



Request for Empanelment (RFE)
for
Selection of Training Agencies
[One for each of the six Divisions of Haryana]
for
**Capacity Building and Training of Elected
Representatives of PRIs and Panchayat
Functionaries**

Tender No.: RFE/D&P/2023/ 53961 Dated: 19.05.2023

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HARYANA

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

Important dates and other Information

Particulars	Activity
Tender No.	RFE/D&P/2023/ 53961
Publication date of RFE on the e-Tenders portal	19.05.2023; 05:00 PM
Pre-bid meeting on RFE with prospective applicants	07.06.2023; 11:00 Hrs. At Conference room, Haryana Panchayat Bhawan, Sector-28, Madhya Marg, Chandigarh
Last Date and Time for submission of Bids	21.06.2023; 11:00 AM
Date and Time of Opening of Bids (Technical Bid)	21.06.2023; 11:30 AM
Technical Presentation for shortlisted agencies based on the eligibility criteria	To be intimated through e-mail
Earnest Money Deposit (in Rs.)	Rs. 75,000/- (in words Rupees Seventy Five only) through e-tender portal only.
Office and correspondence Address	The Director General, Development and Panchayats Department, Haryana, Haryana Panchayat Bhawan, Plot No. 3, Madhya Marg, Sector-28A Chandigarh- 160028
Email id	rgsaharyana@gmail.com

Sd/-
The Director General
Development and Panchayats Department, Haryana

**RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF
HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT
FUNCTIONARIES**

Table of Contents

Definitions	4
1. Objective.....	5
2. Scope of Work for Capacity Building & training	6
3. Deliverables for CB&T.....	11
4. The Duration of the Empanelment.....	11
5. Training infrastructure	11
6. Language of the Bids.....	12
7. Queries	12
8. Steps and Timeline for empanelment of Agencies	12
9. Eligibility Criteria.....	13
10. Selection criteria	14
11. Financial Norms.....	16
12. Instruction to Bidders	17
12.1 Procedure for submission of bids.....	17
12.2 Opening of Bids.....	18
13. Earnest Money Deposit (EMD)	18
14. Service Level Standards/ Requirements/ Agreement:	18
Annexure-1 : Bid Cover Letter	20
Annexure-2 : Structured Questionnaire for Empanelment.....	22
Annexure-3: Criteria/Sub Criteria compliance for the evaluation of technical bids.....	23
Annexure-4 Project Description Template.....	28
Annexure-5 CV Format.....	30
Annexure-6 Declaration for Non-Blacklisting or Non-Debarment	31

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

Definitions

Following definitions will prevail throughout this RFE, unless inconsistent with the subject matter or content.

- “RFE” means Request for Empanelment for Selection of Training Agencies (One for each of the six Divisions of Haryana) for Capacity Building and Training of Elected Representatives of PRIs and Panchayat Functionaries
- “Bidder”/ “Service Provider”/ “Vendor”/ “Tenderer”/“Manpower Agency/ Agency” means respondent to this RFE document
- “Selected Bidder” means the applicant who is declared successful after completion of the entire process of evaluation as defined under this RFE.
- “Manpower services” means all services, scope of work and deliverables to be provided by the Bidder as described in the RFE
- “HIRD” means the Haryana Institute of Rural Development, Nilokheri, Karnal
- “Authority”/”D&P” means the Development and Panchayats Department, Haryana

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRI AND PANCHAYAT FUNCTIONARIES

1. Objective

The objective of this RFE, is to meet the need for an exhaustive delivery and comprehensive development of training course that specifically addresses the requirement of Elected Representatives of Panchayati Raj Institutions (like Zila Parishad, Panchayat Samiti and Gram Panchayat) and Government functionaries. To meet the objective, Development and Panchayats Department, Haryana (D&P Department, Haryana) intends to empanel the training agencies which have the capability to deliver trainings to the said participants across the divisions of Haryana.

The training staff from the empanelled Training agencies would follow the below objectives:

- Identify the training requirements of the department and ERs.
- Design, develop and execute a capacity building and training methodology for all PRI members.
- Equip PRI members with the skills required to plan, organize and deliver the activities related to the components of the trainings.
- Also, to enhance the capabilities of the trainers/facilitators to deliver the training and make the best use of technology.

The training would be conducted division-wise. Each agency would be empanelled in each of the 6 divisions in the State of Haryana.

