



Request for Proposal

Hiring of Consultancy Firm to assist in the process of selection of Prime Minister's Awards for the years 2024 and 2025 and to serve as Consulting Partner in organization of the Civil Services Day for the years 2025, 2026.

**Government of India
Department of Administrative Reforms and Public Grievances**

Ref: No. K-17/24/2024-AR-DARPG (9127)

Date: 12.11.2024

E.No. K-17/24/2024-AR-DARPG (9127)
Government of India
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhavan,
5th Floor, Sansad Marg,
New Delhi-110001

Dated 12.11.2024

REQUEST FOR PROPOSAL

- (i) The Department of Administrative Reforms and Public grievances (hereinafter referred to as DARPG) invites responses to this Request for Proposals (“RFP”) from firms with proven capacity (hereinafter referred to as “Bidder”) for providing Consultancy services to DARPG as per Scope of Work described in Section-4 of this RFP.
- (ii) The Bidders are advised to study this RFP document carefully before submitting their proposals. Submission of a proposal in response to this RFP shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. The Bidders may download the RFP document from the GEM portal mentioned in the fact sheet. Any subsequent corrigenda/clarifications will be made available on the GEM portal mentioned in the fact sheet.
- (iii) Proposal must be received within the stipulated date and time as mentioned in the Fact Sheet. Proposals that are received after the timeline will not be considered for evaluation in the procurement process
- (iv) The Bidder will be selected under Quality and Cost based Selection (QCBS) and procedures described in this RFP.
- (v) Bidders are encouraged to attend the pre-bid meeting scheduled on 19.11.2024, which would be held either virtually or physically wherein discussions would be held on the RFP and clarifications, if any would be addressed.

Rohit Anand,
Director, DARPG
5th Floor, Sardar Patel Bhawan
New Delhi 110 001
Email Id- anand.160625@nic.in
Tele- 011-23401475

Fact Sheet

Item	Description
Method of Selection	The method of selection is Quality and Cost Based Selection (QCBS)
Availability of RFP Documents	RFP document is uploaded on the GeM Portal
Date of RFP issuance	12.11.2024
Bid Security Declaration Form	As per Annexure-13 of RFP
Last date for Submission of Pre-Bid Queries	All the queries should be received on or before 25.11.2024 through email only on anand.160625@nic.in and r.chandra71@nic.in with subject line as follows:-“Pre-Bid queries -<Bidder’s Name>”
Pre-Bid Conference Time, Date, and Venue	Date and Time: 19.11.2024 at 03.00 PM The pre-bid meeting would be held virtually or physically (at the venue mentioned below) Venue: Conference Hall of DARPG, 5 th Floor, Sardar Patel Bhawan, New Delhi – 110001.
Posting of responses to queries by DARPG	Date: 26.11.2024 by 05.00 PM
Last date and time for Bid/Proposal submission (on or before)	Date and Time: 02.12.2024 by 05.00 PM
Date and time for Opening of Bids	Date and Time: 03.12.2024 at 11.00 AM
Presentation before the technical evaluation committee	Date and Time: 10.12.2024 at 03.00 PM
Language	Proposals should be submitted in English only.
Signing Authority	The authorization shall be in the form of a written special power of attorney accompanying the Bid demonstrating that the representative has been duly authorized to sign this bid.
Bid Validity	“Proposals would remain valid up to 180 (One Hundred and Eighty) days from the actual date of closing of the Bid.”
Currency	Currency in which the Bidders have to quote the price and will receive payment in INR only.
Name and Address for Communication, seeking clarifications on Proposal	Shri Rohit Anand, Director, DARPG 5th Floor, Sardar Patel Bhawan New Delhi 110 001 Email Id- anand.160625@nic.in Tele- 011-23401475
Pre Bid Meeting	Decision regarding Quality parameters and any other issue that may be ambiguous will be discussed.

Section 1 - Instruction to Bidders

1.1 General

- 1.1.1 Government of India has instituted Prime Minister's Awards for Excellence in Public Administration to acknowledge, recognize and reward exemplary work done by civil servants across the country. The Scheme encourages constructive competition, Innovation, Replication and Institutionalization of Best Practices. These awards are conferred by the Hon'ble Prime Minister every year on the occasion of Civil Services Day (CSD) on 21st April. DARPG is proposing to hire Consultancy Firm to assist in the process of selection of Prime Minister's Awards for the years 2024 and 2025 and to serve as Consulting Partner in organization of the Civil Services Day in 2025 and 2026 respectively.
- 1.1.2 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.
- 1.1.3 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 DARPG. Any notification of preferred Bidder status by DARPG shall not give rise to any enforceable rights by the Bidder. DARPG may cancel this procurement process at any time prior to a formal written contract being executed by or on behalf of DARPG without assigning any reason.
- 1.1.4 Bidder must have valid license through authorized/national regulator to run the business which shall be renewed, if required, during the period of implementation of the project.
- 1.1.5 Replacement of resources deployed will not be permitted in normal course. In case of any emergent eventuality, replacement will be made in consultation with DARPG.
- 1.1.6 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.

1.2 Intent of Bid Specification

- 1.2.1 The intent of this bid specification is to enter into single contract covering completely the scope of work and responsibilities specified in this RFP document.
- 1.2.2 DARPG in order to implement the project will be entering into single responsibility contract with the selected Bidder.

1.3 Bidder to inform

- 1.3.1 DARPG shall hold a pre-bid meeting with the prospective Bidders, as per the Fact sheet placed at the start of this RFP document at 5th Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.
- 1.3.2 The Bidder shall be deemed to have carefully examined the RFP document. If any Bidder has any doubt as to the meaning of any portion of the document, he/she shall submit the pre-bid queries in the

format prescribed in Annexure 1 in section 7 of this RFP before the last date for submission of Pre-Bid queries.

1.3.3 The Bidders will have to ensure that their queries for Pre-Bid meeting should reach the DARPG as per details provided in Fact Sheet.

1.4 Conflict of Interest

1.4.1 A Bidder shall not have a conflict of interest that may affect the Selection Process. Any Bidder found to have a Conflict of Interest shall be disqualified.

1.4.2 DARPG requires that the Bidder shall, at all times, hold DARPG's interest paramount, avoid conflict with other assignments or its own interests, and act without any consideration for future work. The Bidder 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 DARPG.

1.5 Compliant Proposals / Completeness of Response

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

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

- (i) Include all documentation specified in this RFP;
- (ii) Comply with all requirements as set out within this RFP.

1.6 Proposal Preparation Costs

1.6.1 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/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.

1.6.2 DARPG will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.7 Pre-Bid Meeting and Clarifications

1.7.1 Bidders Queries

(a) Any clarification regarding the RFP document and any other item related to this project can be submitted to DARPG as per the submission mode and timelines mentioned in this document. It is necessary that the pre-bid queries should be submitted in the prescribed format, along with name and details of the organization submitting the queries.

(b) DARPG shall not be responsible for ensuring that the Bidders' queries have been received by them. Any requests for clarifications post the indicated date and time shall not be entertained by DARPG. Further, DARPG will reserve the right to issue clarifications from time to time, if required.

1.7.2 Pre-bid conference

DARPG shall hold a pre-bid conference/meeting with the prospective bidders on the date as given in the fact sheet.

1.7.3 Responses to Pre-Bid Queries and Issue of Corrigendum

1.7.3.1 DARPG will organize a pre-bid meeting as per the fact sheet and will respond to the request for clarification. DARPG will formally respond to the pre-bid queries after the pre-bid meeting. No clarification will be entertained after the pre-bid meeting. Bidders are advised to clarify all their assumption either in form of submitted query or during the pre-bid meeting. Conditional responses based on assumptions and not discussed as part of the pre-bid clarifications, may not be accepted by DARPG. DARPG reserves the right to summarily reject such bids submitted as part of this process.

1.7.3.2 DARPG will endeavor to provide timely response to all queries. However, DARPG makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does DARPG undertake to answer all the queries that have been posed by the Bidders.

1.7.3.3 Any modifications of the Bidding Documents, which may become necessary as a result of the Pre-Bid meeting, shall be made by DARPG exclusively through a Corrigendum. Any such Corrigendum shall be deemed to be incorporated into this RFP. However, in case of any such amendment, the bid submission date may be extended at the discretion of DARPG.

1.7.3.4 Any corrigendum / notification issued by DARPG, subsequent to issue of RFP, shall only be available / hosted on the GEM portal as mentioned in the fact sheet.

1.8 RFP Document Fee

RFP can only be downloaded from the website of GEM portal. There is no document fee attached with the RFP Document.

1.9 Bid Security Declaration and Performance Bank Guarantee

1.9.1 Bidders shall submit the Bid Security Declaration as mentioned in Annexure-13.

1.9.2 Bid Security Declaration will be binding on bidders which stipulate that if bidder withdraws or modifies the bid during period of validity etc., they will be will be suspended from being eligible for bidding / award of all future contract(s) of Department of Administrative Reforms and Public Grievances for a period of one year from the date of committing such breach.

1.9.3 Performance Bank Guarantee (PBG) has to be submitted by the successful bidder within 15 days of award of contract. The cost related to and the extension thereof for the Performance Bank Guarantee will be borne by the Bidder. The PBG would be 3 % of the contract value.

1.9.4 In case bid is submitted without the bid security Declaration, then DARPG reserves the right to reject the bid without providing opportunity for any further correspondence to the Bidder concerned.

1.10 Bid Validity Period

1.10.1 Bid submitted shall remain valid for 180 days from the date of closing of the bid.

1.10.2 On completion of the validity period, unless the Bidder withdraws its bid in writing, it will be

deemed to be valid until such time that the Bidder formally (in writing) withdraws his bid. (Bidder can withdraw bid till financial bid is opened; in other words bidder cannot withdraw bid once financial bid of all firms are opened). Such withdrawal of bid by the bidder shall be in writing. No verbal request for such withdrawal will be entertained.

1.11 Modification and Withdrawal of Bids

1.11.1 Modification Request by Bidder

The Bidder will not be allowed to modify its Bid after its submission, in any case.

1.11.2 Withdrawal of Bid by Bidder

No bid shall be withdrawn during the period between the Bid Opening Date and the expiration of the bid validity period including its extension, if any, as specified in Request For Proposal.

1.12 Contents of Bid

(a) The Bidder shall submit the following details over the **GEM portal**. -

Serial Number	Marked As	Details
One	Bid Security Declaration as per Annexure 13	a) Bid Security Declaration b) Signed RFP Document
Two	Response to Pre- Qualification criterion	a) Bid covering Letter as per Annexure 2 in Section 7 b) Response to Pre-Qualification criterion along with the required supporting documents as given in section 2 of this RFP and relevant Annexures in Section 7 c) No Deviation Certificate as per Annexure 5 in Section 7 d) Non-blacklisting undertaking as per Annexure 4 in section 7
Three	Technical bid/proposal	The Proposal must be uploaded on GEM Portal
Four	Commercial bid/proposal	Soft Copy as given in Annexure 11 in section 7 of the RFP

(b) Failure to submit bid on time would result in rejection of the proposal.

(c) DARPG will not accept delivery of bid by fax or e-mail.

A checklist as indicated in Annexure 3 in section 7 shall be provided along with the bid.

1.13 Amendment of Request for Proposal

At any time, prior to the deadline (or as extended by DARPG) before submission of bids, DARPG, for any reason, whether at its own initiative or in response to clarifications requested by prospective Bidder, may modify the RFP document by issuing amendment(s). All Bidders will be notified of such amendment(s) by publishing on the GeM portal, and these will be binding on all the Bidders. DARPG, at its discretion, may extend the deadline for the submission of proposals.

1.14 Late Bids

1.14.1 The GEM Portal will be closed as per timeline indicated in the Factsheet of the RFP on GEM Portal. No request shall be entertained for failure to upload tender due to any of the reasons including technical. All bidders must upload all documents well before closing day to avoid last minute hurdles.

1.14.2 The bids submitted by telex/telegram/ fax/e-mail or in physical form etc. shall not be considered. No correspondence will be entertained on this matter.

1.14.3 DARPG shall not be liable for any technical glitch on GEM Portal. All bidders are advised to upload tender a day in advance, if possible, or well before closing time of the tender.

1.14.4 DARPG reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

1.15 Right to Terminate the Process

1.15.1 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.

1.15.2 This RFP does not constitute an offer by DARPG. The Bidders' participation in this process may result in DARPG selecting a Bidder to engage towards execution of the contract.

1.16 Acceptance / Rejection of Bids

1.16.1 DARPG reserves the right to reject in full or part, any or all bids without assigning any reason thereof. DARPG reserves the right to assess the Bidder's capabilities and capacity. The decision of DARPG shall be final and binding.

1.16.2 Offers not submitted in prescribed manner or submitted after due date and time are liable to rejection.

1.16.3 Both delayed as well as late bids are liable for rejection.

1.17 Confidentiality

All the material / information sent to the Bidder shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. The employees of the Bidder who

would be deployed on the project would have to furnish a Non-Disclosure Agreement (NDA) to DARPG

1.18 Disqualification

The proposal is liable to be disqualified in the following cases or in case Bidder fails to meet the bidding requirements as indicated in this RFP:-

- (i) Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming proposal.
- (ii) During validity of the proposal, or its extended period, if any, the bidder increases its quoted price.
- (iii) The Bidder's proposal has any deviations from the terms and conditions of RFP.
- (iv) Proposal is received in incomplete form.
- (v) Proposal is received after due date and time.
- (vi) Proposal is not accompanied by all the requisite documents.
- (vii) Information submitted in bid proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- (viii) Bidder tries to influence the proposal evaluation process by unlawful/corrupt/ fraudulent means at any point of time during the bid process.
- (ix) Multiple proposals by a Bidder (s) would lead to disqualification.

1.19 Fraud and Corrupt Practices

1.19.1 The 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, DARPG shall reject a Proposal without being liable in any manner whatsoever to the Bidder, 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, 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 DARPG for, *inter alia*, time, cost and effort of DARPG, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.

1.19.2 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them.

1.19.2.1 "**corrupt practice**" means (i) 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 DARPG who is or has been associated in any manner, directly or indirectly with the Selection Process or the LoA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of DARPG, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LoA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Award or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of DARPG in relation to any matter concerning the Project;

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

1.19.2.3 **“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;

1.19.2.4 **“undesirable practice”** means (i) 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 (ii) having a Conflict of Interest; and

1.19.2.5 **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

Section 2. Selection Process for Bidder

2.1 Opening of Bids

2.1.1 The Bids will be opened by DARPG on the date mentioned in the Fact Sheet.

2.1.4 There will be four online bid-opening events:-

- (i) Stage 1 (Bid Security Declaration) in the form of Annexure 13 of this RFP and
- (ii) Stage 2 (Pre-Qualification bid)
- (iii) Stage 3 (Technical bid)
- (iv) Stage 4 (Financial /Commercial bid)

2.1.5 The venue, date and time for opening the bid are prescribed in Fact Sheet. The date and time for opening of Technical and Financial / Commercial bid would be indicated on the GEM portal.

2.1.6 The Technical bids of only those Bidders who clear the pre-qualification stage will be opened online.

2.1.7 The Financial/ Commercial bids of only those Bidders who score equal to or more than qualifying marks in Technical bid will be opened.

2.1.8. Bidders should mandatorily submit Bid security declaration form.

2.2 Preliminary Examination of Bids

2.2.1 DARPG will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required Bid Security Declaration has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. The DARPG will ensure that each bid is from an eligible Bidder. A checklist as provided in Annexure 3 in section 6 may be attached with the bid.

2.2.2 Initial Bid scrutiny will be held and bids will be treated as non-responsive, if bids are:

- (a) Not submitted in format as specified in the RFP document
- (b) Received without the Letter of Authorization (Power of Attorney)
- (c) Found with suppression of details
- (d) With incomplete information, subjective, conditional offers, and partial offers submitted
- (e) Submitted without the documents requested

- (f) Non-compliant to any of the clauses mentioned in the RFP
- (g) With lesser validity period

2.2.3 Prior to the detailed evaluation, DARPG will determine whether each bid is complete, and is substantially responsive to the Bidding Documents. For the purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviations, exceptions, objections, conditionality or reservations. A material deviation, exception, objection, conditionality, or reservation is:

- (i) One that limits in any substantial way the scope, schedule, quality, or performance of the desired Analytics Solution; or
- (ii) One that limits, in any substantial way that is inconsistent with the Bidding Documents, DARPG rights or the Bidder obligations under the Contract; and
- (iii) Acceptance of which would unfairly affect the competitive position of other Bidders who have submitted substantially responsive bids.

2.2.4 If a bid is not substantially responsive, it will be rejected by DARPG and may not subsequently be made responsive by the Bidder by correction of the nonconformity. DARPG's determination of bid responsiveness will be based only on the contents of the bid submitted.

2.3 Clarifications on bids

During the bid evaluation, DARPG may at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be permitted.

2.4 Evaluation Process

2.4.1 DARPG will constitute a Technical Bid Evaluation Committee to evaluate the responses of the Bidders. The Evaluation Committee constituted by DARPG 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.

2.4.2 The decision of the Technical Evaluation Committee in the evaluation of bids shall be final. No correspondence will be entertained outside the process of evaluation with the Committee. The Evaluation Committee may ask for meetings with the Bidders to seek clarifications or confirmations on their proposal if need arises.

2.4.3 The Evaluation Committee reserves the right to reject any or all proposals. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

2.5 The evaluation will be the following three stage process:-

2.5.1 Stage 1: Pre-qualification

Each of the Pre-Qualification condition mentioned in the following Paras in this section is MANDATORY. In case the Bidder does not meet any one of the conditions, the Bidder will be disqualified.

DARPG shall evaluate the Bid Security Declaration certificate (mentioned in Annexure-13 of the RFP document) as per DOE's OM.

2.5.2 Stage 2: Technical evaluation

2.5.2.2 DARPG will review the technical bids of the short-listed Bidders to determine whether the technical bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at DARPG's discretion.

2.5.2.3 The Bidders' technical proposal in the bid document will be evaluated as per the requirements specified in the RFP and technical evaluation framework as mentioned in this Section.

2.5.2.4 The proposals submitted by the Bidders will be evaluated against the Technical Evaluation Criteria mentioned in this section. Bidders are required to score a minimum technical score of overall **70 percent** to qualify for financial/commercial evaluation stage (Stage 3). Failing to secure minimum marks against qualifying total technical marks (70% in this case), shall lead to disqualification of the bid.

2.5.3 Stage 3: Financial / Commercial Evaluation

2.5.3.1 All the technically qualified Bidders will be notified to participate in **Financial /commercial** bid opening process.

2.5.3.2 The financial /commercial bids for the technically qualified Bidders will then be opened on the notified date and time and reviewed to determine whether the financial /commercial bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at DARPG's discretion.

2.5.3.3 Financial /Commercial bids that are not as per the format in Annexure 11 at Section 6 in the RFP shall be liable for rejection.

2.5.3.4 Bid will be awarded based on Quality and Cost Based Selection (QCBS). Financial Scores for other than L1 bidders will be evaluated using the following formula:

Financial Score of a Bidder (Fn) = {(Financial Bid of L1/Financial Bid of the Bidder) X 100} (Rounded off to two decimal places)

2.5.4 Combined and Final Evaluation

The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score. The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows:

$$\mathbf{B_n = 0.70 * T_n + 0.30 * F_n}$$

Where,

Bn = Overall score of bidders

Tn = Technical score of the bidder

Fn = Normalized financial score of the bidder

In the event, the composite bid scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

2.6 Stage 1- Pre-qualification criteria

The Bidder's pre-qualification bid will be evaluated as per the following criteria: -

S No.	Parameter	Pre-qualification criteria description	Evidence Required
1.	Legal Entity	<p>The Bidding organization should be:</p> <ul style="list-style-type: none"> • A registered entity under the Govt of India • Registered with the GST Authorities in India • Should have been operating for the last three years in India as on the date of floating of RFP on the GeM portal 	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation • Copy of GST Registration • Copy of orders showing at least 3 years of operations or Company's Auditor's report for each year with financial statements
2.	Must be registered to run a Consultancy Service in India	Must have valid license through authorized national regulator to run the business	Copy of the registration certificate issued by the regulator
3.	Positive Net worth	<ul style="list-style-type: none"> • The Bidder should have a positive net worth during the last three financial years • The net worth of only the bidding entity will be considered. Net worth of any parent, subsidiary, associated or other related entity will not be considered. 	<p>Audited financial statements (standalone only) for the last three financial years</p> <p>OR</p> <p>Statutory auditor certificate specifying the net worth for the specified years.</p> <p>Note- Statements should explicitly provide for figures separately for shareholder's capital and reserves and surplus and their sum. The certificate must specify that net worth of only the bidding entity is provided and not of any parent, subsidiary, associated or other related entity is considered in calculating net worth.</p>

4.	BSD	Bids must be accompanied with the Bid Security Declaration	Bid Security Declaration
5.	Experience	<ol style="list-style-type: none"> 1. Experience of working in projects of Government of India or State/UT Governments or Public Sector Undertakings in the last 3 years. 2. Experience of evaluating nominations for Awards at national level in the last 3 years 3. Experience of being a Consulting Partner in organization of a Conference at national level in the last 3 years 4. The bidder must have filed income tax returns for the last 3 financial years 	<p>Completion Certificates from the client; OR Work Order; OR Work Order + Phase Completion Certificate (for on-going projects) from the client</p> <p>Copy of the IT returns duly acknowledged by Income Tax Department</p>
6.	Blacklisting	Bidder should not have been blacklisted by Govt. of India/State Government/ Central PSU at the time of bid submission date	Certificate as per Annexure 4 in section 7 of RFP
7	No Deviation Certificate		A declaration as per Annexure 5 in section 7 of RFP

2.7 Stage 2 - Technical Evaluation criteria

The technical solution proposed by Bidders in the technical evaluation bid document will be evaluated in this stage. Bidders may also be required to make a technical presentation before Technical Evaluation Committee (TEC).

