

**Request for Proposal for Providing Onsite Training to  
Rural Mason under Pradhan Mantri Awaas Yojana- Grameen**

**Bihar Rural Livelihoods Promotion Society (BRLPS)  
Rural Development Department, Government of Bihar**

**Bihar Rural Livelihoods Promotion Society (BRLPS),  
Department of Rural Development, Govt. of Bihar**

No: RFP/PMAY-G/2018-19/01

Dated: 22/02/2019

**Request for Proposal (RFP)**

**Bihar Rural Livelihoods Promotion Society (BRLPS)** under Rural Development Department, Government of Bihar invites proposal from the eligible CSDCI, NSDC, DGT, NCVT affiliated/ enlisted agencies/ organizations/ Institutions for conducting onsite training of Rural Mason for the construction of houses under Pradhan Mantri Awaas Yojana - Grameen.

CSDCI, NSDC, DGT, NCVT affiliated/enlisted agencies/organizations/Institutions fulfilling the eligibility criteria can access and download the complete RFP document from the website <http://www.brlp.in> under the advertisement section. The major events under submission of the RFP process are:

S.No.	Key Events	Important dates
1	Date of start of download of RFP document	22 <sup>nd</sup> February, 2019
2	Date and Time for Pre-bid Conference	03 PM on 11 <sup>th</sup> March, 2019
3	Deadline for Submission of RFP	Till 04.00 PM – 25 <sup>th</sup> March, 2019
4	Opening of Proposal	At 04.30 pm on 25 <sup>th</sup> March, 2019

The RFP complete in all respect must reach to the under signed through Speed/Registered Post or by Courier services only latest by 25<sup>th</sup> March, 2019, up to 04.00 pm in a sealed envelope clearly superscripted as **“Request for Proposal for Providing Onsite Training to Rural Mason Under Pradhan Mantri Awaas Yojana-Grameen”**. The RFP received beyond the deadline will be rejected. The authority reserves the right to reject any/all RFP without assigning any reason thereof.

**Address for Submission of Proposal:**

The Chief Executive Officer,  
Bihar Rural Livelihoods Promotion Society, (JEEViKA)  
3<sup>rd</sup> Floor, Vidyut Bhawan-II, Bailey Road.  
Patna-800021, Bihar.  
Ph. 0612-2504980 Fax:-0612-2504960

## DATA-SHEET

1	RFP- Ref No.	<b>RFP/PMAY-G/2018-19/01</b>
2	The name of the RFP is	Selection of Agency to Provide onsite Training to Rural Mason to construct houses under PRADHAN MANTRI AWAAS YOJANA - GRAMEEN in Bihar.
3	The Client is	Bihar Rural Livelihoods Promotion Society (BRLPS) under Rural Development Department, GoB.
4	Contact Details for Queries and communication related to RFP	Agency may submit their queries through email also on Email ID: <a href="mailto:spm.mcjf@brlps.in">spm.mcjf@brlps.in</a> latest by 10 <sup>th</sup> March, 2019.
5	Address	The Bihar Rural Livelihoods Promotion Society, 3 <sup>rd</sup> Floor, Vidyut Bhawan, Bailey Road, Patna, Bihar Pin- 800021. Ph.no.0612-2504980. Fax no.0612-2504960.
6	Bidding copies- Technical	Original and one copy along with soft copy of the technical proposal.
7	Bidding Process	Two Stages (Pre-Qualification & Technical Qualification)
8	Date, Time and Venue of the Pre-Bid Conference	At 03.00 PM on 11 <sup>th</sup> March, 2019 at Conference Hall, 1 <sup>st</sup> /3 <sup>rd</sup> Floor, Annexe - II, Vidyut Bhawan, Bailey Road, Patna-800021.
9	Deadline for Submission of the RFP	Till 04.00 PM - 25 <sup>th</sup> March, 2019
10	Proposal Opening Date	At 04.30 PM - 25 <sup>th</sup> March, 2019
11	Method of selection	Technically qualifying agency/ies whose technical proposal securing equal or higher to qualifying score of 75 in the technical evaluation stage shall be declared successful agency subject to negotiation.
12	Validity of the Proposal Bid Validity	Proposal shall remain valid for a period of 90 days from the date of opening of the proposal. The procuring entity reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process within the bid validity period. The validity may be extended on mutual consent.

**SECTION: I**  
**LETTER OF INVITATION (LOI)**

**RFP No: RFP/PMAY-G/2018-19/01**

**Dated: 22/02/2019**

**Name of the Assignment:** Provide onsite Training to Rural Mason to construct houses under Pradhan Mantri Awaas Yojana-Grameen in Bihar.

1. Bihar Rural Livelihoods Promotion Society (BRLPS) on behalf of Department of Rural Development (RDD), Govt. Of Bihar (GoB) (**the Client**) invites proposals from the eligible CSDCI, NSDC, DGT, NCVT affiliated/enlisted agencies/organizations/Institutions (**the Agency**) to **“Provide onsite Training to Rural Mason to construct houses under Pradhan Mantri Awaas Yojana - Grameen in Bihar”**. More details on the proposed assignment are provided at **Section-III: Terms of Reference (ToR)** of this RFP Document.
2. Agencies/Organizations/Institutions will be selected as per procedure prescribed in this RFP Document in accordance with the policies and procedures.
3. The **cost of the RFP is Rs. 2000/- (Rupee Two thousand only)** to be submitted vide Demand Draft in the name of Bihar Rural Livelihoods Promotion Society, payable at Patna (in separate envelop) which would be not refundable. Proposals received without Cost of RFP will be rejected.
4. The proposal complete in all respect as specified in the RFP document must be accompanied with Demand Draft issued from a scheduled Bank for **Rs. 2.0 lakh** only (Refundable) towards Earnest Money Deposit (EMD) in favor of **Bihar Rural Livelihoods Promotion Society”** payable Patna. Proposals received without EMD will be rejected.
5. Proposal complete in all respect must be delivered at the specified address by **Speed post / Registered Post / Courier** only. BRLPS will not be responsible for postal delay or late receipt of proposal. Submission of proposal through any other mode will be rejected.
6. The last date and time for submission of proposal complete in all respects is 25<sup>th</sup> March, 2019 upto 1600 hours and the date for opening of the bid is 25<sup>th</sup> March, 2019 at 1630 hours in the presence of the authorized representative of Agencies/Organizations/Institutions at the specified address as mentioned in the Data Sheet. Representatives of the agency may attend the meeting with due authorization letter on behalf of the agency.
7. This RFP includes the following sections:
  - Letter of Invitation (Section-I)
  - Information to the Organization(Section-II)
  - Terms of Reference(ToR)(Section-III)
  - Pre-Qualification Proposal Submission Forms(Section-IV)
  - Technical Proposal Submission Forms(Section-V)
  - Annexures
8. While all information/data given in the RFP are, to the **best of the BRLPS knowledge**, accurate within the consideration of scope of the proposed assignment, BRLPS holds no responsibility for accuracy of information and it is the responsibility of the organization/s to check the validity of information/data included in this document. BRLPS reserves the right to accept/ reject any/all proposals/cancel the entire selection process at any stage without assigning any reason thereof.

**SECTION-II**  
**INFORMATION TO THE ORGANISATION (ITO)**

**Pre-Qualification Criteria:**

To participate in the selection process, the eligible Agencies/Organizations/Institutions must possess the following specified criteria and to this effect must produce supportive documents/information as part of their pre-qualification proposal:

1. Status: Single entity legally registered under appropriate authority in India. **Consortium or Joint Venture is not allowed.**
2. The Agencies/ Organizations/Institutions should be registered under Society Registration Act 1860/ Indian Trust Act/Indian Company Act etc. as applicable and must be CSDCI, NSDC, NCVT, DGT affiliated/ enlisted.
3. The Agencies/ Organizations/ Institutions should have an established office (HQ/ Branch/ Coordination) in the geographical area of Bihar.
4. The Agencies/Organizations/Institutions should have an annual average grant receipts/turnover for Rs. 50.00 Lakhs for the last three consecutive years as per audited statement. In support of claim, signed photocopies of audited statement of accounts for the last three consecutive Financial Year (FY-2015-16, 2016-17 & 2017-18).
5. The Agencies/Organizations/Institutions should not be black listed or debarred by any Govt. Departments or similar organizations.
6. The Agency should have experience of providing training in the Masonry trade.
7. The Agencies/Organizations/Institutions should have a team of trainers & supervisors with relevant qualification & experience of providing onsite mason training. Agencies/Organizations/Institutions must have training Supervisors with experience in similar nature of work
8. The Agencies/Organizations/Institutions should have ownership of required logistics for training infrastructure including Institution building with class room, laboratory, workshop etc.

**Requisite Documents to be submitted along with the Pre-Qualification Proposal:** The Agencies/Organizations/Institutions has to furnish the following documents duly signed& stamped along with their Pre- qualification proposal:

- a) Filled in RFP submission check list in original (**Annexure-III**).
- b) Covering letter (**PRE-QUALFORM-1**) on official letter head requesting to participate in the selection process.
- c) Earnest Money Deposit (EMD) as applicable.
- d) Copy of Certificate of Incorporation/Registration.
- e) Copy of PAN.
- f) Copy of GST Registration Certificate.
- g) Copies of IT return for the last three financial years (**FY 2015-16, 2016-17, 2017-18**).
- h) General details of the Agency (**PRE - QUAL FORM - 2**).
- i) Financial details of agency/organization/institution (**PRE-QUALFORM-3**).
- j) Power of Attorney (**PRE - QUAL FORM- 4**) in favor of the person signing the bid on behalf of the Agency.
- k) List of completed assignments of similar nature (Past Experience Details) (**PRE-QUALFORM-5**) along with copies of contracts/ work orders from previous clients.
- l) Undertaking for not have been black-listed by any Central / State Govt./Any other autonomous bodies during the recent past as per (**PRE-QUALFORM-6**).
- m) Failure to submit any one of the documents as mentioned above along with the Pre- Qualification Proposal will result in outright rejection of the proposal.

**Earnest Money Deposit (EMD):**

The Agency must furnish, as part of the pre-qualification proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 2.0 Lakh only** in the form of Demand Draft (DD) from any scheduled commercial bank in favor of **"Bihar Rural Livelihoods Promotion Society"** payable at Patna. The EMD of unsuccessful agencies shall be refunded within 30 days after finalization of selection process and after signing of contract without any interest. EMD of the successful Agency will be released only after furnishing of the

required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

1. Agency withdraws its proposal during the proposal validity period as specified in RFP.
2. Agency does not respond to requests for clarification of its proposal.
3. Agency 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.
4. In case of a successful agency, if the said agency fails to sign the Agreement in time; or does not furnish required Performance Bank Guarantee.

#### **Submission of Proposals:**

Agencies must submit their proposals through **Registered Post / Speed Post / Courier** only at the specified address on or before the last date and time for submission of proposals as mentioned in **Agency Data Sheet**. BRLPS will not be responsible for postal delay/ any consequences in receiving of the proposal. The proposal must have to be submitted in two parts. **Each part should be separately bound with no loose sheets**. Each page of all the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. BRLPS will not consider any proposal that arrives after the dead line as prescribed in the Data Sheet. Any Proposal received after the deadline for submission shall be declared late, rejected, and returned unopened to the Agency. The procedure for submission of the proposals is described below:

**Pre-qualification Proposal (Original):** The envelope containing pre-qualification proposal shall be sealed and superscripted as Pre-qualification proposal- "Providing Training to Rural Mason under Pradhan Mantri Awaas Yojana-Grameen". The list of formats and statutory documents as mentioned at Section-II (Information to the Organization) must have to be furnished as part of Pre-qualification proposal.

**Technical Proposal (Original + 1 Copy + Soft Copy in word format in a CD):** The envelope containing technical proposal shall be sealed and superscripted as "**Technical Proposal – Providing Training to Rural Mason under Pradhan Mantri Awaas Yojana-Grameen**". The duly filled-in technical proposal submission forms, soft copy of the same in word format in CD along with all the supportive documents and information must have to be furnished as part of technical proposal.

The "**Pre-qualification & Technical Proposal** must have to be submitted in sealed envelopes (with respective marking in bold letters) along with the prescribed formats/ information as mentioned in the RFP Documents. The first envelope must have to be marked as "**PRE QUALIFICATION AND TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)**" and it should contain. Part (I) Pre Qualification Proposal and Part (II) Technical Proposal. The above envelopes must be sealed and placed inside a third main envelope with proper labelling of following information in bold:

**NAME OF THE ASSIGNMENT:**

**RFP NUMBER AND DATE:**

**DEAD LINE FOR SUBMISSION OF RFP;**

**NAME AND ADDRESS OF THE ORGANISATION:**

Any deviation from the prescribed procedures / formats/ conditions shall result in out- right rejection of the proposal. All the pages of the proposal must have to be sealed and signed by the authorized representative of the Agency.

#### **Opening of the proposal:**

The **FIRST** Envelope containing "**PRE-QUALIFICATION AND TECHNICAL PROPOSAL**" will be opened in the initial stage by the BRLPS in presence of the Agency's representatives at the location, date and time specified in the Data Sheet. BRLPS will constitute an Evaluation Committee (EC) to evaluate the proposals submitted by agencies. Only one representative with proper authorization letter from the participating agency/ies shall be allowed to attend the proposal opening meeting.

#### **Evaluation of Proposals:**

A two stage process will be adopted as explained below will be followed in evaluating of the proposals during the overall selection process.

**Pre-qualification Evaluation (1<sup>st</sup> Stage):** Preliminary scrutiny of pre-qualification proposals will be done to determine whether the proposals are generally in order & complete and the requisite documents have been properly furnished by the Organization or not.? Proposals not conforming to the preliminary requirements will be rejected from further selection process.

**Technical Evaluation (2<sup>nd</sup> Stage):** Technical proposals will be opened and evaluated of those Organizations only, who qualify the pre-qualification stage. The technical evaluation of the pre-qualified proposal shall be done in respect to the parameters and the respective weightage allocated against each criterion as specified in the table below:

S.No	Evaluation Indicators/Parameters	Maximum Marks																	
	<p><b>Experience of the agency</b> relevant to the assignment (Prior experience in carrying out assignments of similar nature during <b>last 3 years</b> based on numbers trained, duration and contract value of the Project under Central / State Govt. / EAPs/ Autonomous Bodies.</p> <p>(i) 1-2 assignments = 05 marks            (ii) 3-4 assignments = 10 marks            (iii) 5 &amp; above assignments = 15 marks</p>	<b>15</b>																	
	<p><b>Approach &amp; Methodology</b> of the Organization in response to ToR: Technical Approach &amp; Methodology (10 Mark)            Technical Presentation (Project Understanding, Implementation Strategy, Staff Composition and Work plan &amp; Issues and Challenges) - (15 Mark)</p>	<b>25</b>																	
	<p>Training Providers/Training Institutions/trust/firm/company should have an annual turnover of at least Rs.50.00 lakh per annum for the past three financial years (as per pre-qualification form no.3)</p> <p>(i) 50 – 75 lakh = 05 marks            (ii) more than 75 lakh = 10 marks</p>	<b>10</b>																	
	<p>Should have trained more than 500 candidates in construction sector during the past three years.</p> <p>(i) 500 candidates = 05 marks            (ii) more than 500 candidates = 10 marks</p>	<b>10</b>																	
	<p><b>Experts' qualifications and competence for the Assignment</b></p> <p>a) Team Leader (01) -20 marks            b) Coordinator (04X05) -20 marks</p> <table border="1" style="width: 100%;"> <tr> <td><b>Note</b></td> <td colspan="2">Training Providers/Training Institutions/trust/firm/company should attached CVs of the above positions for evaluation as per the following details:</td> </tr> <tr> <td></td> <td>Team Leader</td> <td>01 CV</td> </tr> <tr> <td></td> <td>Coordinator</td> <td>04 CVs</td> </tr> </table> <p>The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <table style="width: 100%;"> <tr> <td>1. General qualifications :</td> <td>[20%]</td> </tr> <tr> <td>2. Adequacy for the Assignment :</td> <td>[70%]</td> </tr> <tr> <td>3. Relevant experience in the region and Language:</td> <td>[10%]</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total weight:100%</b></td> </tr> </table>	<b>Note</b>	Training Providers/Training Institutions/trust/firm/company should attached CVs of the above positions for evaluation as per the following details:			Team Leader	01 CV		Coordinator	04 CVs	1. General qualifications :	[20%]	2. Adequacy for the Assignment :	[70%]	3. Relevant experience in the region and Language:	[10%]	<b>Total weight:100%</b>		<b>40</b>
<b>Note</b>	Training Providers/Training Institutions/trust/firm/company should attached CVs of the above positions for evaluation as per the following details:																		
	Team Leader	01 CV																	
	Coordinator	04 CVs																	
1. General qualifications :	[20%]																		
2. Adequacy for the Assignment :	[70%]																		
3. Relevant experience in the region and Language:	[10%]																		
<b>Total weight:100%</b>																			

The agencies, whose technical proposal secure a score equal or above the minimum qualifying mark of **75** in the technical evaluation stage, will be qualified.

**Technical Presentation:**

The qualified organization/s will have to make a presentation before the BRLPS. The presentation shall cover details on the appreciation of the project, approach and methodology, proposed staff structure, work plan etc. The objective of the presentation is to enable BRLPS to evaluate the qualified organization/s regarding their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by BRLPS will also be discussed during the meeting. The detail schedule of the presentation will be intimated to the concerned technically qualified Agency well in advance, if required.

**Performance Bank Guarantee: (PBG):**

Within 15 days of notifying the acceptance of proposal for the award of contract, the qualified organization/s shall have to furnish a Performance Bank Guarantee amounting 05% of the contract value in Shape of Demand Draft in favor of "Rural Development Department (RDD), Patna, Bihar and the same shall be released at the time of release of final payment subject to successful completion of the contract without any interest.

**Contract Negotiation:**

Contract Negotiation will be held at the date, time and address as intimated to the selected organization/s. The invited organization/s will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the organization must have written authority to negotiate and conclude to contract signing. Negotiation will be performed covering technical negotiation availability of proposed professionals etc.

**Award of Contract:**

The contract will be signed by the Rural Development Department (RDD), Govt. of Bihar. RDD reserves the rights to assign target and allotment and they should preferably have assessors located in the Bihar State. After completion of the contract negotiation stage, RDD will notify the successful organization in writing by issuing a Letter of Intent (LoI) for signing of the contract and promptly notify the all other organization/s about the result of the selection process. The successful organization/s will be asked to sign the contract after fulfilling all formalities within 15 days of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for **12 months** from the date of effectiveness of the contract and may be extended for further period on mutual consent of client and the agency. *Sub-contracting is not allowed under this assignment.*

**Conflict of Interest:**

Conflict of interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible organization; (ii) organizations, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Bihar. The organization/s are to be careful so as not to give rise to a situation where there will be any conflict of interest with the client as this would amount to their disqualification and breach of contract.

**Disclosure:**

Organization/s have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the organization or termination of its contract. Organization/s must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the organization, including but not limited to appointment of any officer such as a receiver in relation to the agency's personal or business matters or an arrangement with creditors, or of any other similar proceedings. Organization/s must disclose if they have been convicted of, or are the subject of any proceedings relating to: a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct; corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract; Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.



**Anti-corruption Measure:**

A recommendation for award of Contract shall be rejected if it is determined that the recommended organization has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the client shall blacklist the organization either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**Language of Proposals:**

The proposal and all related correspondence exchanged between the agency and the client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal maybe in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

**Cost of bidding:**

The organization shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. Agencies are not allowed to submit more than one proposal under the selection process.

**Alternate proposals are also not allowed.**

**Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of High Court of Patna only.

**Governing Law and Penalty Clause:**

The rights and obligations of the Client and the organization under this contract will be governed by the prevailing laws of Govt. of India. Failure on organization's part to furnish the deliverables as per the agreed time line will enforce a penalty @ **0.5%per week or part there of** subject to maximum of **10% of the total contract value**. The amount will be deducted from the subsequent payment.

**Confidentiality:**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the organization/s who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any organization of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the **client's anti fraud and corruption policy**. **During the execution of the assignment** except with prior written consent of the client, the organization or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

**Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through BRLPS official website ([www.brllp.in](http://www.brllp.in)). Any such addendum will be binding on all the organization/s. To give organization/s reasonable time in which to take an addendum into account in preparing their Proposals, the Client may, at its discretion, extend the deadline for the submission of the Proposals.

**Client's right to accept any proposal, and to reject any or all proposal/s**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/ selection/ evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the organizations.

**Copyright, Patents and Other Proprietary Rights:**

Rural Development Department, Govt. of Bihar shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At Client's request, the organization shall take all necessary steps to submit them to Client in compliance with the requirements of the contract.

**Replacement of Key Personnel:**

The Key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the organization to replace the assigned personnel, if they are not

performing to a level of satisfaction. After written notification, the organization will provide CV of appropriate candidates having similar qualification & experience within seven days for review and approval. The organization must replace the personnel within seven (07) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the organization must notify the Client at least fourteen (14) days in advance, and obtain the approval prior to making any substitution. In notifying the Client, the organization shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the client shall not relieve the organization from responsibility for failure to meet the requirements of the contract. Change in Key Professionals beyond the allowable limit of the contract leads to implication of liquidated damage.

## SECTION: III

### TERMS OF REFERENCE (ToR)

#### **DRAFT Terms of Reference (ToR) for Selection of Agency to provide onsite Training to Rural Masons to construct houses under Pradhan Mantri Awaas Yojana - Grameen in Bihar**

##### **Background:**

The Pradhan Mantri Awaas Yojana–Grameen, previously known as Indira Awaas Yojana is a flagship programme implemented by State Governments with the assistance from Central Government. Under this programme government provides grant assistance to the **beneficiaries to construct a pucca house and is meant for the household who doesn't** have a proper housing as shelter to live in. The Government has decided to provide houses to 11.76 Lac household during 2017-2018- 2018-19. To achieve this optimistic target there is a requirement of a large number of skilled masons in the rural areas. In the rural areas of the state semi-skilled mason is use-to construct the houses from plinth to roof. That means rural masons are performing the role of a Mason, a Plumber, a carpenter etc.

##### **Objective of the assignment:**

Objective of the training is to enhance the skill of rural semi-skilled mason to build an affordable, appropriate, healthy and sustainable house under PMAY-G.

##### **Scope of Work**

The work involves providing largely on-the-job training and facilitating assessment of candidates at selected PMAY-G sites (house-cum-on the job training sites) as per the Rural Mason Qualification Pack approved by National Skill Development Council (NSDC).

The Training providers/Training institutions may also need to provide necessary reading materials in local language required for training. The medium of instruction for the training and the reading material shall be in Hindi, preferably with local dialect. The training course shall be delivered based on an approved building design, content and schedule approved by the competent authority. The trainers/demonstrators should be qualified (as per MoRD, GoI guidelines for Rural Mason QP in the construction sector). CSDCI certified (or certified from any agency/institution etc. recognized as per guidelines of the MoRD, GoI) and eligible for imparting training to rural masons as per the prescribed QP-NOS. The lead trainers/Supervisors to be deputed shall also be qualified (as per MoRD, GoI guidelines for the Rural Mason QP in the construction sector), CSDCI certified (or certified from any agency/institution etc. recognized as per the guidelines of the MoRD, GoI), eligible and experience in dealing/handling the similar jobs relevant to the training of Rural Masons and construction of houses. Certificate of same must be produced by the TP in their proposals.

The training module for the Rural Mason Qualification pack is for an estimated training duration of about 45days considering 8 hours of work per day.

At each house-cum-training site 5 selected trainees (semi-skilled persons) from the rural area shall be given training by an exclusive qualified certified trainer (as stated above) along with a supervisor who may be deputed for not more than 3 such training sites.

The training shall involve on the job / practical component (approximately 80%) and theory (approximately 20%) with all necessary tools and methods appropriate to the context.

##### **Eligibility Criteria for the Training Providers/Training Institutions.**

The Training Providers/Training Institutions should meet the following basic criteria:

- a) The Training Providers/Training Institutions should be a registered entity accredited & affiliated by CSDCI, NCVT/DGT, NSDC, SSDMs.
- b) The Training Providers/Training Institutions should have completed projects of similar nature during the last 3 years.
- c) The Training Providers/Training Institutions should have duly allotted PAN/TAN/GST etc.
- d) The Project Proposal must clearly specify the number of qualified, certified trainers/demonstrators as well as supervisors/ lead trainers available for deployment for the said training. RFP must also include a tentative list of districts/blocks where the agency has verifiable presence for ease of work.

The Training Providers/Training Institutions should intimate their interest by submitting the detailed project proposal along with the following documents:

1. Proof of legal status/registration of the agency along with PAN/TAN/Service Tax registration etc.
2. At least 3 years of experience of having undertaken similar work verifiable through work orders/agreements.
3. Certificate of Accreditation with CSDCI, NCVT/DGT, NSDC, SSDMs valid at current affiliation.
4. Brief bio note of the qualified eligible experienced trainers/demonstrator Raj mistris/Supervisors/lead trainers available for deployment for the said training along with their registration ID, certificate of training as trainers for Rural Masons and qualifications.
5. Trained more than 500 candidates in construction sector.
6. Deployment plan indicating number of training house (@ 5 semi-skilled masons to be trained per house-cum-on the job training sites) through one exclusive qualified eligible experienced trainer and a supervisor for a cluster of maximum 3 training-cum-house sites. The qualification and eligibility of trainers & supervisor shall be in accordance with QP-NOS for Rural Masons approved by NSDC.

The proposal is to be submitted to the **CEO, Bihar Rural Livelihoods Promotion Society** along with all supporting documents. The Envelop should clearly mention **“Project proposal for providing Training for Rural Masons”**. The Training Providers/Training Institutions representative will also have to appear in person or through authorized representative(s) for a detailed discussion & presentation when invited.

#### **Roles and Responsibilities of Training Providers/Training Institutions**

1. Lead the process of pre-screening of Trainees.
2. Adapt/translate and print training materials and aids for use in the training.
3. Assist the PMAY-G beneficiaries whose houses will serve as training sites in procurement of quality materials.
4. Conduct the training as per agreed schedule (theoretical as well as practical).
5. Maintain daily attendance of trainees and assist in timely payment of stipend/compensatory wage.
6. Document the training through videos and still photographs and daily site notes.
7. Conduct mock assessments.
8. Intimate CSDCI/ approved assessing bodies and State RDD one week in advance of completion of training for facilitation of assessment and certification.
9. Make available materials for practical assessment upon Completion of Training.
10. Ensure at each training site, a qualified trainer exclusively per house-cum-training site and a qualified supervisor for a cluster of maximum 3 house-cum-training sites.
11. The construction of the house must be as per the prescribed norms/design etc. provided by the competent authority.
12. Placement of Trained Rural Mason after Completion of Training.
13. T.P. will register final list of trainees on Awaas Soft.
14. Recognition of prior learning, including bridge training, to be conducted as and when required

The consulting agency to be considered under this RFP must be able to provide uninterrupted trained and experienced human resource/project team support for the agreed duration of the project. The C Vs of the core project team that includes Team Leader; Project Coordinators will be evaluated based on required competencies- education credentials and experience as mentioned below

#### **Qualification & Experience**

S.No	Position/core team	Expertise required	Minimum Qualification, professional experience required	Remarks
1	Team Leader Unit-1	Monitoring and evaluation of construction skill development	PG in Economics/ Rural Management/ Social Science with over 15 years of experiencing in conducting Training on construction and skill development	Team leader CV and experience will be considered for evaluation of the agency

2	Coordinators (Unit-1 for each district) Total- 4 CVs for evaluation.	Construction skill development, team management, reporting	B.E in civil with 2 years related experience/ Diploma in civil and 5 years experienced in construction skill development	Project Coordinators CV and experience will be considered for evaluation of agency
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### Financial Norms

The cost of Trainers (demonstrators Raj Mistris and Supervisors) may be paid to the Training Providers/Training Institutions as per the Uniform Cost norms laid out by the Government of India, with the current ceiling @ Rs.42.40 per trainee per hour (subject to maximum 360 hours to covered the all the contents of prescribed QP-NOS for rural masons and any other contents, if included). In the case of rural mason training funded by MoRD and RD department of Government of Bihar, besides the cost of providing actual training, this ceiling includes making available the required training infrastructure and common tools, provision of training materials to trainees and facilitating assessment of trainees by an assessing agency accredited with DG(T) Ministry of Skill Development and Entrepreneurship, GoI/CSDCI/NSDC by qualified/certified assessors as well as certification and placement of trainees.

Mobilization of potential trainees will be undertaken by the local administration and the Training Providers/Training Institutions is expected to lead the process of pre-screening. Cost of raw materials for on the job training will be borne by the PMAY-G beneficiary whose house is being constructed through the process. However, the Training Providers/Training Institutions is expected to assist the beneficiary in selection of materials of acceptable quality in line with the bill of quantities approved for the house. Any common tools required for the training will be made available by the Training Providers/Training Institutions. While the fee of assessment and certification will be paid by the department to the certification body. The Training Providers/Training Institutions is expected to facilitate the process by making available the required data on the certifying agency portal, making available raw materials for assessment and any other assistance required on site. The Training Providers/Training Institutions will not be eligible for any additional payments for providing these services. 30% payment of the training cost shall be paid upon completion of all the aspects of training as mentioned in the TOR above for all houses taken up under training and remaining 70% upon successful certification of Candidates (Per Candidates Basis).

### Terms and Conditions (enclose authenticate supporting documents where necessary)

1. The Training Providers/Training Institutions has to submit the detailed project proposal which should include important details such as past experience, list of deliverables, complete list of trainers with their qualifications and experience, detailed implementation plan, list of reading material to be provided, audio-visual material (if any) etc.
2. Trained more than 500 candidates in construction sector
3. The Training Providers/Training Institutions/trust/firm/company should have an annual turnover of at least Rs. 50.00 lakh per annum for the past three years.
4. The medium of instruction shall be Hindi and expected delivery also in regional dialects where it is a necessity to be trainees.
5. The Training Providers/Training Institutions will be fully responsible for developing the training schedule to cover the Rural Mason QP within 45 working days @8 hrs/day.
6. Deployment plan for each site must be submitted as part of the bid.
7. The Training Providers/Training Institutions will also be responsible for facilitating assessment by way of requesting DGT/CSDCI/NSDC to appoint qualified and certified assessors and provide the necessary infrastructure and materials for assessment. The assessment will be alone through CSDCI Assessment bodies (or through any assessing body(s) recognized as per the guidelines of the MoRD, GoI). The assessing bodies have assessors located in the Bihar State. The Training Providers shall not be an assessing body.
8. The Training Providers/Training Institutions shall not be black listed.
9. The Training Providers/Training Institutions shall not appoint or authorized any franchise (s) for important training assigned to them. If such complaints found then the TP may be blacklisted and the work given to them shall be withdrawn.

10. The project proposal will be screened on the basis of past experience and track record of the organization, authentic supporting documents, best project plan and quality that will be determined by the selection committee through the presentation made by the Training Providers/Training Institutions if required.
11. Financial, training norms, terms & conditions etc. shall be as per the guidelines of the MoRD as & when amended.
12. The Selection committee shall hold the rights for any change/modification/relaxation in the terms and condition for awarding/rejecting the contract.
13. The decision of selection/cancellation of the Training Providers/Training Institutions or rates shall be taken by the selection committee and shall be final and binding on all concerned.
14. Rural Development Department, Government of Bihar reserves the right to accept or reject any or all the application at any stage of the selection procedure without assigning any reason thereof.
15. The Successful Training Providers/Training Institutions will have to sign a contract with the district administration where the training will be undertaken.
16. In case of unsatisfactory work during any stage of implementation of the contract, the concerning district administration reserves the right to cancel the contract by providing a notice of 10 days.
17. The assessment shall be conducted within 15 days of completion of training. If not appropriate Penalty will be laid

**Review and Monitoring:**

The agency will be responsible to submit activity completion report as per the agreed terms & condition and need of the assignment. RDD, GoB, will be responsible for the review and monitoring of the progress of the assignment on event basis and interact with the nodal person appointed by the selected agency.

## Annexure-I

The agency should keep in mind that the following areas to be addressed at the time of training and RFP should be submitted accordingly

1. Trainee should identify by name all the tools & apparatus used for the construction of a building
2. Trainee should be able to do the laying out the house they will construct.
3. Trainee should be able to dig the foundation with proper size & shape.
4. Trainee should be able to construct the plinth with sand layering, brick soling, random rubble masonry, Brick masonry.
5. Trainee should be able to understand the need of damp proofing & the method of DPC construction.
6. Trainee should be able to construct brick wall with cement-sand mortar
7. Trainee should understand the benefit of pointing & do the pointing on wall properly.
8. Trainee should understand the need of lintel construction with loft inside & shed outside, design of lintel (proper thickness, Composition of mortar, design of TMT bar binding etc.)
9. Trainee should erect the scaffolding for higher elevation works for construction.
10. Trainee should know to do the shuttering, bar binding, compacting the RCC at Roof.
11. Trainee should know to construct the IPS flooring
12. Trainee should know to construct the toilet including the fitting of pan, P- Trap, Elbow etc.
13. Trainee should know the need of curing & duration of curing at all level.

**Area of Operation**

Blocks of entire Bihar state will be the operational area for the agency. Out of which agency has to specify the Districts & Blocks where they will be able to deliver their duty in effective way. Whereas Client reserve the right to assign the district & Block to particular Training Providers as per the interest of the Yojana & benefit of the state. Training will be on-site, in a Village/ Panchayat of the particular Block/District.



**Checklist for the Agencies applying for onsite Training to Rural Mason under Pradhan Mantri Awaas Yojana- Grameen**

1. **Name of the Agency:**
2. **Address of Registered Office:**
3. **Address of Branch Office in Bihar:**
4. **Address of Communication:**
5. **Name of Nodal Person and Contact Detail for this Project:**
6. **Check List:**

Sl	Eligibility Criteria	Y-if Yes, N-if No (If Yes, Attach Scan Copy of the relevant document)
1	Whether the agency is registered under Society Registration Act - 1860/ Indian Trust Act/Indian Company Act and with CSDCI, NSDC, DGT, NCVT?	
2	Whether the agency has an established office in the geographical area of Bihar	
3	Whether the agency has an audited statement of accounts for the last three consecutive years	
4	Whether the agency is being blacklisted or debarred by any Govt. Dept or similar Organization?	
5	<b>Whether the agency has a proven track record of at least three years' experience in implementation of similar National/ State/ Regional level on construction training which is clearly reflected in their Annual Report of last three years?</b>	
6	Whether the agency has a permanent team of Trainers, Supervisors, Coordinator and team leader for construction training?	
7	Whether the agency has ownership or networking of required logistics and skilled Human resources for performing training in the hinterland of Bihar	
8	Copy of the complete training-based report submitted by the agency (at least 3 in last 3 years)	

**Self-Declaration**

I ....., designation .....at (Name of Agency).....will certify that all the above mentioned information is correct and I admit that RDD, GoB reserve all the right to terminate the process of negotiation in case of any discrepancies found in the above information at any stages of negotiation. I will be solely responsible for providing Human Resources, Logistics Support, Technology and Report as per the agreed terms and conditions.

(Signature)

Name:-

Designation: -

Seal

**SECTION: IV**  
**PRE-QUALIFICATION PROPOSAL SUBMISSION FORM**

**PRE-QUAL FORM -1 COVERING LETTER  
(ON LETTER HEAD OF AGENCY)**

**To**  
The CEO,  
Bihar Rural Livelihoods Promotion Society (BRLPS)  
3<sup>rd</sup> Floor, Vidyut Bhawan II  
Bailey Road, Patna, Bihar

*[Location, Date]*

**Subject:** Selection of Agencies for providing training to Rural Masons for Pradhan Mantra  
Awaas Yojana-Grameen in the Blocks of Bihar [**PRE-QUALIFICATION PROPOSAL**].

Dear Sir

I the undersigned, request you to participate in the selection process to provide training in accordance with your Request for Proposal No: \_\_\_ Dated. \_\_. We are hereby submitting our proposal, which includes Pre-Qualification Proposal, Technical Proposal.

I, hereby declare that all the information and statements made in this Pre-Qualification Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provisions of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:**

**Address of the Agency:**

**PRE-QUAL FORM – 2**

**Agency (General Details)**

<b>S.No.</b>	<b>Description</b>	<b>Full Details</b>
<b>1</b>	<b>Name of the Agency</b>	
<b>2</b>	<b>Permanent address</b> Tel : Fax : Email id :	
<b>3</b>	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Agency:</b> Mobile No. : Email id :	
<b>4</b>	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
<b>5</b>	<b>Local Office in Bihar If Yes, Please furnish address/contact Details</b>	<b>Yes/No.</b>
<b>6</b>	<b>EMD Details</b> Amount : DD No.: Date : Name of the Bank:	
<b>7</b>	<b>PAN Number</b>	
<b>8</b>	<b>GST Registration Number</b>	
<b>9</b>	<b>Confirm to carry out assignments as per the scope of work of the RFP</b>	<b>Yes</b>
<b>10</b>	<b>Confirm to accept all the terms and conditions as specified in the RFP</b>	<b>Yes</b>

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:**

**PRE-QUAL FORM – 3**

**Agency (Financial Details)**

<b>Financial Information in INR</b>			
<b>Details</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
Training Turnover (In Lakh)			
Turnover from the Other Sources (in Lakh)			
Net-worth (in Lakh)			
<b><i>Supporting Documents:</i></b> Signed and stamped certificate from the Chartered Accountant should be attached indicating the information required in <b>PRE-QUAL FORM –3</b> . Self-certified Audited financial statements for the last three FYs (2015-16, 2016-17 and 2017-18) should be attached.			

**Authorized Signatory [In full initials with Date and Seal]:**

**Communication Address of the Agency:**

**PRE-QUAL FORM – 4  
FORMAT FOR POWER OFATTORNEY**

**(On Agency’s Letter Head)**

I, \_\_\_\_\_ the \_\_\_\_\_ (Designation) of (Name of the Organization) in witness whereof certifies that <Name of person>authorized to execute the attorney on behalf of <Name of Organization>, <Designation of the person>of the company acting for and on behalf of the company under the authority conferred by the <Notification/ Authority order no.>Dated<date of reference>has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person>in whose favor authority is being made under the attorney given below are hereby certified.

**Name of the Authorized Representative:**

**(Signature of the Authorized Representative with Date)**

**CERTIFIED BY:**

**Signature, Name & Designation of person executing attorney:**

***Communication Address of the Agency:***

**PRE-QUAL FORM - 5  
(AGENCY'S PAST EXPERIENCE DETAILS)**

**Table -1** (List of Best 3 completed assignments only of similar nature during last 3 years anywhere within the country)

S.No.	Period	Name of the Training with details Thereof	Name Of The Client	Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion Of assignment	No. of Trainees attended
1	2	3	4	5	6	7	8

**Table -2** (List of Best 2 completed assignments in any sector during last 3 years in Bihar)

S.No.	Period	Name of the Training with details Thereof	Name Of The Client	Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion Of assignment	No. of Trainees attended
1	2	3	4	5	6	7	8

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:**

**Note:** Agency/ies are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (2015-16, 2016-17 and 2017-18) as per the above prescribed format only. Information not conforms to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous clients' needs to be furnished along with the above information.



**PRE-QUAL FORM -6**

**Self-Declaration Form**

**Date:**

**TO WHOM SO EVER IT MAY CONCERN**

I / We hereby solemnly take oath that I / We am/are authorized signatory in the firms/ Organization/Institute/ Company and hereby declare that "Our firms/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/Institute/Company or partners. "Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which effect of this declaration at a later date; we would inform the Department accordingly.

**Authorized Signatory**

**(With seal)**

**SECTION: V**  
**TECHNICAL PROPOSAL SUBMISSIONFORMS**

**TECH - I  
COVERING LETTER  
(On Agency's Letter Head)**

To  
**The CEO**  
Bihar Rural Livelihoods Promotion Society (JEEVIKA)  
3rd Floor, Vidyut Bhawan II  
Bailey Road, Patna, Bihar

**Subject:** Selection of Agencies for providing training to Rural Masons for Pradhan Mantra Awaas Yojana-  
Grameen in the Blocks of Bihar [**TECHNICAL PROPOSAL**]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your RFP. There by submitting the RFP which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance upto 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.

I confirm that I have the authority to submit the proposal and to clarify any details on its behalf. I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

***Authorized Signatory with Date and Seal***

Name and Designation:

Address of Agency:

**TECH -2**  
**AGENCY'S ORGANISATIONAL PROFILE**  
**(Brief Profile)**

**[Provide here a brief description regarding professional background of the agency]**

**Authorized Signatory [*In full and initials*]: \_\_\_\_\_**

**Name and Designation with Date and Seal: \_\_\_\_\_**

***[NB: Agency needs to restrict the above information within 3-5 pages only]***

**TECH -3 (A)**  
**Agency's Experience**

**CATEGORY - I**

**Table -1** (List of assignments of similar nature in any sector during last 3 FYs):

SL. No.	Period	Name of training provided	Name of the Client	Contract Value in INR	Date of Award /Commencement of assignment	Date of Completion of assignment	No. of trainees trained
1	2	3	4	5	6	7	8

**CATEGORY –II**

**Table -2** (List of assignments of similar nature in the relevant sector during last 3 FYs)

SL. No.	Period	Name of training provided	Name of the Client	Contract Value in INR	Date of Award /Commencement of assignment	Date of Completion of assignment	No. of trainees trained
1	2	3	4	5	6	7	8

**Authorized Signatory [In full and initials]:**

**Name and Title of Signatory with date and seal:**

NB: Organizations are requested to furnish the information up to 5 best projects only from each category. Completed Projects having contract value  $\geq$  10 Lakh and duration  $>$  3 Month for the last 3-FYs (14-15, 15-16 & 16-17) will be taken into consideration for evaluation. Copies of Work Order /Contract Document needs to be furnished along with the technical proposal

**TECH -3 (B)**  
**Agency's Experience**

*[Using the format below, provide information on each assignment for which your organization was legally contracted as **single entity** for carrying out the training similar to the ones requested under this assignment during last **three financial years**]*

**FORM – I**

<b>(Assignment of similar nature in any sector within the country)</b>	<b>Assignment name: Value of the contract (in INR)</b>
<b>Location:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client:</b> <b>Address:</b>	<b>Total No of staff-months of the assignment:</b>
<b>Start date (month/year):</b> <b>Completion date (month/year):</b>	<b>No of trainees trained during the period</b>
<b>Narrative description of Project:</b>	
<b>Description of actual services provided by your staff within the assignment:</b> a) b)	

**Authorized Signatory [In full and initials]: \_\_\_\_\_**

**Name and Designation with Date and Seal: \_\_\_\_\_**

*[NB: Best3 relevant assignments only, 1 Page Description per Assignment as per the above format]*

**TECH -3 (C)**

**Agency's Experience**

*[Using the format below, provide information on each assignment for which your organization was legally contracted as **single entity** for carrying out training similar to the ones requested under this assignment during last **three financial years**]*

**FORM – II**

<b>(Assignment of similar nature in relevant sector within the country)</b>	<b>Assignment name: Value of the contract (in INR):</b>
<b>Location:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client: Address:</b>	<b>Total No of staff-months of the assignment:</b>
<b>Start date (month/year): Completion date (month/year):</b>	<b>No of trainees trained during the period</b>
<b>Narrative description of Project:</b>	
<b>Description of actual services provided by your staff within the assignment:</b> a) b)	

**Authorized Signatory [*In full and initials*]:**

**Name and Designation with Date and Seal:**

**[NB: 3 Best Relevant Assignments Only, 1 Page Description per Assignment as per the above format]**

**TECH- 4**

**Comments and suggestions of the Agency on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client**

**A: On the Terms of Reference / Scope of Work:**

*[Present and justify here any modifications to the RFP you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such Suggestions should be concise and to the point, and incorporated in your technical proposal.]*

**B: On Input and Facilities to be provide by the Client:**

*[Comment here on inputs and facilities to be provided by the Client according to Information to the Agency and Scope of Work]*

**Authorized Signatory [*In full and initials*]:**

**Name and Designation with Date and Seal:**



## TECH -5

### DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN TO UNDERTAKE THE ASSIGNMENT

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, Agency should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]*

#### **A. Understanding of Scope, Objectives and Completeness of response.**

#### **B. Description of Approach:**

- a) Key guiding principles for the training.
- b) Framework to be adopted for the training.
- c) Information matrix
- d) Any other issues

#### **C. Methodology to be adopted:**

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- a) Detail training design.
- b) Field Process Protocol control
- c) Suggestive tools for training.
- d) Submission of reports
- e) Any other issues

#### **D. Staffing and Management Plan:**

The Agency should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Experts responsible for it. Further, it is necessary to enlist the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal

***NB: The Agency will have to make a technical presentation on the above aspects before the client. Agency/ies are requested to furnish the above information limiting it up to 5-7 pages only.***

## TECH -6

### Format of Curriculum Vitae (CV) for Proposed Key Professional

- (i) Proposed Position:
- (ii) Name of Firm:
- (iii) Name of Staff:
- (iv) Profession:
- (v) Date of Birth:
- (vi) Years with Firm:
- (vii) Nationality:
- (viii) Membership in Professional Societies:
- (ix) Detailed Tasks Assigned:

#### **Key Qualifications:**

*[Give an outline of staff members experience and training most pertinent to tasks on assignment. Describe level of responsibility (Managerial, Supervisory etc.) held during relevant previous assignments and give dates and locations.]*

#### **Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]*

#### **Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since PG, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in **last ten years**, also give types of activities performed and client references, where appropriate.]*

#### **Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

#### **Certification:**

I, the under signed, 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. I understand that any misstatement herein leads to disqualification of CV.

**Date:**

***Signature of Key Professional with Date\_***

**Authorized Signatory [*In full and initials*]:**

**Name and Designation with Date and Seal:**

**TECH -7**  
**Team Composition and Task Assignment**

S.No.	Name of Key Professional / Support Staff	Position Assigned	Highest Educational Qualification	No of Years Of Experience	Task Assigned
1					
2					
3					
4					
5					
6					

*(Please provide the details of all the Key Professionals and Support Staff to be deployed for the proposed assignment from the Agency as per the format.)*

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:**

**TECH – 8  
WORK SCHEUDLE FOR THE PROPOSED ASSIGNMENT  
PROPOSED WORKPLAN**

<b>Week</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>List of Activities</b>						

**Authorized Signatory [*In full and initials*]:**

**Name and Designation with Date and Seal:**