The divisions are:

S. No.	Name of Division	Districts and its respective Block
1	Ambala	Ambala, Kurukshetra, Panchkula, Yamuna Nagar
2	Faridabad	Faridabad, Palwal, Nuh
3	Gurugram	Gurugram, Mahendragarh, Rewari
4	Hisar	Fatehabad, Jind, Hisar, Sirsa
5	Rohtak	Jhajjar, Charkhi Dadri, Rohtak, Sonapat, Bhiwani
6	Karnal	Karnal, Panipat, Kaithal

Out of the 6 divisions, the target group of approximately 71,683 PRI members including Sarpanches, Panches, Chairman, Vice-Chairman, President, Vice-President, Ward Members, Officials from Panchayati Raj Department and Rural Development Department would be given trainings under the various training components.

The agencies can utilize the infrastructure of Training Institutes available at HIRD, Nilokheri, RGSIPR&CD, Karnal, RIPR&CD, Bhiwani, SPRC at HIRD, Nilokheri and 22 District Panchayat Resources established in each District. In case of unavailability of any training center at the

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

District level or Block level the agencies have to arrange the training location on their own for conducting the training by renting a room/hall with proper seating capacity in the cost norm decided by the D&P.

2. Scope of Work for Capacity Building & training

1. The programme will involve roll out of training programmes for:
 - a) Elected Representatives of PRIs
 - b) Functionaries from PRIs
 - c) Functionaries from state Line departments/ HIRD officials involved in the implementation of the programme
 - d) Other functionaries/Stakeholders involved in the implementation of the various programmes including specialists of State, Division and District Level Management Units (SPMUs)/ State Resource Group /District Resource Group.
 - e) Any other functionaries involved in RGSA/ other Programme Implementation.
 - f) Any other person as decided by D&P Department, Haryana.
2. The integrated framework will cover training for all the programme under Rashtriya Gram Swaraj Abhiyan (RGSA).
3. The focus of training would be overall capacity building of PRIs to enable them to function effectively as the tier of Government/Local Self-Government. The Training will focus on the following:

S.No	Training Theme
1	Powers, Role & functioning of Panchayats: Fundamental of Panchayati Raj – that are common and need to be addressed by all States, with reference to 73 rd and 74 th constitutional amendments, the National policy framework and core issues related to Panchayats such as the functioning of Panchayats, provision of civic services etc.
2	Increasing participation in Gram Sabha and in GP activities
3	Mapping of village resources (including economic, cultural, social & infrastructure mapping) and Development & Monitoring of Gram Panchayat Development Plans
4	Governance Practices at the Panchayat level including office management
5	Mobilization of own source revenue
6	Registration of Births & Deaths
7	Agriculture, Land Management, Land improvement, Soil conservation, water and watershed management, minor irrigation, social forestry, farm forestry, Minor Forest produce.
8	Small Scale, Khadi, village & Cottage industries.

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

S.No	Training Theme
9	Public amenities like Drinking water, sanitation, Fuel, waterways, Rural electrification, and Renewable energy sources, Public distribution system
10	Animal husbandry, dairying & poultry, grazing and fodder, fisheries
11	Primary, Adult and non-formal Education, libraries
12	Health, Nutrition and sanitation
13	Poverty alleviation, Livelihoods, employment & migration, /rural housing
14	Social welfare & Welfare of weaker sections (Person with disabilities, health issues, women, children, aged, Scheduled Castes and the Scheduled Tribes); Child labor; Violence,
15	Infrastructure & Maintenance of community assets
16	Digital Transactions
17	Women's empowerment
18	Leadership Development
19	Priority programmes at State Level

4. **Description of the task:** The overall scope of work is largely grouped under the following activities:

A. Content development and training design

- a. Formulate the training strategy and calendar for each sector separately.
- b. Assistance in designing training content sector wise.
- c. Assistance in developing the course content for face-to-face training. The training content is to be developed in Hindi & English.
- d. Provide the training material and performance aid for the participants, other relevant support materials/ hand-outs, adapted to each sector's needs during the training sessions;
- e. Pre, and post-training assessment of the participants through an objective test provided by the HIRD. Feedback and Instructor reports in the format provided by the HIRD to be obtained from the participants.
- f. Objective tests and evaluation forms in the format provided by the HIRD. Agency to prepare reports, bring out analysis and incorporate suitable augmentations in design, content and delivery as desired by the HIRD.
- g. Audio-visual learning aids and participatory and interactive training exercises like group discussions, role -plays, write-shops, storytelling etc.
- h. Any other related activity.

B. Overall Programme Management:

- a. This includes coordinating with intermediaries, scheduling participants in batches, sending invites to participants, necessary follow-ups to ensure timely presence in training, devising motivational tools to encourage involvement in the training and all kind of communication with the participants and other stakeholders.
- b. It is expected to depute full-time, dedicated, two members for the trainings to be carried out in the terms of this RFE to D&P Department, one to be positioned as a senior coordinator at the Training institute/organisation and one as a training coordinator at Delhi office for co-ordination with D&P Department.

