

Government of Jammu & Kashmir
Department of Rural Development and Panchayati
Raj



Expression of Interest (EOI)
For
Selection of agency for
Capacity building & training and IEC activities
Under
Revamped Rashtriya Gram Swaraj Abhiyan Scheme
(RGSA)

EOI No: SPSA/RDD/ CB/2022-23/1535

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Section 1: Invitation for Expression of Interest (EOI)

1.1 Fact sheet

Sl. No.	Particulars	Details
1	Document Reference Number e NIT No.	SPSA/RDD/ CB/2022-23/1535
2	Date of Issue of Expression of Interest (EOI)	08.08.2022
3	Name, Designation and address of the client	Commissioner/Secretary to the Government, Department of Rural Development & Panchayat Raj Civil Secretariat, Srinagar, J&K Email id: ceomdspsa@gmail.com
4	Contact person of the client	CEO/MD, SPSA, RDD
5	Mode of submitting the proposal	Online submission only
6	Proposal Submission portal	www.jktender.gov.in
7	Pre-proposal Meeting (Online) Date & Time (link will be share later on)	17 th August, 2022 11:00 AM.
8	Last date for receipt of pre-Proposal queries	17 th August , 2022 04:00 PM Clarification on EOI shall notify through department can be sent on e- mail id ceomdspsa@gmail.com
9	Closing Date & Time for Submission of response to EOI	22nd August , 2022 05:00 PM
10	Date & Time for opening of proposal	23rd August , 2022 11:30 AM
11	Date of Presentation	To be notified separately.
12	Cost of Tender Document (Non- refundable)	Rs. 10,000 (Ten Thousand only) deposited through RTGS/NEFT in the bank account- Account Holder Name : CEO/MD Name of Bank: Jammu and Kashmir Bank Account Number: 0375010200000002 IFSC: JAKA0TRIKOT Branch: Trikuta Nagar Jammu
13	Amount of Earnest Money Deposit	Rs. 50 lakhs (Rs. 50,00,000/-) i.e. 2 % of the estimated cost Rs. 25.00 Cr.- to be Deposited through RTGS/ NEFT in the bank account as per the details: Account Holder Name : CEO/MD Name of Bank: Jammu and Kashmir Bank Account Number: 0375010200000002 IFSC: JAKA0TRIKOT Branch: Trikuta Nagar Jammu
14	Proposal Validity Period	180 days from date of opening of the Bid

1.2 Introduction and Objectives

The Department of Rural Development and Panchayati Raj is implementing many Centrally Sponsored Schemes. There is a governance structure in each scheme which is utilized for the day-to-day implementation of the scheme. Recently, the centrally sponsored scheme of Revamped RGSA has been framed with a strong focus on emerging technologies to ensure interactive Capacity Building and Training. The scheme has been approved on 13.04.2022 for implementation from 01.04.2022 to 31.03.2026, guidelines/framework where of can be accessed at Ministry of Panchayati Raj (MoPR), Govt of India website. The Revamped RGSA emphasizes on building capacities of PRIs to efficiently utilize available resources for realizing sustainable solutions to local problems linked to SDGs adopting 9 thematic approach to Localization of SDGs (LSDG). Key objective of revamped RGSA scheme areas below:

- i. Training elected PRIs, ground level workers, PR functionaries, members of SHGs, line department officials across multiple areas and connected stakeholders
- ii. To strengthen grass root democracy of Jammu and Kashmir through Capacity building & training and Exposure visits
- iii. Develop governance capabilities of Panchayati Raj Institutions (PRIs) to deliver on the Sustainable Development Goal (SDGs)
- iv. Awareness through IEC activities.

The Panchayats have been designated as key players in localization of SDGs adopting thematic approach through identified 9 themes at grass root level and achieving them by 2030. Therefore, role of PRIs becomes very crucial in this endeavor. Unavailability of information and authentic data related to PRIs is often cited as one of the key challenges for policy analysis and decision making. The situation is compounded by the poor capacity of PRIs in this regard.

Therefore, the present strength and capacity of Panchayati Raj Institutions needs to be enhanced to enable them to undertake the ever-increasing assigned tasks.

In view of above, the Department of Rural Development & Panchayati Raj is looking for an Agency for capacity building & training and IEC activities in line with the Revamped RGSA scheme. Department is looking for firm having experience of handling capacity building & training assignments of PRIs/ other functionaries and related IEC activities.

1.3 Invitation to Bidders

The invitation is for Selection of Agency for Capacity building & training and IEC activities under Revamped Rashtriya Gram Swaraj Abhiyan (RGSA), in Jammu & Kashmir. “Agency/ bidder” referred herein could be a Firm/ Organization/ Company/ Private Limited / PSU which could undertake the work and wishes to apply for the tender as a bidder.

The Expression of Interest can be downloaded from www.jktenders.gov.in under Tender by organization section.

Department of Rural Development and Panchayat Raj, Government of Jammu & Kashmir may, at its own discretion, extend the date for submission of response to EoI. In such a case, all rights and obligations of the department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Section 2: Instruction to Bidder

2.1 Conflict of Interest

The selected Agency should provide professional, objective and impartial service and hold Department of Rural Development and Panchayat Raj, Government of Jammu & Kashmir's interest paramount.

2.2 Validity of proposal

The following will be considered for the validity of the proposals submitted:

- i. All proposals will remain valid for 180 days from the date of opening of proposals.
- ii. In exceptional circumstances, the Department of Rural Development and Panchayat Raj, Government of Jammu & Kashmir may solicit the bidder's consent to an extension of the proposal validity period. The request and the response thereto shall be made in writing.

2.3 Right to accept or reject any proposal

The Department reserves the right to reject any or all proposals or to cancel/withdraw the Expression of Interest (EoI) or to annul the bidding process at any time prior to Award of Contract, without assigning any reason for such decision. Such decision by the Department shall not be subject to question by any bidder and the Department shall bear no liability whatsoever consequent upon such a decision nor shall it have any obligation to inform the affected bidder or bidders about the grounds for the Departments' action. The Department of Rural Development and Panchayati Raj reserves the right to reject bids that it may consider to be outliers.

2.4 Force Majeure

For the purpose of better understanding of this clause Force Majeure event means an

- i. Act of God – Any Blockage, Lightening, fire, earthquake, storm, flood, epidemic etc.
- ii. Any War, Political turbulence, Acts of terrorism
- iii. Any other event or circumstances or combination of events & circumstances beyond the reasonable control of either parties.
- iv. If the Bidder is prevented from performing its obligation due to such Force Majeure, the bidder will be remunerated for the duration of 3 months only.

2.5 Fraud & Corruption

It is required the Bidders submitting Proposal and Agency selected through this Expression of Interest must observe the highest standards of ethics during the processes of selection and during the performance and execution of the Work Order.

For this purpose, definitions of the terms are set forth as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of Department of Rural Development and Panchayat Raj, Government of Jammu & Kashmir or its personnel in Work Order executions.
- ii. "Fraudulent practice" misname is representation of acts, in order to influence selection process or the execution of the Work Order, and includes collusive practice among Bidders (prior to or after Proposal submission)
- iii. "Unfair trade practice" means supply of devices different from what is ordered on or change in the scope of work.
- iv. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of the Work Order.

Department will reject and declare a bidder ineligible if it determines that the Bidder recommended for the award, has been determined to be engaged in corrupt, fraudulent or unfair trade practices.

2.6 Clarification and amendment to the Expression of Interest

- i. During the process of evaluation of the proposals, the Department reserves the right to solicit additional information from Bidders to evaluate which bid best meets the need of the project. Additional information may include, but is not limited to, past performance records, lists of available items of work that will be done simultaneously with the project and evaluations by this Department, personnel details, or any other pertinent information. The Bidders are required to respond within the prescribed timeframe.
- ii. Department may for any reason, modify the EoI from time to time. The amendment(s) to the EoI would be clearly spelt out and the Bidders may be asked to amend their proposals due to such amendments.
- iii. Department has all the rights to approve/disapprove any claim or not to consider any claim.

2.7 Earnest Money Deposit (EMD)

- i. The Bidder shall furnish an Earnest Money Deposit (EMD) of Rs. 50.00 lacs (Fifty lacs) to be deposited through RTGS / NEFT in the J&K Bank Branch Trikuta Nagar of CEO/ MD Account No:0375010200000002, IFSC:JAKA0TRIKOT,)
- ii. The EMD of unsuccessful bidders will be returned, as it is, within one month after selection/ finalization of agency. No interest will be payable on the EMD

- iii. The Selected bidder's EMD will be returned, without any interest, upon the selected bidder signing the Contract.
- iv. The bidder registered as Micro & Small Enterprises (MSEs) are exempted from payment of EMD after submitting an approved document from concerned Ministry.

2.8 Preparation of proposal

The Bidder must comply with the following instructions during preparation of Proposals:

- i. The Bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the Expression of Interest. Failure to furnish all the necessary information as required by the Expression of Interest or submission of a proposal not substantially responsive to all the requirements of the Expression of Interest shall be at Bidder's own risk and will be liable for rejection.
- ii. The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writing shall be valid only if they are initialed by the authorized person signing the Proposal.
- iii. The proposal shall be signed by the Bidder or duly authorized person(s).
- iv. Only detailed proposals complete in all respect and in the forms indicated shall be treated as valid.
- v. No Bidder is allowed to modify, substitute, or withdraw the Proposal after its submission. Withdrawal of a bid during this interval shall result in the forfeiture of EMD of the Bidder.

2.9 Pre-Bid clarification

A prospective Bidder, requiring a clarification on the Expression of Interest shall notify to the email address specified in the EoI by the scheduled date. No communication will be entertained by this Department from any bidder/agency regarding the EoI (other than Pre-Bid meeting) as well as regarding the evaluation process and the final award of the contract.

2.10 Value of contract

The value of contract shall be guided by the rate chart outlined in Revamped RGSA scheme released by Ministry of Panchayati Raj, Govt. of India and rate of IEC activities will be guided by DAVP (Directorate of Advertising and Visual Publicity) rates. The rate chart of Capacity Building & Training and Exposure visits is attached as Annexure 4 to this document for reference under Revamped RGSA scheme and, if the rates are revised, the same will be considered accordingly. Detailed rate to be referred from Framework for Implementation of Centrally Sponsored Scheme (CSS) of Revamped Rashtriya Gram Swaraj Abhiyan (RGSA) which can be accessed at the website of MoPR, Govt of India.

2.11 Language of Bid

The proposal prepared by the Bidder and all correspondence and documents relating to the EoI exchanged between the Bidder and the client shall be written in the English language only

2.12 Submission of proposal

Bidders shall submit the clearly scanned copies of their Proposal electronically on the portal using valid Digital Signature Certificate. More information useful for submitting online bids on portal may be obtained at: <https://jktenders.gov.in/nicgep/app>

Proposal shall be submitted as per Format indicated in Annexures. Each page of all parts should be numbered which should be in the same sequence as given in the eligibility qualifications part – clearly indicated using an index page. The proposals should not contain any irrelevant or superfluous documents. Every page of the documents submitted by the Bidder must be duly signed by the authorized signatory of the Agency using Digital Signature Certificate.

The Proposal should be as per the following: Annexure 1 (Covering Letter), Annexure 2 (Eligibility and Technical Checklist) & Annexure 3 (Bidder Organization Details)

2.13 Evaluation of proposals

- The bid will be opened as per the dates mentioned in the EoI schedule. Authorized representatives of the Bidders may be present during the Bid opening if they so desire. Department may constitute Evaluation Committee to evaluate the Proposals submitted by Bidders for a detailed scrutiny subject to the terms mentioned in the Expression of Interest.
- Screening of proposals shall be carried out as per eligibility conditions and technical requirements mentioned in this document and based on verification of testimonials submitted.
- The Department will require the qualified agency(s)/bidders to make a presentation in person/ or through virtual mode of their capability to execute Capacity building & training assignment.
- The proposals will be evaluated for selection based on the technical capability of the firm. The rate of the activities will be as per rate structure outlined in the Framework for Implementation of Centrally Sponsored Scheme (CSS) of Revamped Rashtriya Gram Swaraj Abhiyan (RGSA) and changes if any in RGSA scheme will be incorporated accordingly considering changes.

- The bidder must fulfill all the criteria/conditions mentioned in this section. We are looking for companies who have experience in handling large scale capacity building & training assignments with end-to-end coordination.
- The Bidder must be a Reputed, Resourceful and Experienced Firm /Organization/ Company/ Private Limited/ PSU registered in India and capable of operating in conformity with the provisions of laws in India.

Eligibility conditions

Sl. No.	Requirement	Evidence
1	Bidder should be registered in India, with minimum 10 years of existence on the day of bid submission	Certificate of Incorporation
2	Bidder should not have been blacklisted by any of the State or Central Government Organizations.	Undertaking on letter head
3	Bidder should not have been found guilty of any criminal offence by any court of law	Undertaking on letter head
4	The average annual turnover of the bidder for last three years shall not be less than Rs. 20 Crore (Twenty crore only), ending March 2022. Bidder should not have incurred any loss during the last three financial years.	CA Certificate. Provisional financial sheet may be considered for previous financial year.
5	Bidder should have completed/ substantially completed any of the following: i) Capacity building & training assignments 01 number order value greater than Rs40 Cr or nos. order value greater than 30 Cr each or 03 nos. order value of 20 Cr each ii) Conducted training of minimum 1.5 lakh mandays in a 12-month period in last 3 years in hilly terrain region	Completion certificate / Work order
6	Bidder should have an experience of facilitating and conducting exposure visits to multiple states	Word order/ Completion certificate/ Appreciation letter
8	Compliance with the code of integrity	Undertaking on letter head
9	Bidder should have GST Registration	Documentary proof
10	Bidder should have PAN Registration	Documentary proof
11	EPF/ ESIC Registration	Documentary proof

Sl. No.	Requirement	Evidence
12	MSMEs Registration to be provided if the bidder is MSME	Documentary proof
13	The Bidder should submit CVs of 4 nos. core team members	Undertaking on letter head

- Copy of each of the above proofs required is to be submitted along with the proposal
- In case any of these documents listed above is not submitted, bid shall stand rejected

Joint Venture/ Consortium/ Association: Not Allowed

2.14 Evaluation of proposals

The Evaluation of proposals shall be based on the parameters and weightage as mentioned in the Table below. The evaluation committee appointed by the department will carry out the evaluation of proposals. The department may seek specific clarifications from any or all Agencies at this stage and will take a presentation from each shortlisted bidder. The Department shall determine the Agency that qualifies for the next phase after reviewing the clarifications provided by the Agencies. Each evaluated proposal will be given technical score as detailed below.

Marks Criteria			
Sl. No.	Parameters	Marking Criteria	Maximum Score
A. Financial capability			25
A.1	Average annual turnover of the bidder for last three financial years, ending March 2022.	Points for bidders' average turnover for last three years: <ul style="list-style-type: none"> • Rs. 20 Cr: 10 marks • Rs20 to Rs 30 Cr: 15 marks • Above 30-40 Cr=20, • Above 40 Cr, 1 mark each for every additional Rs1 Cr turnover subject to max 5 marks 	
B.	Firm Experience		25

Marks Criteria											
Sl. No.	Parameters	Marking Criteria	Maximum Score								
B.1	Experience of executing capacity building & training assignment with Centre/State/UT Government Departments. (Work order to be enclosed)	Order value <ul style="list-style-type: none"> 1 assignment of a minimum value of 40 Cr. 2 assignment of a minimum value of 30 Cr 3 assignment of a minimum value of 20 Cr WO- Work order	15								
B.2	Experience of handling large scale capacity building & training to PRIs in English/Hindi/Urdu. (Work order/ completion certificate to be enclosed)	Training mandays in one year duration in last 3 years <ul style="list-style-type: none"> 1 to 1.5 lakh mandays: 5 marks 1.5 to 2 lakh mandays: 7.5 marks Above 2 lakh mandays: 10 marks 	10								
C.	For having Head office, or a Local office located in Jammu & Kashmir (GST registration to be attached)	5 marks	5								
D.	Team Experience		15								
D.1	Team members detail along with Education qualification & experience requirement as below Proposed team and marking criteria:		15								
	<table border="1"> <thead> <tr> <th>Role Name</th> <th>Experience</th> <th>Nos.</th> <th>Max Marks</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Role Name	Experience	Nos.	Max Marks					
Role Name	Experience	Nos.	Max Marks								

Marks Criteria					
Sl. No.	Parameters	Marking Criteria			Maximum Score
	State Head, Capacity building & training (CB&T)	<ul style="list-style-type: none"> • Minimum Bachelors' Degree with 20 years' experience and having supervised Capacity building & training-3 marks • Masters or equivalent post graduate degree- Additional 1 mark • Having supervised/handled <ul style="list-style-type: none"> ○ 1 to 2 lakh training mandays- additional 1 mark ○ Above 2lakh mandays - Additional 1 marks 	1	6	
	Provincial Coordinator, CB&T - Jammu	<ul style="list-style-type: none"> • Minimum Bachelor's degree with 10 years experience of having supervised capacity building and training programme-2 marks • Masters or equivalent post graduate degree- Additional 0.5 mark 	1	3	

Marks Criteria					
Sl. No.	Parameters	Marking Criteria			Maximum Score
		<ul style="list-style-type: none"> Additional Experience of more than 10 years- Additional 0.5 mark 			
	Provincial Coordinator, CB&T- Kashmir	<ul style="list-style-type: none"> Minimum Bachelor's degree with 10 years experience of having supervised capacity building and training programme - 2 marks Masters or equivalent post graduate degree- Additional 0.5 mark Additional Experience of more than 10 years- Additional 0.5 mark 	1	3	

Marks Criteria					
Sl. No.	Parameters	Marking Criteria			Maximum Score
	Content specialist	<ul style="list-style-type: none"> • Minimum Bachelor's degree with 10 years experience – 1.5 marks • Experience of working with Central/State Governments in the Panchayati Raj wing- Additional 1.5 Marks. 	1	3	
	Note: i) CV of above four key persons to be enclosed. ii) Mandatory deployment of District Coordinators and Master trainers in each district of the UT of Jammu and Kashmir, with the approval of the client.				
E.	Business Presentation	<ul style="list-style-type: none"> • Understanding of scope • Approach & Methodology • Work plan 			30
	Total (A) + (B) + (C) + (D) + (E)				100

2.15 Payment terms

- i. The selected agency will raise invoice by the 5th of every month for the work completed during the previous month, along with the Taxes. The payment will be made within 60 days of raising the invoice.
- ii. There will be no re-imburement for cost of travel, boarding, or lodging. No office support of any kind will be provided.
- iii. The Selected Bidder shall be issued Work Order, term whereof shall be initially for a period of two financial years, further extendable at the discretion of the client for a further period of two years based on the performance and requirement of the department.
- iv. Any additional job work to be conducted shall be done at a mutually agreed cost between the Employer and Agency.

Section 3: Scope of Work & Deliverables

In order to equip PRIs to develop as drivers of economic growth and nodes of spatial development, it is necessary to envision CB&T with a fresh 'eco-system' approach wherein all stakeholders come together to facilitate and support PRIs to attain holistic, inclusive and sustainable development. Hence, there is need to equip ERs, who are elected as fresh entrants every five years and all other stakeholders at different levels of PRIs to enable them to realize the aforesaid vision. Activities to be supported under RGSA for CB&T of PRIs:

Key activities to be performed by the Agency for capacity building & training:

I. **Capacity building & training to ERs, Functionaries, Resource persons and others**

- Training calendar preparation and approval from the department
- Coordination with District Administration/ Deputy Commissioners etc. and finalization of training centers
- Training module finalization as per training category and subjects/ themes defined in Revamped RGSA guidelines for thematic training. Key subjects are Poverty free village, Healthy village, Child- friendly village, Water sufficient village, Clean & green village, Village with self-sufficient infrastructure, socially secured village, village with good governance and women friendly village, Specialized trainings and training as per subjects outlined in revamped RGSA.
- Train the trainers: Training of Master trainers
- Venue Identification and Management
- Identification and finalization of the venue would be the responsibility of the selected agency. Department would assist and help with required permissions, wherever required. Government will facilitate the use of Government buildings for training, wherever possible. The agency would be responsible for arranging of the venue, its preparation and providing infrastructure and facilities for smooth conduct of training which shall, among other things, include:
 - Projector, projection screen and availability of content
 - Speakers and sound management
 - Suitable lighting and fans
 - Power connection and any extensions if required
 - Power backup
 - Stationary for each participant
 - Flip charts (as per training module requirements)
 - Tea/coffee and refreshments and lunch/dinner as per length of session.
 - The agency would be responsible for cleanliness of the venue for training duration.
 - Any other requirements as mutually agreed by the department and the agency.

- Execution of training through Audio/ visual and discussion on respective training module, on the training day.
- Reporting and feedback
 - Agency would provide attendance sheets for each session (both soft copy as well as hard copy), duly signed by trainer and supervisors and such other officers/officials identified by the department.
 - Feedback forms duly filled by all participants.
 - Training photographs& videos.
- Tentative volume of work vis-a vis Capacity Building & Training is indicated in the statement forming Annexure 6 to this document

II. Exposure visit

Agency would also assist the department in:

- i) Conducting Exposure visit within and outside the State.
- ii) Studying best practices of neighboring states.
- iii) Selection of participants and end to end arrangement of logistics – transportation, stay arrangement, approvals from authority and others.
- iv) Providing feedback on each stage of visit to ensure that the learnings are documented

III. IEC activities

Develop Audio-Visual material and design print material in accordance with DAVP (Directorate of Advertisement & Visual Publicity) guidelines and rates.

Section 4: General terms and conditions

- i. Bidders should read these conditions carefully and comply strictly while submitting the Proposals
- ii. Rate shall be written both in words and figures. There should not be errors and / or over- writings and corrections, if any, should be made clearly and initialed with dates. The rates should mention elements of the service charges or any other charges separately.
- iii. Direct or indirect canvassing on the part of the Bidder or his representative will lead to disqualification.
- iv. If a Bidder imposes conditional bids, they shall be liable to summary rejection.
- v. Department of Rural Development and Panchayati Raj of Jammu and Kashmir reserves the right to accept or reject one or all bids without assigning any reasons and accept bids for all or anyone.
- vi. If any dispute arises out of the Work Order with regard to the interpretation, meaning and breach of the terms of the Work Order, the matter shall be referred to Arbitration by a sole Arbitrator who will be the Administrative Secretary, Department of Rural Development and Panchayati Raj, Jammu and Kashmir.
- vii. All legal proceedings, if necessity arises to institute, by any of the parties needs to be lodged in courts situated in Jammu and Kashmir.

- viii. The successful bidder shall be required to execute an Agreement on a valid Stamped paper for strict compliance of terms and conditions of the contract vis- vis EoI within a period of 15 days after placement of order.

Section 5: Opening of Proposal

Proposals shall be opened as per EoI schedule dates in the presence of Bidders or their authorized representatives, who choose to attend the opening of Bids.

Section 6: Award of work

- i. Work shall be awarded to the Bidder with the highest cumulative technical score and decision of Department of Rural Development and Panchayat Raj, Government of Jammu & Kashmir shall be final & binding.
- ii. Department of Rural Development and Panchayat Raj, Government of Jammu & Kashmir reserves the right to accept or reject any or all the proposals without assigning any reason.
- iii. Department of Rural Development and
- iv. Panchayat Raj, Government of Jammu & Kashmir also reserves the right to call for additional information from the Bidders.
- v. The Selected Bidder shall be issued work order term where of shall be for a period of two financial years, further extendable at the discretion of the client for a further period of two years based on the performance and requirement of the department

Section 7: Proposal Formats

The Department of Rural Development and Panchayat Raj, Government of Jammu & Kashmir invites the Proposals from reputed agencies for Capacity Building & raining and IEC activities under Revamped RGSA. “Bidders are required to submit Proposals in the formats as given under”:

Annexure 1: EoI Covering Letter

Annexure 2: Eligibility and Technical form Checklist

Annexure 3: Bidder’s Organization Details

Annexure 1: Covering letter

[Bidders are required to submit the covering letter as given hereunder on their letterhead]

To,

Commissioner/Secretary,
Department of Rural & PR,
Jammu & Kashmir

Sub: Submission of Expression of Interest to undertake Capacity Building & Training & related IEC activities under Revamped RGSA.

Dear Madam,

- We, the undersigned, having carefully examined the referred Expression of Interest (EoI), offer to provide the required services, in conformity with the said Expression of Interest.
- We have read all the provisions of the Expression of Interest and confirm that these are acceptable to us.
- We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
- We agree to abide by this EoI, consisting of this letter our Technical Proposal, for a period of 180 days from the date fixed for submission of EoI as stipulated in the Expression of Interest and modifications resulting from Work Order negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiry of that period.
- Until the formal final Work Order is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding Work Order between us.
- We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.
- We understand that you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by us in bidding.
- Banker's Cheque/ Demand Draft/Bank Guarantee for Rs./- is enclosed towards EMD

Yours faithfully,

Annexure 2: Eligibility and Technical Form Checklist

Eligibility checklist

Sl. No.	Requirement	Evidence
1	Bidder should be registered in India, with minimum 10 years of existence on the day of bid submission	Certificate of Incorporation
2	Bidder should not have been blacklisted by any of the State or Central Government Organizations.	Undertaking on letter head
3	Bidder should not have been found guilty of any criminal offence by any court of law	Undertaking on letter head
4	The average annual turnover of the bidder for last three years shall not be less than Rs. 20 Crore (Twenty crore only), ending March 2022. Bidder should not have incurred any loss during the last three financial years.	CA Certificate. Provisional financial sheet may be considered for previous financial year.
5	Bidder should have completed/substantially completed any of the following: i) Capacity building & training assignments 01 number order value greater than Rs 40 Cr or nos. order value greater than 30 Cr each or 03 nos. order value of 20 Cr each ii) Conducted training of minimum 1.5 lakh mandays in a 12-month period in last 3 years in hilly terrain region	Completion certificate / Work order
6	Bidder should have an experience of facilitating and conducting exposure visits to multiple states	Word order/ completion certificate/ Appreciation letter
8	Compliance with the code of integrity	Undertaking on letter head
9	Bidder should have GST Registration	Documentary proof
10	Bidder should have PAN Registration	Documentary proof

Sl. No.	Requirement	Evidence
11	EPF/ ESIC Registration	Documentary proof
12	MSMEs Registration to be provided if the bidder is MSME	Documentary proof
13	The Bidder should submit CVs of 4 nos. core team members	Undertaking on letter head

All supporting documents mentioned in the Evaluation of criteria to be submitted along with the checklist under the Annexure-2

Annexure 3: Bidder's Organization Details

Organization and Financial information (on official letter head)

Details of the Organization	
Name	
Date of Incorporation/ Establishment	
Date of Commencement of Business	
Address of Headquarters	
Address of the Registered Office in India	
Area of expertise with respect to this project	
Contact Details (name, address, phone no., and email)	

Financial Information			
	FY 2021-22	FY 2020-21	FY 2019-20
Revenue in INR			
Any other information			

All Bidders shall provide the details in the format above.

Annexure 4: Rate chart as per revamped RGSA

The cost norms of the Capacity building & training section under Revamped RGSA

S.N.	Component	Cost
1	Capacity Building & Training	
1.1	Unit cost per participant per day for training of ERs and Panchayat Functionaries under Revamped RGSA	
1.1.1	Training at State level for ERs, Functionaries, Resource persons, Master Trainers etc.	Rs.2500/-per participant per day
1.1.2	Training at District level for ERs, Functionaries, Resource persons, Master Trainers etc.	Rs.1500/-per participant per day
1.1.3	Training at Block level/ Clusters of GPs for ERs, Functionaries, Resource persons, Master Trainers etc	Rs.1000/_per participant per day
1.2	Unit cost for training of Elected Representatives and Panchayat Functionaries under RGSA- <u>Virtual/ online mode</u>	Rs.5000/-per day at all levels (Expenses towards procurement of platform and device, resource person remuneration, material cost, organizational expenses, development of learning material, documenting good practices etc.)
1.3	Hand holding support for GPDP formulation by academic institutions /Civil Society Organisation (CSOs)/NGOs (registered at NGO Darpan Of NITI Aayog)	@Rs.20,000/-per GP.
1.4	Training Needs Assessment	UptoRs.10 lakh once in 2 years per State/UT.
1.5	Development of training modules through empanelled agency	UptoRs.10 lakh once in 2 years per State/UT.
1.6	Development of training material including films and electronic materials through empanelled agency	UptoRs.20lakh once in 2 years per State/UT.

S.N.	Component	Cost
1	Capacity Building & Training	
	Exposure Visit	
1.7	Exposure Visits within State	UptoRs.3500/-per day per participant
1.8	Exposure Visits outside State	Upto Rs.5000/- per day per participant of rest of the States/UTs. Upto Rs.7000/- per day per participant for Andaman & Nicobar Islands and Lakshadweep

Note:

IEC activities: Development of Audio-Visual material and design print material to be done in accordance with DAVP (Directorate of Advertising & Visual Publicity) rates

Annexure 5: Sample Contract Agreement

AGREEMENT

THIS AGREEMENT is made on this ____ day of July 2022 between Department of Rural Development and Panchayati Raj, Government of Jammu & Kashmir through its Administrative Secretary, having its Registered Office at _____ (hereinafter referred to as “**Client**” or “**Employer**” which expression shall, unless repugnant to the context or meaning thereof, include its successors and permitted assignees) as the FIRST PARTY.

AND

_____, having its Registered Office at _____ (hereinafter referred to as “**Agency**” which expression shall, unless repugnant to the context or meaning thereof, include its successors and permitted assignees) as the SECOND PART represented by _____.

The Client and the Agency hereinafter shall be collectively referred to as the ‘Parties’ and individually as ‘Party’.

WHEREAS:

- A. The Client vide EOI No. _____ invited proposals for ‘Selection of agency for Capacity building & training and IEC activities under Revamped Rashtriya Gram Swaraj Abhiyan (RGSA)’
- B. The Agency submitted its bid on _____ and vide letter no. ____ dated _____ titled ‘_____’, and was declared selected as the successful bidder for the award of contract as ‘Agency for Capacity building & Training and related IEC activities under Revamped Rashtriya Gram Swaraj Abhiyan (RGSA)’.
- C. The Parties herein wish to enter this Agreement to set forth the terms and conditions governing the performance of the Project in conformity with the EOI documents.

1. Project

The Project shall be as per letter no. _____ dated _____ titled _____ wherein it has been decided to engage _____ as Agency for ‘Capacity building & Training and

related IEC activities under Revamped Rashtriya Gram Swaraj Abhiyan (RGSA)’.

2. Fees and Value of Contract

- i. The term of the Project shall be initially before a period of two financial years, further extendable at the discretion of the client for a further period of two years based on the performance and requirement of the department. The payment terms shall be as per Clause 3 here in below.
- ii. The value of contract shall be as per the rate structure outlined in implementation framework/guidelines of Revamped RGSA, released by Ministry of Panchayati Raj, Govt. of India and rates of IEC activities will be as per the DAVP (Directorate of Advertising and Visual Publicity) rates. Detailed rate to be referred from Framework for Implementation of Centrally Sponsored Scheme (CSS) of Revamped Rashtriya Gram Swaraj Abhiyan (RGSA).

3. Payment Terms

1. The selected agency will raise invoice by the 5th of every month for the work completed during the previous month, along with the Taxes. The payment will be made within 60 days weeks of raising the invoice.
2. There will be no re-imburement for cost of travel, boarding, or lodging. No office support of any kind will be provided.
3. The Selected Bidder shall be issued work order, term whereof shall be initially before a period of two financial years, further extendable at the discretion of the client for a further period of two years based on the performance and requirement of the department.
4. Any additional job work to be conducted shall be done at a mutually agreed cost between the Employer and Agency.

5. Scope of Work and Deliverables

In order to equip PRIs to develop as drivers of economic growth and nodes of spatial development, it is necessary to envision CB&T with a fresh 'eco-system' approach wherein all stakeholders come together to facilitate and support PRIs to attain holistic, inclusive and sustainable development. Hence, there is need to equip ERs, who are elected as fresh entrants every five years and all other stakeholders at different levels of PRIs to enable them to realize the aforesaid vision. Activities to be supported under RGSA for CB&T of PRIs:

Key activities to be performed by the Agency for capacity building & training:

IV. Capacity building & training to ERs, Functionaries, Resource persons and others

- TRAINING NEED ASSESSMENT (TNA): Defining target group, training content, institutions focus area, inputs from connected stakeholders and others. TNA to be developed in consultation with department, concerned stakeholders
- Training calendar preparation and approval from the department
- Coordination with District Administration/ Deputy Commissioners etc. and finalization of training centers
- Training module finalization as per training category and subjects/ themes defined in Revamped RGSA guideline for thematic training. Key subjects are Poverty free village, Healthy village, Child- friendly village, Water sufficient village, Clean & green village, Village with self-sufficient infrastructure, socially secured village, village with good governance and women friendly village, Specialized trainings and training as per subjects outlined in revamped RGSA.
- Train the trainers: Training of Master trainers
- Venue Identification and Management
- Identification and finalization of the venue would be the responsibility of the selected agency. Department would assist and help with required permissions, wherever required. Government will facilitate the use of Government buildings for training, wherever possible. The agency would be responsible for arranging of the venue, its preparation and providing infrastructure and facilities for smooth conduct of training which shall, among other things, include:
 - Projector, projection screen and availability of content
 - Speakers and sound management
 - Suitable lighting and fans
 - Power connection and any extensions if required
 - Power backup
 - Stationary for each participant
 - Flip charts (as per training module requirements)
 - Tea/coffee and refreshments and lunch/dinner as per length of session.
 - The agency would be responsible for cleanliness of the venue for training duration.
- Execution of training through Audio/ visual and discussion on respective training module, on the training day.
- Reporting and feedback
 - Agency would provide attendance sheets for each session (both soft copy as well as hard copy), duly signed by trainer and supervisors and such other officers/officials identified by the department.
 - Feedback forms duly filled by all participants.
 - Training photographs & videos.

(i) Exposure visit

Agency would also assist the department in:

- Conducting Exposure visit within and outside the State.
- Studying best practices of neighboring states.
- Selection of participants and end to end arrangement of logistics – transportation, stay arrangement, approvals from authority and others.
- Providing feedback on each stage of visit to ensure that the learnings are documented.

(ii) IEC activities

- Develop Audio-Visual material and design print material in accordance with DAPV (Directorate of Advertisement & Visual Publicity) guidelines and rates.

6. General Terms and Conditions

- (i) NOTE Bidders should read these conditions carefully and comply strictly while submitting the Proposals
- (ii) Rate shall be written both in words and figures. There should not be errors and / or over- writings and corrections, if any, should be made clearly and initialed with dates. The rates should mention elements of the service charges or any other charges separately.
- (iii) Rates quoted will be valid up to one 120 days from the issue of bid date.
- (iv) Direct or indirect canvassing on the part of the Bidder or his representative will lead to disqualification.
- (v) If a Bidder imposes conditional bids are liable to summary rejection.
- (vi) Department of Rural Development and Panchayati Raj of Jammu and Kashmir reserves the right to accept or reject one or all bids without assigning any reasons and accept bids for all or anyone.
- (vii) If any dispute arises out of the Work Order with regard to the interpretation, meaning and breach of the terms of the Work Order, the matter shall be referred to Arbitration by a sole Arbitrator who will be the administrative secretary, Department of Rural Development and Panchayati Raj of Jammu and Kashmir.
- (viii) All legal proceedings, if necessity arises to institute, by any of the parties needs to be lodged in courts situated in Jammu and Kashmir.
- (ix) The Successful bidder shall be required to execute an Agreement on a valid stumped paper for strict compliance of

terms and conditions of the contract vis- vis by EoI within a period of 1 month after placement of order.

7. Force Majeure

For the purpose of better understanding of this clause Force Majeure event means an

- (i) Act of God – Any Blockage, Lightening, fire, earthquake, storm, flood, epidemic etc.
- (ii) Any War, Political turbulence, Acts of terrorism
- (iii) Any other event or circumstances or combination of events & circumstances beyond the reasonable control of either parties.
- (iv) If the Bidder is prevented from performing its obligation due to such Force Majeure, the bidder will be remunerated for the duration of 3 months only.

8. Conflict of Interest

The Consultant shall provide professional, objective and impartial service under this Agreement and hold Department of Rural Development and Panchayat Raj, Government of Jammu & Kashmir’s interest paramount.

(Witness)

(Witness)

Annexure 6: Tentative volume of work vis-avis Capacity Building & Training

1. Capacity Building & Training (Including CB&T of Panchayat Development Plans)

Sl. No.	Training Target Group (ERs/ Functionaries/ SHGs/ Other stakeholders)	Venue/mode of training (virtual/ physical)	Unit	Days
1	General Orientation/ Induction training for ERs within 6 months (Functioning of PRIs covering 29 Subjects)			
(i)	Training of ERs of District Panchayat	Physical (Govt/ Private Rented Buildings) (State Level)	280	4
(ii)	Training of ERs of Block Panchayat	Physical (Govt/ Private Rented Buildings) (District Level)	285	4
(iii)	Training of Sarpanch(s)	Physical (Govt/ Private Rented Buildings) (Block Level)	4027 (in position)	3
2	Refresher Programme Trainings for ERs within 2 years (Functioning of PRIs covering 29 Subjects)			
(i)	Training of ERs (Panch(s) only)	Physical (Govt/ Private Rented Buildings) (Block level)	22006	3
3	Training for GPDP/ BPDP/ DPDP			
a.	ERs of District Panchayat	Physical (Govt/ Private Rented Buildings) (State Level)	280	2
b.	ERs Block Panchayat	Physical (Govt/ Private Rented Buildings) (District Level)	285	2
c.	ERs Gram Panchayat (Sarpanch/Up-Sarpanch)	Physical(Govt/ Private Rented Buildings) (District Level)	8054	2
d.	ERs Gram Panchayat (Panch(s))	Physical (Govt/ Private Rented Buildings) (Block Level)	28,629	1
e.	Joint Trainings Sarpanch/Up Sarpanchs & Functionaries of Line Departments at GP level	Physical (Govt/ Private Rented Buildings) (District level)	16900	1
4	Thematic Training - Localisation of Sustainable Development Goals (SDGs)/ Sector Enablers Trainings			
(i)	Training of ERs/ Functionaries of District Panchayat at State Level	Physical (Govt/ Private Rented Buildings) (State Level)	480	2
(ii)	Training of ERs/ Functionaries of Block Panchayat at District Level	Physical (Govt/ Private Rented Buildings) (District Level)	1425	2

(iii)	Training of ERs/ Functionaries Sarpanch and Naib-Sarpanch at District Level	Physical (Govt/ Private Rented Buildings) (District Level)	8,054	2
(iv)	Training of ERs (Panches only) at Block level	Physical (Govt/ Private Rented Buildings) (Block Level)	24,602	1
(v)	Field Functionaries of RD/PR / Line Departments	Physical (Govt/ Private Rented Buildings) (Block level)	25082	2
5 Specialized trainings				
(i)	Joint trainings for Sarpanch(s)/Panchayat Secretary(s)/SHG members	Physical (Govt/ Private Rented Buildings) (Block level)	11124	2
	<ul style="list-style-type: none"> Other Training - ERs GP/Panchayat Secretary(s) 	Physical (Govt/ Private Rented Buildings) (Block level)	6124	2
	<ul style="list-style-type: none"> Other Training - ERs BP + DP 	Physical (Govt/ Private Rented Buildings) (District Level)	565	2
6 Any other training				
(i)	Training of Panchayat Accounts Assistants (PAAs)	Physical (Govt / Private Rented Buildings) (District Level)	1889	3
(iii)	Training of MTs/Trainers	Physical (Govt/ Private Rented Buildings) (State Level)	310	2
(iv)	Training of MTs/Trainers	Physical (Govt/ Private Rented Buildings) (State Level)	620 NIRD certified	2

2. Other activities under Capacity Building & Training

Sl. No.	Name of the activity	Unit	Days
	(CB other than GPDP)		
1.	Handholding support for GPDP formulation by academic institutions/ Civil Society Organisation (CSOs)/ NGOs (registered at NGO Darpan of NITI Aayog) (uptoRs. 20,000/- per GP/ year)	285 For 1 GP per Block	-
2.	Training need Assessment (Upto 10 lakh per State/ once in 2 year)	1	
3.	Development of Training Modules (Upto 10 lakh per State/ once in 2 year)	1	
4.	Development of Training Material including film and electronic material (Upto 20 lakh per State/ once in 2 year)	1	
5.	Exposure visits within State (Upto Rs. 3500/per day/per participant)	1500	3

6.	Exposure visits outside State (Upto Rs.5000/per day/per participant)	5000	7
7.	Development of Panchayat Learning Centre (PLC) (Upto Rs. 7,00,000/- for each PLC)	12	-
8.	Evaluation of Capacity building and training activities (Upto 10 lakh per State/ once in 2 year)	1	-