee details	
Bid processing fees details	
Bid security deposit detail	
EPF/ESI no. Details	
Annual Turnover in last 3 years	FY 2021-22 FY 2022-23 FY 2023-24

Date:

(Signature of Authorized Person)

Seal:

Form Tech-3

Bidder's Experience in Relevant Assignments

Assignment Name:	Approx. Value of the Contract:
Country: Location within the country:	Duration of the assignment (months):
Name of the Client:	Total Number of man-months:
Address of the client:	Approx. Value of the services provided by your firm under the contract
Start & Completion Date Start Date: Completion Date:	Team details
Narrative Description of the Project:	
Description of Actual Services Provided by your staff:	

Note: Copy of Work Order/ completion certificate to be submitted.

Date:

(Signature of Authorized Person)

Seal:

Form Tech- 4

Description Of Approach, Methodology and Work Plan for Performing the Assignments

- a) Understanding of scope
- b) Approach & Methodology
- c) Work plan

Note: Bidders are requested to submit the approach, methodology and work plan as a part of Technical Presentation.

Annexure I: Check List

Eligibility checklist

S.No.	Requirement	Supporting documents	Compliance (Yes/No)
1	The Bidder must be a Company registered in India under Companies Act 1956 or 2013 or Limited Liability Partnership registered under the Limited Liability Partnership Act, 2008 with their registered office in India and existence for a minimum period of 5 years ending 31 March 2024. (JV/ Consortium not allowed).	Certificate of Incorporation	
2	The Bidder should have a minimum average annual turnover of 5 crore in the last 3 financial years ending 31 March 2024.	CA certificate/ Provisional financials may be considered for FY 23-24	
3	Bidder should have experience of any of the following: I. Capacity building & training with Rural Development or Panchayati Raj of 1. One assignment of order value greater than 8 Cr or 2. Two orders, value greater than 5 Cr of each or 3. Three orders, value of 4 Cr each or II. Conducted training of minimum 80,000 man-days in last 3 financial years	Work order/ completion certificate	
4	Bidder should not have been blacklisted by any of the State or Central Government Organizations.	Undertaking on letter head	
5	Bidder should have PAN, GST Registration	PAN card, GST certificate	
6	EPF/ ESIC (if applicable) Registration	EPF/ESIC certificate	
7	MSMEs Registration to be provided if the bidder is MSME	MSME certificate	
8	Bidder should have valid ISO 9001:2015 certificate	ISO Certificate	
9	Bidder should sign with seal on Each page of Bid documents		

Note: All supporting documents mentioned in the Evaluation of criteria to be submitted along with the checklist of Eligibility. Format for checklist of Evaluation may be prepared by the Agency.

Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall -

- i. not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- ii. not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- iii. not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- iv. not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- v. not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- vi. not obstruct any investigation or audit of a procurement process;
- vii. disclose conflict of interest, if any; and
- viii. Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
 - a. have controlling partners/ shareholders in common; or
 - b. receive or have received any direct or indirect subsidy from any of them; or
 - c. have the same legal representative for purposes of the Bid; or
 - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
 - e. The Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
 - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge consultant for the contract.

**Signature of Bidder with
Seal**

**Declaration by the Bidder regarding
Qualifications**

Declaration by the Bidder

In relation to my/our Bid submitted to..... For procurement of

..... in response to their Notice Inviting Bids No.
.....

DatedI/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012 and Rule 2013 that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/Our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Signature of bidder

Place:

Name

Designation:

Address:

Grievance Redressal during Procurement Process

The Designation and address of the First Appellate Authority is Commissioner & Secretary PRD .

The Designation and address of the Second Appellate Authority is Secretary (Budget) Finance Department.

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

(2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.

(3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) Determination of need of procurement;
- (b) Provisions limiting participation of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

(6) Fee for filing appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,
- (c) Hear all the parties to appeal present before him; and
- (d) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (e) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Signature of Bidder with Seal

ADDITIONAL CONDITIONS OF CONTRACT

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (1) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2. Procuring Entity's Right to Vary Quantities

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 50% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

SIGNATURE OF BIDDER