C. Conduct Training programs

- a. Co-ordination with various intermediaries for scheduling the sessions and preparation of training kit/material (such as presentation printouts, note pad and pen etc.) would be done by the training institute/organization.
- b. The language for delivery would be in Hindi/English or vernacular were required for a specific audience.
- c. The venue of training should be of good ambiance, well-ventilated and should accommodate at least 40 participants. It should be easily accessible and convenient to approach for the participants.
- d. The agency to provide photographs of the start and end of the session and a five minute video of all the training sessions.
- e. Pre and post-session tests to be conducted to assess the understanding.
- f. Feedback from the participants to be compulsorily obtained.
- g. Attendance sheet and instructor's report on the trainees to be compiled and obtained for each session.
- h. Daily status of the trainings conducted with the details of the organization, sector and trainer, attendance and timings to be provided.
- i. Fortnightly report comprising of additional details viz. performance vis-a-vis targets allotted, the status of training requests received and conducted, feedback analysis, queries received from different sectors and other parameters as specified by the authority.

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

- j. Photos and videos captured as evidence of training need to be stored in a repository like a google drive/cloud or in a Pen drive which is to be submitted to the HIRD.
- k. Intermediate and final report submitted to the D&P Department upon training delivery as specified.
- l. Any other activity that may be required for delivery of training and coordination with participants/organization/D&P Department
- m. As a part of undertaking this training assignment, it will be the responsibility of the institute/training agency(ies) to provide the following in the location(s) where the training will be imparted.
 - Writing material-pads and pen
 - Programme content and delivery
 - Good ambiance and ventilation with commensurate space in the training classroom
 - Water, tea /coffee with snacks to the participants
 - Training material prepared should be shared with the participants in hard copies [e.g. PowerPoint presentation (ppt) slide hand-outs] as well as soft copies (CDs) and e-mails of participants.

D. Number of Batches and Batch Size:

- a. The training programs will be conducted in batches throughout the validity of the contract. The minimum batch size should be of 40 trainees. In exceptional circumstances where the batch size is lower than 40, then the agency is required to take prior approval of the authority and the batches may be clubbed in order to reach the minimum number of 40 to be treated as a batch for payment processing.

E. Methodology:

- a. The Training Program shall be organized separately for all the sectors by incorporating sector-specific features, processes, benefits and exercises for evaluation. Thus each training module shall be built for a specific sector, relevant to the needs of the sector and shall also include presentations with physical handouts for information and dissemination. Training conducted for one sector shall not be counted towards the achievement of another sector.

F. Location of the training

- a. The training is envisaged to be organized all across Districts, Blocks and Gram Panchayat level. The details of the District, Block and Gram Panchayats will be provided by the HIRD.

G. Reporting

- a. The training institute is expected to submit a daily and weekly training report on the conduct of training batch/session to the HIRD in soft copy and a quarterly report in hard copy to the D&P Department, Haryana.
- b. The Reports shall include the following:
 - i. Training schedule for all the trainings to be submitted within the first 10 days.
 - ii. Performance report vis-a-vis the targets across the zones, sectors and States.
 - iii. Report of the training conducted date, start and end time, venue detail(address-own or client's), name of the trainer, his contact details, name of the sector intermediary, and the number of participants.
 - iv. Participants Feedback analysis report as devised by the HIRD in the form of Hardcopy or Online format;
 - v. Representative/training session photographs
 - vi. A soft copy of the content and performance or other relevant materials delivered to trainees
 - vii. Provide the copy of the attendance sheet, feedback forms, instructor's report and pre- session and post-session test report for every session conducted within 15 days to the D&P Department.
 - viii. Name and contact number of the trainer/coordinator with complete address of the training venue, whether arranged by the training agency or provided by the trainee's employers.
 - ix. Name, address and contact number of the concerned official of the trained entity.
 - x. Queries received during the training
 - xi. The contact details of all the participants with phone number and e-mail id.

xii. Any other document as specified by the authority

H. Period of Contract

The contract will be signed with the selected proposer initially for a period of 1 year, which may be extended, if there exists a need, for a further period of one year or less subject to the satisfactory performance review and discretion of the D&P Department, Haryana.

I. Right to use the content of training

Content of training to be developed in consultation with HIRD. HIRD will have the sole right to use and modify the content of the training. The content of the training shall be the exclusive property of the D&P Department.

3. Deliverables for CB&T

The following deliverables need to submit to the D&P issuing the work order by the agency with reference to organizing a Training:

- a) Training Activities
- b) Training Plan
- c) Training Calendar
- d) Training feedback form
- e) Training Pre-Assessment Form and Post Assessment.
- f) Training Completion Report

Note: The above may contain Word Files, Excel files, Charts, Photographs and Videos etc.

4. The Duration of the Empanelment

- The Duration of empanelment would be for one year. Whereas, based on the performance and mutual agreement it can be extended for another one year.
- An Empanelment agreement shall come into force from the date on which the letter of acceptance or letter of intent is despatched to the Bidder.

5. Training infrastructure

The agencies can utilize the infrastructure of Training Institutes available at HIRD, Nilokheri, RGSIPR&CD, Karnal, RIPR&CD, Bhiwani, State Panchayat Resource Center at

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

HIRD, Nilokheri, Karnal and 22 District Panchayat Resources established in each District. In case of unavailability of any training center at the district level or Block level the agencies have to arrange the training location on their own for conducting the training by renting a room/hall with proper seating capacity in the cost norm decided by the D&P.

6. Language of the Bids

This bid should be submitted in English language only. If any supporting documents submitted are in any language other than English, translation of the same in the English language is to be duly attested by the bidder and submitted. Any image files submitted in the bid document must be clear and have visible details; otherwise, it will not be accepted.

7. Queries

- a. The Bidders must ensure that their queries (if any) are submitted before the Pre-Bid meeting.
- b. It may kindly be noted that no bid-query will be received through phone Calls/Fax. All queries must be submitted in writing through e-mail only at the specified e-mail:- **rgsaharyana@gmail.com**
- c. All the queries should necessarily be submitted in the following format in Excel:

Sr No.	RFP Document Reference (s)				
	Page No.	Section No.	Section Name	Section Details	Query by Bidder with proposed amendment/changes

8. Steps and Timeline for empanelment of Agencies

The following steps will be followed by empanelment of Service provider Agencies:

Steps	Details	Indicative timeline
Step 1	Time provided to interested agencies for submitting proposals from the date of publishing of e-tender/ advertisement in the newspaper(s)	Two Weeks

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

Steps	Details	Indicative timeline
Step 2	Preliminary screening and short listing of agencies based on the eligibility criteria and selection criteria	As per approval
Step 3	Based on Step 2 above, the final selection/ empanelment of Agency/ Agencies shall be done.	As per approval
Step 4	Issuance of letter of empanelment	As per approval

Note: D&P reserves the right to reschedule/ disqualify/ reject proposal submitted by any agency and/or cancel/disqualify empanelment of agencies at any point of time (if needed), without explaining the reason.

9. Eligibility Criteria

#	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	<p>(i) Any registered Not-for-profit organization under Indian Societies Registration Act 1860 or Haryana Registration and Regulation of Societies Act 2021, Indian Trust Act 1882, Indian Companies Act 1956/2013 (Section 25) (other than proprietorships, partnerships)</p> <p>(ii) Any registered For-Profit organization under Indian Societies Registration Act 1860 or Haryana Registration and Regulation of Societies Act 2021, Indian Trust Act 1882, Indian Companies Act 1956/2013, Limited Liability Partnership Act 2008 (other than proprietorships, partnerships)</p>	Copy of Certificate of incorporation
2.	Manpower Strength	Agency should have a minimum strength of 50 experienced training professionals.	HR Certificate with stamped and signature of authorized signatory
3.	Agency experience	At least five (5) years of experience in conducting trainings/ workshops/	Copies of related work orders/MoUs/

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

#	Basic Requirement	Specific Requirement	Documents Required
		seminars related to Panchayati Raj / Rural Development Department/ Social Sectors (i.e., Health / Education/ poverty alleviation / Sanitation/ Housing / Skill Development) Training at rural areas, State Government, Government Undertakings, PSUs, Central Government.	Agreements/ LoIs/ Work Completion Certificate/ Sanction letters
4	Projects	Successfully conducted at least three (3) training programmes/ workshops/seminars for at least 100 or above number of participants on topics related to Panchayati Raj/ Rural Development/ social sectors (i.e., Health / Education/poverty alleviation / Sanitation/ housing/ Skill development in the last three (3) years in which one training should be residential	Copies of related work orders/MoUs/ Agreements/ LoIs/ Work Completion Certificate/ Sanction letters
5.	Blacklisting	The bidder should not be Blacklisted or Debarred or, EMD forfeited for failure to comply with contract terms of any government undertaking/UT administration/ PSUs in as on the date of issue of the RFE in the last 3 Years	Undertaking on agency letter head by signed and stamped by Authorized signatory

