

**REQUEST FOR PROPOSAL (RFP) FOR
SELECTION OF AN AGENCY FOR UNDERTAKING THIRD PARTY PHYSICAL
MONITORING OF MEMBERS OF PARLIAMENT LOCAL AREA DEVELOPMENT
SCHEME (MPLADS) WORKS -reg.**

09.10.2019

**MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION
EAST BLOCK-6, LEVEL-6, RK PURAM, NEW DELHI-110066**

Raj. Krishan Bhatia
07/10/2019

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File No.C-47/2013-MPLADS
Government of India
Ministry of Statistics & Programme Implementation

East Block-6, Level-6
R K Puram, New Delhi-110066
Dated : 09.10.2019.

Request for Proposal

Sub:- Request for Proposal (RFP) for Third Party Physical Monitoring of Members of Parliament Local Area Development Schemes (MPLADS) works- reg.


The Ministry of Statistics and Programme Implementation (MoSPI) is implementing Members of Parliament Local Area Development Scheme (MPLADS) throughout the country. The MoSPI intends to award the work of the third party physical monitoring of MPLADS works in the North-East, East Zone, North Zone, Central Zone, West Zone and South Zone through online tender under two bid system in respect of 215 selected Nodal Districts during 2019-20. The work of physical monitoring would be awarded en-bloc for the 215 selected Nodal Districts. Zone wise distribution of selected Nodal District is attached at **Annexure-I**. The work has to be completed within 90 days of award of the Contract in all selected districts.

2. The Ministry of Statistics & Programme Implementation intends to call bids from national/ international firms/ organisations/ institutions, which have requisite experience in this field as detailed in the RFP. The salient features of the study, eligibility criteria and instructions on how to bid and other details are available in the RFP document uploaded on the website <http://eprocure.gov.in>. The complete bid documents are also available on the website of the Ministry i.e. <http://mospi.gov.in/tenders>.

3. Important information & tentative date are given in Section 1 of the RFP. The details are provided in the Terms of Reference (TOR). The RFP includes the following sections:-

- | | |
|------------|------------------------------|
| Section 1- | Letter of Invitation |
| Section 2- | Request for Proposal (RFP) |
| Section 3 | Terms of Reference (TOR) |
| Section 4 | Others terms and conditions. |

4. The RFP is being issued with no financial commitment and MoSPI reserves the right to change or vary any part thereof at any stage. MoSPI also reserves the right to withdraw the RFP, should it be so necessary at any stage.


07/10/2019
(RAJ KRISHAN BHORIA)
Deputy Secretary (MPLADS)

File No.C-47/2013-MPLADS
Ministry of Statistics and Programme Implementation
MPLADS Division

East Block-6, Level-6
R K Puram, New Delhi-110066
Dated 09.10.2019.

Request for Proposal (RFP)

Subject: Inviting proposals for undertaking Third Party Physical Monitoring of Members of Parliament Local Area Development Scheme (MPLADS) works 2019-20 –reg.

The Ministry of Statistics and Programme Implementation (MoSPI) is implementing Members of Parliament Local Area Development Scheme (MPLADS) throughout the country. The MoSPI intends to award the work of the third party physical monitoring of MPLADS works in the North-East, East Zone, North Zone, Central Zone, West Zone and South Zone through online tender under two bid system in respect of 215 selected nodal districts completed upto 31.03.2019. The work of physical monitoring would be awarded en-block for all the 215 selected Nodal Districts. Zone wise distribution of selected Nodal District is attached at **Annexure- I**. The work has to be completed within 90 days of award of the Contract in all selected districts. For the purpose of this RFP MoSPI would mean Secretary-cum-Chief Statistician of India or his duly authorized representative.

2. Eligibility Criteria: The agencies must fulfill the following pre-qualification conditions:-

- a. The agency must have done physical monitoring of government schemes (pertaining to Central/State Govts.) for any Ministry/Department under Government of India/State Governments during the last five years. The agency should submit the relevant document to establish their claim in this regard. Failure to do so will result in disqualification of the bid.
- b. The agency must have a GST Registration number and PAN etc.
- c. An undertaking (self-certification from authorized signatory) that the bidder hasn't been blacklisted by any office of Central/State Government and there has been no litigation with any Government department on account of its services.
- d. The bidder would submit an undertaking to the effect that the bidder would follow the minimum wages act and other relevant directives of the Government as amended from time to time in respect of the human resource manpower engaged

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for the purpose to ensure that no liability is created upon the MoSPI in this regard.

Self-attested copies of Articles of Association (for registered firms), bye laws and certificate of registration (for registered co-operative societies), Partnership deed (for partnership firm) should be submitted along with the technical bid.

Document in support of above mentioned eligibility criteria from (a to d) should be submitted for consideration of the bid.

Any bid failing to meet the above stated eligibility criteria shall be summarily rejected and will not be considered for further evaluation.

The bid document should be page numbered.

A Content page indicating the above items (a) to (d) should be included at the beginning of the bid document.

NOTE: Relaxation in Prior Experience and Prior Turnover norms shall be allowed to Start-ups and Micro & Small Enterprises in terms of Government of India, Ministry of Finance O.M. No. F20/2/2014-PPD(Pt.) dated 20.09.2016.

Change in Eligibility Criteria

If there is a change in the Status of the bidder on any of the above clauses, at any stage, during the bid process until the award of the work, the bidder should immediately bring the same to the notice of MoSPI.

3. Key events and important dates:

| Sl. No. | Event | Date and Time | Venue |
|---------|------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Start date i.e. floating of RFP | 09.10.2019 | Conference Hall, M/o Statistics & PI, East Block-6, Level-5, R K Puram, New Delhi-110066. Tele Phone 011- 26104106 E-mail: bhoria@nic.in |
| 2. | Pre bid meeting | 17.10.2019 11:00 Hrs. | |
| 3. | Issue of clarifications, if any | 22.10.2019 | |
| 4. | Last date of submission of Bids (on line only) | 14.11.2019 11:00 Hrs. | |
| 5. | Opening of Technical bids and presentation by the bidders | 15.11.2019 11.00 Hrs. | |
| 7. | Opening of financial bid for technically qualified bidders | To be intimated separately. | |

Note:-

- Changes in the above schedule, if any, will be at the sole discretion of MoSPI and communicated through CPP Portal.

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ii. In case of any eventuality the date as indicated above happens to be unforeseen government holiday, etc. the date shall be shifted to next working days.

4. Earnest Money deposit (EMD) amount: The bidder shall furnish, as part of its bid, a bid security (EMD) of Rs. 20,00,000/- (Twenty Lakhs only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Bankers Cheque or Bank Guarantee from any of the Commercial Banks in favour of "Pay & Accounts Officer (PAO) (PI), MoSPI, New Delhi " should be deposited in Room No. 611, Level-6, East Block-6, R. K. Puram, New Delhi -110066 in physical form before the last date and time of submission of bid.

Bids received without EMD shall not be considered for technical evaluation. The EMD shall remain deposited with MoSPI till the period of validity of offer. The EMD received from the unsuccessful bidders will be returned without interest after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid submission.

Note: Exemption from payment of Bid Security/EMD shall be allowed in terms of Ministry of Finance, Department of Expenditure OM No. F-20/02/2014-PPD (Pt.) dated 25.07.2017 in respect of Start-up-, Micro and Small Enterprises(MSEs) subject to fulfillment of conditions/criteria to be recognized as Start-up MSE etc. as per instructions of the Government of India as on the date of floating of RFP.

5. General instructions and terms & conditions- Agency will follow the instructions and other terms and conditions as mentioned at **Annexure-II**.