The Technical bid will be evaluated on Quality and Cost Based Selection (QCBS). The technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightage of 30%. The Technical Bid will be evaluated by the **TEC** based on the following scoring pattern:

S. No.	Criteria	Maximum Marks	Evaluation Criteria
1.	APPROACH & METHODOLOGY	30	
1 (a)	Understanding of the objectives of the assignment, the extent to which the consultant's approach and work plan respond to the objectives indicated in the RFP.	20	Based on the Power Point Presentation by the bidder
1 (b)	Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of the scope of work.	10	Presentation of similar projects done in the last 3 years
2.	EXPERIENCE OF CONSULTANCY FIRM	20	

2 (a)	Experience of working in projects of Government of India or State/UT Governments or Public Sector Undertakings in the last 3 years	08	Completion Certificates from the client; OR Work Order; OR Work Order + Phase Completion Certificate (for on-going projects) from the client
2 (b)	Experience of evaluating nominations for Awards at national level in the last 3 years	06	Two marks for each year's experience
2 (c)	Experience of being a Consulting Partner in organization of a Conference at national level in the last 3 years	06	Two marks for each year's experience
3.	Understanding of the project work break down structure with timelines with reference to para 4.1 and 4.2	10	
4.	RESOURCE PROFILE	30	CVs of all full time professionals and consultants proposed for the assignment. CVs /details to be given as per format given in Form-2 and Form-3.
4 (a)	Suitability of Project Director for the assignment: Qualifications: Experience: National/State/PSU level consultancy project in awards selection and organizing conferences in last eight years.	12	(i) B. Tech /BE Graduate – 2 marks (ii) MBA/PGDBA/M.Tech – 3 additional marks (iii) Minimum 5 years' experience (at least 3 years at National level) – 3 marks (iv) For each additional year experience at National level (upto 8 years) – 1 marks (v) For more than 8 years' experience – 7 marks
4 (b)	Suitability of full time Project Manager for the assignment: Qualifications: Experience: National/State/PSU level consultancy	10	(i) B. Tech /BE Graduate – 2 marks (ii) MBA/PGDBA – 3 additional marks (iii) Minimum 3 years' experience – 2 marks (iv) For each additional year experience (upto 5 years)

	project in awards selection and organizing conferences in last eight years.		– 1 marks (v) For more than 5 years' experience – 5 marks
4 (c)	<p>Qualification/Experience Project Analysts for the assignment:</p> <p>Each of the full-time Analysts to be deployed at DARPG, since beginning of the project.</p> <p>(CV of each of the analyst should be attached in support of qualification and experience)</p> <p>Qualification/Experience a Graphic Designer for the assignment</p>	08	<p>(i) Management Course – 2 marks</p> <p>(ii) 2 years' experience in conducting of any award/conference project of Government of India– 2 marks</p> <p>(iii) More than 2 years – 4 marks</p> <p>(iv) At least one year experience as project analyst in any National level Award Project – 2 marks</p> <p>(Total 8 marks)</p> <p>Qualification for Graphic Designer :</p> <p>i. Must have done any Graphic Designer course, preferably a Bachelor's degree in Graphic Design – 4 Marks</p> <p>ii. Experience in any National level Award Project – 4marks</p> <p>(Total 8 marks)</p>
5.	Exposure in development of Publications and Case Studies	10	Completion Certificates from the client; OR Work Order; OR Work Order + Phase Completion Certificate (for on-going projects) from the client
	Total	100	

Note: Part of year of more than six months 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 **70%** in the technical evaluation criteria would be considered technically qualified. Financial Bids of all those Firms/Institutions whose Technical Bid do not qualify will be rejected.

Note:

The presentation has to be delivered by the Bidder's nominated representative. Bidder needs to commit 100 percent time availability of key personnel proposed from the day 1 of the project except in the circumstance where the resource is leaving the organization or death or medical reason or when DARPG

has decided to discontinue his services for any reason. Therefore, the bidder shall commit only those resources who would be available full time for this project.

Section 3 - Award of Contract

3.1 Notification of Award

3.1.1 The contract will be valid up to the period of 31.03.2026. Since the Civil Services Day event for the year 2026 will be held on 21st April 2026, fresh concurrence of the Finance Division will be taken for any payment for the period beyond 31.03.2026 as per the terms of payment defined in the Appendix-D of the RFP.

3.2 Signing of Contract

3.2.1 After the notification of contract, the selected Vendor shall accept the work order within 7 days from the date of notification of the contract and submit Performance Bank Guarantee within 15 days of issue of the same.

3.2.2 On receipt of the Performance Bank Guarantee, DARPG shall enter into a contract which has been given in Annexure 14 in Section 7 of the RFP.

3.2.3 DARPG shall have the right to annul the award in case there is a delay in signing of contract, for reasons attributable to the selected Bidder and may take appropriate as per GFR clauses including blacklisting and levy penalty of 3% of the contract value. The penalty will be levied in cases of the bidder defaulting in compliance of the stipulated timelines/milestones for activities as assigned by DARPG, in cases of compromise in the quality of the service rendered to the Department, in cases of breach of data, in cases of breach of integrity etc. The Department will take a call on the total penalty to be levied as per the prevailing situation. In no case total penalty will exceed 10 % of the contract value.

3.3 General Terms & Conditions of Contract

3.3.1 The Bidder shall carefully consider the requirements as mentioned in the Scope of work and provide a solution that best meets the DARPG's requirements for proposed Consultancy Firm to assist in the process of selection of Prime Minister's Awards 2024 and 2025 and to serve as Consulting Partner in organization of the Civil Services Day (CSD), 2025 and 2026.

3.3.2 The Bidder will be responsible for providing all requirements as listed out in RFP and/or requested subsequently by DARPG from time to time to achieve objective of the project.

3.3.3 Data Security will be of paramount importance for DARPG. Data breach will attract penalty and termination of contract with the Bidder.

3.4 Performance Bank Guarantee (PBG)

3.4.1 The Bidder shall at his own expense deposit with DARPG, within fifteen (15) working days from the date of issuance of Work Order, an unconditional and irrevocable Performance Bank Guarantee (PBG) from any Nationalized Bank to DARPG, in the format prescribed in Section 7 Annexure 12, payable on demand, for the due performance and fulfilment of the contract by the Bidder.

3.4.2 This Performance Bank Guarantee will be for an amount equivalent to 3% of total contract value. PBG shall be invoked by DARPG in the event the Bidder:

- (i) Fails to perform the responsibilities and obligations as set out in the RFP to the complete satisfaction of DARPG

- (ii) Misrepresentations of facts/information submitted to DARPG

3.4.3 The PBG shall be valid for 60 days post satisfactory completion of the overall engagement. In the event of any amendments to Agreement, the Bidder shall, within 15 days of receipt of such amendment, furnish the amendment to the PBG as required.

3.4.4 The PBG will be discharged/ returned by DARPG upon being satisfied that there has been due performance of the obligations of the Bidder under the contract. However, no interest shall be payable on the PBG by DARPG.

3.4.5 In the event of the Bidder being unable to service the contract for whatever reason, DARPG shall have the right to invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of DARPG under the contract in the matter, the proceeds of the PBG shall be payable to DARPG as compensation for any loss resulting from the Bidder's failure to perform/comply its obligations under the contract. DARPG shall notify the Bidder in writing of the exercise of its right to receive such compensation within 30 days from the date of such notice, indicating the contractual obligation(s) for which the Bidder is in default. DARPG may, in its sole discretion, allow the Bidder to cure the breach within such 30 days' notice period and if the breach is cured to the satisfaction of DARPG within such period, the PBG will not be invoked. The cure period will not impact SLAs and Liquidated damages.

3.4.6 DARPG shall also be entitled to make recoveries from the Bidder's bills, PBG, or from any other amount due to him, an equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

3.5 Failure to agree with the Terms and Conditions of the RFP

Failure of the selected Bidder to agree with the Terms and Conditions of the RFP shall constitute sufficient grounds for the annulment of the award. In such a case, DARPG shall, without prejudice to the right to seek other remedies, invoke the PBG.

3.6 Quality Assurance and Assessment by DARPG:

Maintenance of Quality will be prime factor for successful implementation of the contract under this agreement. DARPG shall not compromise on quality at any given point of time.

3.7 Risk and Expense

The contract shall be terminated at the risk and expense of the bidder at any point at the sole discretion of DARPG in case of breach of the contract conditions as stipulated in the contract.

Section 4 Project Background and Scope of Work

4.1 Project Background for Prime Minister's Awards 2024 and 2025 and Civil Services Day, 2025 and 2026

4.1.1 Government of India has instituted Prime Minister's Awards for Excellence in Public Administration to acknowledge, recognize and reward exemplary work done by civil servants across the country. The Scheme encourages constructive competition, Innovation, Replication and Institutionalization of Best Practices between the Districts of the country and Central/ State Government Ministries/Departments Organizations. These awards are conferred by the Hon'ble Prime Minister every year on the occasion of Civil Services Day (CSD) on 21st April. DARPG is proposing to hire Consultancy Firm to assist in the process of selection of Prime Minister's Awards and to serve as Consulting Partner in organization of the Civil Services Day.

4.1.2 The Prime Minister's Awards for Excellence in Public Administration for the year is proposed to be given during the Civil Services Day (CSD) on 21st April, every year under the proposal.

4.1.3 The selection process of the Award would involve various activities as mentioned below :

- i. Development of application forms for each category as per the scope of the Award Scheme
- ii. Coordination with DARPG's NIC team in getting the application forms designed and uploaded on the designated portal for Prime Minister's Awards
- iii. Testing of the portal and application forms for each category under the Award Scheme
- iv. Assisting the Department in promoting the Award scheme and encouraging Districts/ Organisations to compete for the PM's Awards and getting maximum number of nominations under various categories on the portal through a planned outreach strategy/activity.
- v. Assisting the Department in outreach VCs with presentations; scrutinizing the nominations as per the prescribed eligibility criteria, completeness, etc.
- vi. Development of parameters, evaluation Criteria and weightage for each category.
- vii. Preparation of summary of all the nominations based on the key parameters and weightage criteria
- viii. Preparation of summary, presentations and documents to support the process of scrutinizing the nominations received under the Award Scheme
- ix. Develop questionnaire for the Feedback Call Center Service
- x. Co-ordinate with the agency which has been engaged by DARPG for the process of conducting the calls to beneficiaries of the shortlisted projects.
- xi. Collating the feedback call center score of the shortlisted projects for further evaluation.
- xii. Development of the Spot Study Templates/Forms for conducting spot study for each category of Awards
- xiii. Evaluation of nominations post Spot study based on Spot Study Reports
- xiv. Assisting the Screening, Expert and Empowered Committees through background notes, statements, summaries, abstracts, presentations, etc.
- xv. Preparation of the Citation Booklet of Prime Minister's Awards.

4.1.4 The CSD is proposed to have 6 to 8 technical sessions of panel discussions on various topics of Governance during the two-day event. The Department requires an expert agency as a Consulting Partner for the technical sessions.

4.1.5 The activities related to the Prime Minister's Awards and Civil Services Day include planning and coordination with the stakeholders for smooth conduct of the event, coordination with identified speakers for various sessions, conducting outreach for confirmation of Speakers/Panelists, preparation of CVs/Profile of speakers/Panelists, assisting in preparation of Concept/Background papers for each of the sessions, planning and management for smooth execution of the sessions, assisting/facilitating in preparation/development of publication material earmarked for releases during the Conference, ensuring timely inputs for exhibition management, support through scrutiny of arrangements with regard to smooth conduct of the Conference; preparation of relevant Booklets and assist in preparation of movies of CSD;

preparation of proceedings, case studies of the Awarded Projects and related documents after completion of the event, any other related activity as per the requirement of the Department with regard to the Prime Minister's Awards for Excellence or Civil Services Day during the period of execution of the project.

4.1.6 In the above background, DARPG intends to engage a consultancy firm for assisting the Department in selection process of Prime Minister's Awards for Excellence in Public Administration for the years 2024 and 2025 and to serve as consulting partner for the Civil Services Day (CSD) 2025 and 2026 respectively.

Scope of Work for Prime Minister's Awards 2024 and 2025 and Civil Services Day, 2025 and 2026

A. As consultant for PM Awards for Excellence in Public Administration 2024 and 2025

1. Assist Department in promoting Award scheme and encouraging Districts/ Organisations to compete for the PM's Awards
2. Devise innovative engagement programme to make maximum number of Districts/ Organisations participate in PM's Awards programme (For Example, a record 754 Districts participated in Prime Minister's Awards 2023)
3. For the Awards to be given for implementation of identified Priority Programmes of Government of India, 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/UT Governments including Districts for the PM's Awards under Innovation category. Modalities for organising large scale participation and catalyse grass root action would be designed and executed by the Consultancy firm / Institute in consultation with DARPG.
4. Assist in designing online portal exclusively for the PM's Awards, to enable the competing Districts/ Organisations to submit their applications and update information thereon.
5. Assist the Department in development of online application forms for PM's Awards.
6. Assisting Department in selection of initiatives for Awards under defined categories based on pre-determined parameters.
7. Tracking of applications received for PM's Awards. This would involve extensive outreach with the Central/ State/ UT/ District Level, supporting them in understanding the process requirement, assistance in filling up the forms. An important element of the outreach is supporting them in taking up good practices. Consultancy firm / Institute will make every endeavor to make sure 100% districts are covered.
8. Scrutiny of initiatives as per norms and identification of ineligible initiatives/ projects in consultation with the department for placing it before the Screening Committee.
9. Preparation of summaries of initiatives (precis 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.
10. Developing weighted evaluation parameters and objective assessment of applications received for PMA as per pre-defined criteria.

11. Preparation of District / Organization-wise documents for each category at successive levels of evaluation- Screening Committee, Expert Committee, Empowered Committee etc.
12. Identification of stakeholders / beneficiaries for each category of awards and develop questionnaire for incorporating feedback of call centre in award process.
13. Collecting-collating-compiling the supporting documentation.
14. Assist in setting/framing evaluation criteria for presentation to be made by the District Collector/ Organisation Head before the evaluation Committees.
15. 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, to encourage healthy competition.
16. Assist in preparing format/template for Spot Study Teams.
17. Analysis of Call Centre data, spot study reports and preparation of score aggregation for evaluation Committees.
18. Preparation of Executive Summary and support documents for Expert and Empowered Committees.
19. Attending review meetings as and when organized by DARPG.
20. Any other assistance as required by DARPG.
21. Document 'Take Away' on best practices from the Selection process for identified Priority Programmes and other initiatives. These 'Take Away' should be relevant for replication and up-scaling the best practices.

B. As knowledge Partner in the panel discussions to be held during the event to be held for conferring the Awards on Civil Services Day (CSD).

1. Assist in finalizing Themes/ Sub themes for the event through appropriate knowledge input.
2. Assist in organising panel discussion on identified themes / sub-themes and help in identification of Experts.
3. Preparation of knowledge documents on the topic of panel discussion and concept paper for each session.
4. Assist in presentations during the panel discussions.
5. Opening presentation and wrap up for panels.
6. Preparation of outcome paper for each session.
7. Preparation of record of proceeding of entire event/ CSD programme in printable format within one month after the event.
8. Preparation of speeches of dignitaries.
9. Any other assistance as required by DARPG.

4.2 Requisites:

- The Consultant shall create a cell for facilitating the smooth implementation and on-going administration of the Award Scheme. This cell, working under the charge of the Project Manager, who would be the single point for communication and coordination with the DARPG. The cell would continue to have a suitable complement of facilities and resources for computing, communication as well as office automation.
- For developing a better understanding and gaining an informed view of the initiatives contained in the nominations, the Consultant would consult on need basis, relevant domain experts and/or stakeholders, as appropriate.
- The Consultant would follow a very structured and streamlined method of receiving, registering, analyzing, tabulating, screening and scrutinizing of the nominations.
- The Consultant will allot every nomination received a unique Reference Number, which forms the basis for easy identification and tracking, throughout the lifecycle of the nomination. The nominations and all the accompanying supporting material are put in individual file/folder and filed in sequence for quick reference. The folders are stored in a safe and secure place for controlled access, only by those authorized. Any further communication, related to that nomination will become part of that respective file. Details of the nominations received will be entered vis-à-vis in the database provided by the DARPG. It will be the property of DARPG.
- A preliminary scrutiny and validation of the nominations received is then carried out in batches. The Consultant team will examine and verify the nominations to establish the prima-facie eligibility in terms of the conformity and compliance of the nomination with the laid down objectives and criteria of the Award Scheme. The Consultant team would also continue to coordinate with and, in the fitness of things, get the same vetted by the representative of the DARPG. To save time and to facilitate focused attention, all the entries would continue to be submitted by the Consultant in one lot in sequence for the consideration of the DARPG.
- All the input/output/outcome of the above mentioned evaluation process will remain the exclusive property of the DARPG.

4.3 Requirements from the successful bidders:

(i) Agency shall deploy human resources in line with the qualification defined in this RFP as indicated below:

1. One Project Director
2. One Project Manager
3. 4 Project Analysts
4. 1 Graphic Designer

(jj) Team should be led by a project Director, who will be overall in charge & drive the project. He/she should be available to DARPG for project review and feedback on agreed periodicity.

(iii) The Consultancy Firm/Institution will pursue and follow - up with the Districts, Ministries, Departments and eligible Organizations ensuring participation in the Award competition.

(iv) The Consultancy Firm/Institution 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 for maximizing participation.

(v) The Consultancy Firm/Institution will furnish periodical reports on Applications received for Prime Minister's Awards 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 the Awards.

(vii) The Consultancy Firm/Institution 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/Institution 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/Institution shall carry out modifications in the process or documents, whenever felt necessary.
- (x) Consultancy Firm/Institution shall carry out residuary task relating to the assigned job as and when assigned by the Department.

4.4 Purpose of the Award

- (i) Recognize achievements in the area of Governance
- (ii) Recognizing the performance of Districts in the priority program, towards innovation and towards good governance
- (iii) Encourage the economic development of the District
- (iv) Encourage Constructive Competition, Innovation, Replication and Institutionalization of Best Practices
- (v) Ensure qualitative achievement and last mile connectivity rather than achievement of quantitative targets
- (vi) Promote and exchange experiences in solving problems, mitigating risks, resolving issues and planning for success.

4.5 Scope of Award

4.5.1 The scope of the Prime Minister's Awards is to acknowledge, recognize and reward the extraordinary and innovative work done by Districts/ Organizations of the Central and State Governments. The Awards seek to recognize the best performing Central Government Ministries/Departments; Organizations of States/UTs and Districts to encourage Constructive Competition, Innovation, Replication and Institutionalisation of Best Practices. The emphasis is on good governance, qualitative achievement and lastmile connectivity, rather than only on achievement of quantitative targets. The applications for Awards would be evaluated on three parameters; Good Governance, Qualitative and Quantitative.

4.5.2 The Prime Minister's Awards will be presented to the best performing Ministries/Departments and Districts for the best achievement in implementation of the priority programs chosen under the award scheme and Innovations.

4.6 Category of awards

The Prime Minister's Awards for Public Administration will be conferred under the following categories:

- a) DPIPs (District Performance Indicator Programs/Priority sector schemes of GOI)
- b) Innovations

4.6.1 There will be 16 awards under the above-mentioned categories of Award Scheme.

4.7 Timelines and Deliverables

For the contract, the following suggestive cycle of deliverable and timelines would be followed for Prime Minister's Awards and Civil Services Day:

S. No.	Milestones	Timelines
1.	<p>Dissemination of the Prime Minister's Awards scheme</p> <p>Work relating to collection and collation of nominations and dedicatedly working towards ensuring maximum participation of Districts/Organizations in the Prime Minister's Awards</p>	T (Date of issuance of formal work order)
2.	<p>First meeting of Screening Committee</p> <p>Screening Committee chaired by Additional Secretary level officer(s) shall examine the applications of identified Districts/organization under Schemes/projects. Inputs received with respect to holistic approach by the district and evidence of governance improvement done in the district would be taken into consideration. The role of the consultants would be as follows :</p> <p>(a) Collation of all nominations received for the awards on the portal under various categories.</p> <p>(b) Checking of all nominations under various categories for its completeness and correctness.</p> <p>(c) Preliminary assessment of all the nominations received for the Prime Minister's Awards on the basis of identified parameters.</p> <p>(d) Indicating scores of all nominations under various categories as defined in the evaluation parameters.</p> <p>(e) Preparation of the summary of nominations received under various categories based on the application forms.</p> <p>(f) Presentation of the shortlisted nominations to the Screening Committee for consideration during the first stage screening of applications.</p>	T + 6 weeks
3.	<p>Second meeting of Screening Committee</p> <p>Presentations from District Collectors and other applicants, and feedback from beneficiaries/ stakeholders through a Call-Centre will be obtained on the applications shortlisted in the first stage. The role of the consultants</p>	T + 11 weeks

	<p>would be as follows :</p> <p>(a) Presentation of the shortlisted nominations to the Screening Committee for consideration during the second stage screening of applications.</p> <p>(b) Development of questionnaire for Feedback Call Centre in consultation with line Ministries/Departments.</p> <p>(c) Collection of beneficiary list of the categories considered under the Prime Minister's Awards from the shortlisted Districts/Organizations.</p> <p>(d) Co-ordination with the Feedback Call Centre agency for obtaining the scores of the shortlisted nominations under various categories.</p> <p>(e) Outreach to the Districts/Organizations of the shortlisted initiatives for furnishing of the presentation to the Screening Committee for the second stage evaluation of applications. Assist the Department in collating the presentations received from the Districts/Organizations for the second stage evaluation by the Screening Committee</p> <p>(f) Collation and compilation of scores</p>	
4.	<p>Meetings of the Expert Committee</p> <p>A two-member team of officers of Central Government, not below the rank of Deputy Secretary, will conduct 'on the spot study' of the implementation of schemes/ initiatives for innovation in Districts/Organizations shortlisted by the Screening Committee. The Expert Committees would evaluate the spot study reports and further shortlist the District(s) / Organizations for making recommendation to the Empowered Committee chaired by the Cabinet Secretary. The role of the consultant will be as follows:</p> <p>(a) Development of the Spot Study Templates/Forms in consultation with the line ministries/departments for conducting spot study for each category of Awards.</p> <p>(b) Co-ordination with the officials who have been deputed for the spot study.</p> <p>(c) Detailed report on all the initiatives where spot study visits were conducted.</p> <p>(d) Compilation of scores (Presentation by Districts/Organizations + Feedback Call Centre Scores + Spot Study Scores)</p> <p>(e) Presentation of the shortlisted initiatives to the Expert Committee for consideration during the screening of applications by the members of Expert Committee.</p>	T + 15 weeks
5.	<p>Meeting of the Empowered Committee</p> <p>The Empowered Committee will consider the recommendations of the Expert Committee and may ask the applicants to make a presentation and / or make such inquiry as deemed fit. The role of the consultant will be as follows:</p> <p>(b) Presentation of the shortlisted initiatives to the Empowered Committee for consideration during the screening of applications.</p>	T+17 weeks

6.	<p>Miscellaneous activities and Publications related to Prime Minister's Awards</p> <p>a) Compilation of the agenda for Publication of the Handbook on Prime Minister's Awards</p> <p>b) Compilation of agenda for the publication of booklets for the meetings of the Expert Committee</p> <p>c) Compilation of agenda for the publication of booklets for the meeting of of the Empowered Committee</p> <p>d) Citation booklets of the awarded initiatives (containing 1-2 pages write-up on each awarded initiative)</p> <p>Miscellaneous activities and Publications related to Civil Services Day</p> <p>a) Preparation of Program Schedule of Civil Services Day</p> <p>b) Identifying of Speakers/Panellists for the various sessions on Civil Services Day</p> <p>c) Outreach to Panellists, Speakers and Rapporteurs for confirmation of their participation.</p> <p>d) Obtaining CVs of Speakers/Panellists.</p> <p>e) Preparation of Concept Paper for each of the session.</p> <p>f) Preparation of the outcome paper for each of the sessions</p> <p>g) Preparation of Summary/Records of Proceedings of the Civil Services Day.</p>	<p>T+2 weeks</p> <p>T+14 Weeks</p> <p>T+16 Weeks</p> <p>T+18/19 weeks</p> <p>T+19-26 weeks</p>
----	---	--

Section 5 - Service Level Agreements

The purpose of the SLA is to define the levels of service to be provided by the Bidder to DARPG. The objectives of this SLA are to:-

5.1.1 Set out the service level goals that DARPG aim to achieve and maintain.

5.1.2 Make explicit the expectations that the DARPG has from the Bidder and define the service level goals that the Bidder would be required to adhere to over the duration of the Agreement.

5.1.3 Help DARPG to monitor the performance of the Bidder and its resources.

5.1.4 While the SLAs are imposed on Bidder and the Bidder is expected to adhere to the same, there will be instances that a breach in the SLA takes place because of no fault of Bidder. DARPG may, in its sole discretion, in writing, relax any penalties imposed on the Bidder given the Bidder submits a comprehensive root cause clearly identifying the root cause while also establishing that it is not in fault.

5.1.5 Liquidated damages will be imposed only where the fault is solely attributable to the Bidder. There will be certain exceptions to the service levels like in case of change in key resources due to death, medical incapacity etc. which are beyond the control of bidder respective LDs will not be applicable.

5.1.6 DARPG reserves the right to review the SLA definitions, target levels and liquidated damages in consultation with the Bidder.

Section-6 Payment Terms

6.1 The following payment schedule shall be made in each of the contract years:

For Prime Minister's Awards for Excellence in Public Administration and Civil Services Day

1	After the Screening Committee meetings	25 %
2	After the Empowered Committee meetings	25 %
3	After distribution of awards.	25 %
4	After completion of the project and submission of all relevant documents related to PMA and CSD to DARPG.	25 %

The payment shall be made in each of the contract years, for Prime Minister's Awards and Civil Services Days under:

Prime Minister's Awards and Civil Services Day:

- i. Year 1- PMA 2024 and CSD 2025
- ii. Year 2- PMA 2025 and CSD 2026

Section 7- Annexures

Annexure 1 – Template for Pre-Bid Queries

RFP for ‘Hiring Consultancy Services for DARPG’

Ref. No. --- (File No) dated _____

Name of Firm:

S. No.	Page No. of RFP	Section	Clause	RFP Statement	Query	Response/ Clarification

**Formats for Submission of the Pre-Qualification Bid
Pre-Qualification Bid Covering Letter**

To

Deptt. Of Administrative reforms & Public Grievances,
M/o Personnel Public Grievances and Pensions,
Government of India,
5th Floor, Sardar Patel Bhawan,
New Delhi 110 001.

Subject: -Submission of the Pre-Qualification bid for providing Consultancy Services to DARPG for Prime Minister's Awards 2024 and 2025 and Civil Services Day 2025 and 2026

Dear Sir,

We, the undersigned, offer to provide Consultancy service to DARPG with reference to their Request for Proposal dated ----- and furnish the attached pre- qualification bid.

We hereby declare that all the information and statements made in this pre-qualification bid are true and it is accepted that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of all the volumes of this RFP document. We would hold the terms of our proposal valid for the number of days as stipulated in the RFP document.

Yours sincerely,

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Checklist (Pre Bid documents)

S. No.	Checklist Items	Bidder's Response (Yes/ No)	Volume & Reference Page Number in the Proposal
1.	Bid Security Declaration		
2.	Proof of Legal Entity- certificate of incorporation		
3	Copy of GST Registration		
4	TAN/PAN Details		
5	Income tax return for last three years - Copy of the IT returns duly acknowledged by Income Tax Department		
6.	Proof of Sales Turnover from the relevant business (audited balance sheet of last three years)		
7.	Relevant Experiences-Work Order substantiating experience as mentioned at Section 2.6		
8.	Non-blacklisting undertaking		
9.	No deviation certificate		

Note : Non submission of any of the above document will lead to disqualification of bid.

Declaration Letter for not black listed

To

Deptt. Of Administrative reforms & Public Grievances,
M/o Personnel Public Grievances and Pensions,
Government of India,
5th Floor, Sardar Patel Bhawan,
New Delhi 110 001.

Subject:- Declaration letter regarding the non black-listing of the agency for providing Consultancy Services to DARPG for Prime Minister’s Awards 2024, 2025, and Civil Services Day 2025 and 2026.

Dear Sir,

This is to notify you that our Firm <Name> intends to submit a proposal in response to RFP published by DARPG on the above subject. In accordance with the above we would like to declare that: -

- a) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b) We are not black-listed by any Central Government Ministry or Department or autonomous Organization / State Government / Public Sector Undertaking in India.

Yours sincerely,

[BIDDERS NAME] Name

Title

Signature:

Date:

No Deviation Certificate

This is to certify that our offer is exactly in line with your RFP (including amendments) no.dated _____ . This is to expressly certify that our offer contains no deviation either Technical (including but not limited to Scope of Work, User Requirements Specification, Functional Requirements Specification and Technical Requirements Specification) or Commercial in either direct or indirect form.

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Formats for Submission of the Technical Bid

Technical Bid Covering Letter (On Bidder's company letter head signed by authorized signatory)

To

Deptt. Of Administrative reforms & Public Grievances,
M/o Personnel Public Grievances and Pensions,
Government of India,
5th Floor, Sardar Patel Bhawan,
New Delhi 110 001.

Subject: Submission of Technical bid for providing Consultancy Services to DARPG for Prime Minister's Awards 2024, 2025 and Civil Services Day 2025, 2026.

Dear Sir/Madam,

We, the undersigned, offer to provide Consultancy service to DARPG with reference their Request for Proposal dated----- and submit our Technical Bid for the same.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of all the volumes of this RFP document. We would hold the terms of our bid valid for the number of days as stipulated in the RFP document.

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

Yours sincerely,

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Bidder's General Information (On Bidder's company letter head)

Following table shall be filled with the details of Bidder: -

S.No	Particulars	Details to be furnished	
1	Details of the Bidder (Firm/ Company)		
	Name		
	Address		
	Telephone	Fax	
	E-mail	- Website	
	Details of Authorized person		
	Name		
	Address		
	Telephone	E-mail	
2	Information about the Firm/ Company		
	Status of Firm/ Company (Public Ltd. / Pvt. Ltd etc.)		
	Details of Registration (Ref eg. ROC Ref #)	Date	
		Ref #	
	Locations and addresses of offices (in India)		
3	GST Regd. No / TAN/ PAN /EPFO Regd. No.		

Details of Experience of Bidder

Using the format below the Bidder should provide details on each of the project along with the documentary proof.

S.No.	Item	Details
General Information		
1	Clients Name	
Project Details		
3	Name of the project	
	Number of projects operated	
4	Start Date of the Project	
5	Completion date of the Project (if completed)	
6	Contract tenure	
7	Order Value of the project (in Rs.)	

Curriculum Vitae of Proposed Team Members**RFP No****Name of the Firm**

S No	Employees name	Task assigned	Regional Language proficiency	Qualification	Years of Experience	Details of similar assignment

Commercial Bid Covering Letter

To
Deptt. Of Administrative reforms & Public Grievances,
M/o Personnel Public Grievances and Pensions,
Government of India,
5th Floor, Sardar Patel Bhawan,
New Delhi 110 001.

Subject: Submission of commercial bid for Consultancy Services to DARPG for Prime Minister's Awards 2024, 2025 and Civil Services Day 2025, 2026.

Dear Sir/Madam,

We, the undersigned, offer to provide Consultancy service to DARPG with reference their Request for Proposal dated ----- and furnish the attached Commercial Bid for the amount of <**Amount in words and figures**>. This amount is inclusive of all the taxes.

1. PRICE AND VALIDITY

- All the prices mentioned in our bid are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of 180 days from the date of opening of the Bid.
- We hereby confirm that our prices include all taxes. However, all the taxes are quoted separately under relevant sections.
- We understand that the actual payment would be made as per the existing direct tax rates during the time of payment.

PERFORMANCE BANK GUARANTEE

We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in the Annexure 12 of this RFP document.

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

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

Thanking you,
Yours sincerely,

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Financial Bid Format

RFP NO
Name of the firm

S No	Particulars	Cost (Rs.)	Taxes (in Rs)	Total (in Rs.)
	Assist in the process of selection of Prime Minister's Awards 2024 and 2025 and serve as Consulting Partner in organization of the Civil Services Day 2025, 2026			

Note:-

1. The cost is inclusive of all the activities related to, but not limited to the requirements and services given in Section-4 'Scope of Work' of RFP.
2. The 'Cost' is also inclusive of all taxes, such as, but not limited to, GST, duties, fees, levies etc. on amounts payable by the DARPG under the Contract.
3. Prices to be quoted by Bidder should be in INR.

Yours sincerely,

Authorized Signature [In full as well as initials]: _____

Template for PBG

To,

<Name>
 <Designation>
 <Address>
 <Phone Nos.>
 <Fax Nos.>
 <Email id>

Whereas <<Name of the Bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP # <<RFP Number>> dated <<Date>> for <<Name of the assignment>> (hereinafter called "the Bid") to <<Nodal Bidder>>

We << >> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <<Nodal Bidder>> (hereinafter called "the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

We undertake to pay to the DARPG up to the above amount upon receipt of its first written demand, without DARPG having to substantiate its demand, provided that in its demand the DARPG will note that the amount claimed by it is due to bidder failed to discharge its obligations as per quality and standards prescribed in the RFP and in the contract.

This guarantee will remain in force up to 60 days beyond the date of expiry of Bid and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)

II. This Bank Guarantee shall be valid upto <<insert 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 date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank) Seal:
 Date:

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On Bidders Letter head)**

I / We ,the authorized signatory of M/s ,
participating in the subject tender No..... for the item / job of
....., do hereby declare :

(i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

(ii) That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / I/we will be suspended from being eligible for bidding / award of all future contract(s) of Department of Administrative Reforms and Public Grievances for a period of one year from the date of committing such breach.

Signature and Seal of Authorized Signatory of bidder

Name of Authorized Signatory.....

Company Name.....

CONTRACT

This CONTRACT (hereinafter called the “Contract”) is made the__ day of the -----of 2024 between, Department of Administrative Reforms and Public Grievances (hereinafter called the “DARPG”) which expression, unless excluded by or repugnant to the context or meaning thereof, shall mean and include executors, assignees, legal representatives, heirs etc. of the DARPG having its office at 5th Floor, Sardar Patel Bhawan, New Delhi -110001, of the FIRST PARTY

AND

-----a Company incorporated in India under the Companies Act, 1956 and having its Registered Office at and head office(hereinafter called "**Bidder**", which expression shall unless it be repugnant to the subject or context thereof shall include its successors, authorized agents, permitted assigns, associates, subsidiaries and funds under its management) of the SECOND PARTY;

WHEREAS

The DARPG has requested the Bidder to provide certain services as defined in this Contract (hereinafter called the “Services”);

(a) The “Bidder”, having represented to the “DARPG” that they have required skills, personnel and technical resources, to provide the services) on the terms and conditions set forth in this Contract

NOW THEREFORE the parties hereto agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:-

- (a) The General Conditions of Contract;
- (b) The Special Conditions of Contract;

Appendix A- Scope of Work

Appendix B-Deliverables as per Work Plan

Appendix C- Details of staff deputed in PMU

Appendix D- Payment Terms

2. The mutual rights and obligations of the “DARPG” and the “Bidder” shall be as set forth in the Contract, in particular: -

- (a) The “Bidder” shall carry out task and assignments in accordance with the provisions of the Contract; and
- (b) The “DARPG” shall make payments of the “Bidder” in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of:
President of India

Director, DARPG

In presence of (Witnesses)

In presence of (Witnesses)

II. General Conditions of Contract

1.1 GENERAL PROVISIONS

Definitions: Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:-

- (a) “Applicable Law” means the laws and any other instruments having the force of law in India for the time being.
- (b) Bidder” means the Bidder selected through this RFP to provide the Services to the DARPG under the Contract as per deliverables specified in scope of work.
- (c) “Contract” means the Contract signed by the Parties and all the attached documents
- (d) “Day” means calendar day.
- (e) “Deliverables” means any deliverables identified in the Appendix B
- (f) “Effective Date” means the date on which this Contract comes into force.
- (g) “GC” means these General Conditions of Contract.
- (h) “GoI” means the Government of India
- (i) “Local Currency” means Indian Rupees.
- (j) “Party” means the DARPG or the Bidder, as the case may be and Parties means both of them.
- (k) “Personnel” means professionals resources provided by the Bidder
- (l) “Fee ” means total cost on which the work has been awarded to the bidder.
- (m) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (n) “Services” means the work to be performed by the Bidder pursuant to this Contract, as described in Appendix A hereto.
- (o) “Sub-Contractor” means a third party (other than a -----) to whom Bidder Sub contracts any of the Services.
- (p) “Third Party” means any person or entity other than the “DARPG”, or the Bidder.
- (q) “In writing” means communicated in written form with proof of receipt.

1.2 Relationship between the Parties

Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the “DARPG” and the “Bidder”. The Bidder, subject to this Contract, has complete charge of Personnel, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.3 Law Governing Contract:

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable laws of India.

1.4 Headings: The headings shall not limit, alter or affect the meaning of this Contract.

1.5 Notices

1.5.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is assessed, or when sent by registered post to such Party at the address specified in the SC.

1.5.2 A Party may change its address for notice hereunder by giving the other Party notice in

writing of such change to the address specified in the SC.

1.6 Taxes and Duties: The Bidder, Sub-Contract and Personnel shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India. Tax deductions, where ever applicable, shall be undertaken by the DARPG as per extant laws.

1.7 Fraud and Corruption

1.7.1 Definitions: It is the DARPG's policy to require that DARPG as well as Bidder observe the highest standard of ethics during the execution of the Contract. In pursuance of this policy, the DARPG defines, for the purpose of this provision, the terms set forth below as follows:

- (i) "Corrupt practice" means the offering receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in Contract execution.
- (ii) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a Contract;
- (iii) "Collusive practices" means a scheme or arrangement between two or more Bidder, with or without the knowledge of the DARPG, designed to establish prices at artificial, non-competitive levels;
- (iv) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contact;

1.7.2 Measures to be taken by the DARPG

(a) The DARPG may terminate the Contract if it determines at any time that representatives of the Bidder were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the Contract, without the Bidder having taken timely and appropriate action satisfactory to the DARPG to remedy the situation;

(b) The DARPG may also sanction against the Bidder , including declaring the Bidder ineligible, either indefinitely or for a stated period to be awarded a Contract if it any time determines that the Bidder has, directly or through an agent, engaged in corrupt, Fraudulent, collusive or coercive practices in competing for or in executing, a DARPG- financed Contract;

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1 Effectiveness of Contract: This Contract shall come into force within 15 days from the signing of the contract between DARPG and the Bidder.

2.2 Termination of Contract for Failure to Become Effective: If this Contract has not become effective within the time as specified in the SC, DARPG may declare this Contract to be null and void, and in the event of such a declaration neither Party shall have any claim against the other Party with respect hereto. However, if the contract failed to take off due to the bidder became non responsive or failed to commence the project as per conditions stipulated in the RFP, DARPG will levy a penalty of 3% of the total cost of the project.

2.3 Commencement of Services: The Bidder shall begin carrying out the Services not later than 15 (Fifteen) days after the Effective Date specified in the SC.

2.4 Expiration of Contract: This Contract shall remain valid upto 31.03.2026 (as elaborated in para 3.1.1 under Section 3 - Award of Contract) unless it is expressly terminated pursuant to Clause

2.9 of this contract.

2.5 Entire Contract: This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any other statement, representation, promise or Contract not set forth herein.

2.6 Modification or Variations:

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the services, may only be made by written Contract between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party. In case of Substantial modification or variations, the prior written consent of the DARPG is required.

2.7 Force Majeure

2.7.1 Definition

(a) For the purpose of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the nonperformance or delay in performance, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

2.7.2 Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party’s Sub – Contractor or agents or employees, nor (ii) any event which a diligent Party could reasonably have expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in carrying out of its obligations hereunder.

2.7.3 **No Breach of Contract:** The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures all with the objective of carrying out the terms and conditions of this Contract.

2.7.4 **Measures to be taken:** (a) A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

2.7.5 A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

2.7.6 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.7.7 During the period of their inability to perform the Services as a result of an event of Force Majeure, The Bidder, upon instructions by the “DARPG”, shall either:

- (i) Demobilize; or
- (ii) Continue with the Services to the extent possible, in which case the Bidder shall continue to be paid proportionately and on pro-rata basis, under the terms of this Contract.
- (iii) In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clause GC 8.

2.8 Suspension: The “DARPG” may, by written notice of suspension to the Bidder, suspend all payments to the Bidder hereunder, if the Bidder fails to perform any of its obligation under this Contract, including the Carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall allow the Bidder to remedy such failure, if capable of being remedied, within a period not exceeding thirty (30) days after receipt by the Bidder of such notice of suspensions.

2.9 Termination

2.9.1 **By the “DARPG”:** The “DARPG” may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (i) of this Clause GC 2.9.1.

- (a) if the Bidder fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspensions pursuant to Clause GC 2.8 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the “DARPG” may have subsequently approved in writing.
- (b) if the Bidder becomes (or, if the Bidder consists of more than one entity, if any of its Members becomes and which has substantial bearing on providing services under this Contract) insolvent or go into liquidation or receivership whether compulsory or voluntary.
- (c) if the Bidder fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.
- (d) if the Bidder, in the judgement of the “DARPG”, has engaged in corrupt or fraudulent practices in competing of or in executing this Contract.
- (e) if the Bidder submits to the “DARPG” a false statement which has a material effect on the right, obligations or interest of the “DARPG”.
- (f) if the Bidder places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the DARPG.
- (g) if the Bidder fails to provide the quality services as envisaged under this Contract. The Empowered Committee (EC) constituted by DARPG may make judgement regarding the poor quality of services, the reason for which shall be recorded in writing.
- (h) if, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (i) if the “DARPG” in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

2.9.2 in such an occurrence the “DARPG” shall give a not less than thirty (30) days, written notice of termination to the Bidder , and sixty (60) days’ in case of the event referred to in (a).

2.9.3 **By the Bidder :** The Bidder may terminate this Contract, by not less than thirty (30) days ‘written notice to the “DARPG”, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause GC 2.9.3.

- (a) if the “DARPG” fails to pay fee due to the Bidder pursuant to this Contract and not subject to dispute pursuant to Clause GC 8 hereof within forty-five (45) days after receiving written notice from the Bidder that such payment is overdue.
- (b) if, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (c) if the “DARPG” fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.
- (d) if the “DARPG” is in material breach of its obligation pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently agreed in writing) following the receipt by the “DARPG” of the Bidder’s notice specifying such breach.

2.9.4 Cessation of Rights and Obligations: Upon termination of this Contract pursuant to Clauses GC 2.2 or GC 2.9 hereof, or upon expiration of this Contract pursuant to Clause GC 2.4 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such right and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GC 3.3 hereof, (ii) the Bidder’s obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GC 3.5 hereof, and (iv) any right which a Party may have under the Law.

2.9.5 Cessation of Services: Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GC 2.9.1 or GC 2.9.2 or 2.9.3 hereof, the Bidder shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the services to a close in prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

2.9.6 Payment upon Termination: Upon termination of this Contract pursuant to Clauses GC 2.9.1 or GC 2.9.2 hereof, the “DARPG shall make the following payments to the Bidder.

- (a) If the Contract is terminated pursuant to Clause 2.9.1 (g), (h) or 2.9.2 remuneration pursuant to Clause GC 6.3 hereof for services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures pursuant to Clause GC 6.3 hereof for expenditures actually and reasonably incurred prior to the effective date of termination.
- (b) If the Contract is terminated pursuant of Clause 2.9.1 (a) to (h), the Bidder shall not be entitled to receive any agreed payments upon termination of the Contract. However, the “DARPG” may consider to make payment of the part satisfactory performed on the basis of Quantum Merit as assessed by it, if such part is of any utility to the DARPG.
- (c) Applicable under such circumstances, upon termination, the DARPG may also impose liquidated damages as per the provisions of Clause 9 of this Contract. The Bidder will be required to pay any such liquidated damages to Authority within 30 days of termination date.

2.9.7 Disputes about Events of Termination: if either Party disputes whether an event specified in paragraphs (a) through (h) of Clause GC 2.9.1 or in Clause GC 2.9.2 or Clause 2.9.3 hereof has occurred, such party may, within forty-five (45) days after receipt of notice of termination from the other Party, can refer the matter to Clause GC 8 hereof, and this Contract can be put in abeyance in accordance with the terms of any resulting arbitral award.

3. Obligations of the Bidder

3.1 General

Performance Security

The Bidder shall deposit a sum of Rs. _____ (Rupees _____ Only) as Performance Security Deposit in the form of bank guarantee issued by a Nationalized Bank covering the validity for a period of 60 days beyond the period of contract.

3.1.1 Standard of Performance: The Bidder shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the “DARPG”, and shall at all times support and safeguard the DARPG’s legitimate interest in any dealings with Sub-Contractor or third Parties.

3.2 Conflict of Interest:

The Bidder shall hold the DARPG’s interests paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments or their own corporate interests. If during the period of this Contract, a conflict of interest arises for any reason, the Bidder shall promptly disclose the same to the DARPG and seek its instruction.

3.2.1 Bidder and Affiliates Not to Engage in Certain Activities: The Bidder agrees that, during the terms of this Contract and after its termination, the Bidder and any entity affiliated with the Bidder, as well as any Sub-Contractor and any entity affiliated with such Sub-Contractor, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Bidder ’s Services for the implementation of this project.

3.3 Confidentiality: Except with the prior written consent of the “DARPG” the Bidder and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Bidder and its Personnel make public the recommendations formulated in the course of, or as a result of the Services. The Bidder shall adhere to strict standards of data protection, maintenance of intellectual property rights and protection of confidentiality of the various documents, records and reports relating to the projects.

3.4 Insurance to be Taken out by the Bidder: The Bidder shall take out and maintain, insurance, at their own cost . Insurance against the risks, and for the coverage specified in the SC, and at the DARPG’s request, shall provide evidence to the “DARPG” showing that such insurance has been take out and maintained and that the current premiums therefore have been paid.

3.5 Accounting Inspection and Auditing: The Bidder (i) shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and cost, and the bases thereof, and (ii) shall periodically permit the “DARPG” or its designated representative and / or the DARPG, and up to five years form expiration or termination of this Contract, to inspect the same and make copies there of as well as to have them audited by auditors appointed by the “DARPG” or the DARPG, if so required by the “DARPG” or the DARPG as the case may be.

3.6 Indemnity:

3.6.1 The Bidder shall keep the DARPG and its officers, employees agents etc. indemnified from and against all suits, proceedings, actions, demands, losses, claims, damages, compensation, litigation etc. including attorney's fees and damages on account of bodily injury, death or damage to tangible personal property or any person, corporation or other entity (including DARPG) attributable to the Bidder's performance or non-performance under this Agreement or Bidder's negligence, willful default, lack of due care or breach of terms of this Agreement or failure to comply with Applicable Laws.

3.6.2 In addition to the foregoing indemnity obligations, if any of the Deliverables is or likely to be held to be infringing, the Bidder shall at its expense and option either

- i. Procure the right for the DARPG to continue using it,
- ii. Replace it with a non-infringing equivalent, or Modify it to make it non-infringing, and the Bidder agrees and confirms that any such action shall not constitute a change of scope under this Agreement.
- iii. Any compensation/ claim or proceeding by any third party against DARPG arising out of any act, deed or omission by the Bidder
- iv. Claim filed by a workman or employee engaged by the Consultant for carrying out work related to this Agreement;
- v. Any breach by the Bidder of any of its obligations under this Agreement or from any negligence under the Agreement, including any errors or deficiencies in the design documents, or tort or on any other ground whatsoever;
- vi. Failure of the Bidder to comply with Applicable Laws and applicable permits;
- vii. payment of taxes required to be made by the Bidder in respect of the income or other taxes of its employees and representatives; or
- viii. Non-payment of amounts due as a result of goods, materials or Consultancy furnished to the Consultant which are payable by the Consultant.

3.6.3 All claims regarding indemnity shall survive the termination or expiry of the Contract.

3.7 Sub-Contracts: The Sub-Contracting is strictly prohibited in this contract. However, if certain services require sub-contracting, Bidder must seek advance approval of DARPG for such step. However, the Bidder shall always retain full responsibility for the services.

3.8 Documents Prepared by the Bidder would be the Property of the "DARPG": All technology solutions, software, reports prepared by the Bidder for the "DARPG" under this Contract shall become and remain the property of the "DARPG", and the Bidder shall, upon termination or expiration of this Contract, deliver all such documents to the "DARPG", together with a detailed inventory thereof.

3.9 Intellectual Property Rights

The Intellectual Property Rights of all the database, programs, source-code, reports, formats etc. developed/created for this project would vest in DARPG. Any website, web-space, website registration, database servers etc. developed / created under the execution of the contract, would lie exclusively with the DARPG or its nominated agencies in perpetuity free from all liens, encumbrances, and other third party rights and the Bidder shall, wherever required, take all steps that may be necessary to ensure the transfer of such rights in favour of the Purchaser or its nominated agencies.

4. BIDDER'S PERSONNEL

4.1 The Bidder shall provide Personnel as projected in section 4-Scope of work to carry out the services under the contract. The personnel shall be approved by DARPG before their deployment in the project.

4.2 Remove and /or Replacement of Personnel:

(a) Except as the DARPG may otherwise agree, no changes shall be made in the personnel. If, for any reason beyond the reasonable control of the Bidder, such as death, medical incapacity, etc it becomes necessary to replace any of the Key Personnel, the Bidder shall provide as a replacement a person of equivalent or better qualification and in experience after due approval of DARPG. Training of new resources will be the responsibility of the bidder. There will be no gap in the replacement of the personnel. After expiry of 15 calendar days of exit, a penalty proportionate to per man-day will be imposed till suitable replacement is provided by the Bidder.

(b) However, if the DARPG feels that any of the Personnel have
(i) committed serious misconduct or have been charged with having committed a criminal action, or
(ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Bidder shall, at the DARPG's written request provide a replacement of the personnel with qualification and experience acceptable to the DARPG.

(c) It is acknowledged and agreed by all Parties that there is no representation of any type, implied or otherwise, of any absorption, regularization, continued engagement or concession or preference for employment of persons engaged by the Bidder for any engagement, service or employment in any capacity in any office or establishment of the Government of India or the DARPG

5. OBLIGATIONS OF THE "DARPG"

5.1 Assistance and Exemptions: Unless otherwise specified in the SC, the "DARPG" shall use its best efforts to ensure that the Government shall: -

(a) Provide the Bidder all necessary support and to enable him to perform the Services.
(b) Issue to officials, agents and representatives of the Government all such instruction as may be necessary or appropriate for the prompt and effective implementation of the Services.

5.2 Change in the Applicable Law Related to Taxes and Duties: if, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the Bidder for providing the services, which increase or decreases the cost incurred by the Bidder in performing the Services, then remunerating and reimbursable expenses otherwise payable to the Bidder under this Contract shall be increased or decreased. Accordingly, by Contract between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in clause GC 6.1(b).

6. Payment to the Bidder

6.1 Total cost of the Services

(a) The total cost of the Services payable is set forth in **Appendix D** as per the Bidder's proposal to the DARPG and as negotiated thereafter.

6.2 Currency of Payment: All payments shall be made in Indian Rupees.

6.3 Terms of Payment: The payments in respect of the Services shall be made as follows:

- Payments will be made in installments against the invoice after completion of assignments as per the payment terms indicated in Section 6 of the document.
- Payment shall be made within 15 working days of receiving of invoices which is complete in all respect
- The above payments are subject to meeting of SLA's, failing which the appropriate deductions as mentioned in the SLA section of this RFP, will be made. The amount payable shall be finalized after considering the Penalties and Exemptions, if any applicable
- Any monetary figure in decimal shall be rounded off to the nearest INR
- Project Completion is defined as the transfer of the knowledge and document or license held by the Bidder to DARPG.
- In the event of any wrong payment to Bidder, the difference shall be adjusted in the subsequent payments or through the PBG.
- All payments under this Contract shall be made to the accounts of the Bidder as indicated in the invoice.
- In case of early termination of the contract by DARPG which is not on account of deficiency in service of bidder, the payment shall be made to the bidder as mentioned below:

Assessment should be made about work done from the previous payment period, for which the payment is made or to be made till the date of the termination. The Bidder shall provide the details of the output/services performed during this period with supporting documents. Based on such details, the payment shall be calculated based on the specified rate/s.

7. FAIRNESS AND GOOD FAITH

7.1 Good Faith: The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

8. SETTLEMENT OF DISPUTES

8.1 Amicable Settlement: Performance of the Contract is governed by the terms & conditions of the Contract, in case dispute arises between the parties regarding any matter under the Contract, either party of the Contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, clause 8.2 shall become applicable.

8.2 Arbitration: In the case of dispute arising upon or in relation to or in connection with the Contract between the DARPG and the Bidder, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by the DARPG and the Bidder, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the Joint Secretary of DARPG, Government of India. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof,

shall apply to these arbitration proceedings.

8.3 Arbitration proceeding shall be held in New Delhi India and the Language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

8.4 The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the DARPG and the Bidder. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

9. Liquidated Damages

9.1 The parties hereby agree that due to negligence of act of any party, if the other party suffers losses, damages the quantification of which may be difficult, and hence the amount specified hereunder shall be construed as reasonable estimate of the damages and both the parties agree to pay such liquidated damages, as defined hereunder as per the provisions of this Contract. Operations and efficiency of all tracks shall be monitored on a monthly basis as per the individual SLA parameter requirements. In case the service levels cannot be achieved at service levels as defined in the tables below, it shall result in a breach of SLA and shall invoke liquidated damages.

9.2 The percentage of SLA violation would be the average of monthly SLA measurements for the months in that respective quarter. Service Levels shall be measured on a daily basis; however, Damages shall be adjusted from monthly invoices on pro-rata basis.

9.3 The overall Damages shall be capped at 10% (ten per cent) of the payment for the respective month. If the Damages cap is breached, the Authority shall have the right to terminate the Agreement.

9.4 Liquidated damages will be imposed only where the fault is solely attributable to the Bidder. There will be certain exceptions to the service levels like in case of change in key resources due to death, medical incapacity, acts of God etc., respective LDs will not be applicable.

9.5 DARPG reserves the right to review the SLA definitions, target levels and liquidated damages on an annual basis in consultation with the Bidder.

10. Penalty:

If the Bidder fails to abide by the terms and conditions of the this contract or in the event of negligence, unsatisfactory performance or for non-acceptance of the work order on the part of the Bidder, the Bank Guarantee deposited by the Bidder can be forfeited by order of the Competent Authority in DARPG

Miscellaneous clauses

(i) Notwithstanding anything in this Contract, in no event shall the DARPG be liable under the laws of contract, tort, misrepresentation warranty, negligence, strict liability or otherwise, for any special indirect, incidental or consequential damages (including loss of profit arising out of in connection with this Contract).

(ii) BIDDER would be required to submit (and keep active upto 60 days beyond the life of the project) a performance guarantee (by way of bank guarantee) amounting to 3% of the contract value for successful performance of the activities in this contract. In case of termination of project by Bidder prior to completion of project due to negligence, inefficiency or other such conditions described in this contract the performance guarantee will be forfeited.

(iii) This Contract or the rights of the Parties under this Contract are neither assignable nor transferable.

III. SPECIAL CONDITIONS

SC Clause	Ref: GC Clause	Amendment of, and Supplement to, Clauses in the General Condition of Contract
1	1.5	<p>The Addresses are:</p> <ol style="list-style-type: none"> 1. DARPG 2. BIDDER <hr/> <p>Address Telephone Facsimile Email id</p>
2	2.1	This Contract shall come into force within 15 days from the signing of the contract between DARPG and the Bidder i.e. -----
2	3.4	<p>The risks and the insurance coverage shall be as follows:</p> <ol style="list-style-type: none"> (a) Third Party liability insurance, with an adequate coverage (b) Professional liability insurance to cover the DARPG against any loss suffered by the DARPG due to the professional service provided by the Bidder , with an adequate coverage (c) Workers’ compensation insurance of the personnel of the Bidder , in accordance with the relevant provisions of the Applicable Laws of India, as well as with respect to such Personnel, any such life, health, accident, travel or other insurance as ay be appropriate; and (d) Insurance against loss or damage to 9i) equipment purchased in whole or in part with funds provided under this Contract (ii) the Bidder ’s property used in the performance of the services, and (iii) any documents prepared by the Bidder in the performance of the Services, by theft, fire or any natural calamity.

Binding signature of DARPG, Signed by

.....

Binding Signature of Bidder, Signed by

.....

Scope of Work for Prime Minister's Awards 2024 and 2025 and Civil Services Day 2025, 2026

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

- Assist Department in promoting Award scheme and encouraging Districts/ Organisations to compete for the PM's Awards
- Devise innovative engagement programme to make a large number of Districts/ Organisations participate in PM's Awards programme
- For the Awards to be given for implementation of identified Priority Programmes of Government of India, 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/UT Governments 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.
- Assist in designing online portal exclusively for the PM's Awards, so as to enable the competing Districts/ Organisations to submit their applications and update information thereon.
- Assist the Department in development of online application forms for PM's Awards.
- Assisting Department in selection of initiatives for Awards under defined categories on the basis of pre-determined parameters.
- Tracking of applications received for PM's Awards. This would involve extensive outreach upto the Central/ State/ UT/ District Level, supporting them in understanding the process requirement, assistance in filling up the forms. An important element of the outreach is supporting them in taking up good practices. Consultancy firm / Institute will make every endeavor to make sure 100% districts are covered.
- Scrutiny of initiatives as per norms and identification of ineligible initiatives/ projects in consultation with the department for placing it before the Screening Committee.
- 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.
- Developing weighted evaluation parameters and objective assessment of applications received for PMA Scheme as per pre-defined criteria.
- Preparation of District / Organization-wise documents for each category at successive levels of evaluation- Screening Committee, Expert Committee, Empowered Committee etc.

- Identification of stakeholders / beneficiaries for each category of awards and develop questionnaire for incorporating feedback of call centre in award process.
- Collecting-collating-compiling the supporting documentation.
- Assist in setting/framing evaluation criteria for presentation to be made by the District Collector/ Organisation Head before the evaluation Committees.
- 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.
- Assist in preparing format/template for Spot Study Teams.
- Analysis of Call Centre data, spot study reports and preparation of score aggregation for evaluation Committees.
- Preparation of Executive Summary and support documents for Expert and Empowered Committees.
- Attending review meetings as and when organized by DARPG.
- Any other assistance as required by DARPG.
- Document 'Take Away' on best practices from the Selection process for identified Priority Programmes and other initiatives. These 'Take Away' should be relevant for replication and up- scaling the best practices.

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

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

Timelines and Deliverables

For the contract, the following suggestive cycle of deliverable and timelines would be followed for Prime Minister’s Awards and Civil Services Day:

S. No.	Milestones	Timelines
1.	<p>Dissemination of the Prime Minister’s Awards scheme</p> <p>Work relating to collection and collation of nominations and dedicatedly working towards ensuring maximum participation of Districts/Organizations in the Prime Minister’s Awards</p>	T (Date of issuance of formal work order)
2.	<p>First meeting of Screening Committee</p> <p>Screening Committee chaired by Additional Secretary level officer(s) shall examine the applications of identified Districts/organization under Schemes/projects. Inputs received with respect to holistic approach by the district and evidence of governance improvement done in the district would be taken into consideration. The role of the consultants would be as follows :</p> <p>(a) Collation of all nominations received for the awards on the portal under various categories.</p> <p>(b) Checking of all nominations under various categories for its completeness and correctness.</p> <p>(c) Preliminary assessment of all the nominations received for the Prime Minister’s Awards on the basis of identified parameters.</p> <p>(d) Indicating scores of all nominations under various categories as defined in the evaluation parameters.</p> <p>(e) Preparation of the summary of nominations received under various categories based on the application forms.</p> <p>(f) Presentation of the shortlisted nominations to the Screening Committee for consideration during the first stage screening of applications.</p>	T + 6 weeks
3.	<p>Second meeting of Screening Committee</p> <p>Presentations from District Collectors and other applicants, and feedback from beneficiaries/ stakeholders through a Call-Centre will be obtained on the applications shortlisted in the first stage. The role of the consultants would be as follows :</p> <p>(a) Presentation of the shortlisted nominations to the Screening Committee for consideration during the second stage screening of applications.</p> <p>(b) Development of questionnaire for Feedback Call Centre in consultation with line Ministries/Departments.</p> <p>(c) Collection of beneficiary list of the categories considered under the Prime Minister’s Awards from the shortlisted Districts/Organizations.</p> <p>(d) Co-ordination with the Feedback Call Centre agency for obtaining the scores of the shortlisted nominations under various categories.</p> <p>(e) Outreach to the Districts/Organizations of the shortlisted initiatives for furnishing of the presentation to the Screening Committee for the</p>	T + 11 weeks

	<p>second stage evaluation of applications. Assist the Department in collating the presentations received from the Districts/Organizations for the second stage evaluation by the Screening Committee</p> <p>(f) Collation and compilation of scores</p>	
4.	<p>Meetings of the Expert Committee</p> <p>A two-member team of officers of Central Government, not below the rank of Deputy Secretary, will conduct ‘on the spot study’ of the implementation of schemes/ initiatives for innovation in Districts/Organizations shortlisted by the Screening Committee. The Expert Committees would evaluate the spot study reports and further shortlist the District(s) / Organizations for making recommendation to the Empowered Committee chaired by the Cabinet Secretary. The role of the consultant will be as follows:</p> <p>(a) Development of the Spot Study Templates/Forms in consultation with the line ministries/departments for conducting spot study for each category of Awards.</p> <p>(b) Co-ordination with the officials who have been deputed for the spot study.</p> <p>(c) Detailed report on all the initiatives where spot study visits were conducted.</p> <p>(d) Compilation of scores (Presentation by Districts/Organizations + Feedback Call Centre Scores + Spot Study Scores)</p> <p>(e) Presentation of the shortlisted initiatives to the Expert Committee for consideration during the screening of applications by the members of Expert Committee.</p>	T + 15 weeks
5.	<p>Meeting of the Empowered Committee</p> <p>The Empowered Committee will consider the recommendations of the Expert Committee and may ask the applicants to make a presentation and / or make such inquiry as deemed fit. The role of the consultant will be as follows:</p> <p>(b) Presentation of the shortlisted initiatives to the Empowered Committee for consideration during the screening of applications.</p>	T+17 weeks
6.	<p>Miscellaneous activities and Publications related to Prime Minister’s Awards</p> <p>e) Compilation of the agenda for Publication of the Handbook on Prime Minister’s Awards</p> <p>f) Compilation of agenda for the publication of booklets for the meetings of the Expert Committee</p> <p>g) Compilation of agenda for the publication of booklets for the meeting of of the Empowered Committee</p> <p>h) Citation booklets of the awarded initiatives (containing 1-2</p>	<p>T+2 weeks</p> <p>T+14 Weeks</p> <p>T+16 Weeks</p> <p>T+18/19 weeks</p>

	<p>pages write-up on each awarded initiative)</p> <p>Miscellaneous activities and Publications related to Civil Services Day</p> <ul style="list-style-type: none"> h) Preparation of Program Schedule of Civil Services Day i) Identifying of Speakers/Panellists for the various sessions on Civil Services Day j) Outreach to Panellists, Speakers and Rapporteurs for confirmation of their participation. k) Obtaining CVs of Speakers/Panellists. l) Preparation of Concept Paper for each of the session. m) Preparation of the outcome paper for each of the sessions n) Preparation of Summary/Records of Proceedings of the Civil Services Day. 	<p>T+19-26 weeks</p>
--	---	----------------------

Details of staff to be deployed by the agency :

(i) Agency shall deploy human resources in line with the qualification defined in this RFP as indicated below:

1. 1 Project Director
2. 1 Project Manager
3. 4 Project Analysts
4. 1 Graphic Designer

(jj) 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/Institution will pursue and follow - up with the Districts, Ministries, Departments and eligible Organizations ensuring participation in the Award competition.

(iv) The Consultancy Firm/Institution 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 for maximizing participation.

(v) The Consultancy Firm/Institution will furnish periodical reports on Applications received under Prime Minister's Awards and National Awards on e-Governance 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 the Awards.

(vii) The Consultancy Firm/Institution 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/Institution 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/Institution shall carry out modifications in the process or documents, whenever felt necessary.

(x) Consultancy Firm/Institution shall carry out residuary task relating to the assigned job as and when assigned by the Department.

Terms of Payment: The payments in respect of the Services shall be made as follows:

For Prime Minister’s Awards for Excellence in Public Administration and Civil Services Day

1	After the Screening Committee meetings	25 %
2	After the Empowered Committee meetings	25 %
3	After distribution of awards.	25 %
4	After completion of the project and submission of all relevant documents to DARPG.	25 %

The payment shall be made in each of the contract years, for Prime Minister’s Awards and Civil Services Day as under:

Prime Minister’s Awards and Civil Services Day:

Year 1- PMA 2024 and CSD 2025

Year 2- PMA 2025 and CSD 2026

- Payments will be made against the invoice after completion of assignments as per the payment terms indicated in Section 6 of the document.
- Payment shall be made within 15 working days of receiving of invoices which is complete in all respect
- The above payments are subject to meeting of SLA's failing which the appropriate deductions as mentioned in the SLA section of this RFP, will be made. The amount payable shall be finalized after considering the Penalties and Exemptions, if any applicable
- Any monetary figure in decimal shall be rounded off to the nearest INR
- Project Completion is defined as the transfer of the knowledge and document or license held by the Bidder to DARPG.
- In the event of any wrong payment to Bidder, the difference shall be adjusted in the subsequent payments or through the PBG.
- All payments under this Contract shall be made to the accounts of the Bidder as indicated in the invoice provided by them.