10. Selection criteria

S.No	Parameter	Criteria	Max Marks	Documents Required
1	Proposed Training team providing members (Max. Marks -15	a) Exposure of the proposed key team members with more than 3 years of experience in providing training in rural areas	15	Profiles of Training Team. 5 key Resources (3 Marks each) [Refer to Annexure-C]
2	Training Experience (Max. Marks -15)	a) Minimum 1000 Persons trained during last 3 years	10	Related work orders/ MoUs/Agreements/LoIs/

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

S.No	Parameter	Criteria	Max Marks	Documents Required
		b)1001-5000 persons trained during last 3 years	12	Work Completion Certificate
		c)Above 5000 or above persons trained during last 3 years	15	
3	Panchayat / Social Sector/ Skill Development related training Experience in the last 5 years (preferably in North India)(Max. Marks – 25)	a) less than 3 Projects	10	Related work orders/ MoUs/Agreements/LoIs/ Work Completion Certificate
		b) 3 to 5 Projects	15	
		c) 5 to 10 Projects	20	
		d) 10 Projects or above	25	
4	A. For, NGOs only applying under this route having average gross receipts received in latest 3 consecutive financial from FY 2020-21 to FY 2022-23 (Max. Marks – 15)	i) Up to 50 Lakhs	0	The gross receipts should be supported with the ITR returns of the last three financial years i.e., FY 2020-21 to FY 2022-23 along with Books of accounts and Profit/ Loss statements duly signed and stamped by the authorized Chartered Accountant and Competent authority of bidding firm.
		ii) 50 Lakhs to 1 Cr.	10	
		ii) above 1 cr.	15	
	B. For profit organizations i.e., Agencies/Societies applying under this route have an average annual turnover the in latest 3 consecutive financial year from FY 2020-21 to FY 2022-23	i) Average gross receipts below 1 cr.	0	
		ii) Average gross receipts between 1 cr. to 2 cr.	10	
		iii) Average gross receipts above 2 cr.	15	
5	Approach and Methodology (Max. Marks- 10)	➤ Approach and Methodology of a proposed action plan for delivering of training	10	Write-up

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

S.No	Parameter	Criteria	Max Marks	Documents Required
6	Presentation (Max. Marks-20)	<ul style="list-style-type: none"> ➤ Understanding of the scope of work ➤ Approach & Methodology Proposed Action Plan ➤ Design and Content of Similar nature of training ➤ Question and Answers 	20	Presentation (20 mins)

The selection of the agencies will be based on the evaluation of the responses and information provided by agencies. The evaluation committee appointed by the Director, D&P will evaluate the proposal.

Note:

- a. The selection will be done based on the document submitted and technical presentation.
- b. The qualifying score will be 70 marks out of 100. Firms that qualify in the evaluation will be ranked accordingly. In case, any two or more agencies receive similar score then the merit will be identified based on the number of works/projects credentials represented by the agencies to the evaluation committee.
- c. The qualified agencies are expected to submit the hardcopy of the presentation mentioning the name of the interesting division/divisions (out of 6) for which the bid is to be submitted.
- d. Each of the item types has been allocated a particular mark, based on which the final technical score will be calculated.

11. Financial Norms

Financial norms for funding of the training programmes will be as given below and same may be revised by the D&P based on Govt. of India's guidelines thereafter. Current norms are given below:

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

S.No	Category	Cost Per Participant per day (in Rs.)*
1	Training at State level for ERs, functionaries, Resource Persons, Master Trainers & other person as decided by MoPR, Govt. of India (Residential)	Rs. 2500
2	Training at District level for ERs, functionaries, Resource Persons, Master Trainers & other person as decided by MoPR, Govt. of India (Residential and both non-residential)	Rs. 1500
3	Training at Block level for ERs, functionaries, Resource Persons, Master Trainers & other person as decided by MoPR, Govt. of India (Residential and both non-residential)	Rs. 1000

- i. Training would be done as per the RGSA guidelines of Ministry of Panchayati Raj, Govt. of India.
- ii. The above Costs include all charges include Trainer Fee, TA/DA, Training location/space, Training material (Hardcopy), Meal, GST and other charges and taxes. No other cost would be paid for any work.

12. Instruction to Bidders

12.1 Procedure for submission of bids

- a. The bids would be submitted through e-Tenders portal only. The bids submitted through any other electronic medium shall not be considered.
- b. These bids would be valid for a period of 180 days from the date of opening.
- c. D&P will not be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission of the bids online beyond the bid submission end date & time as mentioned in schedule of RFE.
- d. If any clarification is required, the agency may send the queries through email to D&P Department, Haryana within one week of publishing of e-Tenders.
- e. Bids not submitted as per the specified format and nomenclature may be outrightly rejected.
- f. Ambiguous/Incomplete/Illegible bids may be outrightly rejected.
- g. D&P at any time during the course of evaluation of the bids, may seek verbal or written clarifications from the bidders, which may be in the form of product demonstration, presentation, undertaking, declaration, reports, datasheets, etc.,

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

if D&P finds the information in the submitted bids to be insufficient/ambiguous/deviant or of any such nature that hinders the evaluation committee from arriving at a clear decision. It will entirely be at D&P discretion whether to seek clarifications or not, and what clarifications to seek, or take any other action as per the guidelines provided in the tender.

- h. All the bids' documents must be duly signed and stamped by the authorized signatory of the company. In case the bid is signed by anyone other than the authorized signatory of the company, the bidder must enclose authorization letter from HR department of the company for the officer, who signed the bid. All pages of the bids must be sequentially numbered and an Index should be placed at starting of the bids clearly mentioning the referred documents as per eligibility criteria and Selection criteria.

12.2 Opening of Bids

The bid shall be opened by the bid evaluation committee constituted by the D&P through e-Tenders portal only. Though presence of bidder's is not necessary.

13. Earnest Money Deposit (EMD)

The bidder shall submit, along with their Bids, EMD of Rs. 75,000/- (Rs. Seventy Five Thousand only) through e-tender portal only. No EMD in the form of a Demand Draft/Cheque/NEFT/RTGS or any other mode will be allowed.

EMD of all unsuccessful bidders would be refunded without any interest after the final selection. The successful bidder would be required to convert the EMD into a Performance Bank Guarantee (PBG) of an equivalent amount and PBG will be retained till the period of empanelment.

- i. The EMD may be forfeited:
 - a. If a bidder withdraws its bid during the period of bid validity.
 - b. In case of a successful bidder, if the bidder fails to sign the contract agreement in accordance with this RFE.

14. Service Level Standards/ Requirements/ Agreement:

The following are the service levels and associated penalties:

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

Activity	Service Description	Measurement Parameter	Service Level (Rating out of 10)	Penalty	Remarks
Delivery of Training	The training quality should be above par.	Average Feedback rating by the trainees calculated for the training batch	≥ 7.5 $6 > 7.5$ $5 > 6$ Below 5	0% 2% 5% 10%	Penalty will not be more than 10% of the total value mentioned in the work order
	Conduct of training as per agreed schedule	No. of week delay in Conduct of training	NA	For each week delay, 05% of the training fees of the concerned	
	Submission of Training reports	Delay in Submission of Training reports	NA	For each week delay, 5% of the training cost of the concerned batch	

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

Annexure-1 : Bid Cover Letter

Agency's Name and Address:

Person to be contacted: Designation:

Telephone No.:

Mobile Number:

Fax:

Email ID:

To,

The Director General,

Development and Panchayats Department,

Haryana Panchayat Bhawan, Sector 28-A, Madhya Marg

Chandigarh

Subject: Request for Empanelment for Selection of Training agencies (One in each six divisions of Haryana) for Capacity Building and Training of Elected Representative of PRIs and Panchayat Functionaries.

Dear Sir,

1. We, the undersigned agency, have read and examined in detail your solicitation of Proposal for the purpose of empanelment of our agency for Selection of Training agencies (One in each six divisions of Haryana) for Capacity Building and Training of Elected Representative of PRIs and Panchayat Functionaries
2. **Structured Questionnaire:** We are submitting the Credentials/Information as stipulated in your aforesaid solicitation of PROPOSAL. In case you require any further information in this regard, we agree to furnish the same.
3. **Supporting documents:** We have enclosed documents supporting compliance and in support of the information provided in the Structured Questionnaire.

