

**Request for Proposal  
(RFP) from  
Implementing  
Agencies/NGOs/Organizations  
for Promoting Entrepreneurship  
Development in holy City  
Pandharpur (Maharashtra)**



**National Institute for Entrepreneurship & Small  
Business Development (NIESBUD)  
Ministry of Skill Development and Entrepreneurship  
A-23, Block A, Industrial Area, Sector 62, NOIDA,  
Uttar Pradesh - 201301**

### Key Dates

Sr. No.	Item	Date
1	Start date for issue of RFP	18.12.2020
2	Virtual Pre Bid Meeting	28.12.2020
3	Last date & time of receipt of proposals	08.01.2021; 3 PM
4	Date & Time of opening of Technical bids	08.01.2021; 4 PM
5	Presentation to the Agency Evaluation Committee ( AEC)	15.01.2021; 2 PM
6	Meeting of Agency Evaluation Committee (AEC) to Shortlist for the Financial Bid	18.01.2021
7	Opening of Financial bids	20.01.2021
8	Award of Contract	29.01.2021

## KEY FORMS

<b>Annexure</b>	<b>TECHNICAL PROPOSAL FORMS</b>
<b>1</b>	Proposal Format
<b>2</b>	Financial Information
<b>3</b>	Project Proposal
<b>4</b>	List of people and competency in the bidding organization
<b>5</b>	Infrastructure of the bidding organization
<b>6</b>	Collaborative projects/assignments implemented by the bidding organisation during year 2015 – till date
<b>7</b>	Governing body of the bidding organization
<b>8</b>	Area of operation of the bidding organization
<b>9</b>	Number of beneficiaries from projects of the bidding organisation during previous 10 years
<b>10</b>	Compliance to regulatory requirements by the bidding organization
<b>11</b>	Covering letter for Financial Proposal
<b>12</b>	Financial proposal
<b>13</b>	Checklist

## TABLE OF CONTENTS

<b>Sl. No.</b>	<b>Description</b>	<b>Page No.</b>
1	Disclaimer	5-6
2	Letter of invitation	7
3	About NIESBUD	8
4	Introduction	9
5	About the Project	10-14
6	Submission Details & Instructions to the Bidders	15-27
7	Other Terms and Conditions	28-30
8	Technical & Financial Proposal Forms	31-45
9	Checklist	46

## **DISCLAIMER**

The information contained in this Request for Proposal (“**RFP**”) document or information provided subsequently to agencies whether verbally or in documentary form by or on behalf of The National Institute for Entrepreneurship and Small Business Development (“**NIESBUD**”), is provided for the implementing agencies on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is neither an offer nor an invitation by NIESBUD. This RFP is to invite proposals from potential implementing agencies, which are qualified and eligible. The purpose of this RFP is to provide information to assist such agencies in crafting their application. This RFP does not claim to contain all the information each implementing agencies/organizations may require. Each agency should, at its own costs without any right to claim reimbursement, conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this RFP. NIESBUD makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP.

The information contained in the RFP document is selective and is subject to updates, modification, expansion, revision and amendment. It does not purport to contain all the information that an agency/organization may require. NIESBUD does not undertake to provide any implementing agencies/organizations with access to any additional information or to update the information in the RFP document or to correct any inaccuracies therein, which may become apparent. NIESBUD reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this RFP and/or the application process, without assigning any reasons whatsoever. Such change(s) will be

intimated to all implementing agencies/organizations. Any information contained in this document will be superseded by any later written information on the same subject made available to all recipients by NIESBUD.

NIESBUD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

Information provided in this RFP is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. NIESBUD does not own any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, NIESBUD also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Implementing agencies/organizations upon the statements contained in this RFP.

NIESBUD reserves the right to reject any or all proposals received in response to this RFP document at any stage without assigning any reason whatsoever. The decision of NIESBUD shall be final, conclusive and binding on all the parties.

Letter no.: 7/2020/2

Date: 18.12.2020

To,

All interested and eligible Agencies

**Subject: Selection of Implementing Agencies/NGOs/Organizations for Promoting Entrepreneurship Development in Holy City of Pandharpur (Maharashtra)**

Dear Sir/Madam,

For and on behalf of NIESBUD, sealed bids are invited in two bid system for Selection of Implementing Agencies/ NGOs/ Organizations for Promoting **Entrepreneurship Development in Holy City of Pandharpur(Maharashtra)**.

NIESBUD shall select Agencies/ NGOs/ Organizations, as per the procedure described in the Request For Proposal (RFP) which may be downloaded from NIESBUD website <http://niesbud.nic.in>. You may submit your offer in a sealed cover, addressed to NIESBUD, A-23, Block A, Industrial Area, Sector 62, NOIDA, Uttar Pradesh – 201301, on or before 08.01.2021; 3 PM as per the attached RFP document.

Proposals can be submitted by hand (To be dropped into specified Tender Box) or through Post/Courier. Please note that E-mailed proposals shall not be accepted. Proposals not received within stipulated date & time shall not be opened. NIESBUD shall not be responsible in any way for postal delays.

NIESBUD reserves the right to reject all the offers/cancel the Tender without assigning any reasons thereof

Warm Regards

Dr Poonam Sinha

Director – Entrepreneurship Education

## **NIESBUD**

The National Institute for Entrepreneurship and Small Business Development is a premier organization of the Ministry of Skill Development and Entrepreneurship, engaged in training, consultancy, research, etc. in order to promote entrepreneurship and Skill Development. Since inception it has proved to play a pivotal role in building an entrepreneurial ecosystem not only in India but also in other countries through provision of training and development programmes.

NIESBUD has provided online/offline trainings to 12,24,433 trainees as of March 31, 2020 through 46,438 different training programmes since inception. This includes 5,011 international participants hailing from more than 145 countries throughout the globe. It provides handholding and post training support to new and existing entrepreneurs for bridging the gap between employers and jobseekers for setting up their enterprise.

NIESBUD runs various programmes for its stake holders: -

- a) Training of Trainers on Employability, Entrepreneurship and Life Skills
- b) Management Development Programmes
- c) Entrepreneurship Development Programmes (EDPs) & Entrepreneurship cum Skill Development Programmes (ESDPs)
- d) Entrepreneurship Awareness Programmes
- e) International Programmes on entrepreneurship and small business development



## **1. Introduction**

This “Request for Proposal” (RFP) is to invite proposals from qualified and eligible agencies having experience in training delivery and project implementation related to entrepreneurship development in holy city. NIESBUD reserves the right to modify/change the specifications of the solutions to be implemented. The agencies/NGOs/organizations should take care of implementation of aforesaid solutions in stipulated timeframe from the date of award of Contract / issuance of LOI/ Purchase Order, whichever is earlier in accordance with the Contract/Agreement entered into between the successful Implementing agencies/NGOs/organizations and NIESBUD. Sealed offers / Applications prepared in accordance with this RFP should be addressed within the dates specified to:

**Director (Entrepreneurship Education)**

**A-23, Block A, Industrial Area, Sector 62, Noida-201301, Uttar Pradesh.**

## **2. Due Diligence**

The implementing agencies/organizations are expected to examine all instructions, forms, terms and specifications in this RFP. The application shall be deemed to have been submitted after careful study and examination of this RFP with full understanding of its implications. The application should be precise, complete and in the prescribed format as per the requirement of this RFP. Failure to furnish all information accurately and correctly by this RFP may result in rejection of the application for which NIESBUD shall not be held responsible.

### **3. About the Project**

Entrepreneurship development in holy cities can be defined as travel with the core motive of experiencing entrepreneurship in religious forms, or the products they induce, like art, culture, traditions and architecture.

Tourism is generally and globally acknowledged as being one of the (very) few economic sectors that has more than significant growth prospects and is characterised as a catalyst for peace and prosperity. Tourism as an industry has become one of the rapidly flourishing economic sector in the world, and its earliest form is religious tourism that starts from the dawn of humanity. All the cities of the world hosted religious centers are not only a major part of the cultural landscape, but they also promote the economic activities in the form of local business and marketing. Religious tourism generates revenue in multiple ways: money spent by tourists enhances the scale of the local business and spending by local government and residents which in return accelerates the economic activities.

There are two distinct aspects to Religious Tourism in India; one, the faith of the domestic tourist, who has a spiritual attachment to the deity/ destination in line with their religious beliefs; the other is the 'foreign' tourist, someone belonging to a different religion, region or country, for whom the destination and the religious practices have the dimension of 'novelty', a spiritual experience different from their own, despite the ethical values being delivered remaining the same. From the domestic market's perspective, there is a fine line dividing business and belief. Many religious centres, in today's socio-economic structures, are tangible assets in terms of infrastructure and the workforce they employ, thereby implying that the institution has to monetize itself in order to be able to meet its everyday survival in societal environments.

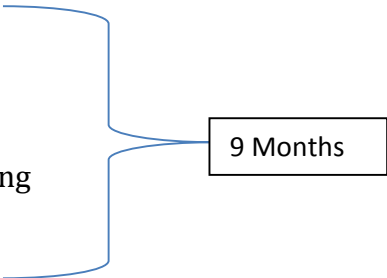
The National Institute for Entrepreneurship and Small Business Development (NIESBUD)

organized a workshop at BHU Campus in support with Banaras Hindu University on 6<sup>th</sup> August 2019 to encourage and identify opportunities for entrepreneurship development and self employment in the sector of **religious tourism**. The brainstorming workshop was conducted in order to identify the challenges faced by the different stakeholders in the space of religious tourism in specified geographical regions, sectors and formulate strategy for starting and up scaling the businesses related to religious tourism.

### 3.1 Scope of Work

NIESBUD desires to implement a Project on Entrepreneurship Promotion and Mentoring of Small Businesses in Holy City Pandharpur.

#### Actionables

- i. Administration of Survey for identification of Grey Parts which require Intervention for Entrepreneurship Development in Context of Religious Tourism – 3 Months
  - ii. Capacity Building of Existing Stakeholders
  - iii. Entrepreneurship Development Interventions
  - iv. Communication Involvement, Engagement and Training
  - v. Promotion and Improvement of income generation Activities in Religious Tourism through mentoring and handholding
- 

### 3.2 Objectives of the Project

- a) To identify the economic dimensions in Holy City.
- b) To map and prioritize major economic activities in religious tourism in the identified holy city.
- c) To conduct surveys in order to carry out an elaborate skill audit with respect to religious tourism for assessing skill gaps.

- d) To identify the beneficiaries for the programme, mobilize them and conduct community awareness.
- e) To promote entrepreneurial activities related with religious tourism in the identified holy city in two broad areas – i. new entrepreneur creation, ii. Scale up of existing enterprises.
- f) To establish a local project management unit (PMU) and to provide last mile mentoring support to existing and new entrepreneurs including capacity building, strategic advice and legal compliance.
- g) The expected outputs (entrepreneurial activities based upon locally available skills, market demand, induced skills etc.) at the end of the project are Setting up and expanding Micro and Small enterprises in - Manufacturing sector, Service enterprises, Trading etc.
- h) The expected outcome of the project are:
  - i. Growth of economic activities in the respective Holy City
  - ii. Growth of income & savings of the local residents
  - iii. Growth in employment opportunities
  - iv. Increased number of self-employment
  - v. Growth in business of Banks and micro-financing institutions
  - vi. Development of a validated Model for Economic development for areas of religious tourism

### **3.3 Proposed Action Points for Implementing Agencies**

- a) To identify the Economic dimensions in Holy City.
- b) Map and prioritize of major economic activities in religious tourism in the identified Holy City.
- c) Conduct surveys in order to carry out an elaborate skill audit with respect to religious tourism for assessing skill gap – duration 3 months.
- d) Identify the beneficiaries for the programme, mobilize them and conduct community

awareness.

- e) Formulate and conduct orientation programmes with the various stakeholders.
- f) Facilitate and conduct Entrepreneurship Development Programmes, Entrepreneurship cum Skill Development Programmes,
- g) Encourage and capacitate cluster Interventions.
- h) Organize programmes on Entrepreneurship, Life Skills, Financial Inclusion, Marketing, Management, Support Ecosystems, Quality, IPR, Export/ Import, emerging business opportunities etc.
- i) Establish a local project management unit (PMU) and to provide last mile mentoring support to existing and new entrepreneurs including capacity building, strategic advice, and legal compliance.
- j) Monitor and track the growth of entrepreneurs.
- k) Conduct seminars, industry connects, and trade fairs to showcase entrepreneur products. This will be in the nature of exposing participants to best practices and sharing of knowledge and issues, besides providing them with access to market. It will explore the option of leveraging the existing social media platforms and e-marketing initiatives like Facebook, Amazon etc. for better product acceptability.
- l) Develop appropriate framework to stimulate the economic growth of beneficiaries related with Religious Tourism.
- m) To suggest a way forward to NIESBUD to improve and enhance the reach and performance of the scheme.
- n) Grounding of New Entrepreneurs – 300, Scaling Up Existing Entrepreneurs – 400.

### **3.4 Promotion of Entrepreneurial Activities in Temple Towns**

1. Pilot Study to identify the gap areas.
2. Design and Develop Training Programmes in consultation with NIESBUD.
3. Capacity building through direct and indirect intervention
4. Handholding and Mentoring for new enterprise creation and scaling up existing enterprises.

#### **Geographical Area**

The project will be implemented at Pandharpur, Maharashtra

**Instructions to Bidders**

**1. Definitions**

- 1.1. NIESBUD means **National Institute for Entrepreneurship & Small Business Development** who has invited bids for consultancy services with whom the selected Agencies/NGOs/Organizations signs the Contract for the Services and to whom the selected Agencies/NGOs/Organizations shall provide services as per the Terms and Conditions and Terms of Reference of the contract.
- 1.2. "Agencies/NGOs/Organizations" means any entity or person or associations of persons who have been shortlisted to submit their proposals that may provide the Services to the Employer under the Contract.
- 1.3. "Contract" means the Contract signed by the Parties for this assignment.
- 1.4. "Day" means calendar day.
- 1.5. "Government" means the Government of India.
- 1.6. "Instructions" to Agencies/NGOs/Organizations means the document which provides know how about the work
- 1.7. LOI means the Letter of Invitation being sent by Employer to the short-listed Agencies/NGOs/Organizations.
- 1.8. "Personnel" means professionals and support staff provided by the Agencies/NGOs/Organizations assigned to perform the Services or any part thereof.
- 1.9. "Proposal" means the Technical Proposal and the Financial Proposal.
- 1.10. "RFP" means the Request for Proposal prepared by the Employer for the selection of Agencies/NGOs/Organizations.

1.11. "Assignment/Job" means the work to be performed by the Agencies/NGOs/Organizations pursuant to the Contract.

## 2. Introduction

2.1. NIESBUD wishes to engage services of Agencies/NGOs/Organizations as Local Implementing Agency (LIA) for Implementation of **Pilot Project for Promoting Entrepreneurship Development in Holy City Pandharpur (Maharashtra)**.

2.2. The agency is broadly expected to do:

- Conduct a scoping study including mapping of economic activities, financial network, value chain studies etc.
- To identify the economic impacts of the religious tourism.
- Establish local project management unit and identify beneficiaries.
- Support to the running enterprises and monitor and track the growth of the local entrepreneurs.
- Develop appropriate framework to stimulate the economic growth of beneficiaries related with Religious Tourism.
- To suggest a way forward to NIESBUD to improve and enhance the reach and performance of the scheme.

2.3. The Agencies/NGOs/Organizations are required to submit their proposals in Sealed Cover to: **NIESBUD,A-23, Block A, Industrial Area, Sector 62, NOIDA, Uttar Pradesh - 201301 on or before 08.01.2021; 3 PM**. If the day falls on a holiday for NIESBUD, the immediate next working day shall be the date of tender submission.

2.4. Agencies/NGOs/Organizations should familiarize themselves with local conditions and take them into account in preparing their Proposals.

2.5. Agencies/NGOs/Organizations shall bear all costs associated with the preparation and submission of their proposals and contract negotiation.



2.6. The client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to award of the Contract without incurring any liability to the Agencies/NGOs/Organizations.

### **3. Minimum Eligibility Criteria for Technical Bid**

3.1. The Bidder should be a reputed Agency/NGO/Organization which fulfills the following conditions:

- i.) Experience of successfully completing at least 3 assignments of similar nature (Entrepreneurship Education and Entrepreneurship Development) in previous 5 years.
- ii.) Minimum average annual turnover of Rs.2 Crore during the previous 3 financial years.
- iii.) Having qualified and experienced key personnel.

### **4. Clarification and Amendment of RFP Document**

4.1.1 Bidders may request for clarification on any clause/condition of the RFP within the prescribed time period to the Employers' representative by e-mail. E-mail address for request of clarification is: [niesbud.tender@gmail.com](mailto:niesbud.tender@gmail.com) . NIESBUD will respond by e-mail and post all such clarifications on its website. Organisations wishing to attend Virtual Pre Bid Meeting should send their request on [niesbud.tender@gmail.com](mailto:niesbud.tender@gmail.com) in advance.

4.2 At any time before the submission of proposals, the Client may amend the RFP by issuing an addendum in writing or by announcing it through its website. The addendum shall be binding on all Agencies/NGOs/Organizations. Agencies/NGOs/Organizations shall acknowledge receipt of all such amendments. To give the Agencies/NGOs/Organizations reasonable time in which to take an amendment into account in their proposals, the Client may, if the amendment is substantial, extend the deadline for the submission of proposal.

## 5. Conflict of Interest

5.1 The Employer requires that Agencies/NGOs/Organizations provide professional, objective and impartial advice and at all times hold the Employer's interest's paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.

5.2 Without limitation on the generality of the foregoing, Agencies/NGOs/Organizations 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:

**Conflicting Activities:** Agencies/NGOs/Organizations or any it's affiliates selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project, if the consultancy or any it's affiliates is found indulged in any such activities which may be termed as the conflicting activities by the Institution.

**Conflicting Relationships:** Agencies/NGOs/Organizations that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

5.3 Agencies/NGOs/Organizations have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, 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 Agencies/NGOs/Organizations fails to disclose said situations and if the Employer

comes to know about any such situation at any time, it may lead to the disqualification of the Agencies/NGOs/Organizations during bidding process or the termination of its contract during execution of the assignment.

**6. Unfair Advantage**

If a shortlisted Agencies/NGOs/Organizations attempts to derive a competitive advantage from having provided consultancy assignment/job related to the assignment /job in question and which is not defined as conflict of interest as per para above, NIESBUD shall make available to all short-listed Agencies/NGOs/Organizations together with the RFP all information that would in the respect give such Agencies/NGOs/Organizations any competitive advantage over competing Agencies/NGOs/Organizations.

**7 Proposal**

One Agency/NGO/Organization shall submit only one proposal for one city. However, Separate proposals are required to be submitted for each city. An agency can submit proposal for one or more than one proposed Holy City.

**8. Proposal Validity**

Agencies/NGOs/Organizations proposals must remain valid for 90 days after the submission date. During this period, Agencies/NGOs/Organizations shall maintain the availability of professional staff nominated in the proposal and also the financial proposal unchanged. The Client will make best effort to complete negotiations within this period. Should the need arise; however, the Client may request Agencies/NGOs/Organizations to extend the validity period of their proposals. Agencies/NGOs/Organizations who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal during the extended period. Agencies/NGOs/Organizations who do

not agree have the right to refuse to extend the validity of their Proposals. Under such circumstance, the Employer shall not consider such Proposal for evaluation.

## **9. Preparation of Proposal**

9.1 The proposal as well as all related correspondence exchanged by the Agencies/NGOs/Organizations and the Employer shall be written in English language, unless specified otherwise.

9.2 In preparing their Proposal, Agencies/NGOs/Organizations 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.

9.3 Submission of the wrong type of Technical proposal will result in the Proposal being deemed non-responsive. **The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared as non-responsive.**

## **10. Financial Proposals**

The Financial Proposal shall be prepared using the prescribed Forms enclosed with this document. It shall list all costs associated with the assignment/job, including (a) remuneration for staff and (b) reimbursable expenses such as travel cost, applicable taxes etc. The financial proposal shall be rejected summarily, if found not in the prescribed format.

## **11. Currency**

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

## **12. Earnest Money Deposit (EMD) and Performance Guarantee**

### **12.1 Earnest Money Deposit**

- i) An earnest money of Rs.25000.00 (Rupees Twenty Five Thousand Only) only in the form of bank draft/demand draft of a Reserve Bank of India approved Bank in favour of NIESBUD payable at Noida.
- ii) Proposals not accompanied by EMD shall be declared as non-responsive.
- iii) No interest shall be payable by the Employer for the sum deposited as EMD.
- iv) The EMD of the unsuccessful bidders would be returned back within one month of signing of the Contract.

### **12.2 Forfeiture of EMD**

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

- If the proposal is withdrawn during the validity period or any extension agreed by the Agencies/NGOs/Organizations thereof.
- If the proposal is varied or modified in a manner not applicable to the Employer after opening of Proposal during the validity period or any extension thereof.
- If the Agencies/NGOs/Organizations tries to influence the evaluation process.

### **13. Performance Guarantee**

The selected Agencies/NGOs/Organizations shall be required to furnish a Performance bank Guarantee equivalent to 10% 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 favour of NIESBUD payable at Noida for the period of contract with 60 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 Agencies/NGOs/Organizations on any account under the contract. On submission of performance guarantee and after signing of the contract, EMD would be returned.

#### **14. Submission, Receipt and opening of Proposal**

14.1 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 formats enclosed with this document.

14.2 An authorized representative of the Agencies/NGOs/Organizations shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

14.3 The Technical Proposal shall be placed in a sealed envelope clearly marked **"TECHNICAL PROPOSAL for Selection of Implementing Agencies/NGOs/Organizations for Promoting Entrepreneurship Development in Holy City Pandharpur (Maharashtra)"**. Similarly the Financial Proposal shall be placed in a separate sealed envelope clearly marked **"FINANCIAL PROPOSAL for Selection of Implementing Agencies/NGOs/Organizations for Promoting Entrepreneurship Development in Holy City Pandharpur (Maharashtra)"**.

14.4 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" as indicated above. The envelope should be clearly marked: **"Selection of Implementing Agencies/NGOs/Organizations for Promoting Entrepreneurship Development in Holy City Pandharpur (Maharashtra)"**

14.5 The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This shall lead to

rejection of the Proposal.

14.6 If the Financial Proposal is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

14.7 The proposals can be submitted in person/post/courier to the addressee indicated in the RFP not later than the time and the date indicated or any extension to this date.

14.8 Any proposal received by the Employer after the deadline for the submission shall be returned unopened. Technical Proposals will be opened on the date and time indicated in the RFP and in the presence of the representatives of the Agencies/NGOs/Organizations who wish to attend.

## **15. Bid Evaluation criteria and selection procedure**

**The evaluation of the submitted proposals shall be carried out in two stages, i.e. Technical and Financial.**

### **15.1 Evaluation of Technical Proposal**

- **70% of the weightage** will be given to the Technical Proposal. The Bidder shall submit the following information in format wherever specified for assessment of Technical proposal.
- Applicant Organizations will have to present their proposals before the Agency Evaluation Committee (AEC).
- A proposal shall be considered unsuitable and rejected at the stage of Technical Evaluation if it does not meet the minimum technical standard as may be decided by the AEC.
- After completing of the technical evaluation, the AEC shall notify the shortlisted Agency(s).

## **15.2 Evaluation of the Financial Proposal**

- Financial proposals of only those agencies which are declared technically qualified shall be opened, on the date and time specified in this document. Agencies' representatives may be present at the time of opening the financial proposal.
- The AEC will correct any computation errors. 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 technical proposal, no corrections will be allowed to the Financial Proposal.

## **16. Method of Selection**

In deciding the final selection of the agency, the technical quality of the proposal will be given a weightage of 70% on the basis of criteria for evaluation. The price bids of only those agencies who qualify technically will be opened. The proposal with the lowest cost 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 30%. For working out the combined score, the AEC will use the following formula:

Total points:  $(0.7 \times T(s)) + (0.3 \times 100 \times LEC/EC)$ , 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 contract and will be called



for negotiations, if required.

Example: if in response to this RFP, three proposals, A, B & C were received and the Agency Evaluation Committee awarded them 75, 80 and 90 marks respectively, all the three proposals would be technically suitable. Further, if the quoted price of proposals A, B & C were Rs.120, 100 & 110 respectively, then the following points for financial proposals may be given:

A:  $100 \times 100 / 120 = 83$  points

B:  $100 / 100 = 100$  points

A:  $100 / 110 = 91$  points

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

Proposal A:  $75 \times 0.7 + 83 \times 0.3 = 77.4$

Proposal B:  $80 \times 0.7 + 100 \times 0.3 = 86$

Proposal C:  $90 \times 0.7 + 91 \times 0.3 = 90.3$

Proposal C would be considered the H1 and would be recommended for negotiations, if considered necessary for approval.

16.1 The final award shall be subject to the discussion on the Terms of Reference methodology, staffing, inputs of the AEC and various other terms & conditions of contract. The discussion, however, shall not substantially alter the original TOR and the final TOR shall form part of the contract.

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

16.3 The AEC may cancel the bid and reject all proposals without assigning any reasons at

any stage of the tender process.

### **17. Negotiations**

Negotiations, if considered necessary, shall be held only with the Agencies/NGOs/Organizations who shall be placed as H- 1 bidder after combined evaluation of the Technical and Financial Proposal. Under no circumstance, the financial negotiation shall result into an increase in the price originally quoted by the Agencies/NGOs/Organizations. Date and Time for negotiation shall be communicated to the H-1 Agencies/NGOs/Organizations. Representatives conducting negotiations on behalf of the Agencies/NGOs/Organizations must have the written authority to negotiate and conclude the contract.

### **18. Award of Contract**

After completing negotiations the Institute shall issue a Letter of Intent to the selected Agencies/NGOs/Organizations and promptly notify all other Agencies/NGOs/Organizations who have submitted proposals about the decision taken.

The Agencies/NGOs/Organizations will sign the contract after fulfilling all the formalities/pre-conditions (contract to be signed after the selection of Agencies/NGOs/Organizations), within 15 days of issuance of the letter of intent.

The Agencies/NGOs/Organizations is expected to commence the assignment/ job on the date of signing the contract.

### **19. Confidentiality**

Information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the Agencies/NGOs/Organizations 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

Agencies/NGOs/Organizations of any information related to the process may result in the rejection of its proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

#### **20. Period of Engagement**

The Agency will be engaged for a period of **12 months** with effect from signing of MoU. If, the Agency does not fulfill the terms and conditions of tender, or, there is delay in submission of reports, or, there is lack of quality in work, the contract may be terminated at an earlier date.

#### **21. Penalty Clause**

If the Agency/NGO/organization is not able to complete the project in time as per contract the agency would be liable to be penalized @ 1% of the fee (excluding taxes) per week or part of it subject to maximum of 10% of contract value.

## **Other Terms and Conditions**

1. The other general terms and conditions applicable to each assignment under this Project will be:

- (i) The assignment should be completed within the time stipulated in the agreement. Delay in submission of the report beyond the stipulated time will attract penalty. For factors beyond the control of the institution given the assignment, suitable extension in time may, however, be granted at the request of the institution.
- (ii) NIESBUD shall not pay any extra amount for any escalation in the cost of the assignment beyond the time period stipulated in the agreement.
- (iii) The total fee for the study as agreed with the organization will include service tax and other tax, if any, and the liability of payment of the tax will be the Agencies/NGOs/Organizations.
- (iv) The draft/final reports and the contents thereof would be the intellectual property of NIESBUD and would not be published by the institution concerned without prior approval of NIESBUD.
- (v) In case of the change of Agency/NGO/Organization team leader during the contract period, the new Agency/NGO/Organization team leader may be appointed by the organisation with the prior approval of NIESBUD.
- (vi) The raw data/processed data finding should not be disclosed by the agency/NGO/Organisation to any third party without prior approval of NIESBUD.

## 2. Budget/Payment Schedule :

Schedule for release of payments will be as under:

- (a) **First Installment:** 10% of the quoted amount on signing of the agreement shall be made at the time of acceptance of this proposal.
  - (b) **Second Installment:** 40% of the quoted amount after successfully 'grounding' at least 150 new entrepreneurs and scaling up 200 existing entrepreneurs.
  - (c) **Third and Final Installment:** Balance 50% on successfully 'grounding' rest 150 new entrepreneurs and scaling up 200 existing entrepreneurs and submission of the final report and a presentation on the report to be made before the Ministry of Skill & Entrepreneurship Development at New Delhi and subject to acceptance of same.
3. The Consultancy Organization will utilize the above amount only for the purpose for which it is sanctioned.
  4. The Consultancy Organization shall maintain a separate account of the money received for this purpose from NIESBUD and have the final accounts audited by statutory auditors at the Agencies/NGOs/Organizations cost, if required.
  5. The Consultancy Organization shall neither accept nor apply for financial assistance from any other source towards this project.
  6. The Consultancy Organization will not purchase or acquire any fixed assets like photocopiers, computers, etc. out of the sanctioned amount.
  7. The Consultancy Organization also agrees to carry out the assignment with high professional standards of competence and integrity having due regards to the nature and purpose of the assignment and to ensure the staff assigned to perform the services under this Agreement will conduct themselves in a manner consistent therein.

8. The Consultancy organisation and its members shall not divulge any restricted data/information they might have access, nor publish any research paper/article etc. using data of the assignment in any media or in any form without written consent of NIESBUD.

Reputed agencies/organization may submit proposals as per their strength and area of expertise. All proposals must be submitted as per the prescribed Proposal Format along with Annexure 1-12.

## PROPOSAL FORMAT

### Annexure 1

#### Organizational Profile

**Agency/ NGO/ Organization Name:**

**Contact Person:**

**Phone Number:**

**Correspondence Address:**

**2. Legal and Registration Status:** Please provide supporting documents for this section

<b>a. Date of Registration</b>		
<b>b. Registration Type</b>		
<b>c. PAN</b>		
<b>d. TAN</b>		
<b>e. GST</b>		
<b>f. Bank Details on Letter Head</b> (if selected, you will be required to submit a copy of cancelled cheque)	<i>Name of Account</i>	
	<i>Account Number</i>	
	<i>Bank and Branch with Address</i>	
	<i>IFSC</i>	
<b>g. Tax Exemption Certificate</b> (Please choose)	<i>12A(A)</i>	
	<i>80G</i>	

and provide supporting Document)	<i>Any Other (example: 35AC)</i>
<b>h. Acknowledgement of Income Tax return along with IT Return filed</b>  (Please provide documents for the last three Financial Years)	



## Annexure 2

**Financial Information:** Please provide financial information for the last 3 financial years.

Audited documents to be submitted to support this section.

(all figures in Rs. Lakhs)	FY2019-20	FY2018-19	FY2017-18
<b>a. Project</b> (covers cost incurred on projects directly implemented by the organization)			
<b>b. Sub Grants</b> (covers cost incurred on projects implemented through sub partners)			
<b>c. Administration</b> (covers cost other than project/sub grant like office rent, communication, support function salary, etc.)			
<b>d. Others</b>			
<b>e. Total Expenditure</b>			
<b>f. Key Sponsors</b>			

## Project Proposal

### 1. Project Identification Details

1	<b>Proposed Location (City &amp; Location)</b>	
2	<b>Total Proposed Reach (Beneficiary Details)</b>	

### Description of Bidding Agencies/NGOs/Organizations Methodology, Work Plan and Project Organization Structure

1. **Methodology:** Bidding organisation should explain their proposed methodology to function as the Agency/NGO/Organization for the Project within the scope of work as defined under the section Terms of Reference.
2. **Work plan:** Bidding organisation should provide work plan to function as the Agency/NGO/Organization through PERT/CPM Network or Gantt chart. Work plan should indicate mile stone events and critical activities to ensure that the project is completed as scheduled.
3. **Project organisation structure:** Bidding organisation should provide its proposed organisation structure to function as the Agency/NGO/Organization specifying clearly designation, communication channel and number of persons proposed to be employed. The profile of the people proposed to be engaged should be submitted as per the following format.
4. **Proposal Abstract (150 words)**
5. **Overall Project Objective and Specific Objectives (150 words) –as aligned to Action**

*Points*

**6. Proposed Implementation Strategy (200 words)**

**7. Monitoring and Evaluation Plan (Clear Output, Process, Outcome and Impact Level Indicators)**

**LIST OF PEOPLE AND COMPETENCY IN THE BIDDING ORGANISATION**

Name of the Bidding organisation:

Name	Designation	Educational qualification	Core competency	Total work experience (Years)	Length of association with the Bidding organisation	Role in the Pandharpur Project, if any
<b>Full time employees (Permanent)</b>						
<b>Part time employees (Permanent)</b>						
<b>Contractual employees (Full time/part time)</b>						
<b>Empanelled experts/consultants/data collectors/analysts etc.</b>						

*The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.*

Signed by Authorised signatory

Seal

Name:

Designation:

Date:

**INFRASTRUCTURE OF THE BIDDING ORGANISATION**

Name of the Bidding organisation:

Sr. No.	Name of infrastructure	Quantity	Own or hired	Ref. proof (For land & building only)

*The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.*

Signed by Authorised signatory

Seal

Name:

Designation:

Date:

**COLLABORATIVE PROJECTS/ASSIGNMENTS IMPLEMENTED BY THE BIDDING  
ORGANISATION DURING YEAR 2015 - TILL DATE**

Name of the Bidding organisation:

Sr. No.	Title of project/assignment	Name of sponsoring/funding organisation	Name of collaborating organisation, if any	Period of project/ assignment

*The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.*

Signed by Authorised signatory

Seal

Name:

Designation:

Date:

**GOVERNING BODY OF THE BIDDING ORGANISATION**

Name of the Bidding organisation:

Sr. No.	Name of the person	Designation in the Governing Body	How long the person is holding the position (Years)	Is the person related to any other person in this list (Yes/No)

*The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.*

Signed by Authorised signatory

Seal

Name:

Designation:

Date:

**AREA OF OPERATION OF THE BIDDING ORGANISATION**

Name of the Bidding organisation:

Sr. No.	Name of State	Name of Districts within the State	Name of local collaborating Institutions, if any	Whether you receive fund directly for project or through collaborating organisation

*The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.*

Signed by Authorised signatory

Seal

Name:

Designation:

Date:



**NUMBER OF BENEFICIARIES FROM PROJECTS OF THE BIDDING ORGANISATION**  
**DURING PREVIOUS 10 YEARS**

Name of the Bidding organisation:

Sr. No.	Name of State	List of key projects/ assignments	Approximate number of beneficiaries	Short description of benefits accrued

*The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.*

Signed by Authorised signatory

Seal

Name:

Designation:

Date:

**COMPLIANCE TO REGULATORY REQUIREMENTS BY THE BIDDING ORGANISATION**

Name of the Bidding organisation:

Statement	Response
Do your organisation file Tax Returns, submit reports under Societies Acts etc. as applicable on time? If yes, state the dates as applicable	2018-19: 2017-18: 2016-17:
When was the latest Internal and Statutory Audits of the Books of Accounts carried out?	Internal audit: Statutory audit:
Does your Accounts Department maintain all records of receipt and disbursement of fund and expenditure related records?	Yes/No
Please list titles of at least 10 files maintained in your organisation.	1. 2. 3.
On which date do you pay salary to your employees?	
What is the credit period to the suppliers of goods and services to your organisation?	
Please state the dates of the latest 5 (Five) Governing Body meetings and latest 2 (Two) General Body meetings of your organisation.	
Please list names of Awards/Recognitions received since year 2014, if any, along with the name of the provider organisation.	

Please specify the name of the website, social media site address etc. of your organisation, if present. If there is regular Annual Report or other published material enclose photocopy.	
Does your organisation have documented Policy on zero tolerance for unethical practices? If yes, enclose Photocopy.	
Does your organisation upload Annual Reports, Balance sheets to Internet?	Yes/No (If yes, name of the site)
Were there any adverse reports from Auditors during previous 5 years?	Yes/No (If yes, how many and what corrective actions did your organisation take?)
How does your organisation make most of the payments? mode	Cash     ( <input type="checkbox"/> ) Cheque   ( <input type="checkbox"/> ) Digital    ( <input type="checkbox"/> )

*The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.*

Signed by Authorised signatory

Seal

Name:

Designation:

Date:

(On organisation's letter head)  
**Covering letter for Financial Proposal**

Ref. No.:

Date:

To,  
The Director (EE)  
NIESBUD  
A-23, Block A, Industrial Area, Sector 62,  
NOIDA,Uttar Pradesh – 201301

Dear Sir/Madam,

We, the undersigned, offer to provide the job for Implementation of Pilot Project on Entrepreneurship Development in the Holy City Pandharpur (Maharashtra) in accordance with your Request for Proposal dated ( ). Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all taxes and duties. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal (as given in para 8 i.e. Instruction to bidders).

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

Yours sincerely,

Signature of Authorized signatory:

Seal

Name and Designation of Signatory

## FINANCIAL PROPOSAL

Sl. No.	Item	Rate	Quantity	Amount (INR)
1	Remuneration of Agency Head			
2	Remuneration of Data Collectors			
3	Remuneration of Trainers			
4	Remuneration of Consultancy staff			
5	Travel expenses			
6	Local conveyance expenses			
7	Board & Lodging expenses			
8	Office expenses			
9	Documentation expenses			
10	Contingency			
11	Financial Implication for conduct of Training Programme/ Workshops as per Section 3.4 (Please quote separately for each program)			
	Sub total			
	GST			
	Total			

Signature of Authorized signatory:

Seal

Name and Designation of Signatory

### Checklist

S.No	Criteria/ Bidders
1	Experience of successfully completing at least 3 assignments of <b>similar nature</b> in previous 5 years.
2	Minimum average annual turnover of Rs.2 Crore during the previous 3 financial years.
3	Having qualified and experienced key personnel.
4	<p><b>Proposal</b></p> <p>One Agency/NGO/Organization shall submit only one proposal for one city. However, Separate proposals are required to be submitted for each city. An agency can submit proposal for one or more than one proposed Holy City.</p>
5	The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared as non-responsive.
6	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 formats enclosed with this document.
7	An authorized representative of the Agencies/NGOs/Organizations shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".
8	A proposal shall be considered unsuitable and rejected at the stage of Technical Evaluation if it does not meet the minimum technical standard as may be decided by the AEC.
9	Financial proposals of only those agencies which are declared technically qualified shall be opened, on the date and time specified in this document.
10	In deciding the final selection of the agency, the technical quality of the proposal will be given a weightage of 70% on the basis of criteria for evaluation.
11	The financial proposal shall be allocated a weightage of 30%.