

Request for Proposal (RfP)

For Creating & Managing

A Knowledge Dissemination Platform (KDP) with compatible Mobile App (Android and IOS)

(RfP no: FMC/EU/2021-2022/001 dated 28th June 2021)

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1. Purpose of the RfP

The **purpose** of the RfP is to select an expert agency with required competencies for creating the **Knowledge Dissemination Platform (KDP)** with **compatible Mobile App** (Android and IOS) for the project “Promote Bamboo MSME Clusters for Sustainable Development” and managing the same with the project partners and other relevant stakeholders during the project time period.

The purpose of the KDP is to host knowledge-based products & need based enterprise development solutions for wider community of artisans, entrepreneurs, policy stakeholders, technical institutions, and other relevant community. This component will be opened to public with open and restricted use, depending on nature of products. *(Type of Knowledge Products/ Resources for KDP is explained in Table-1)*

2. Contacts

Procurement Manager:
Head (Admn. Finance)
FMC
Email: amit@msmefoundation.org

3. Schedule

#	Details	Timelines
1	RfP Issued	28 th June 2021
2	Request for clarification submitted by the applicant	3 rd July 2021
3	Clarifications provided by FMC (Through Zoom Conferencing and Email)	6 th July 2021
4	Technical & Financial Proposal submission	9 th July 2021
5	Technical Bid opening	12 th July 2021
6	Technical Presentation (At FMC office or Online Zoom/Skype depending on base location of the bidder)	Will be notified
6	Financial Bid opening	Will be notified
7	Communication of results to the bidders	Will be notified
8	Contract signing	Will be notified

4. Project Background

A consortium of 4 agencies viz-Foundation for MSME Clusters (FMC), Commonwealth Educational Media Centre for Asia (FMC) along with Small Industries Development Bank of India (SIDBI), and the Copenhagen Business School (CBS) is implementing a project “**Promote Bamboo MSME Clusters for Sustainable Development**” funded by the **European Union (EU)**.

The overall objective of the project is to promote bamboo as sustainable resource by creating/ upgrading sustainable enterprises and generate green jobs. The project is designed to help local community and other stakeholders collaborate for the promotion of green economy, sustainable growth, economic prosperity, and poverty reduction along with mitigation of climate change.

The project is implemented in the 9 states (Viz: Assam, Arunachal Pradesh, Meghalaya, Mizoram, Tripura, Odisha, Chhattisgarh, Jharkhand & Madhya Pradesh) in India by Focal team of Partners at their respective Head Offices along with Field teams at all the 9 states.

To promote Bamboo based enterprises for sustainable production, the project is providing technical inputs to the bamboo farmers/ harvesters, artisans, and enterprises for making value-added graded, standardised, and eco-friendly treated bamboo material and various bamboo-based applications and gain access to more markets. The project is also strengthening the Business Development Service Providers (BDSPs) for specialised services and suppliers for providing primary production machinery. The project is also working on strengthening local governance systems and intermediaries to ensure sustainability of action and it's scaling up by institutionalisation of knowledge, building capacities of MSMEs through existing/newly created Production Networks (PNs) and setting up & managing of common facility centres (CFCs) in each cluster district to provide common training/ testing/ designs/ facilities. This is also supplemented with financial linkages with bankers with customised business plans. Apart from this, the project is actively engaged with the knowledge institutions and policy stakeholders to leverage their support for enterprise development to supply sustainable supply of green products.

Objective: To make the initiative sustainable with wider impact on the sector, the project intends to create a Knowledge Dissemination Platform (KDP) to enable access to need based technical and managerial information, inputs, insights and guidance for bamboo manufacturing and marketing. The KDP will help facilitate exchange of knowledge and information among various stakeholders within the sector to create economic/ business opportunities, exchange ideas and facilitate policy discussion to aid actions on sustainable industrial development. The KDP should be futuristic and be capable of adding other sectoral MSMEs.

2. The users and beneficiaries of this platform will be:

- a) Raw bamboo suppliers (farmers, collectors, harvesters)
- b) Equipment/ input suppliers (Suppliers of machines, equipment and other inputs like dyes, glue, accessories, etc)
- c) Primary processor MSMEs (Artisans making mats, baskets and/or semi-processed materials)
- d) Secondary product manufacturers (Like units making engineered bamboo-based floor tiles, kitchen utilities, packaging materials, etc)
- e) Public/Private Buyers (such as PSUs, builders, logistic companies, furniture makers/suppliers)
- f) Institutional/individual BDSPs for technical, market, design, skill, management etc.
- g) Financial Institutions (FIs) (Banks, NBFCs)
- h) State, national & international Policy makers and development organizations
- i) MSMEs in general

j) MSME eco system in general

5. Scope of Work

A. **Creation of KDP:** The objective of this phase is to create a digital and a mobile site respectively with the following features:

- a. KDP website and Mobile app should be compatible for android and IOS devices to host knowledge-based products & need based enterprise development solutions for wider community of artisans, entrepreneurs, policy stakeholders, technical institutions, and other relevant community with open and restricted uses, depending on nature of products.
- b. Creation of customized dashboard for analysis of data, auto generation of analytical reports/ insights
- c. Provision of flexibility in adding new input/output parameters.
- d. Login facility to at least 50 persons of the project team and login facility to users (max 15000).
- e. Create system having capability of translation of the KDP with its App in multiple regional languages (Indian) so that people should be able to ask questions in their own language and get messages back in the same language. The languages are mentioned below (this is not an exhaustive list):
 - i. Hindi
 - ii. Assameese
 - iii. Mizo
 - iv. Bengali
 - v. Odiya

(Note: The software will be developed in English but should be scalable to accommodate multilingual capabilities in future)

- f. A dashboard for administrator (s) clearly articulating the performance parameters of the portal so that at any given point of time without having to ask from the contractor the administrator (s) can see the performance of the KDP. These must include among others uptime of all the KDP services, number of queries responded to and the satisfaction rate, users' traffic on the KDP & through its app together along with their demographic/ stakeholder wise breakup, an analysis of the order of services that are being used, over time.
- g. Creation of a system for auto-sourcing of relevant news and insights from other secondary sources and reflecting on the KDP with appropriate validation of the same for adding to the KDP information base and onward dissemination. (Who will identify these blogs or channels of secondary data. This secondary channels will need to have RSS feed capability to get the data other wise there will be commercial costing of the same in operational terms).
- h. Create Learning management system to propagate information to the user database based on creator's conditions. This system should also have controlled access to the users-based user and the content status. This will also track the effective use and user rating of the knowledge articles and provide the reports of usage and ranking
- i. Creation of an online trading platform that should provide the facility to upload the complete details of various entities who will have commercial interest to be enrolled on the platforms. There should be a system to review and check the details before upload. The site will not have buying and selling option but should be able to capture the interest of the buyer and generate lead which can connect both the buyer and sellers. A report needs to be generated to capture these leads to tract the efficacy of the effort. The typical uses are
 - i. Artisans and their products
 - ii. Equipment suppliers and details of their products
 - iii. Consultants and the kind of service offered by them

- iv. Raw material suppliers and their products
- j. Create system for communication and promotion of the KDP: Promote KDP (both website and mobile app) and attract users. Ensure 2-way communication on strategic issues by the users (through posting information, queries, creating contents, etc.) and responses by the project team. At least 100 such posts by users per month are expected that must be responded to with a users' satisfaction rate of not less than 90% which must be measured through a dashboard. Create system for *customised* auto alert (through email/ SMS) to the various categories of users about any new addition/change of information in the KDP tools for automatic answering of queries for which the answers may already be available in the KDP. Generate periodical reports for sending it to the users through mass mailers.
- k. The possible inputs and outputs of the KDP are as follows:

Input from Users

The registration of the users will go through a verification process. The input in the form of information, document or photographs will be uploaded by the users following an approval mechanism in a time bound manner. This approval will be mandatory before the content published by the user are made available to all the users of the platform.

Nature of Organization (PF/SF/Technical Institution (private and public)/Individual BDSP/Financial Institution/GO/Academic Institution/BMO)

Major products/services and photographs and prices thereof

Contact details

Story for sharing

Website

Issues

Information required

Input from FMC

Principal firms with products, prices, photographs

Support firms with products, prices, photographs

Technical Institution (private and public) with services and prices

Individual BDSP with services and prices

Financial Institution with services and prices

GO with services and prices

Academic Institution with services and prices

Stories for learning

Publications

Videos

FAQ

Schemes and sample filled up form

List of relevant BMOs

Outputs

Reply to query

Self-selection of learning material/service provider/support firm/technical Institution (private and public)/financial institution/academic Institution/BMO

Download lists

Chat with expert

Uploading inputs (to be allowed by FMC)

Schemes and filling up form

(B) Maintenance of KDP

- (a) Manage the smooth running of KDP (Website and compatible Mobile app), ensure ease of data entry, uptime level of a minimum of 99.8%,
- (b) Ensure the speed and ease of data access by the users through KDP-website as well as mobile app. Understand, address, and resolve the queries/ technical problems by the users through a customised window to be created where the users can post their problems through enough space and efficient- yet cost-effective method to host the database.

6. Deliverables are as follows:

- i. A Software Requirement specification document for the KDP mentioning the details of requirement, flow of business logic and solutions along with feasibility analysis working along with the project team.
- ii. KDP (Website and compatible Mobile app for android and IOS devices) to host knowledge-based products & need based enterprise development solutions for wider community of artisans, entrepreneurs, policy stakeholders, technical institutions, and other relevant community with open and restricted uses, depending on nature of products
- iii. Maintenance of KDP (Website and compatible Mobile app), ensure ease of data entry, uptime level of a minimum of (99.5%) analysis of data, auto generation of analytical reports/ insights on a customised dashboard while ensuring the speed and ease of data access by the users through KDP-website as well as mobile app. This will also include ensuring space and efficient- yet cost-effective method to host the database
- iv. Promotion of KDP (both website and mobile app) for a minimum of 10,000 active and unique users during the project timeline. A 2-way communication on strategic issues by the users through posting information, queries, creating contents, etc. and responses by the project team. At least 100 such posts by users per month are expected that must be responded to with a users' satisfaction rate of not less than 90% which must be measured through a dashboard
- v. Periodical reports for sending it to the users through mass mailers.
- vi. Login facility to at least 50 persons of the project team and login facility for users.
- vii. A robust and flexible Content management system to enable the project team add/ modify content without any requirement of programming
- viii. A dashboard for administrator (s) showing the performance parameters of the portal so that at any given point of time without having to ask

Only the organisations that are registered as per one of the Indian legal systems such as Companies registered under Companies Act 2013, society, trust, cooperative etc. are eligible to apply. Individuals and groups of unregistered individuals cannot apply. Consultant (Contractor) is expected to work closely with the Lead Partner of the project i.e., the Foundation for MSME Clusters along with FMC and willing to

receive inputs from other partners of the project, in particular Small Industries Development Bank of India (SIDBI). The Consultant is also requested to assess the technical challenges & Commercial implications if the KDP is integrated with the existing knowledge platform Clusterobservatory.in that is being managed currently by the FMC. The commercial implications for this component should be quoted separately in a different envelope and will not form part of financial bid for the purpose of evaluation of tender.

7. Duration

The overall duration of the assignment is 6 months

- | | | |
|------|---|--|
| i. | Defining the Structure Along with Software Requirement Specification: | Within 1 month of Signing the Contract |
| ii. | Development of the KDP & Mobile App: | Within 3 months |
| iii. | Pre-testing/ Trials: | Within 4 th Month |
| iv. | Finalisation of KDP & Mobile App and training to the Project Staff: | Within 5 th Month |
| v. | Maintenance | For one year after completion |

8. Fee

The maximum budget available is (inclusive of applicable tax). The bidder needs to quote the price and Technical Proposal in two separate sealed envelopes.

9. Payment Structure

1st Instalment - 10% on submission of inception report with KDP and Mobile App Structure and technical acceptance by FMC for the release of payment.

2nd Instalment – 30% on Pre-testing and trials of the KDP and Mobile app and technical acceptance by FMC for the release of payment.

3rd Instalment - 50% on satisfactory functioning of the KDP and Mobile app with specific deliverables mentioned in section-5 and acceptance by FMC.

Remaining 10% will be paid after completion of maintenance period.

10. Competency and Expertise Requirements

The professional experience and skills required for the agency are

- Proper combination of skills and composition of the team (One team leader with at least 10 years of relevant experience and at least **4 support experts** for website and mobile app development with at least **5 years of relevant experience each**) for undertaking similar job.
- **Knowledge marketing expertise, design & usage of information dissemination & knowledge sharing tools to identify & ensure usage of similar knowledge dissemination platforms.**
- **Managing/supporting similar knowledge dissemination platforms on self sustainable models will be an added advantage.**
- **The bidder should not be involved in preparing the bid document**

11. Technical Evaluation Criteria

Sr. No	Criteria	Weights
1	Institutional Experience and Knowledge in developing Knowledge based portals	60
1a	Experience of developing Knowledge portals	15
1b	Experience of Developing Mobile App.	15
1c	Experience of working for Social Sector projects through IT based solutions (Knowledge repository, MIS, Survey tools, etc.)	10
1d	Experience of developing and managing similar Knowledge Portal (s) with both Technical as well as Project Management Support	20
2	Understanding of ToR by the Bidder & Proposed Methodology.	30
2a	Demonstrate capacity to effectively undertake the task including clarity on methodology to be followed.	10
2b	Technical presentation by the Team Leader.	20
3	Experience and knowledge of the team and team structure.	10
3a	Qualification & Experience of Team in conducting similar studies.	10
	Total	100

12. Terms & Conditions and Disclaimers

12.1 Costs to be borne by Respondents

All costs and expenses incurred by the bidder with the development, preparation, and submission of bid documents, including the attendance at meetings, discussions, presentations, etc. and providing any additional information required by FMC, will be borne entirely and exclusively by the bidder.

12.2 No Legal Relationship

No binding legal relationship will exist between any of the Bidders and FMC until the issue of purchase order / execution of a contractual agreement.

12.3 Recipient Obligation to inform itself

The Recipient must conduct its own investigation and analysis regarding any information contained in the RfP document and the meaning and impact of that information.

12.4 No liability for loss

The consortium of 4 agencies referred above make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost, or expense which

may arise from or be incurred or suffered on account of anything contained in this RfP or otherwise or arising in any way for participation in this Bid Stage.

12.5. Evaluation of Offers

Each bidder acknowledges and accepts that the FMC and its Project Partners may, in their sole and absolute discretion, apply whatever criteria is deemed appropriate in the selection of consultant, not limited to those selection criteria set out in this RfP document.

The issuance of RfP document is merely an invitation of offers and must not be construed as any agreement or contract or arrangement nor would it be construed as any investigation or review carried out by a Recipient.

13. Verification and Disqualification

13.1 The FMC reserve the right to verify all statements, information and documents submitted by the Bidder in response to the RfP or the Bidding Documents and the Bidder shall, when so required, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by the FMC shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the FMC thereunder.

13.2 The FMC reserve the right to reject any Bid and appropriate the Bid Security if:

- (a) at any time, a material misrepresentation is made or uncovered, or
- (b) the Bidder does not provide, within the time specified by FMC, the supplemental information sought for evaluation of the Bid.
- (c) If it is found during the evaluation or at any time before signing of the contract or during/after its execution that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith, and bid security forfeited.

14. Acceptance of Terms

Bidder will, by responding to FMC for RfP, be deemed to have accepted the terms as stated in this RfP.

15. Acceptance of Selection Process.

Each bidder having responded to this RfP acknowledges having read, understood, and accepted the selection & evaluation process mentioned in this RfP document. The bidder ceases to have any option to object against any of these processes at any stage after submission of its responses to this RfP.

16. Errors and Omissions

Each bidder should notify FMC of any error, omission, or discrepancy found in this RfP document by

17. Communication

Bidders are required to direct all communications related to this RfP, through the Nominated Point of Contact person:

Contact : Amit Tyagi

Position: Head, Admn. & Finance

Email : amit@msmefoundation.org

Note: Separate sealed envelopes for technical proposal and financial bid, duly mentioned on the top of the envelope to be submitted

FMC may, in its absolute discretion, seek additional information or material from any Respondents after the RfP closes and all such information and material provided must be taken to form part of that Respondent's response.

Bidders should provide details of their contact person, telephone, email, and full address(s) to ensure prompt communication on RfP. These details should also be written/ printed without fail on each of the bid's envelopes as well.

FMC may, in its absolute discretion, engage in discussion with any Bidder (or simultaneously with more than one Bidder) after the RfP closes to improve or clarify any response.

18. Notification

FMC will notify selected Bidder/s in writing or by mail as soon as practicable about the outcome of their RfP response.

19. RfP Validity Period

The Bids must remain valid and open for evaluation according to their terms for a period of 90 days from the last date of the submission of bids.

Late RfP Policy: Bids received after the due time and date would be considered late and will not be opened and accepted.

20. Receiving of RfP Response

- 20.1 Receiving of RfP response will be recorded by FMC in a 'Bid Receipt Register' kept for the purpose upon receiving the RfP response. The submission of the response should be in the format outlined in this RfP and should be submitted through courier/ hand delivery. If the submission to this RfP does not include all the documents and information required or is incomplete or submission is through Fax or e-mail mode, the RfP is liable to be rejected.
- 20.2 All submissions, including any accompanying documents, will become the property of FMC. The Bidder shall be deemed to have licensed and granted all rights to the FMC to reproduce the whole or any portion of their submission for the purpose of evaluation and to disclose and/or use the contents of the submission as the basis for any resulting RfP process, notwithstanding any copyright or other intellectual property right of the Recipient that may subsist in the submission or accompanying documents.

21. Requests for information

- 21.1 All queries relating to the RfP, technical or otherwise, must be in writing only and may be sent via email. FMC will try to reply, without any obligation in respect thereof, every reasonable query raised by the Recipients in the manner specified. However, the FMC will not answer any communication reaching later than the time stipulated for the purpose.
- 21.2 FMC may in its absolute discretion seek, but under no obligation to seek, additional information or material from any Bidders after the RfP closes and all such information and material provided must be taken to form part of that Bidder's response. Bidders should invariably provide details of their email address as responses to queries will be provided to all Bidders via email.
- 21.3 FMC may in its sole and absolute discretion engage in discussion with any Bidders (or simultaneously with more than one Respondent) after the RfP closes, to clarify any response.

22. Selection process

Successful Bidder will be selected through two bids evaluation process:

- i) Technical evaluation
- ii) Commercial evaluation

Evaluation of technical bids

The technical bid will be analyzed and evaluated, based on which the Technical Score shall be assigned to each bid based on parameters mentioned above.

Evaluation of Commercial Bids

In this phase, the Commercial Bids of the Bidders, who are found technically qualified in previous phase, will be considered for commercial evaluation.

The date for opening of commercial bids will be separately advised.

Technical Score of the qualified bidders would be announced in the presence of the bidder's representatives and the commercial bids of those bidders would be opened for commercial evaluation in the presence of the bidder's representatives, who may wish to be present. Commercial Score for each vendor will be calculated.

Final Selection of the Eligible Bidder

1. Total Score obtained by each eligible vendor will be calculated as follows:
 $\text{Tech} * 0.8 + \text{Com} * 0.2$
2. The vendor with the highest Score will be selected subject to the acceptance/ compliance of all other terms and conditions defined in this RfP document.
3. Price may be negotiated with the selected bidder before signing of the contract

23. Details of Bids to be submitted

23.1 Bidders are required to submit their responses in two separate envelopes, with contents of each along with Bid Security of the value of Rs. 50,000/- (Rupees Fifty Thousand only) as under:

Technical Bid (As per format enclosed as Annex-I)

Commercial Bid (As per format enclosed as Annex-II)

It should be addressed to the Procurement Manager at the address in the covering letter and sent latest by, Indian Standard time, on the

23.2 All the individual envelopes must be super-scribed with the following information as well:

- i) Name of the bidder, Contact Name, and e-mail id.

23.3 Bids should be enclosed with all relevant documentary proofs / certificates duly sealed and signed.

23.4 Envelope should also contain softcopies of respective response documents of the Technical Bid. Soft copy of the Commercial Bid should not be included in the soft copy of Technical bid.

Important

Bidders must take the following into consideration during preparation and submission of bids.

1. All queries related to the bid submission must be addressed to the below given email ID within 5 days of issuance of this RFP:

info@msmefoundation.org
2. Authorized signatory must sign all the pages of the response.
3. Relevant documents like work order, contracts, project completion certificate, agency's annual report, audited balance sheet, etc. must be submitted as proof wherever necessary. All the pages must be sealed and signed by the authorized signatory of the respondent.
4. Faxed or e-mailed copies of any submission are not acceptable and will be rejected.
5. Responses should be concise and to the point. Submission of irrelevant documents must be avoided.
6. If the bids do not contain all the information required or is incomplete, the proposal is liable to be rejected.

24. BID SECURITY

24.1 The Bidder is required to deposit, along with its Bid, a bid security of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of a bank guarantee issued by a nationalised bank, or a Scheduled Bank having a validity period of not less than 100 (one hundred) days from the Bid Due Date in favour of Foundation for MSME Clusters, New Delhi, which is refundable not later than 60 (sixty) days from the Bid Due Date. The format of Bank guarantee is at Annexure-III

24.2 Bid Security can also be in the form of a demand draft issued by a Scheduled Bank in India, drawn in favour of the above payable at Delhi.

24.3 No interest is payable on the Bid Security deposit so made and the same shall be interest free.

24.4 Any Bid not accompanied by the Bid Security shall be summarily rejected by the Utility as non-responsive.

24.5 FMC shall be entitled to forfeit and appropriate the Bid Security as Damages inter alia in any of the events specified below:

- a) If the Bidder submits a non-responsive Bid.
- b) If the Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
- c) If the Bidder withdraws its Bid after opening and during the period of Bid validity as specified in this RFP or as extended by mutual consent of the respective Bidder(s) and FMC.
- d) In the case of Selected Bidder if it fails within the specified time limit-
 - (i) to sign and return the duplicate copy of Agreement.

The Bidder, by submitting its Bid pursuant to this RFP, shall be deemed to have acknowledged and confirmed that FMC will suffer loss and damage on account of withdrawal of its Bid or for any other default by the Bidder during the period of Bid validity as specified in this RFP.

25. FRAUD AND CORRUPT PRACTICES

25.1) The Bidders and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Bidding Process and after the issue of the contract and during the subsistence of the contract. Notwithstanding anything to the contrary contained herein, FMC may reject a Bid or terminate the Agreement without being liable in any manner whatsoever to the Bidder if it determines that the party has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice in the Bidding Process. In such an event, FMC shall be entitled to forfeit and appropriate the Bid Security as Damages, without prejudice to any other right or remedy that may be available under law.

Annexure –I. Technical Bid Format
(RfP No: dated)

Part One General Details of the Bidder				
1	Name of the Bidder			
2	Address of the Bidder			
3	Legal Status of the Agency			
4	Details of Incorporation of the Agency	Date:		
		Ref.#		
5	Details of Commencement of Business/ Service	Date:		
		Ref.#		
i.	Permanent Account Number (PAN)			
ii.	GST Number			
13	Name & Designation of the contact person to whom all references shall be made regarding this tender and in whose name the power of attorney has been issued.			
	Telephone No. (with STD Code)			
	E-Mail of the contact person			
14	Company website			
15	Financial Details (as per audited Balance Sheets) (in Rupees Cr)			
16	Year	2018-19	2017-18	2016-17
17	Turn Over			

Date
Place

Signature of Authorised Signatory ...
Name...
Designation ...
Name of the Organisation ...
Seal ...

Part Two: Technical Proposal

- A. **Executive Summary:** This should be a brief overview of your tender covering how you intend to achieve the outputs and your assessment of the resources required.
- B. Any Qualification to Terms of Reference
- C. Brief description of the Bidder
- D. Brief description about relevant competencies and experience relevant to the ToR.

Please use the following table to cite the relevant project experiences (Maximum 10 most relevant ones and enclose the support documents (e.g., Contract/ Work Order, Project Completion report, etc):

Title of assignment	Duration (From – To)	Country, State	Value (In Rupees)	Details of Client	Lead Firm/Organization	Short Description about assignment

- E. Technical Response:
 - a. Understanding of the assignment.
 - b. Proposed approach & methodology of the work.
 - c. work plan in the form of a Gantt chart showing activities, milestones, deliverables etc. against time)
- F. Project Organogram with detailed CVs of the proposed staff,

Please provide the summary in the following format and enclose detailed CVs

Name	Proposed Position	Educational qualification	Experience	Task Assigned	Remarks

Annexure –II. Commercial Bid Format
(RfP No: dated)

I. Commercial Proposal

A. Personnel Inputs and Fee Rates

NAME	FIRM	EMPLOYMENT STATUS*	DESCRIPTION / POSITION	No of DAYS	DAILY FEE RATE (INR)	AMOUNT(IN NR)
TOTAL PROFESSIONAL FEES: (A) Rs.						

* Full time employee / project resource

Financial Proposal - Proforma

SUMMARY OF FEE RATES AND EXPENSES

PARTICULARS	AMOUNT (INR)
Total Fees (A)	
Total Reimbursable Expenses (B)	
Sub Total	
GST, if applicable	
TOTAL	

Bidder may please make note of the following:

- i. The costs must be in Indian Rupees.
- ii. No conditions should be stipulated in the commercial bids. The conditional bids shall be rejected.