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

4. **Authorization:** We hereby submit that, we are authorized/ have been authorized on behalf of our agency to sign and submit this application.
5. Dated this.....day of ____ (year)

Thanking you, we remain

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation

Date:

Place:

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

Annexure-2 : Structured Questionnaire for Empanelment

Dear Sir,

In support of our proposal, we furnish herewith Structured Questionnaire along with other information as follows

Section A: General Particulars of Agency

Particulars	Details
Name of the agency	
Registered Address (with pin code)	
Phone No.	
Fax No.	
E-mail ID	
Name of Contact person for this Proposal	
Phone No. of the contact person for this Proposal	
E-mail Id of the contact person for this Proposal	
Branch offices in India with address (if any)	

Section B: Particulars of Agency

Particulars	Details
Date of agency's establishment	
Registration Number	
Registration Authority/ Act	
Validity of Registration	
Date of Renewal of Registration	
Empanelment with other Govt. Departments/ Govt. undertakings	
Type of Agency (Proprietary Firm/ Institute/ Company/ Partnership/NGO)	
Goods and Services Tax India (GST) Registration No. and Validity (if applicable)	

(Sign and Seal of Authorized representative of the firm)

Name:

Designation:

Date:

*Note: All fields are to be mandatory filled and should not be altered or left blank.

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

Annexure-3: Criteria/Sub Criteria compliance for the evaluation of technical bids

A. Eligibility Criteria

#	Basic Requirement	Specific Requirement	Documents Required	Section No. and Page No. against each Criteria/Sub Criteria compliance in the Bidders Proposal
1.	Legal Entity	<p>(i) Any registered Not-for-profit organization under Indian Societies Registration Act 1860 or Haryana Registration and Regulation of Societies Act 2021, Indian Trust Act 1882, Indian Companies Act 1956/2013 (Section 25) (other than proprietorships, partnerships)</p> <p>(ii) Any registered For-Profit organization under Indian Societies Registration Act 1860 or Haryana Registration and Regulation of Societies Act 2021, Indian Trust Act 1882, Indian Companies Act 1956/2013, Limited Liability Partnership Act 2008 (other than proprietorships, partnerships)</p>	Copy of Certificate of incorporation	
2.	Manpower Strength	Agency should have minimum strength of 50 experienced training professionals.	HR Certificate with stamped and signature of authorized signatory	

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

#	Basic Requirement	Specific Requirement	Documents Required	Section No. and Page No. against each Criteria/Sub Criteria compliance in the Bidders Proposal
3.	Agency experience	At least five (5) years of experience in conducting trainings/ workshops/ seminars related to Panchayati Raj / Rural Development Department/ Social Sectors (i.e., Health / Education/ poverty alleviation / Sanitation/ Housing / Skill Development) Trainings at rural areas, State Government, Government Undertakings, PSUs, Central Government.	Copies of related work orders/MoUs/ Agreements/ LoIs/ Work Completion Certificate/ Sanction letters	
4	Projects	Successfully conducted at least three (3) training programmes/ workshops/seminars for at least 100 or above number of participants on topics related to Panchayati Raj/ Rural Development/ social sectors ((i.e., Health/Education/ poverty alleviation/ Sanitation/ housing)/ Skill development in the last three (3) years in which one training should be residential	Copies of related work orders/MoUs/ Agreements/ LoIs/ Work Completion Certificate/ Sanction letters	

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

#	Basic Requirement	Specific Requirement	Documents Required	Section No. and Page No. against each Criteria/Sub Criteria compliance in the Bidders Proposal
5.	Blacklisting	The bidder should not be Blacklisted or Debarred or, EMD forfeited for failure to comply with contract terms of any government undertaking/UT administration/ PSUs in as on date of issue of RFE in last 3 Years	Undertaking on agency letter head by signed and stamped by Authorized signatory	

I(please include your name) hereby declare that, I'm authorized to sign this document on behalf of my organization and above information provided by me, in response to proposal invited by D&P is true and correct to the best of my knowledge and belief.

I understand that in case any information provided above is found to be false or concealed during and/or after the empanelment process the Department will omit organization's name from the list of empanelled agencies and may also impose penalty as deemed fit.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation

Date:

Place:

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

B. Selection Criteria

S.No	Parameter	Criteria	Max Marks	Section No. and Page No. against each Criteria/Sub Criteria compliance in the Bidders Proposal
1	Proposed Training providing team members (Max. Marks -15)	a) Exposure of the proposed key team members with more than 3 years of experience in providing training in rural areas	15	
2	Training Experience (Max. Marks -15)	a) Minimum 1000 Persons trained during last 3 years	10	
		b) 1001-5000 persons trained during last 3 years	12	
		c) Above 5000 or above persons trained during last 3 years	15	
3	Panchayat / Social Sector/ Skill Development related training Experience in the last 5 years (Max. Marks - 25)	a) less than 3 Projects	10	
		b) 3 to 5 Projects	15	
		c) 5 to 10 Projects	20	
		d) 10 Projects or above	25	
4	A. For, NGOs only applying under this route having average gross receipts received in the latest 3 consecutive financial from FY 2019-20 to FY 2021-22 (Max. Marks - 15)	i) Up to 50 Lakhs	0	
		ii) 50 Lakhs to 1 Cr.	10	
		ii) above 1 cr.	15	
	B. For profit organisations i.e., Agencies/Societies applying under this route have average annual turnover	i) Average gross receipts below 1 cr.	0	
		ii) Average gross receipts between 1 cr. to 2 cr.	10	

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

S.No	Parameter	Criteria	Max Marks	Section No. and Page No. against each Criteria/Sub Criteria compliance in the Bidders Proposal
	in latest 3 consecutive financial year from FY 2019-20 to FY 2021-22	iii) Average gross receipts above 2 cr.	15	
5	Approach and Methodology (Max. Marks- 10)	➤ Approach and Methodology of proposed action plan for delivering of trainings	10	
6	Presentation (Max. Marks-20)	➤ Understanding of the scope of work ➤ Approach & Methodology Proposed Action Plan ➤ Design and Content of Similar nature of training ➤ Question and Answers	20	

I(please include your name) hereby declare that, I'm authorized to sign this document on behalf of my organization and above information provided by me, in response to proposal invited by D&P is true and correct to the best of my knowledge and belief.

I understand that in case any information provided above is found to be false or concealed during and/or after the empanelment process the Department will omit organization's name from the list of empanelled agencies and may also impose penalty as deemed fit.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation

Date:

Place:

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

Annexure-4 Project Description Template

S. No.	Particular	Details	
1.	Citation/Project Serial Number		
2.	Name of Project (Title)		
3.	Name of Client		
4.	Address of Client		
5.	Contact Person Name & Mobile / Telephone		
6.	Type of Project (Government/Private/others)		
7.	Type of Assignment (Development/Customization/ Service/ others)		
8.	Total Assignment Value (in Rs) {excluding tax}		
9.	Payment realization value against project (till date)		
10.	Project Timelines / Duration (in months)		
11.	Name of modules implemented in the project		
12.	Whether completed or ongoing		
13.	Start & End Date of Project	From	To
14.	Ongoing Activities: •	Completed activities •	
15.	Number of personnel provided by the Agency (team size)	Onsite: - Offsite: - Combined: -	
16.	Brief narrative description of Project:		
17.	Name of key team personnel involved and functions performed by them		
18.	Plan for bringing knowledge and experience from this citation		
19.	Detailed write up for each project (in separate plain sheet)	Attached: (Yes / No) If Yes, Section No. & Page No. in the technical bid	
20.	Supporting Documents: a) Work Order b) Completion Certificate or in-progress certificate	Attached: (Yes / No) If Yes, Section No. & Page No. for each supporting document in the technical bid.	

Please Note:

- a. All Fields are to be mandatory filled & should not be altered or left blank.

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

- b. For each project specified above, please provide **the detailed write up** (in separate plain sheet) **for each project**. This will help in understanding the project at a glance.
- c. **Work Order along with Completion Certificate or in-progress certificate** from the client shall be mandatorily attached along with Project Description Template in support of each project.

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

Annexure-5 CV Format

1.	Designation			
2.	Position			
3.	Name			
4.	Date of birth			
5.	Nationality			
6.	Total years of experience			
7.	No. Of Years in current firm/agency			
8.	Education (year in which various Qualification were obtained must be stated)	Year	Degree/Diploma	Institution/ University
9	Other training and Certifications			
10	Countries of work Experience (if any)			
11	Language & degree of proficiency			
12	Summary of Experience			
13	Skill Set			
14	EMPLOYMENT RECORD			
	From - to			
	Employer			
	Position held:			
15	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned			
A.	Name of the Assignment			
	Year			
	Location			
	Client			
	Project Features			
	Positions held			
	Activities Performed			
B.	Name of the Assignment			
	Year			
	Location			
	Client			
	Project Features			
	Positions held			
	Activities Performed			

RFE FOR SELECTION OF TRAINING AGENCIES [ONE FOR EACH OF THE SIX DIVISIONS OF HARYANA] FOR CB&T OF ELECTED REPRESENTATIVES OF PRIS AND PANCHAYAT FUNCTIONARIES

Annexure-6 Declaration for Non-Blacklisting or Non-Debarment

(On company Letter Head)

I, authorized representative of _____ (Designation), of the firm/agency _____ do hereby solemnly affirm that our firm/agency _____ has never been blacklisted/debarred Blacklisted or Debarred or, EMD forfeited for failure to comply with contract terms of any government undertaking/UT administration/ PSUs in as on date of issue of RFE in last 3 Years.

(Signature of Authorized Signatory)

Name:

Designation

Date:

Place: