

—जिला दण्डाधिकारी का कार्यालय, बोकारो।
(जिला विकास शाखा)
Request for Proposal

बोकारो जिला अन्तर्गत Implementation of training and Capacity Building Projects on governance, infrastructure management, natural resource management and livelihood planning in Directly & indirectly Affected Mining Areas of Bokaro District. हेतु Request for Proposal इच्छुक प्रतिष्ठित प्रतिष्ठान/संस्थान से आमंत्रित किया जाता है। इच्छुक संस्थान दिनांक 20/6/23 के अप0 5pm बजे तक जिला विकास शाखा, बोकारो में Request for Proposal जमा कर सकते हैं। इस संबंध में विस्तृत विवरणी बोकारो जिला के वेबसाइट [http:// bokaro.nic.in](http://bokaro.nic.in) पर देखा जा सकता है।

६०

उप विकास आयुक्त,
बोकारो।

- ज्ञापांक 872 / वि०, दिनांक 06/06/23
- प्रतिलिपि— जिला सूचना एवं विज्ञान पदाधिकारी, एन०आई०सी०, बोकारो को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित। अनुरोध है कि एन०आई०सी० के वेबसाइट [http:// bokaro.nic.in](http://bokaro.nic.in) पर अपलोड करना सुनिश्चित करेंगे।
- प्रतिलिपि— जिला जनसंपर्क पदाधिकारी, बोकारो को सूचनार्थ प्रेषित। अनुरोध है कि उक्त Request for Proposal का प्रकाशन चार प्रमुख दैनिक समाचार पत्रों में कराना सुनिश्चित किया जाय।


उप विकास आयुक्त,
बोकारो।

REQUEST FOR PROPOSAL (RFP)

FOR

SELECTION OF AGENCY FOR

**Implementation of Training and Capacity Building projects on governance,
infrastructure management, natural resource management, and livelihood planning
in Directly & Indirectly Affected Mining Areas of**

Bokaro district, Jharkhand

Dated-




Address:

**The Deputy Development Commissioner cum Member Secretary
DMFT Bokaro, Camp-02, Sector-01, Bokaro Steel City- 827001,
Jharkhand**

Disclaimer

Information contained in this Request for Proposal ("RFP") document and/or subsequently provided to Bidders, whether verbally and/or in documentary form by or on behalf of District Administration, Bokaro or any of its employees or advisors (collectively referred to as "District Administration"), is provided to the Bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by District Administration to any other party. The purpose of this RFP document is to provide interested parties with information to enable formulation of their proposal. This RFP document does not purport to contain all the information each Bidder may require. The Bidders should conduct their own due diligence, investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. District Administration Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document and concerned with any matter deemed to form part of the RFP document, award of the assignment, the information and any other information supplied by or on behalf of District Administration or otherwise arising in any way from the selection process. The prospective Bidder will be responsible for all obligations to its staff, their payments, complying with the labour laws, minimum wages Act and any other Act relevant for the working of the Bidder's staff. Under no circumstances, District Administration will be responsible for any non-compliance with statutory requirements of the bidder's staff. District Administration may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document from time-to-time, after intimating the same to the Bidders. District Administration reserves the right to accept or reject any or all proposals without giving any reasons. Bidding process shall be governed by the Laws of India and Courts at Bokaro, Jharkhand will have jurisdiction over matter concerning and arising out of this RFP document.


Deputy Development Commissioner
Bokaro
Government of Jharkhand

DISTRICT ADMINISTRATION, BOKARO

NOTICE INVITING TENDER

District Administration, Bokaro, Government of Jharkhand intends to hire/engage a firm/organization for implementation of project "Implementation of Training and Capacity Building project of governance, infrastructure management, natural resource management and livelihood planning" through training and capacity building - an initiative to build a scalable model of holistic development through Capacity Building and PRI-CBO- Government collaboration for building of 100 model gram panchayats in the district. This will help in achieving localized SDG goals through capacity building, convergence and mostly through PRI-CBO- Government collaboration.

In this context, District Administration proposes for selection of an agency/firm/organization for implementation of the program in 100-gram panchayats across the district of Bokaro. The model Gram Panchayats will be developed by liaising of administration, institutions and other stakeholders. The implementation program should cover bottom-up approach for strengthening of the existing governance institutions. Eligible firms/organizations have to submit required Techno-Financial Proposals to District Administration, Bokaro District, Government of Jharkhand. After evaluation of the proposals, the work contract will be signed with the successful bidder. The contract may be renewed by the good office of the District Administration for further installations based on the satisfactory performance as determined by The Deputy Development Commissioner, Bokaro. The Key Dates, Formats, Terms of Reference, Qualification Criteria, and other terms and conditions are provided in this RFP Document.

P. J. 96/23

**Deputy Development Commissioner
Bokaro**

Government of Jharkhand

Fact Sheet


Sl. No.	Particular	Details
a.	Name of the work	Selection of Agency for Implementation of Training and Capacity Building projects on governance, infrastructure management, natural resource management, and livelihood planning in Directly & Indirectly Affected Mining Areas of Bokaro district, Jharkhand
b.	Availability of RFP document at	www.bokaro.nic.in
c.	Date of Issue of RFP	06 JUNE 2023 - 11 AM
d.	Prebid meeting of the Interested bidders	13 JUNE 2023 - 4 pm
e.	Last Date for submission of Proposal	20 JUNE 2023 - 5 pm
f.	Date of opening of Technical Proposal	21 JUNE 2023 - 4 pm
g.	Date of Technical Presentation to be done by shortlisted bidders	21 JUNE 2023 - 4 pm
h.	Date of opening of Financial Proposal	21 JUNE 2023 - 4 pm
i.	Time allowed for completion	3 years from the date of issue of work order.
j.	Bid Processing Fee (Non-refundable)	INR 5000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favor of <u>"Deputy Commissioner, Bokaro"</u> drawn in any Scheduled Commercial Bank payable at Bokaro. The bid processing fee shall be submitted along with the 1 st inner Envelope of the Technical Proposal.
k.	Earnest money deposit (EMD) (Refundable)	INR 1,00,000 /- (Rupees One Lakh only) in the form of Demand Draft drawn in favor of <u>"Deputy Commissioner, Bokaro"</u> drawn in any Scheduled Commercial Bank payable at

Sl. No.	Particular	Details
		Bokaro. The bid processing fee shall be submitted along with the 1 st inner Envelope of the Technical Proposal.
l.	Security deposit	10% of the the value of the work order with GST in form of the Bank Guarantee (the format of the BG will be shared later with the successful bidder). The BG shall be valid till the 3.5 years from the date of agreement or issuance of the work order. The BG will be collected only from the successful Bidder.
h.	Address at which the proposals are to be submitted:	Deputy Commissioner Office, Bokaro
i.	Place of opening propsals:	Deputy Commissioner Office, Bokaro
j.	Mode of submission	Speed post/ Registered Post/ By Hand only to the address as specified above during the office hour only. Submission of bid through any other mode and late submission of bids will be rejected.
k.	Method of Selection	Quality and Cost Based Selection (QCBS) Method; Stage 1: The compliance check of technical proposals and documents with respect to the Pre-Eligibility Criteria will be done in the first stage. Stage 2: The detailed technical scoring of the shortlisted bidders in pre-eligibility criteria will be done. The bidders scoring more than 60% in the technical scoring will be considered only for further financial bid evaluation. Stage 3: 65% weightage will be given to technical proposal submitted by the Bidder. 35% weightage will be given to Financial Proposal and technical presentation submitted

Sl. No.	Particular	Details
		by the Bidder.

Note:

1. The administrative body of the District Administration reserves the right to change any schedule. Please visit the website mentioned in the RFP document regularly for the same.
2. Proposals must be received not later than time, date mentioned in the Fact Sheet. Proposals that are received after the deadline will not be considered.
3. The Deputy Development Commissioner- cum- Member Secretary, Bokaro reserves the right to cancel or change the RFP without any prior notice/information.


Deputy Development Commissioner
Bokaro
Government of Jharkhand

LETTER OF CONSENT

- a. I/We agree to abide by all the detailed specifications, terms and conditions stipulated by the Deputy Commissioner Office, Bokaro which I/We have read and understood
- b. I/We certify that I/we have fully read and understood the instruction to bidders for bid submission given by Deputy Commissioner Office, Bokaro and any lapse to properly submit the bids result in rejection of the bid submitted.
- c. I/We certify that the proposal is offered without any alternation/addition/omission.
- d. I/We certify that all the conditions of the RFP are accepted.
- e. I/We agree that the Deputy Commissioner Office, Bokaro, is not responsible for any data corruption that might arise during the transmission/uploading of data on the website or due to disruption in communication error in my/our proposal.
- f. I/We agree that the Corporation has right to change schedule of opening or any technical corrective action to resolve any error that might arise during the opening of the proposal by Deputy Commissioner Office, Bokaro.
- g. In the event of failure on my/our part to comply with all the requirements mentioned in this proposal document I/we unconditionally agree that the department is at its liberty to reject my/our proposal.

Signature of the Bidder

1. Background

The 2030 Agenda for Sustainable Development sets out the vision to achieve sustainable development in its three dimensions- economic, social, and environmental, in a balanced and integrated manner. It is resolved to create and build peaceful, just, and inclusive societies to protect human rights and promote gender equality and the empowerment of women and girls. The different levels of development, various issues, social, economic, geographical, and environmental meshed together with the SDGs with 17 goals and 169 targets that was positioned to give ourselves the vision of the future we want by 2030. Therefore, localization of SDGs assumes even more an important role to reach the larger goals through the rural areas so as to build back better for all, to ensure no one is left behind.

Development of the community starts by following a bottom-up approach where the importance and priority is given to people at the bottom of the pyramid for a holistic growth in an integrated manner. This can be achieved by ensuring strengthening of local level governance, capacity building of communities and institutions in supporting the community. Comparing to the other neighboring states, the Panchayati Raj system is fairly new in Jharkhand. Presently there exists an ample scope for enhancing capacities of elected members, devolution of funds, functions, and functionaries at the Panchayat level, empower Gram Sabha, etc. In such a scenario, Gram Panchayats, being the smallest and most critical unit of development, often tends to misfire. But the localization of SDGs, so as to reach all villages and benefit all people and address the issues that can only be done locally, need efficient local level planning and implementation, with good governance, local action and people action is fundamentally at grassroots are the domains of the PRIs. However, with the existing capacities, it is rather challenging for Panchayats to address it efficiently and with accountability.

Through this project, it has been envisaged to build 100 model Gram Panchayats from directly or indirectly impacted mining area to be Localized SDG (LSDG) compliant through capacity building and Panchayati Raj Institution Community Based Organisation Administration (District and Block) collaboration, referred to as 'PRI-CBO-Administration'. Moreover, it will influence and integrate different aspects of the project to scale up the model across District and the State and build grounds of collaboration and convergence with the line departments and streamlining PRI and Community based interventions.

2. Objective of the Proposal

The objective of the program is to strengthen and improve overall capacity of the local

governance models and stakeholders for inter-departmental planning, coordination and implementation of cross sectoral programs in the agriculture, water resource and other major indicators across 100-gram panchayats falling under directly affected or indirectly affected mining areas of Bokaro. Through this program it is proposed to create 100 model GPs with advance WASH facilities, adoption of smart technologies in field of agriculture, climate resilient practices skill and education. The key objectives are as follows:

1. Building collaboration between Panchayati Raj Institutions (PRI), Community Based Institutions (CBO) and administration to demonstrate good governance and proper functioning of Gram Panchayats.
2. Establishing a system at the GPs to identify 2-3 thematic areas under localized SDGs (LSDG) and address the existing gaps especially around improving carrying capacity of natural resources and creation of irrigation infrastructure, enhancing livelihoods, ensuring social justice-gender relations and social security, health and nutrition.
3. Increasing women participation in local governance and empowering elected women representatives (EWRs) to make GPs gender sensitive.
4. To develop an eco-system for stake holder orchestration to make it a sustainable and scalable model.

3. Key Result Areas of the project (100 Model Gram Panchayats): By the end of the project, following 10 key expected results will be visible:

- Result 1: Different committees like, GPEC, GPCC, Standing committees formed and doing regular mandated meetings with due processes and the GP office opens for at least 4 days in a week.
- Result 2: The GP along with the Gram Sabha and the CBOs are conducting Participative and comprehensive planning (VPRP & GPDP) and ensuring its implementation, hence increasing expenditure of at least 70% of the Finance Commission (FC) fund in the same financial year.
- Result 3: 80% GPs has established mechanism like CSC / panchayat frontline helpdesk for easy access to social security schemes resulting to ensured basic services and entitlement to minimum of 80% eligible beneficiaries for key identified schemes like- NSAP, NFSA, MGNREGA, PMAY, etc.
- Result 4: Prototypes on Improved agriculture, Livestock rearing, Horticulture, Fishery, micro-enterprises, food processing have been demonstrated and emerged as suitable livelihoods for 25,000 households.
- Result 5: Treatment of 20,000-acre through land and water-based intervention through convergence with various departmental programmes (MGNREGS, PMKSY, Minor Irrigation, 15th FC etc.).
- Result 6: Creation of irrigation potential of 7,500 acres through installation of Solar lift, Drip irrigation and construction of irrigation structures like Earthen Dam, Check Dam, Ponds, Happa, etc.
- Result 7: At least 400 Elected Women Representatives groomed around gender perspective leading towards Zero witch-hunting cases, reduced cases of violence against women, zero child marriage, increased enrolment of girl child in schools, etc. Moreover, 10 % of GPs budget dedicated exclusively to address women's issue.
- Result 8: Eligible children and pregnant / lactating mother are accessing services through well-functioning AWCs.
- Result 09: Panchayats and its community members have become Health, Nutrition, WASH, Women & Child Development sensitive and accessing its rights and entitlements.
- Result 10: More than 500 frontline workers and other stakeholders regularly capacitated around livelihood, INRM and local Governance.

In this aspect a Implementing agency will assist the District Administration, Bokaro for improving the planning and convergence, coordination, and implementation while the DMFT PMU setup will support in oversight, monitoring, analytics, policy formulation and partnership building. Besides this, the implementing agency would help guide the district's long and short-term vision for agri-allied sector, skill building and adaptation/mitigation of climate change, build the state's capability to deliver programs, and help forge strategic long-term partnerships for improved performance of relevant sectors. A holistic growth of the proposed gram panchayat will ensure adequate infrastructure, proper health and hygiene and ensures food security.

In order to achieve the objective of the project, detailed Techno-Financial Proposals from eligible bidders having strong grassroot level presence and excellent community rapport in the district of Bokaro are being invited.

Joint bidding or sub-contracting is not allowed in this RFP.

Support from District Administration:

- Acceptance of plans coming out in GPDP to the respective line departments
- Making provisions of budget from the respective departments as per the plan of GPDP
- Monthly meeting with line departments, District Panchayati Raj Officials, DMFT Team, Implementing partner under the chairmanship of DDC.
- Shall ensure the convergence and programme fund for the projects.
- Deployment of Nodal officer at District and Block level to spearhead this project.
- Timely release of required programme fund as per the fund release schedule.
- Providing facilitative guidelines, circular, letter for smooth implementation, convergence, engagement of frontline workers etc.

4. Scope of Work

The scope of work under this RFP is as follows:

- 3.1. Identification of 100 GPs out of 181 directly or indirectly mining affected GPs of Bokaro district.
- 3.2. Conduct Baseline Survey of the identified survey to understand the gap related to interventions needed.

A. Sensitization and Awareness generation

- 3.3. Sensitizing the targeted PRIs & communities about various central as well as state

government schemes, district's own initiatives, objectives of such interventions, key eligibility criteria and application process.

- 3.4. Enabling GPs to collaborate with the line departments to increase the awareness, outreach and applications of key schemes.
- 3.5. Creating ecosystem in GPs to ensure maximum coverage of various Social Security Schemes such as Public Distribution, Disability Certification & pension, Widow pension, old age pension, KCC, grievance redressal etc.

B. Governance strengthening, institution building & Capacity Building:

- 3.6. Conceptualizing, designing and rolling out training and capacity building programs for the elected representatives, gram Sabha members, Panchayati raj bodies, key staff & field staff concerned departments to enable them identify the gaps & challenges in their area and request for support under suitable schemes and initiatives.
- 3.7. Delivering Capacity building of key staffs and master trainers at Block level on VPRP & GPDP, livelihood, INRM planning, Gender, different schemes etc.
- 3.8. Ensuring end to end Village Poverty Reduction Plan (VPRP) and Gram Panchayat Development Plan (GPDP) process.
- 3.9. Forming and activating Gram Panchayat standing committee, Gram Panchayat Coordination Committee (GPCC), GPEC (Gram panchayat Executive Committee) ..
- 3.10. Facilitating Gram Panchayat (PRI) - Community Based Organization (CBO) specifically SHG institution and local administration collaboration
- 3.11. Building the capacity of ERs to ensure implementing process and mobilizing fund through convergence

C. Convergence & Coordination:

- 3.12. Improving implementation and delivery of schemes/services to rural masses through improved planning, coordination and convergence among the key departments such as DMFT, NRLM, JSLPS, MGNREGA, Agriculture Dept., NABARD, etc.
- 3.13. Ensuring necessary flow of communications between District, Block and Other organization involved. Identifying implementation bottlenecks and providing support to different node in solving the issue with knowledge support and helping District to issue guideline / letter / circulars.
- 3.14. Identifying implementation bottlenecks and providing feedback to DMFT PMU in solving the issue.
- 3.15. Supporting DMFT PMU in preparation necessary intervention strategy based on field-based data and lessons learnt.
- 3.16. Supporting DMFT PMU in developing innovative projects, concept notes, business plans etc.

- 3.17. Supporting district administration by identifying opportunities for awards and recognitions etc.
- 3.18. Participating in various training programmes, review meetings as and when organized by DMFT PMU/District Administration.
- 3.19. Developing policy briefs for relevant government departments of DC office Bokaro based on the experience of the stakeholders and the impact of the programs.

D. Livelihood Linkage and other sectorial development:

- 3.20. Supporting GPs to prepare contextual livelihood and INRM plans and helping them to implement the same
- 3.21. Demonstrate livelihood prototypes like improved climate resilient agriculture, livestock, horticulture, fisheries etc.
- 3.22. Supporting CBOs in establishing backward and forward market linkages
- 3.23. Facilitating training from domain experts for imparting sectoral training program such as agriculture & food processing, micro enterprises, livestock, fisheries etc.
- 3.24. Planning for the implementation of various training events, meetings in co-ordination with DMFT PMU.
- 3.25. Supporting GPs in Sectoral planning for various key issues such as Health, Nutrition, WASH, Women & Child Development, Education, Natural Resource Management, livelihood planning, etc. in all panchayats.

E. Support to DMFT in field level data collection and field level stakeholder training

- 3.26. Facilitating the process of DMFT Fund Utilization Plan Preparation by necessary stakeholder sensitization at GP level and consolidation at Block and district level with support from DMFT PMU
- 3.27. Supporting DMFT PMU in field level need gap assessment & project progress data
- 3.28. Supporting DMFT PMU in Developing IEC materials, training module, training process documentation etc. of stakeholders in directly or indirectly affected mining areas
- 3.29. Supporting DMFT PMU by conducting exposure visits of stakeholders in directly or indirectly affected mining areas
- 3.30. Supporting DMFT PMU by providing necessary data in detailed annual action plan in alignment of the need of the GPs.
- 3.31. Supporting DMFT/District administration for the documentation of governance & community mobilization related best practices, case studies etc.
- 3.32. Providing field support as per requirement and supporting DMFT to organize workshops to enhance and distill learning experiences
- 3.33. Submitting quarterly progress reports to DC/DDC/DMFT PMU on its functioning, major

engagement, achievement, challenges, and way forward.

5. **Scale of the project:** 100 identified Gram Panchayat from the 09 blocks of the Bokaro district, impacting approximately 1 lakh households.

6. **Period of Assignment**

The agency will be engaged for 3 years from the date of issue of work order.

7. **Pre-Eligibility Criteria**

Only the bidders qualifying the following technical shortlisting criteria will be considered for evaluation of their financial proposals.

Sl. No.	Criteria	Eligibility	Documents to be submitted
	Bidder's Turnover	<ul style="list-style-type: none">The firm should have a minimum average annual turnover of Rs. 50 lakhs in the last 3 Financial Years i.e. of 2019-20, 2020-21, 2021-22The firm should have a valid PAN and GST and valid certificate of registrationThe agency should be registered in India.The agency should have established office in Jharkhand.	<p>As applicable:</p> <ul style="list-style-type: none">Certificate of IncorporationRegistration CertificateGoods and Service Tax RegistrationPAN card of the OrganizationC.A. Certificate indicating annual turnover in the last 3 Financial Years i.e. of 2019-20, 2020-21, 2021-22 as per format given in the RFP along with the audited financial statementsThe agency should be a single level entity registered under Societies Registration Act, 1860 or India Trust act, 1882.Copy of Income Tax Return of last three Financial Years i.e. of 2019-20, 2020-21, 2021-22
	Bidder's Experience	<ul style="list-style-type: none">The bidder must have a minimum 3 years of experience in the field of livelihood, capacity building and local governance implementation. Bidders who have experience of engaging with Department of Panchayati Raj (DoPR)/	<p>The bidder is required to submit the Work Orders/ Agreements/ Work Completion Certificates along with the proposal documents</p>

Sl. No.	Criteria	Eligibility	Documents to be submitted
		Department of Rural Development and with Gram Panchayats will be given advantage.	
	Power of Attorney of Bidder's representative	A power of Attorney/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney/ Board resolution copy
	Blacklisting/ Debarring	The firm must not have been debarred / blacklisted by any Govt. Dept., Agency, PSUs / Institution / Agencies / Autonomous Organizations. The bidder shall submit a self-certification by an authorized person duly notarized Organizations as on the date of the submission of the bid".	Self- Declaration authorized by the notary

8. Team Composition

The agency will engage following team members (key-staff members) with required qualification and experience criteria for the implementation as well as self-monitoring.

Particulars	Unit
Team leader - (Key expert)	1
Livelihood Expert (Key expert)	1
Local Governance Expert (Key Expert)	1
Block Level Thematic Experts (Key expert)	20
Total	23

- Team Leader-** Master's or Bachelor's in Economics , agriculture, development studies , business studies or any other related field or B. Tech engineering from reputed National/International Institution/ University, with minimum 05 years of experience and at least 4 years of experience in program management /policy research / stakeholders management /evaluation and at least 3 years working with Central/ State Government and national organization in the area of either economics, agriculture or environment. The team lead should have experience of managing at least a team of 8-10 persons for a minimum two years' duration.
- Livelihood Expert -** Master's or Bachelor's in Economics, agriculture, development studies, business studies or any other related field or B. Tech engineering from reputed National/International Institution/ University, with minimum 05 years of experience and at least

4 years of experience in Livelihood and skill development and at least 3 years working with Central/ State Government.

- **Local Governance Expert:** Master's or Bachelor's in Rural Development / Livelihoods/ Social work or any related field or B. Tech engineering with minimum 05 years of experience and at least 3 years of experience in working in the relevant sector. The candidate should be from reputed National/International Institution/ University relevant to evaluation of NRM/agriculture/livelihood / social issues and development / schemes.
- **Block Level Thematic Expert:** Minimum Bachelor's in any discipline from reputed Institute/University with minimum 3 years of experience in field level implementation of Rural Development, Governance, Training & Capacity Building of ERs and Village level Representatives, etc. The candidate should excel in conducting, FGDs, PRA's, Social data capture, Economic data capture. The candidate should be well versed with local language in addition to Hindi and English.
- **Capacity Building/Training and Exposure Cost:** To efficiently implement the project the bidder will be required to capacitate Community, PRI members, Project staffs, non-Key cadres and other stakeholders around various themes and key thematic areas. The Bidder organization should quote its cost in prescribed format attached namely annexure A in financial bid.
- The bidder needs to ensure that proposed Block level experts are from different area of expertise such as Livelihood, Skill Development, WCD, Health, Education, INRM, Local Governance, Agriculture, Animal Husbandry, infrastructure, Social Security, Tribal Development etc.

Bidders will need to submit the detailed CV of the proposed Key experts as per the CV format mentioned in RFP. The CV of the Block Level Experts is not required at this stage.

9. Bid Processing Fee

The Bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs. 5,000/- (Rupees Five Thousand Only)** in shape of Demand Draft from any Scheduled Commercial Bank **in favor of Deputy Commissioner, Bokaro** payable at Bokaro. Proposals received without bid processing fee will be rejected. This will be a nonrefundable fee.

10. Earnest Money Deposit

1. **Earnest Money Deposit (EMD) of Rs. 100,000/-** is required to be deposited along with the bid without which the bid will not be accepted.

2. Earnest money can be deposited in shape of a **Demand Draft in favor of 'Deputy Commissioner, Bokaro'** from any Scheduled Commercial Bank Payable at Bokaro. EMD shall be valid up to three months from the date of opening of the bid.

3. EMD of unsuccessful bidders would be refunded after evaluation of all the technical and financial proposals and declaration of the successful bidder. EMD of successful bidder will be refunded after the submission of Performance Security Deposit. EMD will be returned without paying interest occurred on it.

4. EMD would be forfeited in case of non- compliance of the purchase order by the successful bidder.

- Bidder withdraws its proposal before the completion of the evaluation process of all the Techno-Financial Proposals.
- Bidder does not respond to requests for clarification of its proposal
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification. The EMD will be forfeited if the bidder fails to:
 - ✓ Provide clarification required by the office of the Deputy Commissioner Office, Bokaro during evaluation of the bids
 - ✓ Accept the work after the contract negotiation meeting
 - ✓ Sign the contract in time or does not accept the work order after contract negotiation
 - ✓ Any other circumstances which hold the interest of the Client during the overall selection process

11. Instruction for the submission of the separate Technical & Financial Proposal

Main Envelope containing both sealed Envelope 1 & 2	Scaled Part-1 Technical Proposal	Technical Proposal and Documents, Bid Fee, EMD and signed & stamped copy of all the required technical formats
	Scaled PART- II Financial Proposal	Signed and stamped copy of filled financial proposal

- The bid document should be submitted in two parts as detailed below:

- Main Envelop should be addressed to the District Administration, Bokaro, Jharkhand, inside a sealed envelope super-scribed "**Techno-Financial Proposal for Implementation of Training and Capacity Building projects on governance, infrastructure management, natural resource management, and livelihood planning in Directly & Indirectly Affected Mining Areas of Bokaro district, Jharkhand**".
- The first sealed envelope should contain Technical Bid as per Annexure-A, along with documents as defined in "Annexure A". It should be super-scribed as "Part-I Technical Bid". All the papers of bid documents except the price bid duly signed should be submitted in the first envelope.
- The second sealed envelope (Part-II) should contain **Financial Proposal** as per Annexure-II in a separate sealed envelope. It should be super-scribed with "PART- II Financial Proposal" in.

12. Bid Evaluation –

The bids shall be evaluated based on Quality cum Cost based System (QCBS), whereby technical proposal will be allocated weighted of 60% and the Financial Proposal will be allocated weighted of 40%.

Financial proposals shall be given score based on the following method

$Sf = (100 \times Fm) / \text{Financial Proposal of the bidder}$

Note: Sf – Financial Score & Fm – Lowest Financial Proposal

$\text{Total Score} = (Te \times 65\%) + (Sf \times 35\%)$

Note: Te – Technical Score & Sf – Financial Score

13. The procedure of opening of the bid shall be as under:

First envelope "PART-I TECHNICAL BID for Implementation of Training and Capacity Building projects on governance, infrastructure management, natural resource management, and livelihood planning in Directly & Indirectly Affected Mining Areas of Bokaro district, Jharkhand" and second envelope "PART- II FINANCIAL BID for Implementation of Training and Capacity Building projects on governance, infrastructure management, natural resource management, and livelihood planning in Directly & Indirectly Affected Mining Areas of Bokaro district, Jharkhand" "shall be opened at the time & date mentioned in the bid Notice by District Administration representative in the presence of bidders, who choose to be present.

Annexure – A Format of Technical Proposal

Brief profile of the organization (not more than 2 pages)

Name and Location:

S. No.	Particulars	Details
1	Name of the organization	
2	Legal registration of the organization	
3	Registration on NGO Portal Darpan (for NGOs/Trusts)	
4	PAN No./ TAN No./GSTN	
5	Average financial turnover for last 3 Yrs.	
6	Head office address	
7	Local office Address	
8	Name of the Chairperson and telephone no	
9	Name of the Director /Secretary and telephone number	
10	Office phone number and Fax Number	
11	Email	

Details of Zonal / Regional / Field Office if any

S.No.	Address/Contact

* Insert row if required.

3. Board Members / Governing Body Member's Profile

S. No.	Name	Designation on Board	Qualification	Any Additional Information

* Insert row if required.

Years of relevant experience of the organization

(The organization should have minimum 3 years of relevant experience in project implementation in the field of livelihood, capacity building, governance, Panchayati Raj. Please refer evaluation marking criteria)

S. No.	States	Districts	Supporting Agency	Name of the Project	Duration	Documents attached as evidence

* Insert row if required.

Purpose / Mandate and outreach of the agency

Agency Blacklisted by any agency / donor / government? Yes / No

(Submit signed & stamped as well as duly notarized self-declaration indicating that "The firm must **not have been debarred / blacklisted** by any Govt. Dept., Agency, PSUs / Institution / Agencies / Autonomous Organizations as on the date of the submission of the bid")

Annual Turnover for last 3 years:

S. No.	Financial Year	Total Revenue/Turnover (INR)	Average Annual Turnover of Last three Financial Year
1	2019-20		
2	2020 - 21		
3	2021-22		

Attach C. A. Certificate and Annual Audited Report for last three years

Number of years of working experience in Jharkhand:

(The organization must be in operation in Jharkhand, continuously for the last 3 years in the field of development as on 31st March 2022. Please refer the evaluation marking criteria)

S. No.	Name of the Project/Assignment with broad area of interventions/deliverables.	Name of Donor/Supporting agency	Target Area	Target community	Duration of Assignment in months			Value of Contract (in INR)	Whether contract closed or not	Evidence document attached
					From {start date} DDM MY	To {End date or ongoing} DD MM YY	Total months			

* Insert row if required.

Experience of the organization in setting up PMU/PMC/PMA/ Resource agency / Technical Support Agency / Project Implementation Agency or for similar engagements in various government departments.

S. No.	Name of the Empaneling Department / Agency	Empanelment Year (From-To)	Specific Objective/ purpose of empanelment	Document attached as evidence.

* Insert row if required.

Experience in providing consultancy services or expert support to Department of Panchayati Raj at central or state or district level.

S. No.	Level of association (MoPR/ DoPR/ District)	Association Year (From- To)	Specific Objective/ purpose of the association	Document attached as evidence.

* Insert row if required.

Technical proposal (Proposed approach, strategy, interventions) to achieve the project objectives. (Not more than 5000 word)

Declarations:

I/We hereby certify that my /our company /Society /Trust has not been debarred /blacklisted by any state government /government of India /International and National Agency at any time for service of any description .

I / we hereby declare that no relevant information has been omitted / withheld in the process of furnishing the information with respect to this Technical Proposal.

Name:

Designation:

Organization Stamp:

Date:

Place:

Format of the CV of the Key Experts (Not more than 4 pages)

1. Name of the expert	
2. Proposed Position	
3. Name of the Firm	
4. Name of Staff	
5. Date of Birth	
6. Nationality	

7. Education:

Name of Course	Name of the Institution/University	Year of passing

8. Membership in Professional Associations/Training attended:

Description

9. Languages:

Sl. No.	Language	Reading	Speaking	Writing
1				
2				
3				

10. Employment Record

From:	To:
Client	
Position/s Held	
From:	To:
Client	
Position/s Held	
From:	To:
Client	
Position/s Held	
From: 01.07.2015	To:
Client	
Position/s Held	

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Name of Assignment/Project	
Year	
Location	
Client	
Main Project Features	
Position/s Held	
Activities Performed	
Name of Assignment/Project	
Year	
Location	
Client	

Main Project Features	•
Position/s Held	
Activities Performed	•
Name of Assignment/Project	
Year	
Location	
Client	
Main Project Features	
Position/s Held	
Activities Performed	•

1. Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof and available for the entire duration of the contract. I understand that any misstatement herein leads to disqualification of CV.

Expert Name

Sign of the expert

Full name & Sign of authorized representative of bidder:

Annexure – B Format of Financial Proposal

Sl No	Budget Head	No. of units			Unit Rate in Rs.			Total Quote without taxes	Total Quote with taxes	Remarks
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3			
		A	B	C	D	E	F	$G = (A \times D + B \times E + C \times F)$	$H = G + \text{taxes}$	
1.	Remuneration for engaged 23 experts									
2.	Cost of Capacity Building and Training of Stakeholders within Bokaro									
3.	Cost of exposure visit of minimum 50 stakeholders/ year in progressive states									
4.	Cost of travel, food, halting etc. of the engaged 23 experts									
5.	Admin cost									
		Total Quotation								

We understand that the quoted amount is all-inclusive and the Tender Issuing Authority will not be responsible for any payment beyond the quoted fee under any circumstances.

Name & Sign of the Bidder

25. Instructions to Bidders

- Bidders must submit their bids for all items as stated in this bid document in a **single hardbound booklet** properly page numbered and indexed. No loose separate paper or spiral-bound documents will be accepted.
- Bids must be submitted in English language only.
- Incomplete, telegraphic, or conditional bids shall not be accepted.
- Prices quoted must be firm and fixed. No price variation/escalation shall be allowed during the process of completion of the project. All the prices are to be quoted in INR only.
- The bidders must sign at the bottom of each page of the bid documents at the time of submission in token of unconditional acceptance of the departmental terms and conditions, technical specifications etc.
- Bids received late due to postal delay or otherwise **will not be considered**.
- Extension of time for execution of work shall be decided by the Committee.
- All pages of the bid documents must be signed & sealed by the authorized person on behalf of the bidders.
- Bids will be accepted & will be opened as per information mentioned in this document and receipt against submission of bid shall be issued by District Administration, Bokaro.
- Sealed bids may be delivered in District Administration, Bokaro during office hours on working days. Bids received after the due date & time will not be considered.
- The bidder shall submit the requisite documents as detailed in the Checklist and Index of documents.
- Any clarification on the technical specification and commercial terms and conditions may be clarified from District Administration.
- All the bidders shall essentially indicate the break-up of prices as shown in Price bid.
- The DC office, Bokaro shall award the contract to the successful bidder whose bid shall get the highest score during the technical & financial evaluation.
- Confidentiality: Service Providing Agency shall maintain all the confidentiality of their records

and workings and shall not disclose to any agency without prior permission of DEPUTY COMMISSIONER CUM CHAIRMAN, DMFT, BOKARO.

- Force Majeure: Any Non-Performance of the Provision from either side due to acts of God such as Natural Calamities, Prohibition by Statutory Authority, Act of War, Riots and strikes shall be excused for non-performance.
- Advisory Committee for Monitoring of Services: Under the Chairmanship of Deputy Commissioner Cum Chairman DMFT, Bokaro a committee as under shall be constituted to meet once on quarterly basis or as necessitated to review the activities and progress as well as the quality of services for the improvement desired.
- Notice: Any notice, request, demand, approval, or consent of other communication provided or permitted shall be in writing and given by personal delivery or registered post or e-mail address.


Deputy Development Commissioner
Bokaro
Government of Jharkhand