

**Office of District Magistrate-cum-Deputy Commissioner Lohardaga
(Planning Section)**

Address: District Planning Office, First Floor,
District Collectorate, Lohardaga. PIN: 835302
Contact No.: 9006872832
Email: dpoloh20@gmail.com

Reference No:-

Date:- 20.10.2020

Very Short Request for Proposal

S.No.	Information	Details
1	Name of the work	Residential Training and Certification of 60 women on industrial sewing for a period of 60 days
2	Period of Work	60 days
3	Date of Publication of Bid on website	Date - 20.10.2020
4	Tender Cost	No cost is applicable.
5	Last date and time of receipt of Tender	29.10.2020 until 03:00 PM.
6	Bid submission Place	District Planning Office, First Floor, District Collectorate, Lohardaga. PIN: 835302
7	Date and Time of Bid Opening	Date-31.10.2020, 11:00 AM
8	Opening Validity of Bid	Validity of Bid: 90 days
9	Bid Opening Place	District Planning Office, First Floor, District Collectorate, Lohardaga. PIN: 835302
10	Name & address of office inviting tender	District Planning Office, First Floor, District Collectorate, Lohardaga. PIN: 835302
11	Helpline Number	9006872832: District Planning Officer, Lohardaga

**NOTE:- For further information please visit website:
www.lohardaga.nic.in**


**Deputy Commissioner
Lohardaga**

District Collectorate, Lohardaga (Jharkhand)

**(District Planning Office)
Request for Proposal (RFP)**

1. Terms of the RFP:

- (1) The Proposal should be filled by the bidders in English or Hindi language only. **If any supporting documents submitted are in any language other than English or Hindi, attested copies of true and verbatim translation of the same in English or Hindi language is to be duly submitted by the Bidders.** For purposes of interpretation of the documents, the English or Hindi translation shall govern.
- (2) The Proposals should be submitted at the Bid Submission Venue in person.
- (3) The bidders should submit their responses as per the format given in this RFP in the following manner:
The responses -- Pre-Qualification, Technical Proposal and Financial Proposal -- should be covered in three separate sealed envelopes with the headings **“A-Pre-Qualification Proposal”, “B-Technical Proposal”** and **“C-Financial Proposal”** respectively.
Please note that prices should be indicated in the Financial Proposal only.
- (4) All the pages of the proposal must be serially numbered (page <.> of <.>) and must contain an index with page numbers.
- (5) All pages of the bid documents shall be signed and stamped by the person or persons authorised to sign the bid.
- (6) The three separate envelopes containing Pre-Qualification Proposal, Technical Proposal and Financial Proposal should be put in another single sealed envelope clearly marked **“Response to RFP for Residential Training and Certification of 60 women on industrial sewing for a period of 60 days”- <RFP reference no.>**, and the wordings **“DO NOT OPEN BEFORE 11:00 AM on 31.10.2020”**.
- (7) The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared “Late”.
- (8) Any deficiency in the documentation may result in the rejection of the Bid.
- (9) Any proposal received by the District Planning Office after the stipulated time and date for the receipt of proposals prescribed in this document will be rejected and be returned unopened to the bidding agency.
- (10) A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal.
- (11) The financial offer submitted by the Bidders should be valid for a minimum period of 90 days from the closing date of submission of the bid.

2. Work Details:

The agency would have to provide the following:

- Daily training on industrial sewing for 8 hours a day for a period of exactly 60 days for 60 candidates.
- Boarding and lodging.
- Assessment and certification.

3. Bid Evaluation Process:

Bid evaluation will be held in three stages:

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Stage I: Pre-Qualification

Initial Bid scrutiny will be held first after opening of Pre-Qualification Proposals. All unresponsive bids will be eliminated after this stage, and will not be considered for the next stage.