6. Approach:

(A) The physical evaluation work would be awarded to the Agency/organization(s) through online tender under two bid system. The Agencies/Organisation(s) having yearly **annual turnover of more than 5 crores** for the immediately preceding 3 financial years (i.e. FY-2016-17, 2017-18 and 2018-19) may submit the bids wherein technical and financial bids shall be submitted indicating total cost for monitoring of Assets in 215 Nodal Districts (Including GST and other taxes/cess etc. as applicable). The technical bid should include documentary proof of the following for assessment in the format prescribed at **Annexure III:-**

- i. Track record and previous experience of physical monitoring of Government schemes (Central/State).
- ii. The existing Organizational Strength/Network & Infrastructure.
- iii. Availability of technical personnel with requisite qualifications and experience (from engineering, accounting, social sector, computer background and the field experience, etc.)

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(B) The selected Agency would be required to perform the following functions:-

(i) Devise appropriate schedules/ proforma in consultation with MoSPI / MPLADS Division for collecting the basic data on all MPLADS works undertaken since April 2014 up to March 2019 and getting details of the sample of works including existence of asset, quality of asset and its utilization, matching of physically verified information with information available in asset register maintained by District Authority, eligibility of assets and placing of plaque as per MPLADS Guidelines etc.

(ii) Select a sample of at least 50 works per selected districts for in depth evaluation/assessment, as per the following broad criteria for selection :-

(a) All works costing Rs.25 lakh and more will be compulsorily covered.

(b) Fifty works in which cost of work is Rs.5 lakh or more but less than Rs. 25 lakhs could be selected randomly with consultation of the MoSPI. (If such works are less than 50 or insufficient then works of lower cost denominations would be included.)

(c) At least 10% of the sample work out of 50 works (as from work of more than 25 lakh work also), i.e., at least 5 works, should be selected randomly in consultation with the MoSPI in respect of works pertaining to Societies/Trusts (Non-Government Organization).

(d) The selected sample of the MPLADS work drawn in each administrative district should be judicious blends of various parameters like Cost of works, Year-wise works, MP wise works, works in the area of SCs/STs, Sector wise works (Drinking water, education, electricity, health & family welfare, irrigation, non-conventional source of energy, railways, roads bridges & pathways, sanitation & public health, sports and animal care, etc).

(e) All the works of the scheme completed between April 2014 to March 2019 are to be covered from which the sample would be drawn (List of works will be provided by the Nodal District Authorities).

(f) Physical Monitoring of MPLADS works will involve 215 Nodal Districts spread across the country, zone wise distribution of Nodal District Authorities is attached at Annexure-I.

(iii) Inspect/visit the work sites, verify the assets with respect to the technical specifications and financial approval, assess basic quality, obtain feedback from the user agency/local community etc.

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(iv) Visit the District Nodal Office to assess implementation mechanism/ procedure, time taken in sanction and execution, inspection mechanism, quality check mechanism, review mechanism and record maintenance etc. through discussion and perusal of records etc.

(v) Compile and analyse information to prepare district-wise reports containing violation/shortcomings observed in implementation of the selected sample works. The report should also include implementation procedure, record maintenance, review mechanism etc. for each selected district.

(vi) Mid-term Review shall be done at the stage of release of second instalment i.e. on completion to 50% Physical evaluation of districts in each zone and a draft interim-report presented to MoSPI.

(vii) A report covering overall findings of evaluation of all the 215 Nodal Districts comprising of background, approach, methodology adopted along with findings etc. should also be prepared and submitted to MoSPI. The report shall conform to the all the requirements under template for evaluation of Central Sector Scheme issued by Ministry of Finance, D/o Expenditure OM F.No.66(59)PFC-II/2018-Pt dated 22.5.2019.

(viii) The selected Agency/bidder shall also prepare an all India executive summary of the report highlighting various aspects of the report.

(ix) Furnish any other requisite data / information / material in prescribed format, if required, by the MoSPI on the basis of the information/assessment collected and compiled.

(x) In case of any interpretation/clarity the decision rests with MPLADS Division, MoSPI.

7. Time Frame

The selected agency/ organization will be required to complete the work as per the following timelines:

| | | Date of award of contract =T |
|-------|------------------------------------------------------------------------------------------------------------------------|------------------------------|
| S.No. | Target | Date |
| 1. | Completion of physical evaluation of works in at least 20% districts from each zone. | T+30 days |
| 2. | Completion of physical evaluation of 50% works in each Zone districts and submission of draft interim-report to MoSPI. | T+60 days |

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| | | |
|----|-------------------------------------------------------------------------------------------------------|-----------|
| 3. | Completion of physical evaluation of remaining 50% Districts and submission of final report to MoSPI. | T+90 days |
|----|-------------------------------------------------------------------------------------------------------|-----------|

Note: In case of any deviation from the time lines as stipulated above the same shall only be allowed for reasons to be intimated by the agency and subject to approval of MoSPI.

8. Monitoring/Supervision of the Field work

The Agency/organization(s) should have a mechanism for conducting check/supervision on the field teams. Besides, the officers of the MoSPI will also visit the districts under physical monitoring. The Agency/organization(s) will have to provide district wise monitoring schedule in advance to the MoSPI for this purpose in the prescribed format (Annexure-VII). The format should be weekly updated and submitted to MoSPI to reflect the progress of physical monitoring.

9. Services to be provided by the client (MPLADS)

The MoSPI would advise/write to the State Governments/district authorities for rendering necessary assistance for undertaking the work. The MPLADS Division in the MoSPI would provide any clarification/elucidation on the MPLADS Guidelines and the MPLAD Scheme.

10. Deliverables by the Nodal Agency

The deliverables and the time-frame are laid down in para-6 & 7 above.

11. Evaluation Procedure of technical bid.

The following aspects will be considered while evaluating the bids: -

The MoSPI would follow online two bid system wherein all the technical bids received from the Agency/organization(s) would be evaluated in terms of the parameters mentioned in para 6(A). The **Combined Quality-cum-Cost Based System (QCBS)**, as elaborated in the Manual for Engagement of Consultants issued by M/o Finance would be followed by the MoSPI. The technical proposals will carry a weightage of 70% while the financial proposals will carry a weightage of 30% in the combined score. An Evaluation Committee of the MoSPI, constituted for the purpose will evaluate the technical proposals on each of the technical parameters mentioned in para 6(A). The Technical Evaluation Committee(TEC) will assign scores on each of the parameters to each technical bid. The institutions/organizations whose technical score is 50 and above (benchmark score) out of 100 as enumerated in 11(a) will qualify technically.

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11(a). Technical Bid Evaluation

The technical evaluation will be done in two steps.

- i. The bids will first be checked for eligibility in terms of turnover, Bid security (Earnest Money Deposit), prescribed certificates, separate technical and financial bids and all other aspects spelt out in this RFP for eligibility of the bids.
- ii. The eligible bid documents will be evaluated on the basis of content of the documentary proposal submitted by the bidders on the following criteria.

| Criteria | Weightage |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| (I) Number of completed years, since inception. Evaluation shall be based on the information submitted by bidder against sub item no. 2 of item (A) of Annexure III. | 5 |
| (II) Relevant experience/proven track record and previous experience in the field of physical monitoring of the development works under similar Government (Central/State) schemes preferably assets creation Schemes. (Based on information given against item no. (B) of Annexure III). Evaluation shall be done based on the documents submitted by bidder against each sub item(no. 3, & 4 of item (B) of Annexure III) | 10 |
| (III) Details of existing organization strength turnover (in Rs. Crore), reach/network of organization and infrastructure, to get a view of infrastructure facilities, reach/network that may be relevant for the physical monitoring (As per information given against item no.(C) of Annexure III) The bidder should give a comprehensive detail of the above aspects against each sub-item (no. 5 & 6 of item (C) of Annexure III). | 25 |
| (IV) Quality and experience of technical personnel engaged for undertaking the physical monitoring work. (As per information given against point no. 7, 8 & 9 of item (D) of Annexure III) | 35 |
| (V) Self-assessment of the capacity and willingness to undertake works in all districts and zones. The proposed model of the bidder for undertaking the work with due justification of resource deployment and action plan for completion of the evaluation within set target date for completion. (Based on comprehensive information given in point 10 of Annexure III and other detailed action plan to be enclosed). | 25 |
| A presentation to this effect may be given by the bidders at the time of evaluation of Technical bids as per scheduled given at para 3 above. | |
| Total | 100 |

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NOTE: Relaxation in prior experience and turn over in respect of Start-up, MSEs shall be allowed in terms of the Ministry of Finance OM No. F-20/2/2014-PPD(Pt.) dated 25th July, 2016 subject to fulfillment of other conditions laid down therein to the extent of full marks referred Annexure III (A & B).

11(b). Financial Bid Evaluations

Financial bids of technically qualified bidders shall only be opened and the following criteria will be followed for arriving at overall H1 bidder.

Overall Evaluation for the technical scores obtained by qualified bidders will be given 70% weightage for the final evaluation.

The financial bid will be given 30% weightage for final evaluation. For the same, the lowest quoted price (say FL) out of qualified bidders will be taken as the base price (i.e. equated to 30 marks). The higher quoted price (say FH) will be allotted marks in the inverse ratio as per the following formula: -

$$\frac{FL*30}{FH}$$

The total score arrived at after giving 70% weightage to technical marks and taking financial marks will decide the overall H1 bidder and work will be awarded to the H1 bidder as arrived above. (Annexure-IV)

12. Performance Security, Penalty liquidated damages, payment schedule, arbitration etc.

- (a) **Performance Security:-** The successful bidder (including the Startups /MSEs Etc. if selected, will be awarded the contract for third party monitoring only after deposit performance security for a value of 10% of the bid amount in the form of **Bank Guarantee** in favour of Pay & Accounts Office, Ministry (MoSPI), Sardar Patel Bhawan, New Delhi from any of the scheduled banks in Delhi/New Delhi in acceptable form. (under GFR 2017 Rule 171)
- (b) **Penalty Clause:** - In case, during the validity period, the offer is withdrawn by the bidder or the bidder fails to deposit performance security, earnest money so deposited shall be forfeited.
- (c) **Liquidated damages:** - In case of any delay wholly attributable to the institution (s)/ consultant (s) liquidated damages. @ 0.5% per week subject to the maximum of 2% or part thereof without prejudice to other remedies available to MoSPI under contractual agreement.
- (d) **Payment schedule:-** Payment to the agency will be made in four instalments :-

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| S. No. | Instalments | Payment Schedule |
|--------|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| (i) | 1st instalment of 20% of the total amount. | On award of the contract as mobilization advance to be released against Bank Guarantee (Interest bearing) to be given by awardee. |
| (ii) | 2nd instalment of 30% of the total amount. | On completion of physical evaluation of 50% districts from each zone and submission of draft interim-report to MoSPI. |
| (iii) | 3rd instalment of 20% of the total amount. | On completion of physical evaluation of works in remaining districts, in all the six zones. |
| (iv) | 4 th instalment of 30% of the total amount. | On acceptance of final report by MoSPI. |

(e) **Arbitration Clause:** - In the case of any dispute arising upon or in relation to or in connection with the contract between the MoSPI and the successful bidder who has been awarded the contract, which has not been settled amicably, either party can refer the dispute for Arbitration in accordance with the Rules of Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration will be New Delhi. The award made in pursuance thereof shall be binding on both the parties.

13 (A). Others

- i. The Bid Security/Earnest Money Deposit would be refunded to the successful bidder once performance security is received.
- ii. The Bid Security/Earnest Money Deposit of the unsuccessful bidders would be returned to them within 30 days of finalization of the bids. The performance security would remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the institution/consultant.
- iii. The work requires that the agency(s) / organisation(s) should have expertise in physical monitoring and should have the capacity to accomplish the work in specified time frame. In view of the sensitivity of the MPLAD Scheme, it is important that the agency(s) / organisation(s) shall maintain absolute confidentiality of the information collected and maintain high level of integrity.
- iv. No outsourcing of the monitoring work by the successful bidders would be permitted.

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- v. The visiting teams would not accept the hospitality of the District Authorities, Implementing Agencies and MPs etc.
- vi. The rates quoted will remain in force for the full period of the contract. No demand for revision of rates on any account shall be entertained during the contract period.
- vii. The data generated from the study would be the property of the MoSPI. It is for the MoSPI to decide on the dissemination of the reports. The agency(s) / organisation(s) will not divulge any information to any agency.
- viii. Neither any capital cost would be incurred under the cost for the study nor any liability would be created for the MoSPI, beyond the original cost sanctioned to the agency(s) / organisation(s).
- ix. The MoSPI reserves the right to terminate the contract with the agency(s) / organisation(s) at any point of time without assigning any reasons. In such an eventuality, the awardee shall have to refund the amount released by the government together with a penal interest of 18% per annum computed on monthly basis. Any dispute in this regard would be subject to jurisdiction of courts in Delhi.

13 B). Pre-Bid Meeting & Clarifications

(a) MoSPI shall hold a pre-bid meeting with the prospective bidders on 17.10.2019 at 11:00 Hrs. in the Conference Hall of the MoSPI, East Block-6, 5th level, R K Puram, New Delhi-110066.

(b) All those interested in participating in the pre-bid meeting may intimate the same by 15.10.2019 by 17:30 Hrs. along with their queries to:-

Sh. R.K. Bhorla,
Deputy Secretary (MPLADS)
M/o of Statistics & PI,
Room No. 611.East Block-6,
Level-6, R K Puram,
New Delhi-110066.
Tele Phone 011-26104106
E-mail: bhorla@nic.in

(c) MoSPI shall not be responsible for ensuring that the bidder's queries have been received by the Department. Any request for

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clarifications after the indicated date and time of pre-bid meeting shall ordinarily not be entertained.

14. Instructions to bidder.

a. The bid document should contain the technical bid and the financial bid. The format for the technical bid, financial bid and the certificate to be enclosed are at **Annex III, IV, and V respectively**. **The financial bid should indicate the total bid amount for the whole work, which the bidder is willing to undertake. Bids will be uploaded on Central Procurement Portal only at www.eprocure.gov.in Physical submission of bids shall not be allowed.**

b. The covering letter of the bid should be signed by the Authorised Signatory of the agency.

15. Bid Opening

The last date of receiving online bids will be 14.11.2019 upto 11.00 Hrs. The Technical bid would be opened on 15.11.2019 at 11:00 Hrs. in Conference Hall of the MoSPI, East Block-6, Level-5, R K Puram, New Delhi-110066.

16. The MoSPI reserves the right to reject any or all the bid in full or part without assigning any reason thereof. The decision of the MoSPI shall be final in this regard.

17. All technically short listed bidders will be invited for opening of Financial bid to be intimated later.

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Annexure-I

(as referred to in para 1)

Table indicating Zone-wise summary of the selected Nodal Districts

| S. No | State | Total Nodal District | Nodal Districts selected for TPM |
|------------------------|-------------------|----------------------|----------------------------------|
| North East Zone | | | |
| 1 | Arunachal Pradesh | 3 | 1 |
| 2 | Assam | 15 | 7 |
| 3 | Manipur | 2 | 1 |
| 4 | Meghalaya | 2 | 1 |
| 5 | Mizoram | 1 | 1 |
| 6 | Nagaland | 2 | 1 |
| 7 | Odisha | 21 | 9 |
| 8 | Sikkim | 1 | 1 |
| 9 | Tripura | 2 | 1 |
| Total | | 49 | 23 |
| Central Zone | | | |
| 1 | Uttar Pradesh | 70 | 31 |
| 2 | UttraKhand | 7 | 3 |
| 3 | Maharashtra | 34 | 15 |
| 4 | Madhya Pradesh | 31 | 14 |
| Total | | 142 | 63 |
| North Zone | | | |
| 1 | Jammu & Kashmir | 8 | 4 |
| 2 | Himachal Pradesh | 6 | 3 |
| 3 | Punjab | 15 | 7 |
| 4 | Chandigarh | 1 | 1 |
| 5 | Haryana | 11 | 5 |
| 6 | Rajasthan | 25 | 11 |
| 7 | Delhi | 3 | 1 |
| Total | | 69 | 31 |
| South Zone | | | |
| 1 | Andhra Pradesh | 14 | 6 |
| 2 | Telangana | 16 | 7 |
| 3 | Karnataka | 25 | 11 |
| 4 | Tamil Nadu | 29 | 13 |

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| | | | |
|--------------------|--------------|------------|------------|
| 5 | Kerala | 14 | 6 |
| 6 | Lakshadweep | 1 | 1 |
| 7 | Pondicherry | 1 | 1 |
| 8 | Goa | 2 | 1 |
| Total | | 102 | 46 |
| East Zone | | | |
| 1 | A & N Island | 1 | 1 |
| 2 | Bihar | 33 | 15 |
| 3 | Jharkhand | 15 | 7 |
| 4 | West Bengal | 20 | 9 |
| Total | | 69 | 32 |
| West Zone | | | |
| 1 | Chhatisgarh | 13 | 6 |
| 2 | Gujarat | 26 | 12 |
| 3 | D & N Haveli | 1 | 1 |
| 4 | Daman & Diu | 1 | 1 |
| Total | | 41 | 20 |
| Grand Total | | 472 | 215 |

Zone-wise and State-wise details of selected districts

| S. No | State (Nodal Districts) | Sl. | Nodal District selected | No. MPs |
|------------------------|-------------------------|----------|-------------------------|-----------|
| North East Zone | | | | |
| 1 | Arunachal Pradesh (3) | 1 | Lohit | 1 |
| Total | | 1 | | 1 |
| 2 | Assam(15) | 1 | Kamrup Metropolitan | 4 |
| | | 2 | Darrang | 2 |
| | | 3 | Nowgong | 2 |
| | | 4 | Sonitpur | 2 |
| | | 5 | Barpeta | 1 |
| | | 6 | Cachar | 1 |
| | | 7 | Dhemaji | 1 |
| Total | | 7 | | 13 |
| 3 | Manipur (2) | 1 | Imphal West | 2 |
| Total | | 1 | | 2 |
| 4 | Meghalaya (2) | 1 | East Khasi Hills | 2 |
| Total | | 1 | | 2 |
| 5 | Mizoram ((1) | 1 | Aizawl | 2 |

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| | | | | |
|---------------------|--------------------|-----------|---------------|-----------|
| | Total | 1 | | 2 |
| 6 | Nagaland (2) | 1 | Dimapur | 1 |
| | Total | 1 | | 1 |
| 7 | Odisha (21) | 1 | Cuttack | 3 |
| | | 2 | Baragarh | 2 |
| | | 3 | Ganjam | 2 |
| | | 4 | Jagatsinghpur | 2 |
| | | 5 | Khordha | 2 |
| | | 6 | Mayurbhanj | 2 |
| | | 7 | Rayagada | 2 |
| | | 8 | Sundargarh | 2 |
| | | 9 | Angul | 1 |
| | Total | 9 | | 18 |
| 8 | Sikkim (1) | 1 | East District | 2 |
| | Total | 1 | | 2 |
| 9 | Tripura (2) | 1 | West Tripura | 2 |
| | Sub Total | 22 | | 41 |
| Central Zone | | | | |
| 1 | Uttar Pradesh (70) | 1 | Lucknow | 5 |
| | | 2 | Allahabad | 3 |
| | | 3 | Azamgarh | 3 |
| | | 4 | Ballia | 3 |
| | | 5 | Barabanki | 3 |
| | | 6 | Gorakhpur | 3 |
| | | 7 | Kanpur Nagar | 3 |
| | | 8 | Kheri | 3 |
| | | 9 | Moradabad | 3 |
| | | 10 | Rae Bareli | 3 |
| | | 11 | Varanasi | 3 |
| | | 12 | Agra | 2 |
| | | 13 | Bareilly | 2 |
| | | 14 | Bijnore | 2 |
| | | 15 | Bulandshahr | 2 |
| | | 16 | Deoria | 2 |
| | | 17 | Etah | 2 |
| | | 18 | Farrukhabad | 2 |
| | | 19 | Firozabad | 2 |

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| | | | |
|---|---------------------|-----------------------|-----------|
| | | 20 Ghaziabad | 2 |
| | | 21 Gonda | 2 |
| | | 22 Hardoi | 2 |
| | | 23 Jaunpur | 2 |
| | | 24 Jhansi | 2 |
| | | 25 Meerut | 2 |
| | | 26 Rampur | 2 |
| | | 27 Sant Ravidas Nagar | 2 |
| | | 28 Sonbhadra | 2 |
| | | 29 Aligarh | 1 |
| | | 30 Ambedkarnagar | 1 |
| | | 31 Amethi | |
| | Total | 31 | 72 |
| 2 | Uttarakhand (7) | 1 Pauri Garhwal | 2 |
| | | 2 Almora | 1 |
| | | 3 Bageshwar | 1 |
| | Total | 3 | 4 |
| 3 | Maharashtra (34) | 1 Mumbai Suburban | 10 |
| | | 2 Pune | 9 |
| | | 3 Thane | 5 |
| | | 4 Mumbai City | 4 |
| | | 5 Nagpur | 3 |
| | | 6 Ahmadnagar | 2 |
| | | 7 Aurangabad | 2 |
| | | 8 Jalgaon | 2 |
| | | 9 Kolhapur | 2 |
| | | 10 Nashik | 2 |
| | | 11 Sindhudurg | 2 |
| | | 12 Solapur | 2 |
| | | 13 Akola | 1 |
| | | 14 Amravati | 1 |
| | | 15 Beed | 1 |
| | Total | 15 | 48 |
| 4 | Madhya Pradesh (31) | 1 Ujjain | 3 |
| | | 2 Bhopal | 2 |
| | | 3 Chhindwara | 2 |
| | | 4 Guna | 2 |
| | | 5 Gwalior | 2 |

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| | | | | |
|-------------------|----------------------|-----------|-------------|------------|
| | | 6 | Jabalpur | 2 |
| | | 7 | Mandla | 2 |
| | | 8 | Rewa | 2 |
| | | 9 | Balaghat | 1 |
| | | 10 | Betul | 1 |
| | | 11 | Bhind | 1 |
| | | 12 | Damoh | 1 |
| | | 13 | Dewas | 1 |
| | | 14 | Dhar | 1 |
| | Total | 14 | | 23 |
| | Sub Total | 63 | | 147 |
| North Zone | | | | |
| 1 | Jammu & Kashmir (8) | 1 | Jammu | 2 |
| | | 2 | Baramullah | 1 |
| | | 3 | Doda | 1 |
| | | 4 | Kathua | 1 |
| | Total | 4 | | 5 |
| 2 | Himachal Pradesh (6) | 1 | Kangra | 2 |
| | | 2 | Bilaspur | 1 |
| | | 3 | Hamirpur | 1 |
| | Total | 3 | | 4 |
| 4 | Punjab (15) | 1 | Amritsar | 2 |
| | | 2 | Gurdaspur | 2 |
| | | 3 | Jalandhar | 2 |
| | | 4 | Ludhiana | 2 |
| | | 5 | Sangrur | 2 |
| | | 6 | Bhatinda | 1 |
| | | 7 | Faridkot | 1 |
| | Total | 7 | | 12 |
| 5 | Chandigarh (1) | 1 | Chandigarh | 1 |
| | Total | 1 | | 1 |
| 6 | Haryana (11) | 1 | Hissar | 3 |
| | | 2 | Ambala | 2 |
| | | 3 | Kurukshetra | 2 |
| | | 4 | Faridabad | 1 |
| | | 5 | Jind | 1 |
| | Total | 5 | | 9 |
| 7 | Rajasthan (25) | 1 | Jaipur | 5 |
| | | 2 | Dausa | 3 |
| | | 3 | Jodhpur | 3 |
| | | 4 | Sikar | 2 |

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| | | | | |
|-------------------|---------------------|-----------|-----------------|-----------|
| | | 5 | Ajmer | 1 |
| | | 6 | Alwar | 1 |
| | | 7 | Banswara | 1 |
| | | 8 | Barmer | 1 |
| | | 9 | Bharatpur | 1 |
| | | 10 | Bhilwara | 1 |
| | | 11 | Bikaner | 1 |
| | Total | 11 | | 20 |
| 8 | Delhi (3) | 1 | SDMC | 5 |
| | Total | 1 | | 5 |
| | Sub Total | 32 | | 56 |
| South Zone | | | | |
| 1 | Andhra Pradesh (14) | 1 | Krishna | 5 |
| | | 2 | Visakhapatnam | 5 |
| | | 3 | East Godavari | 3 |
| | | 4 | Kurnool | 3 |
| | | 5 | West Godavari | 3 |
| | | 6 | Anantapur | 2 |
| | Total | 6 | | 21 |
| 2 | Telangana (16) | 1 | Hyderabad | 3 |
| | | 2 | Karimnagar | 3 |
| | | 3 | Warangal_Urban | 3 |
| | | 4 | Nizamabad | 2 |
| | | 5 | Sangareddy | 2 |
| | | 6 | Adilabad | 1 |
| | | 7 | Khamman | 1 |
| | Total | 7 | | 15 |
| 3 | Tamil Nadu (29) | 1 | Chennai | 9 |
| | | 2 | Tirunelveli | 4 |
| | | 3 | Coimbatore | 3 |
| | | 4 | Thanjavur | 3 |
| | | 5 | Tiruchirappalli | 3 |
| | | 6 | Vellore | 3 |
| | | 7 | Villupuram | 3 |
| | | 8 | Cuddalore | 2 |
| | | 9 | Erode | 2 |
| | | 10 | Kanchipuram | 2 |
| | | 11 | Kanniyakumari | 2 |
| | | 12 | Nilgiris | 2 |
| | | 13 | Tiruvannamalai | 2 |

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| | | | | | |
|------------------|------------------|--------------|-------------------------|--|------------|
| | | Total | 13 | | 40 |
| 4 | Karnataka (25) | 1 | Bengaluru Urban | | 11 |
| | | 2 | Belagavi | | 3 |
| | | 3 | Ballari | | 2 |
| | | 4 | Udupi | | 2 |
| | | 5 | Bagalkot | | 1 |
| | | 6 | Bidar | | 1 |
| | | 7 | Bijapur | | 1 |
| | | 8 | Chamarajnar | | 1 |
| | | 9 | Chikballapur | | 1 |
| | | 10 | Chikmagalur | | 1 |
| | | 11 | Chitradurga | | 1 |
| | | Total | 11 | | 25 |
| 5 | Kerala (14) | 1 | Alappuzha | | 3 |
| | | 2 | Kollam | | 3 |
| | | 3 | Kozhikode | | 3 |
| | | 4 | Malappuram | | 3 |
| | | 5 | Thiruvananthapuram | | 3 |
| | | 6 | Ernakulam | | 2 |
| | | Total | 6 | | 17 |
| 6 | Lakshdweep | 1 | Lakshadweep | | 1 |
| | | Total | 1 | | 1 |
| 7 | Puducherry (1) | 1 | Puducherry | | 2 |
| | | Total | 1 | | 2 |
| 8 | Goa (2) | 1 | South Goa | | 2 |
| | | Total | 1 | | 2 |
| | Sub Total | 46 | | | 123 |
| East Zone | | | | | |
| 1 | A&N Island | 1 | Andamans | | 1 |
| | | Total | 1 | | 1 |
| 2 | Bihar (33) | 1 | Patna | | 8 |
| | | 2 | Mothihari (E.Champaran) | | 3 |
| | | 3 | Samastipur | | 3 |
| | | 4 | Bettiah (W.Champaran) | | 2 |
| | | 5 | Bhagalpur | | 2 |
| | | 6 | Buxar | | 2 |
| | | 7 | Jehanabad | | 2 |
| | | 8 | Katihar | | 2 |
| | | 9 | Madhubani | | 2 |
| | | 10 | Muzaffarpur | | 2 |

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| | | | | |
|------------------|-------------------|-----------|----------------------------|-----------|
| | | 11 | Rohtas | 2 |
| | | 12 | Saran | 2 |
| | | 13 | Araria | 1 |
| | | 14 | Aurangabad | 1 |
| | | 15 | Banka | 1 |
| | Total | 15 | | 35 |
| 3 | Jharkhand (15) | 1 | Ranchi | 6 |
| | | 2 | Bokaro | 1 |
| | | 3 | Chaibas (W.Singhbhum) | 1 |
| | | 4 | Chatra | 1 |
| | | 5 | Dhanbad | 1 |
| | | 6 | Dumka | 1 |
| | | 7 | East Singhbhum | 1 |
| | Total | 7 | | 12 |
| 4 | West Bengal (20) | 1 | Kolkata | 16 |
| | | 2 | North Twenty Four Parganas | 5 |
| | | 3 | South Twenty Four Parganas | 4 |
| | | 4 | Birbhum | 3 |
| | | 5 | Burdwan | 3 |
| | | 6 | Hooghly | 3 |
| | | 7 | Howrah | 3 |
| | | 8 | Murshidabad | 3 |
| | | 9 | Paschimi Medinipur | 3 |
| | Total | 9 | | 43 |
| | Sub Total | 32 | | 91 |
| West Zone | | | | |
| 1 | Chhattisgarh (13) | 1 | Durg | 3 |
| | | 2 | Raipur | 2 |
| | | 3 | Balrampur | 1 |
| | | 4 | Bastar | 1 |
| | | 5 | Bilaspur | 1 |
| | | 6 | Janjgir-Champa | 1 |
| | Total | 6 | | 9 |
| 2 | Gujarat (26) | 1 | Ahmedabad | 4 |
| | | 2 | Amreli | 2 |
| | | 3 | Anand | 2 |
| | | 4 | Banaskantha | 2 |
| | | 5 | Bharuch | 2 |
| | | 6 | Bhavnagar | 2 |
| | | 7 | Chhota Udaipur | 2 |
| | | 8 | Rajkot | 2 |

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| | | | | |
|---|--------------------|------------|------------------------|------------|
| | | 9 | Surat | 2 |
| | | 10 | Arvalli | 1 |
| | | 11 | Dahod | 1 |
| | | 12 | Gandhinagar | 1 |
| | Total | 12 | | 23 |
| 3 | D & N Haveli (1) | 1 | Dadra And Nagar Haveli | 1 |
| | Total | 1 | | 1 |
| 4 | Daman & Diu (1) | 1 | Daman | 1 |
| | Total | 1 | | 1 |
| | Sub Total | 20 | | 34 |
| | Grand Total | 215 | | 492 |

Note: Number of Nodal Districts and selected Nodal Districts are subject to change at the discretion of MoSPI.

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General Instructions and other terms and conditions:

1. **Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid and MoSPI, hereinafter referred to as "the client", will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2. **Amendment in Bidding Document.**

2.1 At any time before the deadline for submission of bids, MoSPI may, for any reason, whether at its own initiative or in response to the clarification requested by a bidder, modify the bidding document by amendment.

2.2 All such amendments shall be sent to the bidder's through email/E-Procurement portal.

2.3 If required, in order to allow the bidder's reasonable time to consider the amendment in preparing their bids, MoSPI reserves the right to extend the deadline for the submission of bids.

3. **Rejection of Bid:** Any bid not secured in accordance with the provisions of the RFP, shall be rejected by MoSPI, without any further correspondence, as non-responsive.

4. **Discharge of Security Bid of Unsuccessful Bidders:** Bid Security of unsuccessful Bidders will be discharged/returned as promptly as possible but not later than 30 days from the date of award of the contract.

5. **Discharge of Security Bid of Successful Bidders:** The successful bidder's bid security will be returned subsequent to receipt of the Performance Bank Guarantee from the successful Bidder.

6. **Forfeiture of the Bid Security:** The bid security can be forfeited if a Bidder

a) Withdraws the bid during the period of bid validity specified by the Bidder on the Bid form or

b) In case of the successful bidder, if the Bidder fails to furnish performance bank guarantee in accordance with the RFP.

7. **Period of Validity of Bids:** Bids shall remain valid for 90 days from the date of submission of bids. MoSPI, holds the right to reject a bid which is valid for a period shorter than 90 days as non-responsive, without any correspondence.

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8. The Bidder should submit his bid in the prescribed annexed proforma only. If any Bidder fails to submit his Bid in the prescribed manner, the offer may be rejected.

9. **Validation of interlineations in Bid:** Any interlineations, erasures or overwriting in Technical Bid (Not allowed in case of Financial Bid) shall be valid only if the person or persons signing the bid have authenticated the same with signature. In case there is correction/overwriting which is not authenticated, may result in disqualification of bid.

10. **Rejection of Bid:** The Bid has to be submitted in the form of printed document. The bids submitted by Telex, fax or email shall not be entertained. Any condition put forth by the bidder non-conforming to the bid requirements shall not be entertained and such bid may be rejected.

11. **Deadline for Submission of Bids:**

11.1 **Extension for Last date for Submission:** MoSPI may, at its own discretion, extend the deadline for submission of bids by amending the bid document in which case all rights and obligations of and Bidders previously subject to the deadline, will thereafter be subject to the deadline as extended.

11.2 **Late Bids:** Any bid received after the deadline for submission of bids prescribed by MoSPI will be summarily rejected and returned unopened to the Bidder. MoSPI shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence in the matter will be entertained.

12. **Bid Opening and Evaluation of Bids:**

12.1 **Opening of Bids:** MoSPI will open all Technical Bids in the presence of Bidders' representatives who desires to attend the Technical Bid opening at PM on 2019 in Conference Hall of the MoSPI, East Block-6, Level-5, R K Puram, New Delhi-110066. The Bidder's representative who is present shall sign a register evidencing their attendance. Technical Bids will be opened and evaluated in detail.

12.2 **Opening of Financial Bids:** Only those Technical Bids, which are complete and comply with the Eligibility criteria, will be eligible for Financial Bid evaluation.

12.3 **Rectification of Errors:** Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not

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accept the correction of errors, its bid will be rejected and its bid security would be forfeited.

13. Evaluation and Comparison of Bids:

13.1 Stages of Evaluation: The evaluation of the proposals will be carried out in two stages:

13.1.1 Technical Bid Evaluation: In the first stage, only the Technical Bids would be evaluated and it will be determined as to whether the bid is complete and meets all the eligibility criteria. Bids not conforming to any of the Eligibility Criteria shall be out rightly rejected. Evaluation of Technical Bids by MoSPI shall not be questioned by any of the Bidders. MoSPI may ask Bidder(s) for additional information to verify claims made in Technical Bid documentation, at any point of time before opening of the Financial Proposal.

13.1.2 Financial Bids Evaluation: Only those technical bids that are complete and comply with the Eligibility criteria would be eligible for Financial Bid evaluation. The evaluation of the financial bids shall be in accordance with the total price quoted in this bid document.

Note: Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any attempt by a Bidder to influence the Employer's processing of bids or award decisions may result in the rejection of his Bid.

13.2 MPLADS Division, MoSPI has the right to accept any Bid and to reject any Bid or all Bids: MoSPI reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time before the contract is awarded, without thereby incurring any liability to the affected Bidder or Bidders, with or without assigning any reason.

14. Notification of Award:

Notification to Bidder: Before the expiry of the period of validity of the proposal, MoSPI shall notify the successful Bidder in writing by registered letter or by email or by fax, that its bid has been accepted. The Bidder shall acknowledge in writing receipt of the notification of award and will enter into agreement within specified time.

14.1 Expenses for the contract: The incidental expenses of execution of agreement/contract, if any, shall be borne by the successful bidder.

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14.2 Failure to abide by the Agreement: The conditions stipulated in the work order shall be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of MoSPI to impose penalties as specified in the Bidding document and the agreement.

15. Performance Security:

- The successful bidder shall at its own expense deposit with MoSPI, an unconditional and irrevocable Performance Security from a Commercial Bank, in the form of Bank Guarantee/Demand Draft/Banker's Cheque/Fixed Deposit drawn in favour of "in favour of Pay and Accounts Officer (PAO) (PI), MoSPI, New Delhi" payable at Delhi, for the due performance and fulfilment of the contract by the bidder, in the specified time frame.
- The Performance Security shall be denominated in Indian Rupees only.
- This Performance Security will be for an amount equivalent to 10% of the bid value. All charges whatsoever such as premium; commission etc. with respect to the Performance Security shall be borne by the Bidder.
- The Performance Security shall be valid for a period of 60 days beyond the date of completion of all contractual obligations of the agency.
- The Performance Security may be discharged /returned by MoSPI 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 Performance Security.
- In the event of the bidder being unable to service the contract for whatever reason, the MoSPI would evoke the Performance Security. Notwithstanding and without prejudice to any rights whatsoever of the organization under the Contract in the matter, the proceeds of the Performance Security shall be payable to the MoSPI as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract. MoSPI shall notify the Bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Bidder is in default.
- MoSPI shall also be entitled to make recoveries from the Bidder's bills, Performance Security, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, mis-construction or misstatement.

Termination of Contract

16. Termination of Default: MoSPI may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the qualified Bidder, terminate the contract in whole or in part if:

- The qualified Bidder fails to deliver any or all of the obligations within the time period(s) specified in the contract or any extension thereof granted by the MoSPI.

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- The qualified Bidder fails to perform any other obligations(s) under the contract. However, the disputes, if any, may be referred to Arbitration as per the provision of the RFP.
- The Ministry of Statistics and Programme Implementation reserves the right to terminate the contract at any point of time without assigning any reasons, in such eventuality, the selected agency/bidder shall have to refund the amount released by the Government together with a penal interest of 18% per annum.

17. Termination for Insolvency, Dissolution etc: MoSPI may at any time terminate the contract by giving written notice to the qualified Bidder, without compensation to the qualified Bidder, if the qualified Bidder becomes bankrupt or otherwise insolvent or in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to the MoSPI.

18. Termination for Convenience: MoSPI reserves the right to terminate by prior written notice, the whole or part of the contract. The notice of termination shall specify, for MoSPI's convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective.

19. No Claim Certificate: The qualified Bidder shall not, be entitled to make any claim, whatsoever, against MoSPI under or by virtue of or arising out of this contract nor shall MoSPI entertain or consider any such claim after Bidder shall have signed a "no claim" certificate in favour of MoSPI in such forms as shall be required by MoSPI after the works are finally accepted.

20. Intellectual Property Rights

- MoSPI shall own and have a right in perpetuity to use all Intellectual Property Rights, which have arisen out of or in connection with the implementation of this Contract.
- The agency shall ensure that while using any software, hardware, processes or material in the course of performing the services, it does not infringe the Intellectual Property Rights of any person/agency and the agency shall keep the MoSPI indemnified against all costs, expenses and liabilities whatsoever, arising out of any illegal or unauthorized use (piracy) or in connection with any claim or proceedings relating to any breach or violation of any permission/license terms or infringement of any Intellectual Property Rights by the agency during the course of performance of the Services.
- MoSPI shall retain all right, title and interest in and to any and all data, entered or generated by the agency for MoSPI pursuant to this agreement and any modifications thereto or works derived there from.

Miscellaneous

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21. Standards: The services to be rendered under this contract shall conform to the latest authoritative standards as laid down by the competent institution governing that standard.

22. Confidentiality: The Selected Bidder and its personnel shall not, either during the term or after expiry of this contract, disclose any information relating to the services, contract or MoSPI's business or operations without the prior written consent of MoSPI.

23. Force Majeure:

- Notwithstanding the conditions of the Bid, the Bidder shall not be liable for forfeiture of its performance guarantee, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of MoSPI either in its sovereign or contractual capacity, wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions and freight embargoes.
- If a Force Majeure situation arises, the qualified Bidder shall promptly notify the MoSPI in writing of such conditions and the cause thereof. Unless otherwise directed by MoSPI in writing, the Bidder shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. MoSPI may terminate this contract, by giving a written notice of minimum 30 days to the Bidder, if as a result of Force Majeure the Bidder being unable to perform a material portion of the services for a period of more than 60 days.

24. Arbitration and Jurisdiction: In the event of any dispute relating to the import or meaning of any terms and conditions which could not be solved amicably by the parties, the parties may refer the matter to the Arbitrator to be appointed by the MoSPI on the request of either of the parties for arbitration in consonance with the provisions of the Arbitration and Conciliation Act, 1996 on the designated reference in dispute. All legal proceedings shall lie to the jurisdiction of courts situated in New Delhi, India.

25. Indemnity:

- The agency shall execute and furnish to the MoSPI, a Deed of Indemnity in favour of the MoSPI in a form and manner acceptable to the MoSPI, indemnifying the MoSPI from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind whatsoever suffered, arising or incurred inter alia during and after the

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contract period out of any negligence or wrongful act or omission by the agency.

- The indemnity shall be to the extent of 100% in favour of the MoSPI.

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The information shall be used for technical assessment of the bidder
(Evaluation based on documents submitted by firm for each item)

Format for evaluation of Technical Bid

| S. No. | Criteria | Marks | | |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------|--------------------------------|---------------------------|
| (A) Particulars for Identification and overall turnover. | | | | (Max. Marks: 05) |
| 1. | Name of Agency/Firm | | | |
| 2. | Year of Inception Documents required | S. No. | No. of completed Years | Mark(s) |
| | 1. Copy of Registration. | 1 | less than 3 | 0 |
| | | 2. | 3-5 | 0.5 |
| | | 3 | 6-8 | 1.0 |
| | | 4 | 9-11 | 1.5 |
| | | 5 | Above 12 | 2.0 |
| | | | | (Max. Marks : 02) |
| 3. | Total cumulative turnover of last three years (in Rs. Crore). (provide supporting documents) | S. No. | Turnover (in Rs. Crore) | Mark(s) |
| | | 1 | 5<15 | 1 |
| | | 2 | 15<25 | 2 |
| | | 3 | 25 and above | 3 |
| | | | | (Max. Marks : 03) |
| (B) Relevant Record Experience/ Previous Track Record | | | | (Max. Marks: 10) |

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| | | |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. | <p>Total number of completed same / similar works/studies costing Rs. 50 lakhs & above supporting document (Completion certificate/final payment order, only) in respect of the each works executed to be provided.</p> <p>(In case marks of agency/organisation exceeds the Max Marks then marks of Agencies/Organisations shall be computed by the following method: The agency/organisation securing highest marks shall be awarded 04 marks.</p> <p>Accordingly, the scores of other Agencies/Organisations will be standardised.</p> | <p>1 Mark for each work/Study</p> <p style="text-align: right;">(Max. Marks: 04)</p> |
| 5. | <p>No. of States/UTs covered in multi-state projects (spreading over more than one States/UTs). Marks will be awarded on the basis of the works covering highest no. of states as per list provided in respect of above point no.3. In case marks of agency/organisation exceeds the Max Marks then marks of Agencies/Organisations shall be computed by the following method: The agency/organisation securing highest marks shall be awarded 06 marks. Accordingly, the scores of other Agencies/Organisations will be standardised.</p> | <p>One mark for each distinct State/UT in respect of the project covering the highest number of states/UTs.</p> <p style="text-align: right;">(Max. Marks: 06)</p> |
| <p>(C) Organizational Strength & Infrastructure</p> | | <p style="text-align: right;">(Max. marks: 25)</p> |

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| | | | | |
|----|---------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------|----------------|
| 6. | Reach/network organization, if any (Provide the name of States where organisation has offices in enclosed Annexure VI.) | | | |
| | | S. No. | No. of states/UTs | Mark(s) |
| | | 1. | > 5 | 5 |
| | | 2. | 5-10 | 10 |
| | | 3. | 11-20 | 15 |
| | | 4. | 20 -25 | 20 |
| | 5. | Over 25 | 25 | |
| | The agency/organisation securing highest marks shall be awarded 25 marks. | | | |
| | Accordingly, the scores of other Agencies/Organisations will be standardized. | (Max. Marks: 25) | | |

| | | | | |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------|-------------------------|
| (D) Quality and Experience of Technical Personnel | | | | (Max. Marks: 35) |
| 7. | Experience for Project Leader in evaluation work in years. | S. No. | Experience (in Years) | Mark(s) |
| | | 1 | >15 | 10 |
| | | 2 | 10-15 | 7.5 |
| | | 3 | <10 | 5 |
| | | | | (Max. Marks: 15) |
| 8. | No. of Personnel in Analyst / Report writing etc. (In prescribed format Annex. VIII) | S. No. | No. of Personnels | Mark(s) |
| | | 1 | >5 | 7.5 |
| | | 2 | 3-5 | 5 |
| | | 3 | <3 | 2.5 |
| Accordingly, the scores of other Agencies/Organisations will be calculated. | | | | (Max. Marks: 10) |
| 9. | No. of field staff (this may exclude the personnel included in S. No. 7 and 8) (In prescribed format Annex - VIII) | S. No. | No. of Personnel's | Mark(s) |
| | | 1 | <10 | 0 |
| | | 2 | 11-15 | 5 |
| | | 3 | 16-20 | 10 |
| | | 4 | Above 20 | 15 |
| Accordingly, the scores of other Agencies/Organisations will be calculated. | | | | (Max. Marks: 10) |
| (E) Self Assessment and Presentation on plan of work | | | | (Max. Marks: 25) |
| 10. | Self-assessment of the | | | |

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| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <p>capacity. The proposed model of the bidder for undertaking the work with due justification of resource deployment and action plan for completion of the project by the target dates. (Based on comprehensive information given of Annexure III and other detailed action plan to be enclosed).</p> <p>A presentation to this effect may be given by the bidders at the time of opening of Technical bids.</p> | <p>(Max. Marks: 25)</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|

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Annexure IV

(as referred to in para 6(A))

Price/Financial Bid

Total cost for monitoring of Assets in 215 Nodal Districts (Including GST and other taxes/cess etc.). in words.....

**Authorized Signatory
Seal of Company**

Raj. Krishna Bhoir
07/10/2019

CERTIFICATE

It is certified that:

The information given above is TRUE to the best of my knowledge. The organization shall stand liable if any information given above is later found to be FALSE, including the forfeiture of any payment due to it.

The professional, staff, equipment and all requisite infrastructure facilities mentioned in this bid shall be made available for this study in due time.

I am competent to sign this Certificate.

Date: _____
Authorized Signatory: _____
Place: _____
Name _____
Seal of the organization _____
Designation _____

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07/10/2019

Annexure-VIII

(as referred to in Annexure-III)

**Format for indicating educational qualifications and experience of
the personnel/Staff to be engaged**

| S.No. | Designation | Number of personnel to be appointed | Educational Qualification | Experience |
|-------|-------------|----------------------------------------|------------------------------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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(As referred to in para 6B (vii))

**Ministry of Finance, D/o Expenditure OM F.No.66(59)PFC-II/2018-Pt dated
22.5.2019.**

No. 66(59) PFC-II/2018-Pt
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
22nd May, 2019

OFFICE MEMORANDUM

Sub: Sample ToR of Central Sector Schemes

Please find enclosed final Standard Terms of Reference (ToR) Template for Central Sector Schemes prepared by NITI Aayog in consultation with Department of Expenditure as communicated vide their OM No. I-19011/33/2019-DME0 dated 16.5.2019. The first part of the template outlines the structure of the report and the second part is the explanatory memorandum. With the issue of this template which is generic in nature, individual vetting of each Central Sector scheme by NITI Aayog will not be required. However, in the opinion of the Ministry/Department, if any particular scheme so demands, the Ministry/Department may like to approach NITI for specific addendum or revision in this template.

2. This issues with the approval of Secretary (Expenditure).

Harsha Dass
Harsha Dass *22/5/2019*
Director (PFC-II)
Tel. No. 23092578

**Financial Advisors
All Ministries/Departments of Government of India**

Encl: As above

Copy to:
DG/DME0 w.r.t. OM Mo.I-19011/33/2019-DME0 dated 16.5.2019

Raj Krishan Bhatia
07/10/2019

Template for Evaluation of Central Sector Scheme: [Scheme Name]

Name of Department / Name of Ministry

1 EXECUTIVE SUMMARY

2 OVERVIEW OF THE SCHEME

2.1 Background of the scheme

- a) Brief write up on the scheme including Objectives, Implementation Mechanism, Scheme architecture / design
- b) Name of Sub-schemes / components
- c) Year of commencement of scheme
- d) Present status with coverage of scheme (operational / non-operational)
- e) Sustainable Development Goals (SDG) Served
- f) National Development Plans (NDP) Served

2.2 Budgetary allocation and expenditure pattern of the scheme

| Sub-scheme / Component | [Year 1] | | | [Year 2] | | | [Year3] | | | [Year 4] | | | [Year 5] | | |
|------------------------|----------|----|--------|----------|----|--------|---------|----|--------|----------|----|--------|----------|----|--------|
| | BE | RE | Actual | BE | RE | Actual | BE | RE | Actual | BE | RE | Actual | BE | RE | Actual |
| | | | | | | | | | | | | | | | |

2.3 Summary of past evaluation since inception of scheme

| Year of Evaluation | Agency hired for Evaluation | Recommendations made and accepted | Recommendations made but not accepted |
|--------------------|-----------------------------|-----------------------------------|---------------------------------------|
| | | | |

3. METHODOLOGY

3.1 Approach (Methodology adopted), Division of country into 6 Geographical Regions / Zones (North, South, East, West, North East and Central) as classified by NSSO.

3.2 Sample size and sample selection process, tools used: field study / questionnaire, primary and secondary data.

4. OBJECTIVE OF THE STUDY

4.1 Performance of the scheme based on the Output / Outcome indicators

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4.2 Additional parameters

a) Coverage of beneficiaries

| State | | | | District | | | |
|-------|--------|-------|--------|----------|--------|-------|--------|
| Urban | | Rural | | Urban | | Rural | |
| Male | Female | Male | Female | Male | Female | Male | Female |
| SC/ST | SC/ST | SC/ST | SC/ST | SC/ST | SC/ST | SC/ST | SC/ST |

b) Implementation mechanism

c) Training / Capacity building of administrators / facilitators

d) IEC activities

e) Asset / Service creation & its maintenance plan

f) Benefits (Individual, community)

g) Convergence with scheme of own Ministry / Department or of other Ministry / Department.

4.3 Gaps in achievement of outcomes

4.4 Key Bottlenecks & Challenges

4.5 Input Use Efficiency

5. OBSERVATIONS AND RECOMMENDATIONS

5.1 Thematic Assessment

5.2 Externalities

6. CONCLUSION

6.1 Issues & challenges

6.2 Vision for the future

6.3 Recommendation for scheme with reasons

7. REFERENCES

8. APPENDICES

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EXPLANATORY MEMORANDUM

2.1(a) Latest guidelines of the scheme may also be annexed.

2.1(b) Sub-schemes/ components which have separate budgetary allocations either through budget line or through Detailed Demand for Grants(DDG) may also be listed along with component-wise budget allocation.

2.1(d) Details of number of states/districts/villages where the scheme is functional may be included.

2.1 (e) & (f) May be linked with objective of the scheme.

2.2 If DDG makes allocations for certain items which are not shown as sub schemes/components, the same may be separately indicated along with allocation in the table.

3.1 Complete list of states as classified by NSSO may be seen on its website.

4.1 Output / Outcome Indicators as proposed/ prepared by NITI Aayog may be considered. In the absence of these, indicators as spelt out in SFC/ EFC memorandum during appraisal of the scheme may be utilized.

Output / Outcome Indicators (numbers or percentage) must be compared with base year value at all time points (periodicity) as per monitoring mechanism framework, also defined in SFC/EFC Memorandums.

4.2 (a) Tabulated information up to Tehsil / Block Level and if possible, up to village level may be provided.

4.2 (b) Focus should be on clarity of instructions, availability of scheme or programme guidelines, clear definition of roles and responsibilities of functionaries and the number and nature of clarifications / additional instructions issued w.r.t. scheme guidelines.

4.2 (c) Details about training (PFMS /EAT Module, scheme's portal or any other) with number of interventions and levels at which these interventions were carried out may be included.

4.2 (d) Details about Stakeholders / Beneficiaries, details of campaigns, media, frequency, feedback etc. may be included.

4.2 (g) Details about apparatus-manpower office transport etc. may be included. If there is no convergence, NIL may be recorded.

4.3 These gaps could be attributed to absence of interventions/ non-performance of existing interventions.

4.4 Focus may be on Financial, Administrative, Project Management and any other Key Bottlenecks & Challenges.

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4.5 Details of (a) requirement of funds as indicated in EFC / SFC in relation to actual allocation of funds including timelines of release (b) requirement and allotment of manpower in implementation of scheme / programme at various levels (PMU / Central / State) (c) Involvement of private players, volunteers, non-governmental organizations and local community etc. in the scheme may be provided.

5.1 Thematic assessment should focus on Accountability, Transparency, Employment generation (direct / indirect), Climate change and sustainability, Role of TSP/ SCSP, Use of IT, Behavioral change in stakeholder/beneficiary, R&D, Role, functions, involvement / support of State govts.

Cross cutting themes can be assessed both through secondary data as well as primary. While conducting meta-analysis of existing reports, the evaluator should actively review the cross-cutting themes. The primary data for cross cutting themes will be elicited through specific questions and responses during the key informant interviews and beneficiary surveys. For example, use of IT in scheme implementation, fund flow, monitoring and evaluation can be assessed from interaction with concerned ministries/departments as well as states officials. Similarly, gender mainstreaming can be assessed by introducing specific questions on changes in knowledge, attitude and practices pertaining to gender equality, attributable to the CS intervention at hand, through household surveys.

5.2 Details of best practices, innovations or scheme / projects where best practices were replicated may be provided.

6.3 It is essential to highlight the importance of recommendations made for the scheme. The evaluation agency may provide recommendation for the scheme in any of the following categories (a) Continue in existing form (b) Continue with some Modifications (suggest modifications) (c) scale up the scheme (Financial/ Physical / both) (d) Scale down the scheme (Financial/ Physical/ both) (e) Close (f) Merge with another scheme as sub-scheme/component.

Raj. Krishan Bhenia
07/10/2019