

**Request for Proposal**

**REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF AN AGENCY FOR  
SETTING UP A PROJECT/PROGRAMME MANAGEMENT UNIT (PMU) FOR  
(SEEKHO AUR KAMAO AND USTAAD) & OTHER RELATED PROGRAMS**

**OF**

**MINISTRY OF MINORITY AFFAIRS  
GOVT. OF INDIA**

**Date: 26.03.2021**

Government of India  
Ministry of Minority Affairs

**TABLE OF CONTENTS**

| <b>Sl. No.</b> | <b>Description</b>                     | <b>Page No.</b> |
|----------------|--|-----------------|
| 1              | Disclaimer                             | 3               |
| 2              | Section 1: Letter of Invitation        | 5               |
| 3              | Section 2: Introduction                | 6               |
| 4              | Section 3: Instructions to the Bidders | 10              |
| 5              | Section 4: Technical Proposal Forms    | 26              |
| 6              | Section 5: Financial Proposal Forms    | 31              |
| 7              | Section 6: Terms of Reference          | 35              |

## **DISCLAIMER**

The information contained in this Request for Proposals document (“**RFP**”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Ministry, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Ministry to the prospective Applicants or any other person. The purpose of this RFP is to provide bidder with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Ministry in relation to the consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Ministry to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP, except for the purpose of this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct for all intents and purposes other than for limited purpose of giving a background of this scheme and should, therefore, conduct his own investigations and analysis and check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Ministry accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Ministry, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant 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, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Ministry also accepts no liability whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFP. The Ministry may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not further imply that the Ministry is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for consultancy and the Ministry reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Ministry or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Ministry shall not be liable in

any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## Section 1

### Letter of Invitation to RFP No. 11/10/2020-SAK-MoMA

Government of India  
Ministry of Minority Affairs  
11th Floor, Pt. Deendayal Antyodaya Bhawan  
CGO Complex, New Delhi – 110003, India

#### Request for Proposal (RFP)

Date: 26.03.2021

**Subject: Request for Proposal (RFP for Selection of an agency for setting up a Project/Programme Management Unit (PMU) for (Seekho aur Kamao and USTAAD) and other related programs of Ministry of Minority Affairs, Govt. of India.**

The Ministry of Minority Affairs, Government of India, intends to engage a Consultancy firm/agency for setting up a Project/Programme Management Unit (PMU) for **(Seekho aur Kamao and USTAAD) and other related programs of Ministry of Minority Affairs, Govt. of India**, details of which have been provided in the RFP document.

Proposals are invited from agencies which have the requisite experience in this field as detailed in the RFP. The salient features of the eligibility criteria and instructions on how to bid and other details are available in the RFP document uploaded on the website <http://www.minorityaffairs.gov.in/>. Important information & tentative dates are mentioned in section 1 of the RFP.

Interested applicants are requested to submit their response to the RFP in a sealed envelope through Speed Post/ Registered Post/Courier or deliver the same by hand super scribing **“Request for Proposal (RFP) for Selection of an agency for setting up a Project/Programme Management Unit (PMU) for (Seekho aur Kamao and USTAAD) and other related programs of Ministry of Minority Affairs, Govt. of India”** on top of the envelope to the following address on or before 19<sup>th</sup> April, 2021, 1500 hrs.

The submission must be addressed to:

*Under Secretary (Seekho aur Kamao)  
Ministry of Minority Affairs  
11<sup>th</sup> Floor, Pt. DeendayalAntyodaya Bhawan  
CGO Complex,  
New Delhi - 110003  
India*

## SECTION 2: INTRODUCTION

### 2.1 Introduction/Background

The Ministry of Minority Affairs (MoMA), Government of India had launched a skill development scheme for the youth of minority communities named as 'Seekho Aur Kamao' scheme in the year 2013 to bring down unemployment rate of minorities during the 12th Five Year Plan period. It targets the youth from 14 to 35 years of age and aims to improve employability of existing workers, school dropouts etc. belonging to minority communities and ensure their placement. It also aims to conserve and update traditional skills of minorities and establish their linkage with market. The scheme will upgrade the skills of minority youth in various modern and traditional vocations depending upon their educational qualifications, present economic trends and the market potential, which can earn them a suitable employment or make them suitably skilled to opt for self-employment. The objectives of the scheme are to conserve and update traditional skills of minorities and establish their linkages with market, to improve employability of existing workers, school dropouts etc. and ensure their placement, to generate means of better livelihood for marginalized minorities and bring them in the mainstream, to enable minorities to avail opportunities in the growing market and to develop potential human resource for the country.

2. The SAK scheme is implemented through empanelled organizations, termed as Project/ Programme Implementing Agencies (PIAs), having expertise in the field of Skill training with industrial association to ensure employability. Priority is given to organizations guaranteeing 75% overall placement percentage and out of that at least 50% placement in organized sector. Further preference is given to organizations which aim at developing NSQF compliant skills of minorities with ensured market linkages and propose the programmes especially in Minority Concentration districts/blocks/towns/cluster and North-Eastern region. In such a scenario, it becomes imperative to have a Programme Management unit (PMU) to initiate processes to ensure proper monitoring, control and timely releases of the grants, to ensure that the scheme runs smoothly.

3. India is known for its traditions and culture, Minority communities in India are known for their unique traditional skills, arts & crafts. However, due to forces of competitive market and globalization they find it difficult to find a firm foot holds in this competitive market. The situation is further aggravated with the deteriorating socio-economic conditions of the master craftsmen/artisans due to which these skilled professionals are forced to join the unorganized labour force to fend for their livelihoods. Skills and the knowledge is stopped from being passed and pursued since generations making these skill sets vulnerable to disappearance.

The Government of India is of the firm conviction that these arts/ crafts need to be preserved especially traditional skills, arts & crafts of the minority communities. There is a need to augment traditional arts and entrepreneurial skill which are the backbone of cottage and small-scale industry and establish better market linkages, enhance branding and ensure access to credit. There is also a need to facilitate the showcasing of traditional arts and crafts and expertise of minorities through regular exhibitions.

The Ministry of Minority Affairs, GoI, implements the uniquely designed scheme USTTAD aiming at preserving heritage of traditional arts and crafts of minority communities and builds capacity of traditional crafts persons and artisans and establishes linkages of traditional skills with the global market.

4. A dedicated Project/Programme Management Unit (PMU) consisting of various domain specialists is proposed to be established within the Ministry for smooth functioning and day to day monitoring of the scheme. **The implementation, monitoring, inspection, publicity, communication service contract management, service delivery management, support in fund release and fund management would be the key responsibilities of the PMU. Apart from the aforementioned duties, support in augmenting the existing portal of the scheme and converting into web-based MIS by integrating several web-services shall also be the mandate of the PMU.**

## **2.2 Request for Proposals**

2.2.1 The Ministry invites proposals for selection of Consultancy firm/agency for setting up a Project/Programme/Programme Management Unit (PMU) for **(Seekho aur Kamao and USTAAD) and other related programs of Ministry of Minority Affairs, Govt. of India.**

2.2.2 The Ministry intends to select a Consultant to provide manpower for the PMU, through a competitive bidding through open invitation to bid, in accordance with the Quality cum Cost Based Selection (QCBS) method procedure set out herein.

## **2.3 Pre-qualification**

2.3.1 Technical and Financial Proposals must be prepared in the prescribed formats and submitted to the below mentioned address:

*Under Secretary (Seekho aur Kamao)  
Ministry of Minority Affairs  
11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan  
CGO Complex,  
New Delhi - 110003  
India*

## **2.4 Due diligence by Applicants**

2.4.1 Applicants are encouraged to get informed about the assignment and the local conditions before submitting the Proposal by contacting or sending written queries to the Ministry's representative mentioned in Para 2.10 and attending a Pre-Proposal Conference on the date and time specified in Para 2.11.

2.4.2 Bidders shall bear all the costs associated with the preparation and submission of their proposals. The Ministry is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.

## **2.5 Availability of RFP Document**

2.5.1 The document can be downloaded from the Official Website of the Ministry (<http://www.minorityaffairs.gov.in/tender>), Seekho and Kamao website and on CPP portal.

## **2.6 Validity of the Proposal**

2.6.1 The Proposal shall remain valid for a period of not less than 120 days from the Proposal Due Date (the “PDD”) i.e. 17.08.2021.

## **2.7 Brief description of the Selection Process**

2.7.1 The Ministry has adopted a two-stage selection process (the “Selection Process”) for evaluating the Proposals comprising the technical and financial bids, to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out as specified in Para 3.19. Based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in Para 3.20. In the second stage, a financial evaluation will be carried out as specified in Para 3.20. Proposals will finally be ranked according to their combined technical and financial scores as specified in Para3.20. The first ranked applicant (the “Selected Applicant”) shall be called for discussions while the second and third ranked Applicants will be kept in reserve.

2.7.2. Incomplete proposals or those received after the specified time and date or not fulfilling the specified requirement shall not be considered.

## **2.8 Currency for payment**

2.8.1 All payments to the Consultant shall be made in INR in accordance with the provisions of this RFP.

## **2.9 Schedule of Selection Process**

2.9.1 The scheduled selection process is given in Data-Sheet at Part-II of Section 3.

## **2.10. Pre-Proposal Queries**

Prospective Applicants may address their queries to the nodal officer specified below:

*Under Secretary (Seekho Aur Kamao)  
Ministry of Minority Affairs  
11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan  
CGO Complex, New Delhi – 110003, India  
Email: vikas.mohan@nic.in  
Phone: 011-24369215*

## **2.11 Pre-bid/ Pre-Proposal Meeting**

The date, time and venue of Pre-Proposal Meeting shall be:

Date: 06.04.2021

Time: 11:00 hrs

Venue: Manthan, Ministry of Minority Affairs  
11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi – 11000 India



Further details regarding the Pre-proposal meeting will be updated on the official website of the Ministry. Applicants may register for the same on or before 05.04.2021 by submitting the following details of the representative at the email address in Para 1.12: Name, Designation, Company, Mobile number, Email Address, Scheme of interest

## **2.12 Communications**

2.12.1 All communications including the submission of Proposal should be addressed to:

*Under Secretary (Seekho aur Kamao)*  
*Ministry of Minority Affairs*  
*11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan*  
*CGO Complex, New Delhi – 110003, India*  
Email: vikas.mohan@nic.in  
Phone: 011 24369215

2.12.2 All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

**Request for Proposal (RFP) for Selection of an Agency for setting up a Project/Programme Management Unit (PMU) for (Seekho aur Kamao and USTAAD) and other related programs of Ministry of Minority Affairs, Govt. of India.**

## SECTION 3: INSTRUCTIONS TO BIDDERS

### PART-I

#### 3.1 Definitions

- (a) “Ministry” means the Ministry of Minority Affairs who has invited bids for **Selection of an Agency for setting up a Project/Programme Management Unit (PMU) for (Seekho aur Kamao and USTAAD) and other related programs of Ministry of Minority Affairs, Govt. of India**, with whom the selected agency will sign the Contract for providing the services as per the terms and conditions of the contract and Terms of Reference (TOR) of this RFP.
- (b) “Consultant” means any entity or person or associations of person who will be selected to provide the Services to the Ministry under the Contract.
- (c) “Contract” means the Contract signed by the Parties for this assignment.
- (d) “Project/Programme specific information” means such part of the Instructions to Consultants used to reflect specific Project/Programme and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the Government of India
- (g) “Instructions to Applicants” means the document which provides bidders with all information needed to prepare their proposals.
- (h) LOI means the Letter of Invitation being sent by Employer to the consultant.
- (i) “Personnel” means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof;
- (j) “Proposal” means the Technical Proposal and the Financial Proposal.
- (k) “RFP” means the Request for Proposal prepared by the Ministry for the selection of Consultant, based on the RFP.
- (l) “Assignment / job” means the work to be performed by the agency pursuant to the Contract.
- (m) “Terms of Reference” (TOR) means the document included in the RFP as Section 6 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.

### 3.2 Scope of Proposal

- 3.2.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant institution/agency possesses the requisite experience and capabilities, required for undertaking the Consultancy, it may participate in the Selection Process as an applicant, in response to this invitation. The terms “Applicant” implies a legal entity registered in India with valid GST registration and PAN number. The firm must be a Company, Partnership firm or Proprietorship; in existence from the last at least 5 years. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.
- 3.2.2 Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by the Ministry through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed and no explanation or justification for any aspect of the Selection Process will be given and that the Ministry’s decisions are without any right of appeal whatsoever.
- 3.2.3 The Applicant shall submit its Proposal in the form and manner specified in Section 3 of the RFP. The Technical Proposal shall be submitted in the form at Section 4 of the RFP and the Financial Proposal shall be submitted in the form at Section 5 of the RFP. Upon selection, the Applicant shall be required to enter into an agreement with the Ministry, the details of the agreement will be provided after the selection of the agency.

### 3.3 Eligibility Criteria for the bidders

The Proposer should submit following documentary evidence on its eligibility/qualification criteria.

| S.No | Parameter   | Must Meet criteria | Documents to be attached   |
|------|---|--------------------|--|
| 1.   | The bidder must be a legal entity registered in India with valid GST registration and PAN number. The firm must be a Company, Partnership firm or Proprietorship; in existence for at least 5 years<br><b>AND</b><br>Bidder should have been in existence and operational continuously in India for last 5 years. | Must Meet          | 1. Certificate of incorporation or any other registration certificate;<br>2. GST registration certificate<br>3. Copy of PAN card |
| 3.   | The bidder should not currently be or have been debarred and / or blacklisted and / or Suspended by any Central / State Government Department/any multilateral agency nor should have any litigation or enquiry pending with regards to the works executed by it.   | Must Meet          | Undertaking to be submitted on letter head of the entity.  |
| 4.   | Bidder should have an <b>average annual</b>   | Must               | A CA certificate on Government   |

| S.No | Parameter  | Must Meet criteria | Documents to be attached  |
|------|--|--------------------|---|
|      | <b>turnover/receipt of minimum of Rs. 10 Crores in consulting services over three financial years</b> for FY 2017-2018, FY 2018-2019 and FY 2019-2020.   | Meet               | Advisory services turnover over the last three financial years including annual audited account to verify the turnover.   |
| 5.   | The bidder shall have minimum manpower strength of 200 persons on its rolls.   | Must Meet          | An undertaking from HR head of the company certifying the number of employees on firm's role  |
| 6.   | The bidder must have experience of having executed similar assignments/ Projects/ Programmes in Central/State Govt. Dept. Schemes<br><br>Bidder should have executed a minimum of 4 contracts of similar nature from Central/ State Government from distinct clients, over the past 3 years. | Must Meet          | Copies of Work order, contracts or/and<br><br>Agreement or Letter from Client or copy of invoices raised to clients or/and<br><br>Completion certificate clearly mentioning the scope of work |
| 7    | An undertaking regarding the availability of the key persons whose CVs are proposed, for the entire assignment duration to be submitted by the bidder.   | Must Meet          | Undertaking to be submitted on letter head of the entity.   |

\*Bidders having experience in successfully executing contracts in skill development sector (NSQF compliant) will be given a preference.

### 3.4 Key Personnel and Support

3.4.1 The Consultant shall put together a multi-disciplinary team (the "PMU Team") for undertaking this assignment. The PMU Team shall consist of the following key personnel\* (the "Key Personnel"). In case of any requirement during the assignment period, the agency shall provide additional staff as per the eligibility prescribed in Para 3.4 on the same cost, terms & conditions.

The composition of the core team of key personnel and their respective responsibilities are specified below:

| Position  | Required Number | Desired Qualification and Work Experience  |
|-----------|-----------------|--|
| Team Lead | 1               | MBA / Master's in Social Sciences / Social Work/ Development Studies / Rural Management or equivalent with over 12 Years experience of working in Technical and Vocational Education and Training or Skill Development Sector. Experience of managing at least two skill |

|                                  |   |   |
|----------------------------------|---|---|
|                                  |   | development schemes at national/state level with an outlay of more than 100 crores.   |
| Finance & Procurement Specialist | 1 | <p>CA/MBA (Finance/Operations) / Masters in Commerce / Accounting.</p> <p>Experience of working with the central/state PMU in development projects with at least 8 years of experience in Public Procurement and Financial/Fund management. Expertise in development of ToR and procurement documents for procurement of goods and services.</p> <p>Experience in designing, building and implementing financial management systems &amp; procedures including preparation of financial reports, and financial statements, including working with PFMS.</p> <p>Proven experience in appraising Skill development / any other investment projects and conversant with government accounting policies &amp; procedures and should be able to manage the banking transactions and Government Accounts.</p> <p>Proven experience of handling projects involving design and development of project appraisal tools, conducting project evaluations etc.</p> <p>Proven ability to prepare necessary financial reports including budget preparation, maintaining books of accounts, statement of expenditure etc., i.e. ability to establish recognized procedures to account for fund use</p> <p>Weightage will be given to candidates who are well-versed / experienced with government procedures and /or extensive Procurement and financial management experience in result based programs in particular financed by international development organizations.</p> |
| IT Lead                          | 1 | <p>M.Tech/B.Tech/B.E/MCA/Masters in Big Data Analysis with over 8 years experience of managing large scale E-governance MIS application in social sector. Experience of designing and operationalization of Skill Development MIS portals, data visualization / dashboard maintenance. The resource must be familiar with MS-Excel and proficient in writing queries in SQL RDBMS database besides a good knowledge of .NET</p>   |
| M&E Lead                         | 1 | Postgraduate degree in Social Science, Economics,   |

|  |   |   |
|--|---|---|
|  |   | Management, Statistics, Labor Economics, Information Technology, or any other related field. More than 8 years of professional experience of designing monitoring frame works and establishing management information systems in the social and economic development sector. Specific experience of developing M&E frameworks for large scale projects and conducting impact evaluation assessments is needed. Proficiency in using statistical analysis software and Excel and Qualitative data analysis software will be an asset. Experience in using frameworks such as log frames etc. would be preferred. |
| M&E Support including capacity building / Training                                     | 2 | Postgraduate degree in Economics, Statistics, Social Science, Labor Economics, Management or any other related field. More than 4 years of professional experience of management information systems in the social and economic development sector. Specific experience of working on M&E frameworks for large scale projects and conducting impact evaluation assessments and capacity building on field is needed. Proficiency in using statistical analysis software, Excel and Qualitative data analysis software will be an asset.   |
| Project Management/ Livelihood / Behavioral Change/ Communication and diversity Expert | 1 | Masters degree in Rural development//economics/ social work / MBA or equivalent. A minimum of 5 years of professional experience relevant in livelihood preferably in diversity and inclusion backdrop. Experience of working with SHGs/ microenterprises/ artisans/ clusters /other government schemes and industries etc. Track record in sustainable livelihoods promotion across wage and self-employment. On field experience of the above is desired.   |

\* Initially only 7 resources are planned to be deployed. However, Ministry can request for deployment of additional resources at the man-month rates as quoted by bidder.

### 3.5 Conflict of Interest

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

3.5.2 The Ministry requires that the Consultant provides professional, objective, and impartial advice and always hold the Ministry’s interest’s paramount, avoid conflicts with

other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Ministry. Violation of this clause shall make the consultant liable for any legal consequences arising out of the same.

3.5.3 Without limitation on the generality of the foregoing, agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below :

- a) **Conflicting Activities:** A consultant or any of its affiliates selected as empanelled PIA to Seekho Aur Kamao / USTAAD or any other similar schemes of Ministry of Minority Affairs shall be disqualified for this assignment as this amount to conflict of interest.
- b) **Conflicting Assignment/job:** A Consultant (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Consultant to be executed for the same or for another Ministry.
- c) **Conflicting Relationships:** A Consultant that has a business or family relationship with a member of the Ministry staff who is directly or indirectly involved in any part of the Project/Programme shall not be awarded the Contract.

3.5.4 A consultant shall disclose any situation of actual or potential conflict that impacts his capacity to serve the best interest of the Ministry, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Consultant fails to disclose said situations and if the Ministry comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its contract during execution of the assignment.

3.5.5 **Unfair Advantage:**

If a Bidder could derive a competitive advantage from having provided consulting services related to the services in question and which is not defined as conflict of interest as per Para 5 above, the Ministry shall make available to all Bidders together with this RFP all information that would in that respect give such Bidder any competitive advantage over competing Bidders.

### **3.5 Number of Proposals**

3.6.1 RFP has been invited for Selection of an Agency for setting up a Project/Programme Management Unit (PMU) for skill development initiatives (Seekho Aur Kamao & USTAAD) and other related aspects for Ministry of Minority Affairs, Govt. of India. No Applicant shall submit more than one proposal.

3.6.2. Applicants will submit separate technical and financial bids under this RFP.

### **3.7 Cost of Proposal**

3.7.1 The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent discussion, visits to the Ministry etc. The Ministry will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

### **3.8 Verification of information**

3.8.1 Applicants are encouraged to submit their respective Proposals after verification of the scheme, guidelines etc. within the purview of this RFP and the applicable laws and regulations or any other matter considered relevant by them.

### **3.9 Acknowledgement by Applicant**

3.9.1 It shall be deemed that by submitting the Proposal, the Applicant has:

- (a) made a complete and careful examination of the RFP;
- (b) received all relevant information requested from the Ministry;
- (c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Ministry or relating to any of the matters referred to in Para 3.8 above;
- (d) satisfied itself about all matters, things and information, including matters referred to in Para 3.8 herein above, necessary and required for submitting an informed Application and performance of all of its obligations as it under ;
- (e) acknowledged that it does not have a Conflict of Interest; and
- (f) agreed to be bound by the undertaking provided by it under and in terms hereof.

3.9.2 The Ministry shall not be liable for any omission, mistake or inadvertent error , on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Ministry.

### **3.10 Right to reject any or all Proposals**

3.10.1 Notwithstanding anything contained in this RFP, the Ministry reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

3.10.2 Without prejudice to the generality of Para 2.10.1, the Ministry reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or discovered, or
- b) the Applicant does not provide, within the time specified by the Ministry, the supplemental information sought by the Ministry for evaluation of the Proposal.
- c) Misrepresentation/ improper and incorrect response by the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Applicant gets disqualified / rejected, then the Ministry reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Ministry, including annulment of the Selection Process.



### **3.11 Proposal Validity**

3.11.1 Clause 3.11 of the data sheet indicates that the proposal will remain valid for 120 days after the submission date. During this period, Consultants shall maintain the availability of professional staff reflected in the proposal and also agree to keep the financial proposal unchanged. The Ministry shall make its best effort to complete discussions/clarifications within this period. Should the need arise; however, the Ministry may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Key Personnel reflect in the Proposal and their financial proposal. Consultants could however, submit new staff replacement, which would be considered in the final evaluation for award of the contract. Consultants, who do not agree, have the right to refuse to extend the validity of their respective Proposals. Under such circumstance, the Ministry shall not consider such proposals for evaluation.

### **3.12 Preparation of Proposal**

3.12.1 The proposal as well as all related correspondence exchanged by the Consultants and the Employer shall be written in English and Hindi language, unless specified otherwise.

3.12.2 In preparing their Proposals, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.12.3 While preparing the Technical Proposal, Consultants must give particular attention to the facts that, the proposal shall take into account a uniform working period of 36 months for each of the 7 resource personnel and agree to all other activities sought by the Ministry in the scope of work.

3.12.4 Submission of the non compliant Technical proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information in the following Paras, as per (a) to (e) below, using the Forms mentioned in Section 4 of the RFP.

3.12.5 The format for submission of the Technical bid is furnished as Form TECH-1 of Section – 4 of the RFP.

- a) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality /effectiveness of the assignment/job/ (Form TECH-2of Section 4)
- b) A description of the performing the assignment/job covering the following: Project/Programme organization and availability of experts, and transfer of knowledge/training. Guidance on the content of this section of the Technical Proposals is provided under Form TECH -3 of Section 3.
- c) The list of the proposed Key Personnel, the position that would be assigned to each staff team member and their tasks to be provided in Form TECH-4 of Section 4.
- d) CVs of the Key Personnel as mentioned in Para 3.12.4(c) above signed by themselves or by their authorized representative (Form TECH-5 of Section 4).
- e) Estimates of work schedule should be given in Form TECH-6 of Section 4.

3.12.6 The Technical Proposal shall not include any financial information. A Technical Proposal containing any financial information SHALL be declared non-responsive.

3.12.7 The **Financial Proposal** shall be prepared using the prescribed Forms (Section 4). It shall list all costs associated with the assignment/job, including (a) remuneration for staff and

(b) reimbursable expenses. If appropriate, these costs should be broken down by activity. The financial proposal shall be rejected summarily, if not found in the prescribed forms.

**3.12.8 Taxes** – The Consultant shall fully familiarize themselves about the applicable domestic duties and taxes on amounts payable by the Ministry under the Contract. **All such duties and taxes must be included by the consultant in the financial proposal itself to avoid rejection of bid.**

### **3.13 Currency**

Consultant shall express the price of their assignment/job in Indian Rupees (INR) only.

### **3.14 Earnest Money Deposit (EMD) and Performance Guarantee**

#### **3.14.1 Earnest Money Deposit**

- a) An earnest money of Rs.20,00,000 (Rupees Twenty lakh only) in the form of bank draft/demand draft in favor of PAO (Sectt.), Ministry of Minority Affairs payable at New Delhi must be submitted.
- b) Proposals not accompanied by EMD shall be declared as non-responsive.
- c) No interest shall be payable by the Employer for the sum deposited as EMD.
- d) The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract by the successful bidder.
- e) The agency (the successful bidder) who will be selected will furnish a performance bank guarantee @ 5% of the total contract amount in the form of a bank guarantee from a scheduled commercial bank for the duration of the empanelment or extended period, if any in favor of PAO, Ministry of Minority Affairs. On receipt of Bank Guarantee, EMD will be refunded without any interest.

### **3.15 Forfeiture of EMD**

The EMD shall be forfeited by the Ministry in the following events:

- a) If the proposal is withdrawn during the validity period or any extension agreed by the Consultant thereof.
- b) If the proposal is varied or modified in a manner not applicable to the Ministry after opening of Proposal during the validity period or any extension thereof.
- c) If the consultant tries to influence the evaluation process or in case of any misrepresentation of facts are observed.

### **3.16 Performance Guarantee**

**The selected consultant for the schemes shall be required to furnish a Performance bank Guarantee equivalent to 5% of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable bank guarantee** from a scheduled commercial bank in India in favor of PAO, Ministry of Minority Affairs at New Delhi for the period of contract, with 120 days claim period beyond the completion of all contractual obligations. The bank guarantee must be submitted after award of contract but before signing of the consultancy contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including

extension period, if any. Performance Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Consultant on any account under the contract. **On submission of performance guarantee and after signing of the contract, EMD would be returned.**

### **3.17 Submission, Receipt and opening of Proposal**

3.17.1 The original proposal, both Technical and Financial shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should be in the format of TECH-1 of Section 4, and FIN-1 of Section 5 respectively.

3.17.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

3.17.3 The original and one copy of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Project/Programme. The envelopes containing the Technical proposals, Financial Proposals and EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, and reference number clearly marked "DO NOT OPEN BEFORE TIME (time and date of the opening indicated in the data sheet)". The Ministry shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This may lead to rejection of the Proposal. If the Financial Proposal is not submitted in a sealed envelope duly marked as indicated above, this will constitute a ground for declaring the Proposal non-responsive.

3.17.4 The proposals must be submitted in person to the addressee indicated in the Data Sheet and received by the Ministry not later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with the Para 3.11. **Any proposal received by the Ministry after the deadline for the submission shall be returned unopened.** Technical Proposals will be opened on the date and time indicated in Data Sheet in the presence of the representatives of the applicants who wish to attend.

### **3.18 Proposal Evaluation**

3.18.1 From the time the proposals are opened to the time the contract is awarded, the applicants should not contact the Ministry on any matter related to its Technical and/ or Financial Proposal. Any effort by applicants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the applicants' proposal forthwith.

3.18.2 The Ministry shall constitute a Bid Evaluation Committee (BEC) for selection/short listing of the proposal.

3.18.3 Evaluation of Technical Proposals: The BEC shall evaluate the Technical Proposals with reference to the Terms of Reference taking into account the evaluation criteria and sub-criteria in Section 3: Instructions to Bidders. In the first stage of evaluation, a proposal shall be rejected if it is found deficient. Only complete proposals satisfying all the criteria shall be further taken up for further evaluation. Evaluation of the technical proposal will be

considered initially and the financial bids shall remain unopened, at this stage. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined below.

### 3.19 Criteria for Evaluation of Technical Proposal

3.19.1 The criteria defined in Section 3: Instructions issued to the Bidders shall be taken into account for the purpose of evaluation of technical proposals. Only those applicants obtaining a total score of minimum 70 (out of 100) or more on the basis of criteria for evaluation given below would be declared technically qualified.

3.19.2 Financial proposals of only those Bidders/applicants which are declared technically qualified shall be opened publicly, on the date and time specified in the Datasheet (contained in Section 3 , Part II), in the presence of the Bidder's/applicant's 'representatives who choose to attend the same. The name of the Consultants, their technical score (if required), and their Financial Proposal shall be read aloud.

### 3.20 Method of Selection

3.20.1 In deciding the final selection of the consultants, the technical quality of the proposal will be given a weightage of 80% on the basis of criteria for evaluation. The price bids of only those consultants who are found to be technically qualified shall be opened. Out of the Proposals which are found to be technically qualified, the proposal with the lowest bid value will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 20%. For working out the combined score, the employer will use the following formula:

Total points:  $(0.8 \times T(s)) + (0.2 \times 100 \times LEC/EC)$ , where T(s) stands for technical score, EC stands for Evaluation Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of the contract and shall be called for discussions and clarifications, if required.

This methodology is sought to be explained through an example, as under:

Example: If in response to this RFP, three proposals, A, B & C were received and the Bid Evaluation Committee awards them score as follows:

Proposal A - 75, Proposal B - 80 and Proposal C - 90 marks respectively, in Technical bids, all the three proposals would be technically accepted. Further, if the quoted price of the proposals A, B & C were Rs.120, 100 & 110 respectively, then the following points for financial proposals may be awarded:

A:  $100/120 = 83$  points    B:  
 $100/100 = 100$  points    A:  
 $100/110 = 91$  points

In the combined evaluation, the process would be as follows:

Proposal A:  $75 \times 0.8 + 83 \times 0.2 = 76.6$

Proposal B:  $80 \times 0.8 + 100 \times 0.2 = 84.0$

Proposal C:  $90 \times 0.8 + 91 \times 0.3 = 90.2$

Proposal C would be considered as H1 and would be recommended for further discussions/clarifications, if considered necessary for approval. The short-listed Consultants will be invited to present their proposals before the BEC.

3.20.2 The BEC shall be authorized to correct any computation errors by the bidder, in the financial bid. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition to the above corrections the items described in the technical Proposals but not priced, shall be assumed to be included in the prices of other activities of items. In case an activity of line items is quantified in the Financial Proposal differently from the technical proposal, no corrections will be allowed to the Financial Proposal.

3.20.3 After opening of the financial proposals of the technically qualified bidder, the bidder with the highest score (H1) will be declared eligible for award of the contract. This selected consultant will then be invited for discussions/clarifications, if considered necessary.

### **3.21 Discussions/clarifications**

**3.21.1 Financial Discussions/clarifications:** Discussions/clarifications, if considered necessary, shall be held only with the bidder/applicant who shall be placed as H-1 bidder after combined evaluation of the Technical and Financial Proposal. Date and Time for discussion shall be communicated to the H-1 bidder/applicant. Representatives conducting discussions/clarifications on behalf of the bidder must have the written authority to discuss and conclude the contract.

### **3.22 Award of Contract**

3.22.1 After selection, the Ministry shall issue a Letter of Intent (LOI) to the selected Consultant and promptly notify all other Bidders who have submitted proposals about the decision taken. The LOI shall be issued, in duplicate, by the Ministry to the Selected Consultant, who shall, within 7 (Seven) days of the receipt of the Letter of Intent, sign and return the duplicate copy of the LOI in acknowledgement thereof. In the event the duplicate copy of the LOI duly signed by the Selected Consultant is not received back by the stipulated date, the Ministry may, unless it consents to extension of time for submission thereof on request of such consultant within the aforesaid stipulated time, appropriate the EMD of such Bidder as Damages on account of failure of the Selected Consultant to acknowledge the LOI. In no case, any bidder except H1 shall be awarded the contract.

3.22.2 The selected consultant will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the standard form of contract in Section-7, within 5 days of receipt of the signed copy of letter of intent (LOI) from the bidder to the Ministry.

3.22.3 The selected Consultant is expected to commence the assignment/job within one week from the date of signing of the Contract.

3.22.4 The PMU shall be constituted initially for a period of three years but extendable by one year at a time with mutual consent between the parties without any price escalation, on the same terms and conditions, as existing, at the end of the third year.

### **3.23 Confidentiality**

Information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of any information related to the process may result in the rejection of its proposal and blacklisting. The successful bidder and personnel shall not either during the term or after expiration of contract disclose any proprietary or confidential information relating to the services, contractor business or operations of Ministry of Minority Affairs without the prior written consent of the Ministry of Minority Affairs. The successful bidder shall ensure that no information about the software, hardware, and database or policies of the Ministry or any other confidential or proprietary information of the user Ministry/Department is removed or taken out in any form including electronic form or otherwise, from the work site by the manpower posted by them.

### **3.24 Reporting**

3.24.1 For all purposes the Project/Programme Management Unit will be reporting to the Joint Secretary/Additional Secretary in charge of the respective scheme and to the representatives authorized there under. The consultant will generate quarterly and yearly progress report highlighting the accomplishment against the agreed operational plan, No files, data or information shall be shared in public domain by the consultant or the staff of this consultant.

### **3.25 Payment Terms**

3.25.1 The terms of payment would be linked as per the deliverables and timelines of the PMU & shall cover the following conditions -

- The payment has been envisaged based on the scope of work for which the work order has been placed with the empanelled Bidder(s).
- All payments shall be subject to deduction of TDS as per the Income Tax Act, 1961 and other applicable taxes including but not limited to Goods and Services Tax (GST), as per applicable laws.
- All payments shall be made subject to adjustment of applicable penalties.
- No TA/DA will be admissible for the first placing of the professional. However, a professional would be entitled to TA/DA if s/he is asked to go on tour for project work from her/his project site.
- TA/DA will be reimbursed on production of original documents. Each work order will be considered a project and TA/DA should not exceed 10 (ten percent) of the work order value.
- The payments will be released against pre-receipted bills in the name of Ministry accompanied with Performance Report/Project Review Report duly put up and approved by concerned Additional/Joint Secretary. Payment will be made within 30 (thirty) days of submission of completed documents.
- The successful bidder would submit pre-receipted bills in the name of Ministry on a

quarterly basis or any other mode as may be agreed between Bidder and Ministry and shall be endeavored to be processed within 30 (thirty) days of receipt, if they are complete in all respect.

**SECTION 3: INSTRUCTIONS TO BIDDERS**

**PART-II**

**DATA SHEET (PROJECT/PROGRAMME SPECIFIC INFORMATION)**

| Clause No. | Particulars of data sheet   |               |
|------------|---|---------------|
| 3.1 (a)    | <b>Name of the Authority :</b> Ministry of Minority Affairs Government of India   |               |
| 2.2.1      | <b>Name of the Assignment/job: Request for Proposal (RFP)for Selection of an Agency for setting up a Project/Programme Management Unit (PMU) for skill development initiatives (Seekho aur Kamao and USTAAD) and other related programs of Ministry of Minority Affairs, Govt. of India</b> |               |
| 2.11       | Date of Pre-bid Meeting : 06.04.2021 at 11 AM<br>Venue: Manthan, Ministry of Minority Affairs, 11 <sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi – 11000 India   |               |
| 3.17       | Last date & time and address for submission of proposal:<br><br>(If due to any unforeseen reason, any holiday is declared on any of the due dates, then the due date will be the next working day.)   |               |
|            | Date:19.04.2021   |               |
|            | Time: 03 PM   |               |
|            | 11 <sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex, New Delhi – 110 003   |               |
| 3.17       | Opening of Technical Proposal   |               |
|            | Date: 20.04.2021  |               |
|            | Time: 11 AM   |               |
|            | 11 <sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex, New Delhi – 110 003   |               |
| 3.17       | Opening of Financial proposal   |               |
|            | Date: 07.05.2021  |               |
|            | Time: 03 PM   |               |
|            | 11 <sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex, New Delhi – 110 003   |               |
| 3.11       | Proposal validity: Proposals must remain valid for 120 days after the last date of submission i.e. 17.08.2021   |               |
| 3.19       | Evaluation Criteria   |               |
|            | <b>Criteria, sub criteria and point system for evaluation to be followed under this procedure is as under:</b>  |               |
|            | <b>Criteria &amp; Sub Criteria</b>  | <b>Points</b> |
| <b>1.</b>  | Specific experience of the Consultant (as a firm) relevant to the Assignment:   | <b>30</b>     |
| 1.1        | Experience in providing services of providing resource personnel or setting up PMU in Central/State govt. sponsored Project/Programmes.<br>More than 12 projects: 12 points<br>10 to 12 projects : 8 points<br>7 to 9 projects: 6 points<br>4 to 6 projects : 4 points                      | 12            |



|            |  |           |
|------------|--|-----------|
| 1.2        | Successfully carried out similar assignments for skill development schemes during the last 10 years, with PMU's having been existence for at least for 2 years.<br>1 point for each project subject to a maximum of 8 points.  | 8         |
| Clause No. | Particulars of data sheet  |           |
| 1.3        | The average annual turnover of the agency in last 3 financial years i.e. (FY 2017-18, FY 2018-19, FY 2019-20 from Government consulting.<br><br>Bidder with highest turnover from Government consulting services amongst all the bidders will get full marks while the rest will get marks on pro-rata basis.  | 10        |
| <b>2</b>   | <b>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)</b><br><i>The Ministry will assess the proposal submitted, in terms of quality and clarity of methodology, suitability to the TORs, realistic and implementable work-plan; quality, experience and balance of the team proposed with appropriate skill mix. The Ministry may request the bidders shall for a presentation on the technical proposal.</i> | <b>30</b> |
| <b>2.1</b> | Technical Approach and Methodology   | 10        |
| <b>2.2</b> | Work Plan  | 5         |
| <b>2.3</b> | Organization and Staffing  | 5         |
| <b>2.4</b> | Technical Presentation   | 10        |
| <b>3</b>   | <b>Key Personnel (as per para 3.3 of section 3)</b><br>Qualitative assessment.<br>Key personal profiles will be evaluated on the basis of educational qualification (50%) and Experience (50%)   | <b>40</b> |
| <b>3.1</b> | <b>Mandatory – Manpower cost for 36 months</b>   |           |
|            | Team Leader (1) – (Full Time)  | 10        |
|            | Finance & Procurement Specialist (1) – (Full Time)   | 6         |
|            | IT Lead (1) – (Full Time)  | 6         |
|            | M&E Lead (1) – (Full Time)   | 6         |
|            | M&E Support including capacity building/training (2) – (Full Time)   | 4+4       |
|            | Project Management / Livelihood/Behavioral Change/Communication and diversity expert (1) – (Full Time)   | 4         |
| 4.         | <b>Method of selection:</b> In deciding the selection of the Consultant, the technical quality of the proposal will be given a weightage of 80%. The method of evaluation of technical qualification will follow the procedure given in para 14 of Part 1.<br>The price bids of only those consultants who qualified technically will be opened. The financial proposal shall be allocated a weightage of 20%.   |           |
| 5.         | Expected date of commencement of consulting assignment/job:  | May 2021  |

**SECTION 4: TECHNICAL PROPOSAL FORMS**

**FORM TECH – 1**

**LETTER OF PROPOSAL SUBMISSION**

Location:

Date:

To,

*Under Secretary (Seekho Aur Kamao)  
Ministry of Minority Affairs  
11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan  
CGO Complex,  
New Delhi - 110003  
India*

Dear.....

We the undersigned, offer to provide the Consultancy assignment for setting up a Project/Programme/Programme Management Unit (PMU) for (Seekho aur Kamao and USTAAD) and other related programs of Ministry of Minority Affairs, Govt. of India, in accordance with your Request for Proposal dated (*Insert Date*). We are hereby submitting hard copies of the proposal, which includes this technical Proposal, and a Financial Proposal sealed in a separate envelope and requisite EMD.

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

2. We understand that the Ministry is not bound to accept any proposal received without due diligence.

Yours sincerely,  
Authorized signature (in full and details):  
Name and Title of Signatory:

Name of agency

## **FORM TECH –2**

### **DESCRIPTION OF METHODOLOGY, WORK PLAN, ORGNANIZATION FOR PERFORMING THE PRESENT ASSIGNMENT**

The Consultant must present his/her Technical Proposal divided into the following four components:

- a) Information regarding the applicant/bidder's organisation :
- b) Experience of Bidder as per Criteria & Sub Criteria stated under Section 3:
- c) Availability of experts (please provide an overview on senior leadership experience and commitment, highlighting expertise) :

**TEAM COMPOSITION AND TASK ASSIGNMENT/ JOBS**

**Key Personnel**

**Mandatory – Manpower cost for 36 months**

| <b>S. No</b> | <b>Name of Staff</b> | <b>Position</b>  | <b>Area of Expertise</b> | <b>Abridged Information on work experience (in less than 200 Words)</b> | <b>Rationale for suitability in reference to TOR</b> |
|--------------|----------------------|--|--------------------------|---|--|
| 1            |                      | Team Leader (1) – (Full Time)  |                          |   |  |
| 2            |                      | Finance & Procurement Specialist (1) – (Full Time)   |                          |   |  |
| 3            |                      | IT Lead (1) – (Full Time)  |                          |   |  |
| 4            |                      | M&E Lead (1) – (Full Time)   |                          |   |  |
| 5            |                      | M&E Support including capacity building/training (1) – (Full Time)                                     |                          |   |  |
| 6            |                      | M&E Support including capacity building/training (1) – (Full Time)                                     |                          |   |  |
| 7            |                      | Project Management / Livelihood/Behavioral Change/Communication and diversity expert (1) – (Full Time) |                          |   |  |

**FORM TECH –4**

**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

1. Proposed Position:

[For each position of key personnel, separate form Tech-4 will be prepared]

2. Name of Institution/agency:

(Insert name of consultancy proposing the staff):

3. Name of Staff:

(Insert full name):

4. Date of Birth:

5. Nationality:

6. Education:

7. Membership of Professional Associations:

8. Other Training (In detail):

9. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since first employment, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To [Year]:

Employer:

Name of Assignment/ job or Project/Programme:

Location:

Main Project/Programme features:

Positions held:

Activities performed:

10. Undertaking:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of Consultant proposed in the CV]

**FORM TECH-5**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND  
DECLARATION**

1. Are there any activities carried out by your Organization or group of company which are of conflicting nature as mentioned in Para-5 of Section-2 of RFP. If yes, please furnish details of any such activities.
2. If no, please certify, as under:

We hereby declare that our firm, our associate / group firm are not indulged in any such activities which can be termed as the conflicting activities under Para-5 of the Section-2. We also acknowledge that in case of misrepresentation of the information; our proposals/contract shall be rejected/ terminated by the Employer which shall be binding onus.

Authorized Signature [In full and initials]: \_\_\_\_\_  
Name and Title of Signatory: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Address: \_\_\_\_\_

## SECTION 5: FINANCIAL PROPOSAL FORMS

FORM FIN – 1

[Location, Date]

To,

*Under Secretary (Seekho Aur Kamao)  
Ministry of Minority Affairs  
11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan  
CGO Complex,  
New Delhi - 110003  
India*

Dear .....

We the undersigned, offer to provide the Consultancy assignment for setting up a Project/Programme Management Unit (PMU) for **(Seekho aur Kamao and USTAAD) and other related programs of Ministry of Minority Affairs**, Govt. of India, in accordance with your Request for Proposal dated (Insert Date). Our attached Financial Proposal for the scheme/s inclusive of all taxes and duties are as under:

| Name of Scheme | Bid amount (in Rs.) |
|----------------|---------------------|
|----------------|---------------------|

2. We hereby confirm that the financial proposal/s is/are unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

2. Our Financial Proposal/s shall be binding upon us subject to the modifications resulting from Contract discussions/clarifications, up to expiration of the validity period of the Proposal, i.e., before the date indicated in Part II Data Sheet.

3. 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 Consultancy:

Address:

FORM FIN – 2

SUMMARY OF COST- Price Bid format

| S. No  | Particulars/Items  | Man month rates (in Rupees) | Man month requirement | *Annual increment, if any (in Rupees) (mention the % change here) | Total Amount per position (in Rupees) |
|--|--|-----------------------------|-----------------------|---|---------------------------------------|
| <b>1</b>                                       | <b>Remuneration Key Personnel and Support staff)</b>   |                             |                       |   |                                       |
| <b>Mandatory – Manpower cost for 36 months</b> |  |                             |                       |   |                                       |
| 1.1  | Team Leader (1) – (Full Time)  |                             | 36                    |   |                                       |
| 1.2  | Finance & Procurement Specialist (1) – (Full Time)   |                             | 36                    |   |                                       |
| 1.3  | IT Lead (1) – (Full Time)  |                             | 36                    |   |                                       |
| 1.4  | M&E Lead (1) – (Full Time)   |                             | 36                    |   |                                       |
| 1.5  | M&E Support including capacity building/training (1) – (Full Time)                                     |                             | 36                    |   |                                       |
| 1.6  | M&E Support including capacity building/training (1) – (Full Time)                                     |                             | 36                    |   |                                       |
| 1.7  | Project Management / Livelihood/Behavioral Change/Communication and diversity expert (1) – (Full Time) |                             | 36                    |   |                                       |
| <b>Sub Total (in digits)</b>                   |  |                             |                       |   |                                       |
| (Sub Total in words)                           |  |                             |                       |   |                                       |
| <b>2</b>                                       | <b>Reimbursable expenses &amp; cost estimates (Indicate)</b>   |                             |                       |   |                                       |
| a  |  |                             |                       |   |                                       |
| b  |  |                             |                       |   |                                       |
| c  |  |                             |                       |   |                                       |
| d  |  |                             |                       |   |                                       |
| e  |  |                             |                       |   |                                       |
| f  |  |                             |                       |   |                                       |
| g  |  |                             |                       |   |                                       |
| h  |  |                             |                       |   |                                       |
| i  |  |                             |                       |   |                                       |



|          |   |  |  |  |  |
|----------|---|--|--|--|--|
|          | <b>Sub Total (in digits)</b>                                    |  |  |  |  |
|          | (Sub Total in words)  |  |  |  |  |
| <b>3</b> | <b>Taxes and duties</b>   |  |  |  |  |
| 3.1      | <i>CGST</i>   |  |  |  |  |
| 3.2      | <i>SGST</i>   |  |  |  |  |
| 3.3      | <i>Other Taxes (Indicate, if any)</i>                           |  |  |  |  |
|          | <b>Total Cost of Financial Bid (including applicable Taxes)</b> |  |  |  |  |

**\*Annual Increment for rate of the key personal's fee (if any) is to be included by the bidder in the price bid.**

**\*\*It is mandatory to fill the cost for all 7 positions.**

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

**FORM FIN – 3**

**BREAKDOWN OF REMUNERATION**

(For details please refer to Note below)

| S.No | Name of Staff | Position | Man<br>month rate<br>for 36<br>months | Yearly<br>increment<br>(if any) | Total<br>Amount in<br>Rupees |
|------|---------------|----------|---------------------------------------|---------------------------------|------------------------------|
|      |               |          | (A)                                   | (B)                             | (A)*(B)                      |
| 1    |               |          |                                       |                                 |                              |
|      |               |          |                                       |                                 |                              |
|      |               |          |                                       |                                 |                              |
|      |               |          |                                       |                                 |                              |
|      |               |          |                                       |                                 |                              |

1. Key Professionals are to be indicated by name.

**Total Remuneration** = \_\_\_\_\_ **Amount in Rupees** (Amount in Words): (Rupees \_\_\_\_\_ Only)

**Notes:**

1. Professional Staff should be indicated individually; Cost of Secretarial services, if any, will be indicated in form FIN-3.
2. Positions of Professional Staff (Key Personnel) shall coincide with the ones indicated in Form TECH-4 & 5.
3. Indicate separately man-month rate for each staff member,

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

## Section 6

### TERMS OF REFERENCE

#### FOR SETTING UP A PROJECT/PROGRAMME MANAGEMENT UNIT (PMU) FOR (SEEKHO AUR KAMAO AND USTAAD) AND OTHER RELATED PROGRAMS OF MINISTRY OF MINORITY AFFAIRS, GOVT. OF INDIA

##### 1. Introduction/Background

###### a. Importance of the scheme in terms of National Priorities

The growth story of Indian Economy has been quite impressive over the past decades with respect to both macroeconomic and socioeconomic performance. According to UNDP<sup>1</sup>, India recorded the largest reduction in the number of people living in the poverty, around 273 million moved out of multidimensional poverty between 2005-6 and 2015-16, These successes in human development, however, have not equally benefitted all sections of the Indian population as some groups continue to lag behind other groups in their access to a range of opportunities. There are substantial disparities with respect to development indicators in comparison to national average and within minority groups. According to the Annual Report on Periodic

Labor Force Survey 2018-19, Labor Force Participation Rate (LFPR) and Workforce Participation Rate (WFPR) of Sikhs (36.7%, 30.1%) and Muslims (32.3%, 34.1%) is below the national average (37.5, 35.3%). Further, digging down the regional disparities, it is revealed that the Workers Population Ratio (WPR) of all ages in 2018-19 was the highest among Christians (39.2%) followed by Hindus (36.4%), Sikhs (34.5%), and then Muslims (30.1%) in rural areas. While the unemployment rate was highest in Christians (7.2%) followed by Sikhs (7.2%) Muslims (6.8%) and Hindus. (5.6%%).

According to Directorate General of Employment and Training (DGE&T) Reports, a majority of Indian workforce lacks marketable skills which are impediment in getting them decent employment and improving their economic condition. Although India has a comparatively large youth population, however, only 10% of the Indian labour forces have acquired vocational skills (8% informal and 2% formal). However, it is interesting to note that there are only 3.1 million vocational training seats available in the country while about 12.8 million persons enter the labour market every year. Also, about 63% of the school students drop out at different stages after reaching class X. Further, there are very few training options available for these school dropouts. This signifies that a large number of school drop outs do not have access to skill development for improving their employability at one side and availability of 12.8 million jobs at the other side. As per estimates of 2011, in India there is a skill gap of about 244 million across 21 key sectors and International Labour Organization (ILO) is of the opinion that India is staring at a 29 million skill-deficit by 2030

According to Sachar Committee Recommendations, the country is going through a high growth phase and this is a time to help the underprivileged to utilize new opportunities through skill development and education. Further, the policy intervention needs to help workers engaged in the growth-oriented sectors to become part of the larger network of market-oriented firms. While for those caught in the stagnant sectors, a transition path needs

<sup>1</sup>Source: United Nations Development Programme (UNDP) and the Oxford Poverty and Human Development Initiative (OPHI)

to be evolved. This will require development of strategies specific to both skill up gradation and availability of credit

According to National Skill Development Policy, it is envisaged that the skills and knowledge are the driving forces of economic growth and social development for any country. Countries with higher and better levels of skills adjust more effectively to the challenges and opportunities in comparison to the ones lacking the essential ingredients for growth

India has the advantage of “demographic dividend and harnessing the demographic dividend through appropriate skill development efforts would provide an opportunity to achieve inclusion and productivity within the country and thus, a reduction in the global skill shortages.

Further, the nation is transitioning to a knowledge-based economy and its competitive edge will be determined by the abilities of its people to create, share and use knowledge more effectively. This transition will require India to develop workers into knowledge workers who will be more flexible, analytical, adaptable and multi skilled. Therefore, large scale skill development is thus an imminent imperative.

Keeping in view the above-mentioned points and the recommendations of the Working Group on “Empowerment of Minorities” for 12th Five Year Plan, the Ministry of Minority Affairs launched the “Seekho Aur Kamao” Scheme (“Learn and Earn” Scheme) in the year 2013-14, a comprehensive skill development scheme to support productive employment among Minority youth in the age group of 14-45 years. Under the scheme, a minimum of 33% seats are earmarked for girl/women trainees. Further India is known for its traditions and culture, Minority communities in India are known for their unique traditional skills, arts & crafts. However, due to forces of competitive market and globalization they find it difficult make a firm foot hold in the competitive market. The situation is further aggravated with the deteriorating socio-economic condition of master craftsmen/artisan happens due to the above factors, these skilled professionals get into unorganized labour force to fend for their livelihoods, hence the skills and the knowledge is stopped being passed and pursued by generations hence making these skill sets vulnerable to disappearance. The Government of India is of firm conviction that these arts/ crafts are to be preserved especially traditional skills, arts & crafts of the minority communities. There is a need to augment traditional arts and entrepreneurial skill which are the backbone of cottage and small-scale industry and establish better market linkages, enhance branding and ensure access to credit. There is also a need to facilitate the showcasing of traditional arts and crafts and expertise such as in culinary areas of minorities through regular exhibitions. Therefore the Ministry of Minority Affairs, GoI, implements the uniquely designed scheme USTTAD aiming at preserving heritage of traditional arts and crafts of minority communities and builds capacity of traditional crafts persons and artisans and establishes linkages of traditional skills with the global market.

The objective of the scheme is to upgrade the skills of minority youth in various modern/traditional skills depending upon their qualification, present economic trends and market potential, which can earn them a suitable employment or make them suitably skilled to go for self-employment. The scheme is primarily being implemented by the Project/Programme Implementing Agencies (PIAs) who provide skill training in compliance with the National Skills Qualifications Framework (NSQF). However, exemption from Common Norms has been sought on provisions regarding ‘Stipend’ and ‘Post Placement

Support' which are being provided under the scheme. The exemption of Stipend and Post Placement Support from MSDE has been obtained.

The main instrument for implementing the scheme will be results-oriented Performance Agreements between the Ministry of Minority Affairs (MoMA) and the PIAs to: (i) provide support to eligible Minority youth to enroll and undertake training and assessment as per applicable guidelines; (ii) impart high-quality skills training including soft skills leading to productive employment; and (iii) provide post-placement support to assist in obtaining sustainable employment for those students who enter the job market.

b. Status of scheme at present

Presently, the scheme is being implemented by 282 Project/Programme Implementing Agencies (PIAs) on the ground. During FY2017-18, 120,000 beneficiaries completed the training and around 130,000 beneficiaries were undergoing the training in FY2018-19.

c. Mechanism of implementation /Issues and challenges

- The scheme can be taken up anywhere in the country, but preference is given to organizations aiming to impart trainings and can propose the programme for identified minority concentration district / towns / blocks. The trainee should belong to Minority community as notified under National Commission for Minorities Act 1992 (viz. Muslims, Christians, Sikhs, Buddhists, Jains and Parsis). In the States/UTs, where some other minority communities notified by respective State/UT Governments exist, they may also be considered eligible for the programme. Certain particular pockets of concentration of minority population within a non-minority district or city will also be eligible for consideration.
- The trainee's age between 14-45 years of age and 33% of the beneficiary seats will be earmarked for girl / women candidates.
- PIAs must mobilize eligible beneficiaries to enroll for the Seekho Aur Kamao scheme through various strategies appropriate to their culture. The implementing agencies should design and undertake Advocacy / Information, Education & Communication (IEC) and awareness generation programmes to catch the attention of maximum stakeholders. Different community mobilization methods must be adopted such as meetings with community leaders, door to door home visits, setting up kiosks at popular places, local promotional and awareness camps etc. The mobilized will be provided counseling in order to conduct a pre-selection screening of the candidates to identify appropriate skilling intervention needed and form batches accordingly.
- PIAs must ensure that there is adequate support given to students, starting from counseling to learning assistance. Innovative teaching methods must be adopted to make learning more effective and adequate flexibility in terms of learning hours basis student's need must be kept in mind. All these factors are necessary to retain the candidates in the learning process.
- PIAs must select courses that are National Skills Qualification Framework (NSQF) compliant. Also, PIAs must adopt any other courses specific to local industry requirements that are NSQF compliant. The NSQF is a quality assurance framework in India that lays down nationally recognized competency standards for all qualifications. Seekho Aur Kamao scheme lays a special focus on skill courses that are aligned to better jobs in the market.

The different processes to be undertaken by PIAs in imparting skills training are presented as under:

| <b>Process</b>                         | <b>Description</b>   |
|--|--|
| <b>Skill Gap Assessment</b>            | <ul style="list-style-type: none"> <li>PIAs should conduct a Skill Gap Study/Assessment to map the skills sets of the youth in the catchment area vis-a-vis the skills demanded in the job market.</li> <li>Mapping the requirements of the beneficiaries and program objectives vis-a-vis market demand. The Skill Gap Study can be taken as a base for this.</li> </ul>  |
| <b>Selection of Trade</b>              | <ul style="list-style-type: none"> <li>Each participant will undergo a skill-based training program based on his/her aptitude and capability. This would also include relevant soft-skills and life-skills. The sector for skill training will be market relevant as assessed by the PIA during the skill gap study undertaken for the Project/Programme.</li> <li>Identify the level of the skill certification as prescribed in the NSQF.</li> <li>Identify the category of trade (Category I/II/III) as notified by the Common Norms for Skill Development Schemes, GOI. The per beneficiary cost for training will be determined accordingly.</li> </ul> |
| <b>Timing and duration of training</b> | As notified by the Common Norms for Skill Development Schemes, GOI.  |
| <b>Teaching</b>                        | Dedicated teachers with domain knowledge of the relevant trades/sectors will be available  |
|  | <b>Syllabus:</b> For the skills training program, the syllabus would be as per/Qualification Pack-National Occupational Standard (QP-NOS) compliant with National Skills Qualification Framework (NSQF)  |
|  | <b>Language of teaching:</b> English/ Hindi/any other local language   |
|  | <b>Learning materials:</b> As prescribed by DGT/SSCs as well as PIA's own innovative teaching modules  |
| <b>Assessment and Certification</b>    | The process of assessment and certification would be as per the stipulation of Ministry of Skill Development and Entrepreneurship.   |

- The PIAs are required to place candidates who have successfully completed the training in regular employment in the sector in which they were trained. Employment in the formal sector is desirable, however, if that is not possible then the PIA should ensure that the job provides for minimum wages as mandated in the state for semi-skilled workers and the employer should provide for Provident Fund, Employment State Insurance (ESI), Pradhan Mantri Jeevan Jyoti Beema Yojana (PMJJBY) and other benefits to its staff. In order to attract employers, the PIA would establish regular contact with the industries in the local area and conduct job fairs either on its own or in partnership with the State Skill Development Mission. Placement assistance and counseling will be offered to all candidates and placement must be ensured for minimum of 70% of certified candidates including self-employment and / or admission for higher studies and at least 50% in organized sector. The timely distribution of monetary support to candidates is one of the key responsibilities of the PIA under Post Placement Support (PPS). The PIAs are also

responsible to track and support the student for one year after they have completed the program. Post-placement support will include regular counseling to support candidates in their transition into the workplace and help them settle into their new jobs/vocation. PIA can do so either through visits at work place, or phone calls to candidates or any other method that is convenient.

*Issues and Implementation Challenges in the schemes needing to be resolved:*

- *Mobilization and counseling issues:* Mismatch in right candidate for right training results in increase in drop-out rate and low retention post placement.
- *Certification of skill training:* The cycle for assessment and certification gets delayed because of lack in SSC capacity and availability of quality assessors.
- *Proper monitoring and data analytics*
- *Manage and upgrade MIS for the scheme*
- *Field visits/concurrent inspection and periodic monitoring of PIAs based on feedback and data trends thrown up*
- *Fine tuning the feedback loop to ensure contact with beneficiaries and PIAs*
- *Capacity building*
- *Employment in the organized and unorganized sector*
- *Validating the integrity of data and beneficiaries*
- *Checking and measuring the quality of training and training centres*
- *Ranking the PIAs based on performance*

## **2. Scope of Work and Key Tasks of the PMU**

The Project/Programme Management Unit (PMU) will fully support the Ministry of Minority Affairs (MoMA) to implement **(Seekho aur Kamao and USTAAD) and other related programs** through the following major domain interventions as may be required:

- a) Inputs for Policy and Strategy Development for enabling quality, inclusion and institutional linkages
- b) Project/Programme Management for effective progress achievement, monitoring, and reporting and striving for excellence
- c) Monitoring and evaluation that is evidence based and result oriented, using latest IT tools available.
- d) Technology integration within the scheme operations and service delivery
- e) Checking calculations and financial data, and assisting in processing files for release of grants
- f) Work can be allocated to any member on geographical/operational basis, irrespective of her/his specialization based on the exigencies of work.
- g) Service Contract Management and Service Delivery Management
- h) Financial Management including Monitoring and control mechanisms
- i) Resolving the challenges and implementation issues in the scheme, listed above
- j) Fully assist the Ministry in programme related matters including procurement, short-listings and selections
- k) Conduct quarterly capacity building and handholding meetings with the PIAs and other stakeholders on scheme related issues, based on data analytics.
- l) Work within the Ministry and be engaged on a full time basis
- m) Any other related issue or working on any other project as may arise from time to time

### 3. Proposed PMU Structure

Proposed PMU Structure:

|   | <b>Positions</b>   | <b>Duration</b>                    |
|---|--|------------------------------------|
| 1 | Team Lead (1) – (Full Time)  | For the entire period of 36 months |
| 2 | Finance & Procurement Specialist (1) – (Full Time)   |                                    |
| 3 | IT Lead (1) – (Full Time)  |                                    |
| 4 | M&E Lead (1) – (Full Time)   |                                    |
| 5 | M&E Support including capacity building / Training (2) – (Full Time)                                     |                                    |
| 6 | Project Management/ Livelihood / Behavioral Change/ Communication and diversity Expert (1) – (Full Time) |                                    |

- The PMU will be hired in the Ministry for a period of 3 years and would play a critical role in Program implementation. The details of PMU structure, designation wise required qualification and experience and key roles of personnel have been provided in Section 3.4 of the RFP.
- Upon successful completion of the term (3 years) or depending upon the project requirement, the contract may be extended for further duration without any further escalation on the basis of the man month rates of the 3<sup>rd</sup> year and other entitlements as mentioned in the contract, subject to approval by the competent authority at MoMA.
- The PMU team (members) will have full time engagement with this assignment. During their period of engagement with MoMA, any similar engagement or assignment with any other organisation/ministry by any of the individual PMU team members will not be allowed.
- Ministry may decide to conduct formal interview/s of any of the proposed team members before setting of the PMU.
- Anytime during the 3 years period of engagement, if any of the PMU team members to be replaced, the ministry may ask the consultant (agency) to propose the replacement, with minimum a 3 CVs matching the same level of qualification as described in the table under

#### 3.4.1 of Section 3: Instruction to the Applicants’ of this RFP

- In case of non-satisfactory performance of resources deployed under any of the above mentioned positions, the client will seek the replacement of these resources without any additional cost and within a defined timeframe of 30 days. Personnel being proposed as replacement should be either equivalent or better than the ones being replaced. Mandatory reduction in man month cost will be effected if a person other than promised is deputed.

### 4. Reporting Mechanism of PMU

For all purposes the Project/Programme Management Unit will be reporting to the Joint Secretary or the representative appointed by the Ministry of Minority Affairs (MoMA), Government of India or his/her designee. The Team Lead will directly report to Ministry on day to day basis about the Project/Programme development and progress. The PMU will generate Quarterly Progress Reports highlighting the accomplishment against the agreed operational plan.



## **5. PMU Performance Review Meeting (bi-annually)**

A bi-annual PMU performance review meeting will be conducted in every six months to be attended by the CEO/Partner of the consultant, JS and any other official as may be required.

The consultants will be assessed by the Team Lead for their performance. Monthly reports will be submitted to the Ministry and if any specific consultant is found to be underperforming she/he will be replaced after giving one month's notice time with an equivalent replacement. The Ministry will interview the candidate prior to the replacement. The candidate replaced shall meet all the requirements as per the RFP for the post.

Assess and recommend the time period and man power efforts for the project assignment to the consultants.

Supervise the project progress as per the timelines & suggest improvements.

Assess the quality of deliverables and to accept or reject any part of the assignment or work assigned.

Decide on levying appropriate liquidated damages or penalty if the assignment is not carried out as per the assigned work order and/or if the quality of services is found inferior.

For any time slippages or to avoid delay, the agency can provide additional resources at their own cost to meet the time schedules.

### **5.1 Penalty**

Project or process delays or any delay within the scope of work will attract a penalty of 1% per week of the total project value up to six weeks. Thereafter work order will be treated as cancelled and cancellation charges of 10% of work order value will be levied. In addition, security money/BG will be forfeited and the Ministry will be free to get the job done from an alternate source at the risk and cost of the defaulting agency.

## **6. PIA Review Meeting and Capacity Building Trainings**

**Review:** Based on Program outputs, feedback received and monthly data, review meetings will be conducted every month by the PMU with the PIAs and the beneficiaries, as required.

**Training:** PMU will be responsible for conducting Quarterly Capacity Building & Hand Holding meetings/workshops with PIAs and other stake holders on scheme related issues.

PMU Team lead will ensure timely submission of the findings/report of such meetings/trainings to the JS within 5 days from the date of the meeting/training.

## **7. Deliverables and Timelines**

The Project/Programme management agency will be hired initially for a period of 3 years. Upon successful completion of the term or depending upon the Project/Programme

requirement the contract may be extended for further duration subject to approval by competent authority. Following the award of contract, the timelines expected are as follows:

All the key experts should be on board within 30 days of the signing of the Contract

#### **8. Facilities provided by MoMA.**

- Make available all program documents including scheme documents, program appraisal reports, program implementation plan, etc.
- Facilitate the availability of key staff/project team for discussions whenever needed
- Ministry will also provide seating space to the PMU. However agency will have to make its own arrangement for providing computer/laptop, printers & other IT support etc. to the experts deployed.

#### **9. Payment Terms**

The payment shall be made to the consultant by MoMA subject to the receipt of quarterly invoices of resource persons deployed during the period, deliverables achieved and fulfillment of terms and conditions and **the payment of consultants will be linked to the attendance which will be monitored by bio-metric monitoring system.**

Reimbursable expenses will be paid as per actual and entitlements (whichever is applicable)

The consultants deployed are entitled for 15 (fifteen) days annual leave with maximum three (three) days at a time and 15 (fifteen) days of training similarly. The leave will be calculated on pro-rata (1.25 per calendar month) basis for period less than a year. The leave shall be sanctioned only with by prior approval of JS/AS.

#### **10. Field trips& other expenses**

A quarterly travel plan of the all PMU team members will be submitted to the reporting officer, subject to approval by the competent authority.

Field trips/Air Ticket/Train Tickets: The tickets will be paid on actual following GoI norms. The consultants will be entitled for the Grade pay level 13 of GoI, for the travel and stay for official outstation field trips.

Local Travel: No separate payment shall be made for local travel request to be undertaken within the municipal limits of NCR. The HQ's of the staff would be deemed to be Delhi for the purpose of this project.

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