Evaluation criteria for Stage I is listed below:

Stage I Evaluation Details: Eligibility Evaluation Criteria (Pre-Qualification Criteria)

S.No.	Qualification Criteria	Documentary Evidence Required
1	Authorization from the Bidding Organisation should be available.	Copy of Power of Attorney in the name of the Authorized signatory
2	The bidder/agency: a) Should be registered Organisation as Proprietorship/ Partnership Organisation/ LLC/Pvt. Ltd. Company/Not for Profit under the Societies Registration Act of India b) Should be at least three years old entity.	Agency should provide the AoA (in case of registered Organisation), Bye Laws and certificate of registration (in case of Pvt Ltd. and LLC), Partnership Deed (in case of partnership deed), relevant documents in case of registration under the Societies Registration Act of India.
3	The Bidder/Agency should be registered with the GST/PAN/TAN.	Provide the copy of GST/PAN/TAN registration number.
4	The Agency must have prior experience of implementing similar projects within the last 3 years.	Completion Certificates from the client OR Work order/MoU + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order/MoU + Phase Completion Certificate from the client
5	The Agency should have valid income tax returns for the last three financial years (FY 2017-18, 2018-19, 2019-20) issued by the Income Tax Department.	Provide Documentary proof of Income Tax returns for the last three financial years.
6	The Agency shall not be under a declaration of ineligibility for corrupt or fraudulent practices, and should not be blacklisted by any state Govt./ Central Govt./ PSU for any reason.	The Agency should provide affidavit in original for non-engagement in fraudulent corrupt practices, non-blacklisting in any state Govt./ Central Govt./ PSU for any reason in the last three financial years.

Stage II: Technical Bid – 50 Marks

Technical bids will be opened, and the Administration will prepare a list of responsive bidders who satisfy all the 'Terms and Conditions' of the RFP. This would be followed by marking of the bidders based on the following criteria:

S. No.	Evaluation Criteria	Max. Marks	Supporting Documents
1.	Location of training setup of the Agency, where training would be carried out.	20	Copy of Electricity Bill, Tax Bill or Copy of the Agreement to be attached.
2.	Experience of implementing similar projects in the last 5 years.	15	Completion Certificates from the client OR Work Order/MoU + Self Certificate of Completion (Certified by the Statutory Auditor) OR Work Order/MoU + Phase Completion Certificate (for ongoing projects) from client.
3.	Presentation of training plan	15	A detailed proposed project implementation plan containing the following: (1) Timeline (2) Details of experience of trainers (3) Facilities to be provided (4) Topics to be covered as part of the training

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Bidders, whose bids are responsive and who score at least 30 out of 50 marks in the technical evaluation criteria would be considered technically qualified. Financial bids of only the technically qualified bidders would be opened.

Stage II: Financial Bid – 50 Marks

- i. The Financial Bids of technically qualified Bidders (as per format defined in Appendix 4) will be opened in the presence of Bidder's representatives. The date, time and venue of opening of financial bid will be communicated to the technically qualified bidders separately and/or posted in the District Administration website www.lohardaga.nic.in
- ii. If an Agency quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- iii. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- iv. The **bid price will include all taxes and levies** and shall be in Indian Rupees.
- v. Any conditional bid would be rejected.
- vi. **Errors & Rectification:** Arithmetical errors will be rectified on the following basis:
- vii. "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
- viii. The Agency/Bidder with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the bidders which did not get disqualified on the basis of stages I or II of the evaluation process mentioned above). 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 50} (Rounded off to two decimal places)

4. Appointment of Consulting Agency

a. Award Criteria

The District Administration will award the Contract to **one** successful Bidder whose proposal meets all the pre-qualification criteria, and who scores the highest overall marks in the technical bid and financial bid combined.

b. Right to Accept Any Proposal and to Reject Any or All Proposal (s)

The District Administration reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or bidders of the grounds for the District Administration's action.

c. Notification of Award

Prior to the expiration of the bid validity period, the District Administration will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case, due to some unforeseeable circumstances, the tendering process is not completed within the

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bid validity period, the District Administration may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract.

d. Signing of Contract

The District Administration shall enter into a contract with the successful bidder incorporating necessary details of scope of work, deliverables, timeline, payment schedule, pre-bid clarifications, and resource person's deployment, the financial proposal of the bidder and other clauses as necessary.

e. Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the proposed Contract Terms and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event the District Administration may award the contract to the next best value Bidder or call for new proposals from the interested Bidders.

f. Terms of Payment

- i. The prices quoted in the contract cannot be increased except if expressed written approval is provided by DC, Lohardaga against the request submitted by the agency.
- ii. All other terms of payment would be defined in the Work Order given to the successful agency.

g. Litigation

Any dispute arising out of this RFP or the contract signed by the District Administration with the successful bidder or any other bidder participating in this procurement process shall be subject to the jurisdiction of Jharkhand High Court.

