



Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms and Public Grievances
5th Floor, Sardar Patel Bhavan, Sansad Marg, New Delhi – 110 001

Request for Proposal

For

Hiring of consultancy firm to assist in the process of selection of Prime Minister's Awards for Excellence in Public Administration and to serve as Knowledge partner in organisation of the Civil Services Day 2018.

July, 2017


25/7/17

(GYA PRASAD)
Under Secretary
Government of India
Deptt. of Administrative Reforms & Public Grievances
S.P. Bhawan, New Delhi

File No. K-11025/7/2017-AR (5181)

1. Timelines

S.No.	Particulars	Timelines
1.	Issuance of RFP Document	25.07.2017
2.	Last date for Submission of Queries	04.08.2017 (1700 hrs)
3.	Pre-Bid Meeting (Proposed)	09.08.2017 (1500 hrs)
4.	Last date and time for RFP Submission	18.08.2017 (1500 hrs)
5.	Date and time for opening Technical bids by DARPG's tender opening Committee and scrutiny of documents	18.08.2017 (1530 hrs)
6.	Date and time for evaluation of Technical bids by Consultancy Evaluation Committee and Presentation to the Committee.	23.08.2017 (1500 hrs)
7.	Date and time for opening of Financial bids by Consultancy Evaluation Committee	25.08.2017 (1100 hrs)
8.	Start of the Assignment	05.09.2017

2. RFP Document for Consulting Assignment

2.1 Fact Sheet

Reference	Topic
Section 2.4.5(a)	The method of selection is Combined Quality cum Cost Based System (CQCCBS).
	RFP will be issued on 25.07.2017 by - Gya Prasad, Under Secretary Department of Administrative Reforms and Public Grievances Ministry of Personnel, Public Grievances & Pensions 5 th Floor, Sardar Patel Bhavan Sansad Marg, New Delhi – 110 001. Telefax:(011) 23743030, (T) 23401415, 23401428 e-mail: gyaprasad@dcmsme.gov.in
Section 2.10	Procurement is for services of consultant to assist DARPG in the selection process of PM's Awards for Excellence in Public Administration and also to serve as knowledge partner in organising Civil Services Day 2018.
Section 2.3.3	A pre-Bid meeting will be held on 09.08.2017 at 1500 Hrs in the Board Room, D/o AR&PG, 5 th Floor Sardar Patel Bhawan, New Delhi. All those interested to participate may intimate the queries


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	through e-mail by 1700 hrs of 04.08.2017 to Shri Gya Prasad, Under Secretary, D/o AR&PG, 5 th floor, Sardar Patel Bhavan, Sansad Marg, New Delhi- 110 001, Telefax:(011) 23743030, (T) 23401415, 23401428, e-mail: gyaprasad@dcmsme.gov.in
Section 2.4.2	Proposals should be submitted in English .
Section 2.17(i), (ii) and (iv)	The estimated number of professional staff-months required for the assignment is: — A minimum of three full time professionals, one of the level of project manager and two of the level of project analysts from the start of the engagement till completion of project. — During the Month of January to April, 2018, three additional professionals of the level of project analyst will be deployed at DARPG. — The Proposed Project Director should be overall incharge & drive the project. He/She should be available to DARPG for project review and feedback on agreed periodicity.
Section 2.5.2(c)	Applicable Taxes will be in addition to the cost.
Section 2.4.7	Proposals must remain valid for 180 days after the submission date
Section 2.3.4.2	(i) Technical Proposal in sealed envelope with an original signed copy and one additional copy of the proposal along with soft copy in a CD is to be submitted. Sealed envelop should be marked on the top as "Technical Proposal" ; and (ii) Financial Proposal in original signed copy in sealed envelope separately duly marked as "Financial Proposal" is to be submitted. No soft copy of Financial proposal is required. Bidders must submit the Technical and Financial proposals separately in sealed covers as stated above and both the sealed covers should be submitted in one sealed envelope duly written on the top of the envelop as ' Bids for hiring of consultancy firm to assist in selection process of PM's Awards for Excellence in Public Administration and to serve as Knowledge Partner in organisation of Civil Services Day 2018 '
Section 2.4.3	Address for submission of the proposal is: Shri Gya Prasad, Under Secretary, Department of Administrative Reforms and Public Grievances Ministry of Personnel, Public Grievances & Pensions 5 th floor, Sardar Patel Bhavan Sansad Marg, New Delhi – 110 001. Telefax: (011) 23743030, (T) 23401415, 23401428


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Section 2.4.3	Proposals must be submitted in a signed and sealed envelope in the R&I Section of the Department at 5 th Floor Sardar Patel Bhawan not later than 1500 Hrs. of 18.08.2017.
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2.2 Background Information

2.2.1 Basic Information

- (a) The Department of Administrative Reforms and Public Grievances invites responses ("Proposals") to this Request for Proposal ("RFP") from Consultancy firm / Institutions ("Bidders") to assist in the selection process of Prime Minister's Awards for Excellence in Public Administration and also to serve as knowledge partner in organisation of Civil Services Day 2018 as described in Section 2.12 of this RFP, "Scope of Work" ("the Services"). The Department of Administrative Reforms and Public Grievances is the Nodal Agency for this public procurement.
- (b) Any contract that may result from this public procurement competition will be awarded to successful bidder for a term of one year ("the Term"), which is extendable to second term on same terms and conditions, to be renewed on annual basis.
- (c) Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received after the deadline **WILL NOT** be considered in this procurement process.

2.2.2 Project Background

(a) The Government of India has instituted a scheme, Prime Minister's Awards for Excellence in Public Administration. Under this scheme Awards are given to Districts/implementing units in identified Priority Programmes of Government of India and for Innovative work done by the organisation of Central / State Governments including Districts, to acknowledge and recognize excellent work in Public Administration. The Awards are generally presented on Civil Services Day i.e. 21st April every year.

(b) The Department of Administrative Reforms and Public Grievances operates the selection process of this Award. The Awards are given in 5 to 6 identified Priority Programmes of Gol and for innovations in good governance. The number of Awards are 15 to 20. The selection process of the Award involves various activities including scrutiny of applications received online from Districts/implementing units, obtaining citizen/ stakeholder's feedback through call centre, analysis of feedback data, on spot study of the shortlisted initiatives, organizing presentation by Districts/implementing units on


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initiatives/ projects before Committees for assessment at various stages (3 hierarchal levels).

(c) The selection process shall start with the identification of Priority Programme for the Awards to be presented on 21.04.2018. With the announcement of scheme, Department involves Districts in the process for maximizing participation as well as strengthening implementation of identified priority programmes with their consultations. Strategy for improvising implementation of priority programmes and maximizing participation will be chalked out in consultation with line Ministries/ Departments.

(d) All Districts / eligible organisations would be pursued to register on designated portal. Hand holding supports will be provided to the Districts through various modes like video conferencing, organizing workshop(s), written communications, other possible digital interventions and social media platforms (whatsapp, facebook, twitter etc.). After the period of consideration for the award, Application from eligible Dist./Organisations will be invited. Once the last date for submission of application is over, the activities involving evaluation process will start. Each stage of selection process are required to be completed in a definite time frame, so as to finalize selection of Awards well before 21st April every year.

(e) The Department organizes Civil Services Day every year on 21st April at Vigyan Bhawan, New Delhi. Two days event is organised with the Award event on 21st April. Apart from award event as many as 4 to 8 technical sessions of panel discussions on various topics of good governance / priority programmes are organized during the two day event. Department requires an expert agency as a knowledge partner for the technical sessions.

(f) In the above background the Department of AR&PG intends to engage a consultancy firm for assisting DARPG in selection process of PM's Award and to serve as knowledge partner in the Civil Services Day event to be organized on April 20 and 21, 2018. The services of consultancy firm will be hired initially for a period of one year ("the term"), which could be extended for a second term on same terms and conditions, renewed on annual basis, depending upon the requirement and subject to satisfactory performance.

2.2.3 Key Information

(a) Purpose of the Award

- (i) to recognize and acknowledge best practices adopted by the Districts in implementation of priority programmes of Government of India and motivate other Districts to improve their performances.


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- (ii) to identify best practices in various theme of governance and replicate these initiatives in similar problem areas/ geographical areas by the government of the same State/UT or other States/UTs/Central Government or Local Self Governments and compare their outcomes to find out 'best-in-class', 'best-in-fit' initiative for replication;
- (iii) Civil Services Day is organised every year on April 21 when civil servants re-dedicate themselves to the cause of the citizens and renew their commitment to public service. This day coincides with the date on which Sardar Vallabh Bhai Patel had addressed the first batch of probationers at the All India Administrative Service Training School at Matcalfe House, New Delhi in 1947.

2.2.4 About the Department

The Department of Administrative Reforms and Public Grievances is the nodal agency of the Government of India for administrative reforms as well as redress of public grievances relating to the States in general and grievances pertaining to Central Government agencies in particular. The Department disseminates information on important activities of the government relating to administrative reforms and public grievance redressal through publications and documentation. The Department also undertakes activities in the field of international exchange and cooperation to promote public service reforms. Vision and Mission of the department may be seen at <http://darpq.gov.in/>

2.3 Instructions to the Bidders

2.3.1 General

- (a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the required consultancy support. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- (b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the DARPG on the basis of this RFP
- (c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the DARPG. Any notification of preferred bidder status by the DARPG shall not give rise to any enforceable rights by the Bidder. The DARPG may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the DARPG.


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(d) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

2.3.2 Compliant Proposals / Completeness of Response

(a) Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

(b) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:

- (i) Comply with all requirements as set out within this RFP.
- (ii) Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP
- (iii) Include all supporting documentations specified in this RFP

2.3.3 Pre-Bid Meeting & Clarifications

2.3.3.1 Bidders Queries

(a) DARPG shall hold a pre-bid meeting with the prospective bidders on **09.08.2017 at 1500 hrs.** in the Board Room, Department of Administrative Reforms & Public Grievances, 5th Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.

(b) All those interested may intimate the same by e-mail by 1700 hrs on **04.08.2017** alongwith their queries to:

Shri Gya Prasad,
Under Secretary,
Department of Administrative Reforms and Public Grievances
Ministry of Personnel, Public Grievances & Pensions
5th floor, Sardar Patel Bhawan, Sansad Marg, New Delhi – 110 001.
Fax: (011) 23743030, Ph. 23401415, 23401428,
e-mail: gyaprasad@dcmsme.gov.in

(c) DARPG shall not be responsible for ensuring that the bidders' queries have been received by the Department. Any requests for clarifications after the indicated date and time may not be entertained by the Nodal Agency.


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2.3.3.2 Responses to Pre-Bid Queries

The Nodal Officer notified by the DARPG will endeavour to provide timely response to all queries. However, DARPG makes no representation or warranty as to the completeness or accuracy of any response made to in good faith, nor does DARPG undertake to answer all the queries that have been posed by the bidders.

2.3.4 Key Requirements of the Bid

2.3.4.1 Right to Terminate the Process

(a) DARPG may terminate the RFP process at any time and without assigning any reason. DARPG makes no commitments, express or implied, that this process will result in a business transaction with anyone.

(b) This RFP does not constitute an offer by DARPG. The bidder's participation in this process may result DARPG selecting the bidder to engage towards execution of the contract.

2.3.4.2 Submission of Proposals

(a) The bidders shall submit their responses as per the format given in this RFP in the following manner

- (i) Technical Proposal (as per format prescribed in **Appendix I**) - (1 Original + 1 Copy) in first sealed envelope along with EMD amount of Rs 2,00,000/- (two lakhs) in favour of DDO, Department of ARPG, payable at Delhi. A soft copy of technical proposal in CD may also be provided. The EMD will be returned on successful completion of the Tender Process. For the selected bidder the same will be returned on submission of the Performance Bank Guarantee, as laid out in this RFP.
- (ii) Financial Proposal (as per format prescribed in **Appendix II**) - (1 Original) in second sealed envelope. Soft copy of Financial Proposal is **not** required.

(b) The Technical Proposal and Financial Proposal (As mentioned in previous paragraph) should be covered in separate sealed envelopes super-scribing "Technical Proposal" and "Financial Proposal" respectively. Each copy of each bid should also be marked as "Original" OR "Copy" as the case may be.


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- (c) Please Note that Prices should not be indicated in the Technical Proposal but should be indicated only in the Financial Proposal.
- (d) The two envelopes containing copies of Technical Proposal (as per format in prescribed in Appendix I) and Financial Proposal (as prescribed in Appendix II) alongwith check list as per Appendix-IV should be put in another single sealed envelope clearly marked "**Response to RFP for selection of Awards and Civil Service Day 2018- No. K-11025/7/2017-AR** and the wordings "DO NOT OPEN BEFORE **18.08.2017 at 1530 Hrs.**"
- (e) The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".
- (f) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- (g) The original proposal/bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialled by the person (or persons) who sign(s) the proposals.
- (h) All pages of the bid including the duplicate copies, shall be initialled and stamped by the person or persons who sign the bid.
- (i) In case of any discrepancy observed by DARPG in the contents of the submitted original paper bid documents with respective copies, the information furnished on original paper bid document will prevail over others.


2.3.4.3 Authentication of Bids

The Proposal should be in official letter head duly signed by authorized person.

2.4 Preparation and submission of Proposal

2.4.1 Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/


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presentations, preparation of proposal, in providing any additional information required by DARPG to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. DARPG will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.4.2 Language

The Proposal should be filled by the bidders in **English language only**. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

2.4.3 Venue & Deadline for Submission of proposals

Proposals, in its complete form in all respects as specified in the RFP, must be submitted in the **R&I Section** of the Department of Administrative Reforms at 5th Floor, Sardar Patel Bhawan not later than **1500 Hrs on 18.08.2017** and the address on envelope should be marked as under :

Shri Gya Prasad
Under Secretary,
Department of Administrative Reforms and Public Grievances
Ministry of Personnel, Public Grievances & Pensions
5th floor, Sardar Patel Bhawan, Sansad Marg, New Delhi – 110 001.
Telefax: (011) 23743030, (T) 23401415, 23401428
e-mail: gyaprasad@dcmsme.gov.in

2.4.4 Late Bids

- (a) Bids received after the due date and the specified time for any reason whatsoever, shall **not** be entertained and shall be returned unopened.
- (b) The bids submitted by telex/telegram/fax/e-mail etc. shall **not** be considered. No correspondence will be entertained on this matter.
- (c) DARPG shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- (d) DARPG reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.


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2.4.5 Evaluation process

(a) The proposals will be evaluated on the basis of Combined Quality cum Cost Based System (CQCCBS).

(i) Under CQCCBS, the technical proposals will be allotted **weightage of 80%** while the financial proposals will be allotted **weightage of 20%**.

(ii) Proposal with the lowest cost will be given a financial score of 100 and financial scores to other proposals will be inversely proportionate to their cost more than the lowest cost. (i.e. financial score of L2 will be equal to L1 cost divided by L2 cost multiplied by 100 and so on for L3, L4 etc.)

(iii) The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.

(iv) **Highest points basis:** On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained.

(v) The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc.


(vi) The proposal securing the highest combined scores and ranked H-1 shall be considered for award of contract.

(b) DARPG will constitute a Consultancy Evaluation Committee (CEC) to evaluate the responses of the bidders.

(c) The CEC shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.

(d) The decision of the CEC in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.

(e) All the eligible bidder shall have to make a power point presentation on **their proposal** before CEC **highlighting the understanding of the assignment and methodology / tools proposed to be adopted for the assignment.** CEC may also call meeting(s) with the Bidders to seek clarifications on their proposals.


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(f) The CEC reserves the right to reject any or all proposals without assigning any reason.

(g) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

2.4.6 Tender Opening

The Technical Proposals received will be opened at **1530 Hrs on 18.08.2017** by tender opening Committee of the DARPG, in the presence of such of those Bidders or their representatives who may be present at the time of opening. The representatives of the bidders should be advised to carry the identity card and a letter of authority from the tendering firms to identify their bonafide for attending the opening of the proposal.

2.4.7 Tender Validity

The offer submitted by the Bidders should be valid for minimum period of **180 days** from the date of submission of Tender.

2.4.8 Tender Evaluation

(a) Initial Bid scrutiny will be held in DARPG and incomplete details as given below will be treated as non-responsive. If Proposals are -

- (i) not submitted in the proforma as specified in the RFP document;
- (ii) received without the Letter of Authorization;
- (iii) found with suppression of details;
- (iv) with incomplete information, subjective, conditional offers and partial offers submitted;
- (v) submitted without the documents requested in the checklist;
- (vi) have non-compliance of any of the clauses stipulated in the RFP; and
- (vii) with lesser validity period.

(b) All responsive Bids will be considered for further processing as below.

DARPG will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be placed before Consultancy Evaluation Committee (CEC) for consideration and evaluation according to the Evaluation process defined in this RFP document. The decision of the CEC will be final in this regard.

2.4.9 Consortiums

No consortiums are allowed.

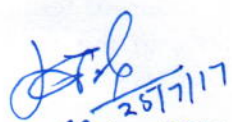

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2.5 Criteria for Evaluation

2.5.1 Technical Qualification Criteria

As indicated in para 2.4.5 (a), CQCCBS will be followed for evaluation of bids. The technical proposals will be allotted weightage of 80% while the financial proposals will be allotted weightage of 20%. The Technical Bid will be evaluated by the Consultancy Evaluation Committee (CEC) based on the following scoring pattern:

S. No	Criteria	Maximum	Evaluation Criteria
1.	(i) Understanding of the assignment and methodology / tools proposed to be adopted by the bidder for assignment.	25	Based on the Power Point Presentation by the bidder.
	(ii) Presentation of similar projects done in the last five years.	15	Based on the Power Point Presentation by the bidder.
	(iii) Physical Presence in States	10	(a) Offices located in at least 4 States/UT – 3 marks. (b) For each additional office in different States/UT other than above 4 States/UT - 1 marks (c) Offices located in more than 8 States/UT- 7 marks (d) Office located in Hill States (J&K, HP and Uttarakhand) – 1 additional marks (e) Office located in North East States (8) - 2 additional marks.
2.	Experience of Consultancy firm	20	
i.	(i) Experience of Working in projects of Government of India relating to developmental administration / Governance in the last 5 years	10	(i) Two National Programme of Gol with minimum value of Rs. 2 Crores - 6 marks (ii) Other national programme of Gol of any value – 2 marks for each programme. (iii) Total marks will be restricted to maximum of 10.
	(ii) Experience of being a Knowledge Partner for CSD in the last 5 year.	06	Two marks for each year's experience.
	(iii) Working with State Govt./	04	(i) Two Projects - 02 marks


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S. No	Criteria	Maximum	Evaluation Criteria
	Central / State Public Sector enterprises in the last 5 years		(ii) More than two projects- 04 marks
3.	Suitability of Project Director for the assignment	12	
i.	Qualification of Project Director	05	(i) B. Tech /BE Graduate - 2 Mark (ii) MBA/PGDBA/M.Tech – 03 additional Marks
ii.	Experience of Project Director		
(a)	National/State/PSU level consultancy project in developmental administration/ governance/ awards in last eight years.	07	(i) Minimum 5 years' experience (at least 3 years should be at National level) – 3 marks (ii) For each additional year experience at National level (up to 8 years) – 1 marks. (iii) For 8 and more yrs. Experience– 07
4	Suitability of full time Project Manager for the assignment	10	
i.	Qualification of Project Manager	05	(i) B. Tech /BE Graduate - 2 Marks (ii) MBA/PGDBA – 03 additional Marks
	Experience of Project Manager		
(a)	National level consultancy project in developmental administration/ governance/ awards in last five years, as project Manager.	05	(i) Minimum 3 years' experience – 2 marks (ii) For each additional year experience (up to 5 years) – 1 marks. (iii) For more than 5 years experience– 05
5	Qualification / Experience of Project Analyst		
(a)	Each of the two fulltime Analysts to be deployed at DARPG, since beginning of the project. (CV of each of analyst should be attached in support of qualification and experience)	08	(i) Management Course (MBA/PGDBA) – 2 marks (ii) Two year experience in any project of Gol in developmental administration/ governance-2 marks (iii) More than two years- 4 marks (iv) At least one year experience as project analyst in any National level Award project- 2 marks
	Total	100	

Note: part of year of more than six month will be considered as one year. Less than six months will be ignored.

Bidders, whose bids are responsive, based on minimum qualification criteria and score at least **60%** in the technical evaluation criteria would be considered


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technically qualified. Financial Bids of all those firms/institutes whose Technical Bid do not qualify will be returned un-opened.

2.5.2 Financial Evaluation Criteria:

- (a) The Financial Bids of technically qualified bidders will be opened at **1100 Hrs on 25.08.2017** in the presence of bidder representatives.
- (b) Proposal with the lowest cost will be given a financial score of 100 and other proposals are given financial scores that are inversely proportional to their prices. (i.e. financial scores of L2 = L1 cost divided by L2 cost multiplied by 100 and so on for L3, L4 etc.)
- (c) The taxes and levies, as applicable should be shown separately.
- (d) Any conditional bid would be rejected.
- (e) Errors & Rectification: Arithmetical errors will be rectified on the following basis:

"If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".


- (f) Cost in the Financial Bid is to be quoted for conducting the entire assignment put together.
- (g) No travel cost of any professionals of the consultancy firm for participating in the Meetings / workshops at Delhi will be borne by the Department. The cost of the project will be inclusive of this cost.
- (h) Travel by any professionals of the consultancy firm outside Delhi, if required, will be done in consultation with DARPG. Consultation includes destination and the mode of travel. The expenditure on travel will be reimbursed on actual basis on production of relevant documents and shall be restricted to 15% of the total cost of the project.

2.6 Appointment of Consultant

2.6.1 Award Criteria

DARPG will award the Contract to the successful H -1 (Highest combine Technical and Financial score) bidder.

2.6.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)


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DARPG reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidder.

2.6.3 Notification of Award

- (a) Prior to the expiration of the validity period, DARPG will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process/public procurement process has not been completed within the stipulated period, DARPG, may like to request the bidders to extend the validity period of the bid.
- (b) The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee, DARPG will notify each unsuccessful bidder.

2.6.4 Performance Bank Guarantee (PBG)

The DARPG will require the successful bidder to provide **Performance Bank Guarantee, within 10 days from the Notification of award, for a value equivalent to 10% of the total cost of ownership as prescribed at Appendix III.** The Performance Bank Guarantee should be valid for a period of 3 months beyond the date of completion of the assignment. The Performance Bank Guarantee shall be kept valid till completion of the project. The Performance Bank Guarantee shall contain a claim period of three months from the last date of validity. The successful bidder shall be responsible for extending the validity date and claim period of the Performance Bank Guarantee as and when it is due on account of non-completion of the project. In case the successful bidder fails to submit performance bank guarantee within the time stipulated, the DARPG at its discretion may cancel the order placed on the successful bidder without giving any notice. DARPG shall invoke the performance bank guarantee in case the successful Vendor fails to discharge their contractual obligations during the period or DARPG incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

2.6.5 Signing of Contract

Post submission of Performance Bank Guarantee (within 7 days) by the successful bidder, DARPG shall enter into a contract with the bidder. The draft Legal Contract will be provided as a separate document as a template to the successful bidder.

2.6.6 Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Contract document shall constitute sufficient grounds for the annulment of the award, in which event DARPG may award


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the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the DARPG shall invoke the Performance Bank Guarantee of the H-1 bidder.

2.7 Fraud and Corrupt Practices

(a) The Applicants/Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the DARPG shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the DARPG shall, without prejudice to its any other rights or remedies, forfeit and appropriate the PBG, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the DARPG for, inter alia, time, cost and effort of the DARPG, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.

(b) Without prejudice to the rights of the DARPG under Clause above and the rights and remedies which the DARPG may have under the Contract, if an Applicant or Consultant, as the case may be, is found by the DARPG to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the execution of the Contract, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the DARPG during a period of THREE YEARS from the date such Applicant or Consultant, as the case may be, is found by the DARPG to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

(c) For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

(i) "corrupt practice" means (aa) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the DARPG who is or has been associated in any manner, directly or indirectly with the Selection Process or has dealt with matters concerning the Contract or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the


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date such official resigns or retires from or otherwise ceases to be in the service of the DARPG, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ab) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the execution of the Contract, as the case may be, any person in respect of any matter relating to the Project or the Award or the Contract, who at any time has been or is a legal, financial or technical consultant/ adviser of the DARPG in relation to any matter concerning the Project;

(ii) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

(iii) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;

(iv) "undesirable practice" means (aa) establishing contact with any person connected with or employed or engaged by DARPG with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ab) having a Conflict of Interest; and

(v) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

2.8 Conflict of Interest

(a) An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "**Conflict of Interest**") Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the DARPG shall forfeit and appropriate the EMD, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the DARPG for, *inter alia*, the time, cost and effort of the DARPG including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to the DARPG hereunder or otherwise.

(b) The DARPG requires that the Consultant provides professional, objective, and impartial advice and at all times hold the DARPG's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or

engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the DARPG.

(c) Without limiting the generality of the above, an Applicant shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

(i) the Bidder, or Associates (or any constituent thereof) and any other Bidder, or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest;

(ii) such Bidder or its Associate receives or has received any direct or indirect subsidy or grant from any other Bidder or its Associate; or

(iii) such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each others' information about, or to influence the Proposal of either or each of the other Bidder; or

(iv) there is a conflict among this and other consulting assignments of the Bidder (including its personnel and other members, if any) and any subsidiaries or entities controlled by such Bidder or having common controlling shareholders. The duties of the Consultant will depend on the circumstances of each case. While providing consultancy services to the DARPG for this particular assignment, the Consultant shall not take up any assignment that by its nature will result in conflict with the present assignment; or

(v) A firm hired to provide consulting services for the preparation or implementation of a project, and its Members or Associates, will be disqualified from subsequently providing goods or works or services related to the same project;

(d) A Bidder eventually appointed to provide Consultancy for this Project shall be disqualified from subsequently providing goods or services related to the same Project and any breach of this obligation shall be construed as Conflict of Interest; provided that the restriction herein shall not apply after a period of 12 months from the completion of this assignment; provided further that this restriction shall not apply to consultancy services performed for the DARPG in continuation of this Consultancy or to any subsequent consultancy/ advisory services performed for the DARPG where the conflict of interest situation does not arise.

(e) In the event that the Consultant, its Associates or affiliates are auditors or financial advisers to any of the Bidders (for System Integration or any other


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activity) for the Project, they shall make a disclosure to the DARPG as soon as any potential conflict comes to their notice but in no case later than 7 (seven) days from the receipt of such proposals and any breach of this obligation of disclosure shall be construed as Conflict of Interest. The DARPG shall, upon being notified by the Consultant under this Clause, decide whether it wishes to terminate this Consultancy or otherwise, and convey its decision to the Consultant within a period not exceeding 15 (fifteen) days.

2.9 Confidentiality Clause:

- (a) The consultancy firm will not divulge any information come to their notice during the selection process, which is required to be kept secret. Non-disclosure agreement is to be signed by the Agency.
- (b) The data / documents created both in hard and soft mode will be the sole property of Department.

2.10 Type of Assignment

- (A) Consultancy services to assist the DARPG in the selection process for PM's Awards for Excellence in Public Administration.
- (B) To serve as Knowledge Partner in organising Civil Services Day (CSD) to be organised during 20 - 21 April, 2018.

2.11 Eligibility:

- (i) The applicant firm/institute must have a local office in National Capital Region.
- (ii) The applicant firm/institute must have turnover of more than Rs. 100 crores and above from consultancy services in India for previous three financial years and have not been blacklisted by any agency.
- (iii) The agency should be a registered entity and have registrations with income tax (PAN), service tax authorities, GST and EPF etc.
- (iv) The applicant agency should have executed (completed or ongoing) at least 2 National or State level Government / Public Sector consultancy projects in developmental administration/ governance in the last 5 years with minimum engagement cost of Rs. 2 Crore.

2.12 Scope of Work and Deliverables:

A. As consultant for PM Awards for Excellence in Public Administration

- (i) Assist Department in promoting Award scheme and encouraging Districts/ Organisations to compete for the PM Award.
- (ii) Devise innovative engagement programme to make a large number of Districts/ implementing units participate in PM's Award programme (For PM's Award 2017, 599 Districts participated out of 716 Districts)


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- (iii) For the Awards to be given for implementation of 5-6 identified Priority Programmes of Gol, it is expected that all Districts would select 1 or 2 Priority Programme for competing and would pursue the implementation of identified programme(s) on defined parameters in the spirit of inter district competition. In addition promote participation by organisation of Central / State Government including Districts for the PM's Awards under Innovation category. Modalities for organising large scale participation and catalyse gross root action would be designed and executed by the Consultancy firm / Institute in consultation with DARPG.
- (iv) Assist in designing online portal exclusively for the PM's Award, so as to enable the competing Districts/ Organisations to submit their applications and update information thereon.
- (v) Assisting Department in selection of initiatives for Awards under defined categories on the basis of pre-determined parameters.
- (vi) Tracking of applications received for PM Awards. **This would involve extensive outreach at the District Level, supporting DCs in District in understanding the process requirement, assistance in filling up the forms. An important element of the District outreach is supporting the DCs/DMs in taking up good practices. Consultancy firm / Institute will make every endeavor to make sure 100% districts are covered.**
- (vii) Scrutiny of initiatives as per norms and identification of ineligible initiatives/ project in consultation with the department for placing it before the Screening Committee
- (viii) Preparation of summaries of initiatives (précis of 3 – 4 pages highlighting the project objective, project implementation, applicant's role in the implementation of the project/ priority programme, output/outcome of the project and evaluation thereof if any by other institutions or agencies, recognition achieved by the project). A summary of nominations have to be prepared within a week time for the Screening Committee.
- (ix) Developing weighted evaluation parameters and preparation of District / Organization-wise documents for each category at successive levels of evaluation- Screening Committee, Expert Committee, Empowered Committee etc.
- (x) Identification of stakeholders / beneficiaries for each category of awards and develop questionnaire for incorporating feedback of call centre in award process.
- (xi) Collecting-collating-compiling the supporting documentation.


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- (xii) Assist in setting/framing evaluation criteria for presentation to be made by the District Collector/ Organisation Head before the evaluation Committees.
- (xiii) Tracking of implementation of priority programmes in competing Districts and motivate underperforming Districts to pick up pace vis-a-vis excellence done in other parts of the country, so as to encourage healthy competition.
- (xiv) Assist in preparing format/template for Spot Study Teams.
- (xv) Analysis of Call Centre data, spot study reports and prepare score aggregation for evaluation Committees.
- (xvi) Preparation of Executive Summary and support documents for Expert / Empowered Committees.
- (xvii) Attending review meetings as and when organized by DARPG.
- (xviii) Any other assistance as required by DARPG.
- (xix) Document 'Take Aways' on best practices from the Selection process for identified Priority Programmes and other initiatives. These 'Take Aways' should be relevant for replication and up-scaling the best practices.

B. As knowledge Partner in the panel discussions to be held during Civil Services Day(CSD).

- (i) Assist in finalizing Themes/ Sub themes for the event through appropriate knowledge input.
- (ii) Assist in organising panel discussion on identified themes / sub-themes and help in identification of Experts.
- (iii) Preparation of context setting knowledge document on the topic of panel discussion.
- (iv) Assist in presentations during the panel discussions.
- (v) Opening presentation and wrap up for panels.
- (vi) Preparation of record of proceeding of entire CSD programme in printable format within one month after the event.
- (vii) Any other assistance as required by DARPG.

2.13 Timelines:

As determined by the DARPG within the scope of work.

2.14 Payment Schedule


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S.No.	Activity	Billable fee (as % of the Contract value)
1.	On signing of Contract against submission of Performance Bank Guarantee of the same amount.	10%
2.	Deployment of project team at DARPG and Submission of the Inception Report	10%
3.	10 days after the last date of receipt of Application for Award	25%
4.	Shortlisting of applications. Completion of Spot study of the shortlisted initiatives and submission of report	20%
5.	On completion of Civil Services Day event.	25%
6.	On submission of Proceeding	10%

2.15 Payment Schedule may be prescribed with the condition below:-

(a) The applicable taxes would be paid in addition to the cost.

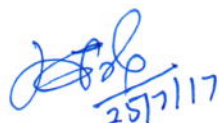
2.16 Support to be provided by DARPG

The DARPG will provide the following support, post the award of the contract to the successful bidder:

- (a) The Department will share the details of the selection procedure for the PM's Award
- (b) The Department shall provide letters of introduction, if required, addressed to Government Officials who might be consulted during the course of assignment.

2.17 Requirements from the successful bidders:

- (i) Agency shall deploy resources as below in line with the qualification defined in this RFP (see technical proposal evaluation table):
 - A minimum of three full time professionals one of the level of project Manager and 2 of the level of project analyst (as per criteria set in the RFP) from the start of the Engagement till May 30, 2018.
 - During the Month of January to April, 2018, an additional 3 Professionals of the level of project analysts (as per criteria set in the RFP) will be deployed at DARPG.


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- The Proposed Project Manager will be part of the minimum 3 person to be deployed at the start of the engagement.
- (ii) Team should be led by a Project Director, who will be overall incharge & drive the project. He/She should be available to DARPG for project review and feedback on agreed periodicity.
 - (iii) The consultancy firm/Institute will pursue and follow - up with the Districts and eligible Organisations ensuring participation in the Award competition.
 - (iv) The Consultancy firm / institute as and when required will use their resource persons located in States / UTs for the support of their core team at Delhi in propagating Award scheme and maximizing participation of Districts / Implementing units.
 - (v) The consultancy firm/Institute will furnish periodical reports on Applications received for PM Award as and when required by the Department. Ensuring quality of application is equally important
 - (vi) Sufficient numbers of copies of summary of initiatives along with soft copy are to be made available to this Department as and when required for circulation to the Committees constituted for evaluation for PM Award.
 - (vii) The consultancy firm/Institute will follow the timeline for each activity as defined by the DARPG.
 - (viii) Irregularities of serious nature, if any, shall be quickly shared by the consultancy firm/Institute with the Department for deciding future course of action.
 - (ix) The assigned task shall be reviewed by the Department from time to time and the consultancy firm/Institute shall carry out modifications in the process or documents, whenever felt necessary.
 - (x) Consultancy firm/Institute shall carry out residuary task relating to the assigned job as and when assigned by the Department.

2.18 Penal Clause:

- (i) Replacement of resources deployed will not be permitted in normal course. In case of any emergent eventuality, replacement will be in consultation with DARPG.
- (ii) Consultant would submit deliverables as per timelines defined in consultation with DARPG. Any delay or unsatisfactory work shall attract penalties to a maximum of 10% of the project cost.


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Appendix I: Technical Bid Templates

The bidders are expected to respond to the RFP using the forms given in this section and all documents supporting Technical Evaluation Criteria. Technical Proposal shall comprise of details as per following forms:

TECHNICAL BID


I. Profile of the consultancy firm/Institute

1.	Name of consultancy firm/Institute	
2.	Name and Designation of Contact Person	
3.	Address of the head office and local office in National Capital Region of consultancy firm/Institute.	i. Head office ii. Local Office in Delhi-NCR -
4.	Telephone with STD Code for contact	
5.	FAX No. with STD Code	
6.	Mobile No. of Contact Person	
7.	E-mail Address of Contact Person	
8.	Name and Designation of Head of the consultancy firm/Institute responsible for the assignment	
9.	Establishment Details	
a.	Registration No.	
b.	Type of Organization (Tick One)	Company/ Registered Agency/ Any Other (supporting documents to be submitted)
c.	PAN	
d.	Service Tax Registration No.	
e.	No. of full time employees	
f.	No. of part time employees	
g.	Number of offices in India(other than head office) and its locations along with address, phone no., fax, e-mail.	<i>A List may be enclosed.</i>
10.	Annual Turnover in last 3 years (supporting documents to be submitted)	
	2014-15(in Rs.)	2015-16 (in Rs.)
		2016-17* (in Rs.)

* May be given as per unaudited balance sheet, in case account is not audited.

II. Experience of Consultancy firm/Institution:

- a) Details of the projected executed (completed or ongoing) at National or State level Government / Public Sector consultancy in developmental


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administration/ governance/Awards in the last 5 years with engagement cost of more than Rs. 2 Crore. (relevant documents to be attached)

National level:

Sr. No.	Name of the Project	Name & Address of the Client	Period		Project cost (in Rs.)
			From	To	

State / Public Sector level:

Sr. No.	Name of the Project	Name & Address of the Client	Period		Project cost (in Rs.)
			From	To	

(Use a separate sheet if necessary)

- b) Details of the projected executed (completed or ongoing) at National or State level Government / Public Sector consultancy in developmental administration/ governance/Awards in the last 5 years with engagement cost of less than Rs. 2 Crore. (relevant documents to be attached).

National level:

Sr. No.	Name of the Project	Name & Address of the Client	Period (in months & Year)		Project cost (in Rs.)
			From	To	

State / Public Sector level :

Sr. No.	Name of the Project	Name & Address of the Client	Period (in months & Year)		Project cost (in Rs.)
			From	To	

(Use a separate sheet if necessary)

III. Qualification and Experience of Project Director:

- a) Total Experience of the Project Director in National level consultancy project in developmental administration/ governance / awards, as a project director: ____ Years.
- b) Total Experience of the Project Director in State /PSU level consultancy project in developmental administration/ governance / awards, as a project director : ____ Years.
- c) Highest Academic and Professional qualification of Project Director.


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IV. Details of the Key Professionals (Project Manager, Analyst etc.) for the Project *(Use a separate sheet if necessary)*

Sr. No	Name	Position in the Firm/ Institute	Period of service in the Firm/ Institute	Highest Academic / Professional Qualification	Area of Key Expertise	Length of experience (years*) in National level consultancy project in developmental administration / governance / awards

Note: part of year of more than six month will be considered as one year. Less than six months will be ignored.

- V. CVs of Project Director, Project Manager and 2 full time and 3 additional project analysts to be attached.**
- VI. Brief on the understanding of proposed project and detailed methodology/tools to be adopted by the consultancy firm/Institute for executing the project to be attached.**
- VII. Brief on consultancy projects completed in last three years, which the consultancy firm / institute intend to present before CEC for technical evaluation to be attached.**
- VIII. Any other detail which is relevant to the proposed project may be attached.**

CERTIFICATE

It is certified that:

1. The information given above is TRUE to the best of my knowledge. The bidder firm/institute shall stand liable for any information given above which is later found to be FALSE including the forfeiture of any payment due to it
2. The professional, staff, equipment and all requisite infrastructural facilities shall be made available for this assignment in due time.
3. The bidder firm/institute is fully equipped to handle this assignment and would implement this project within the timeline.
4. I am competent to sign this Certificate.

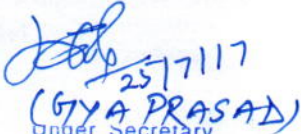
Date:

Place

Authorized Signatory

Name & Designation

Seal


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Appendix II: Financial Proposal Templates

The bidders are expected to respond to the RFP using the forms given in this section for Financial Proposal.

Form 1: Covering Letter

Form 2: Financial Bid Template

Form 1: Covering Letter

Location, Date

To:

**The Director (AR),
Department of Administrative Reforms and Public Grievances
Room No. 510 5th Floor Sardar Patel Bhawan,
New Delhi – 110 001**

Subject: Submission of the Financial bid for consultancy firm to assist in the process of selection of PM's Awards for Excellence in Public Administration and to serve as Knowledge partner in organisation of the Civil Services Day 2018.

Dear Sir/Madam,

We, the undersigned, offer to provide the consulting services for assignment mentioned in the subject in accordance with your Request for Proposal dated and our Proposal – Technical and Financial Proposals.

2. Our attached Financial Proposal is for the sum of Rs.....(in words). This amount is inclusive of OPEs, Miscellaneous expenses. Service taxes will be payable in addition to the cost.
3. I understand that the payment would be made on the basis of actual Service tax rate prevalent at the time of payment of instalments.
4. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:
Name and designation of Signatory:
Name of Firm:
Address:


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Form 2: Financial Bid Template

***Total Cost in Indian Rupees: Rs..... (in words)**

I understand that:

- (a) Government taxes as applicable at the time of payment of instalments are payable in addition to the cost.
- (b) Total Cost quoted in the Financial Bid is for conducting the entire assignment put together.
- (c) No travel / conveyance cost of any professionals of the consultancy firm for participating in the Meetings / workshops or working at Delhi will be borne by the Department of Administrative Reforms and Public Grievances.
- (d) Travel by any professionals of the consultancy firm/ institute outside Delhi, if required, will be done in consultation with DARPG. Consultation includes destination and the mode of travel. The expenditure on travel will be reimbursed on actual basis on production of relevant documents and shall be restricted to 15% of the total cost of the project.

Authorized Signature:

Name and designation of Signatory:

Name of Firm:


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Appendix III: Performance Bank Guarantee

<Location, Date>

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<email id>

Whereas, <<name of the supplier and address>> (hereinafter called "the applicant/supplier") has undertaken, in pursuance of contract no. <<insert contract no.>> dated. <<insert date>> to provide consulting services for <<name of the assignment>> to <<Nodal Agency>> (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the applicant/supplier shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <<Name of the Bank>>a banking company incorporated and having its head /registered office at <<address of the registered office>> and having one of its office at <<address of the local office>> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, upto a total of **Rs. <<Insert Value>> (Rupees <<insert value in words>> only)** and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <<Insert Value>>(Rupees <<insert value in words>>only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the applicant/supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the applicant/supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.


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This Guarantee shall be valid until <<Insert Date>>.

Notwithstanding anything contained herein:

I. Our liability under this bank guarantee shall not exceed **Rs<<Insert Value>>** (Rupees <<insert value in words>> only).

II. This bank guarantee shall be valid up to <<insert expiry date>>.

III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>>failing which our liability under the guarantee will automatically cease.


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Appendix IV: Check list

The Director (AR),
Department of Administrative Reforms and Public Grievances
5th Floor Sardar Patel Bhawan,
New Delhi – 110 001

Subject: Consultancy Service for PM's Award and Knowledge Partner for technical session to be held on Civil Service Day.

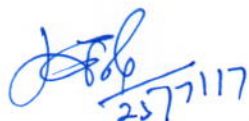
CHECK LIST

- | | | |
|---|----------------------------|----------------------------|
| (i) Separate sealed envelopes super-scribed as "Technical Proposal" and "Financial Proposal" | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| (ii) Separate sealed envelopes (containing Technical Proposal (Appendix I) and Financial Proposal (Appendix II) submitted to Department in common sealed envelope clearly super scribed "Bids for hiring of consultancy firm to assist in process of selection of Awards for Excellence in Public Administration and to serve as Knowledge Partner in organisation of Civil Services Day 2018" and bearing the name and address of the bidder organization. | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| (iii) Cheque of EMD amount is attached with Technical Proposal | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| (iv) Each page legibly printed, numbered, signed, dated and stamped. | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| (v) Attested photocopy of Registration Certificates of the Organization enclosed with Technical Proposal. | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| (v) Certificate signed & stamped by head of organization: "professionals, staff, and equipments/ facilities as mentioned in technical proposal shall be made available for this assignment in due time" | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| (vi) Verification signed by head of organization | <input type="checkbox"/> Y | <input type="checkbox"/> N |

(Please tick ✓ mark in the relevant boxes)

Date:
Place

Signature
Name
Seal of Organization


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(GYA PRASAD)
Under Secretary
Government of India
Deptt. of Administrative Reforms & Public Grievances
S.P. Bhawan, New Delhi