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Appendix -1: Compliance Sheet for Pre-Qualification Proposal

S.No.	Qualification Criteria	Documentary Evidence Required	Compliance Submitted (Yes/No)	Reference Page No.
1	Authorization from the Bidding Organisation should be available.	Copy of Power of Attorney in the name of the Authorized signatory		
2	The bidder/agency: a) Should be registered Organisation as Proprietorship/ Partnership Organisation/ LLC/Pvt. Ltd. Company/Not for Profit under the Societies Registration Act of India b) Should be at least three years old entity.	Agency should provide the AoA (in case of registered Organisation), Bye Laws and certificate of registration (in case of Pvt Ltd. and LLC), Partnership Deed (in case of partnership deed), relevant documents in case of registration under the Societies Registration Act of India.		
3	The Bidder/Agency should be registered with the GST/PAN/TAN.	Provide the copy of GST/PAN/TAN registration number.		
4	The Agency must have prior experience of implementing similar projects within the last 3 years.	Completion Certificates from the client OR Work order/MoU + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order/MoU + Phase Completion Certificate from the client		
5	The Agency should have valid income tax returns for the last three financial years (FY 2017-18, 2018-19, 2019-20) issued by the Income Tax Department.	Provide Documentary proof of Income Tax returns for the last three financial years.		
6	The Agency shall not be under a declaration of ineligibility for corrupt or fraudulent practices, and should not be blacklisted by any state Govt./ Central Govt./ PSU for any reason.	The Agency should provide affidavit in original for non-engagement in fraudulent corrupt practices, non-blacklisting in any state Govt./ Central Govt./ PSU for any reason in the last three financial years.		

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Appendix -2: Compliance Sheet for Technical Proposal

S. No.	Evaluation Criteria	Supporting Documents	Compliance Submitted (Yes/No)	Reference Page No.
1.	Location of training setup of the Agency, where training would be carried out.	Copy of Electricity Bill, Tax Bill or Copy of the Agreement to be attached.		
2.	Experience of implementing similar projects in the last 5 years.	Completion Certificates from the client OR Work Order/MoU + Self Certificate of Completion (Certified by the Statutory Auditor) OR Work Order/MoU + Phase Completion Certificate (for ongoing projects) from client.		
3.	Presentation of training plan	A detailed proposed project implementation plan containing the following: (1) Timeline (2) Details of experience of trainers (3) Facilities to be provided (4) Topics to be covered as part of the training		

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Appendix - 3: Compliance Sheet for Technical Proposal

To,
District Planning Officer
Lohardaga (Jharkhand)

Tele: 9006872832
Email: dpoloh20@gmail.com

Subject: Submission of the Technical bid for 'Residential Training of 60 women on industrial sewing for a period of 60 days.'

Dear Sir/Madam,

We, the undersigned, offer to provide training services to the District Administration, Lohardaga on 'Residential Training and Certification of 60 women on industrial sewing for a period of 60 days.' with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial bid sealed in a separate envelope.

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 undertake, if our Proposal is accepted, to initiate work on the assignment not later than the date indicated in the Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 90 days as stipulated in the RFP document.

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

Yours sincerely,

Authorized Signature (In full and initials):

Name and Title of Signatory:

Name of Organisation:

Address:

Location:

Appendix – 4: Compliance Sheet for Bid

BID (Financial/ Price Chart)

Date:

To,

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Sub : Submission of BID

Having examined the BID Document No dated..... I/We the undersigned, offer to quote the following rate towards the scope of the work/TOR/ RFP.

S No.	Training Component	Per Student Cost	Quantity	Total Cost
A	B	C	D	E
1				
2				
3				
4				
Total				

Note:

1. The rate quoted should also include all taxes, transport, insurance, printing, out of pocket expenses etc. as applicable for executing the defined scope of work.
2. Conditional bids/ambiguous will be summarily rejected.

Signature & Seal of the bidder

Name of the Signing authority

Designation of authority:

Address:

Place: