

M.P. Jan Abhiyan Parishad
(Govt. of Madhya Pradesh, Department of Planning, Economics & Statistics)

Ref. No.2164.....

Date. 18/11/2016

EXTENSION OF TENDER/PROPOSAL SUBMISSION DATE

M.P. Jan Abhiyan Parishad, through advertisement No. G-19411/16 Bhopal dated 06/11/2016, has invited RFP from International/National/State level reputed training institutes/organization, to empanel training partner/s. The last date for submission of tender/proposal was 28/11/2016. The Parishad has decided to extend the closing date of tender submission by another 11 days.

The last date of submission of tender will now be 09/12/2016 till 3:00 PM. Other terms and conditions will remain the same.



Executive Director
M.P. Jan Abhiyan Parishad

REQUEST FOR PROPOSAL (RFP)

for

Empanelment of Institute/Organization as Training Partner/s for imparting skill enhancement training to the newly formed Voluntary Organizations in Madhya Pradesh

RFP DOCUMENT



M.P. Jan Abhiyan Parishad

(Govt. of Madhya Pradesh, Department of Planning, Economics & Statistics)

RAJEEV GANDHI BHAVAN KHAND 2, 35 SHYAMLAKHILLS BHOPAL, 0755-2660203 FAX : 0755-2660250

TABLE OF CONTENTS

S.N.	CONTENTS	PAGE NO.
1	NOTICE INVITING PROPOSAL/TENDER	3
2	DEFINITIONS AND ABBREVIATIONS	4
3	SCHEDULE OF RFP	6
4	BACKGROUND	7
5	THE ASSIGNMENT	8
6	MAJOR OBJECTIVES	8
7	PRE-QUALIFICATION/ ELIGIBILITY CRITERIA	9
8	SCOPE OF THE ASSIGNMENT	10
9	REPORTING	13
10	PERIOD OF CONTRACT	14
11	RIGHT TO USE THE CONTENT OF TRAINING	14
12	OBLIGATIONS OF THE SELECTED TRAINING PARTNER	14
13	GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION	15
14	TECHNICAL EVALUATION CRITERIA	19
15	CLARIFICATION OF BIDS	22
16	EVALUATION OF TECHNICAL BIDS	23
17	EVALUATION OF FINANCIAL BIDS	23
18	DISQUALIFICATION OF BIDS	24
19	EMPANELMENT OF TRAINING PARTNER/S	25
20	CONFIDENTIALITY	25
21	CANCELLATION OF EMPANELMENT PROCESS	26
22	MONITORING OF CONTRACT	26
23	TAXES & DUTIES	26
24	EXTENSION IN DELIVERY PERIOD AND LIQUIDATED DAMAGES (LD)	26
25	TERMINATION OF CONTRACT	27
26	PAYMENT TERMS AND SCHEDULE	28
27	ANNEXURE-1	29
28	ANNEXURE-2	30
29	ANNEXURE-3	31
30	ANNEXURE-4	32
31	ANNEXURE-5	33
32	ANNEXURE-6	35

NOTICE INVITING PROPOSAL/TENDER

RFP No. G-19411/16

Bhopal date: 06/11/2016

**M.P. Jan Abhiyan Parishad
(Govt. of Madhya Pradesh, Department of Planning, Economics & Statistics)**

REQUEST FOR PROPOSAL(RFP) for

Empanelment of Training Partner for imparting skill enhancement training to the newly formed Voluntary Organizations in Madhya Pradesh

Last date of proposal submission 28-11-2016

Jan Abhiyan Parishad, Govt. of Madhya Pradesh, Department of Planning, Economics & Statistics, intends to develop the newly formed Voluntary Organizations of the State as one of the potential partners in the process of development of the State by enhancing their competencies and skills in various subjects pertaining to the management of VOs' and to facilitate their participation in developmental activities. With a view to fulfill this objective, to empanel a training partner, Jan Abhiyan Parishad invites RFP in prescribed format from International/National/State level reputed training institutes/organization specialized and experienced in conducting skill development training programmes for VOs.

RFP format & details of scope of assignment and other terms and conditions are available on the official website of the Parishad www.mpjap.org. Interested Institutions / Organization, qualifying the criteria mentioned in the document, are hereby requested to submit their proposal latest by 28.11.2016 till 3.00 PM.

Executive Director
M.P. Jan Abhiyan Parishad

DEFINITIONS AND ABBREVIATIONS

Tender Inviting Authority	Madhya Pradesh Jan Abhiyan Parishad Government of Madhya Pradesh, Department of Planning, Economics and Statistics
Competent Authority	Executive Director, Madhya Pradesh Jan Abhiyan Parishad (An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in this regard)
Bid	Proposal for Empanelment of training partner for imparting Skill enhancement training of the newly formed Voluntary Organizations working in Madhya Pradesh
Proposer/Bidder	Any central or state government department / undertaking or Not-for-profit-making training institute/organization or consortium of not more than 3 as partners, registered under Society or Trust or Company (Section 25/8) Registration Act.
Bidding Document	Documents issued by Madhya Pradesh Jan Abhiyan Parishad including any amendments thereto, that set out the terms and conditions for empanelment of Training Partner and includes the invitation to bid
Cost of the Document	Can be downloaded free from departmental website www.mpjap.org
Authorized Signatory	The proposer's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (POA) from the competent authority of the respective Bidder.
Contract	A contract entered into between MPJAP and a successful proposer concerning the subject matter.
Empanelment Process	The process of empanelment extending from the issue of invitation to bid till the award of contract or cancellation of the Empanelment process, as the case may be
Notification	A notification published in the Official Gazette
Location of the Assignment	7 Zonal headquarters viz; Bhopal, Gwalior, Rewa, Ujjain, Sagar, Jabalpur and Indore
Processing Fee	A non refundable Processing fee of Rs. 1000/- is to be deposited along with the bid, through DD in favour of The Executive Director, M.P. Jan Abhiyan Parishad payable at Bhopal.
Earnest Money Deposit	Rs 50000/- is to be deposited through DD in favour of The Executive Director, M.P. Jan Abhiyan Parishad payable at Bhopal.

MPJAP	Madhya Pradesh Jan Abhiyan Parishad
VOs	Voluntary Organizations
NIT	Notice Inviting Tender
PAN	Permanent Account Number
VAT	Value Added Tax
WO	Work Order
TB	Technical Bid
FB	Financial Bid
HRM	Human Resource Management
CSR	corporate Social Responsibility
CMC	Contract Monitoring Committee
INR	Indian National Rupees

1. SCHEDULE OF RFP

S.No.	MILESTONE	DATE	TIME
1	Date of issue of RFP document	18.11.2016	
2	Last date of receiving queries From email socjap@mp.gov.in	24.11.2016	till 5.00 PM
3	Pre-bid meeting (at MPJAP's office)	25.11.2016	12:00 noon
4	Final clarification published on website www.mpjap.org	29.11.2016	till 5.00 PM
5	Last date of receipt of bid (with all relevant documents & covers)	09.12.2016	till 3:00 PM
6	Opening of technical cover	09.12.2016	3:30 PM
7	Technical presentation by the shortlisted bidders	Will be intimated to the shortlisted agencies	
8	Opening of financial bid	Will be intimated to the selected agencies	
9	Address of the Tender Inviting Authority	The Executive Director, M.P. Jan Abhiyan Parishad, 35, Rajeev Gandhi Bhawan, Shyamla Hills, Bhopal (Madhya Pradesh) Tel:- 0755 2660203 email:- socjap@mp.gov.in	
10	Bid Evaluation Criteria	Quality & Cost Based Selection (QCBS)	
11	Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	www.mpjap.org	
12	Processing fee (non-refundable)	Rs. 1000/- (Rupees One Thousand only)	
13	Earnest Money Deposit	Rs. 50,000/- (Rupees Fifty only)	
14	Bid Security	Nil	
15	Bid Validity	120 days from the bid submission date	

Note - The Technical and the Financial bid shall be sealed in different envelopes which then should be kept in a third envelope and presented.

DISCLAIMER

- All the terms and condition of this RFP shall be governed by the Guideline of the Govt. of Madhya Pradesh Department of Planning ,Economics and Statistics. Notwithstanding anything contained in this RFP, MPJAP reserves the right to accept or reject one or all RFPs or to stop the process of

empanelment at any stage, at the sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon such a decision thereof.

- In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by MPJAP to the Bidder, without MPJAP being liable in any manner whatsoever to the Proposer.
- Information provided at this stage is indicative and MPJAP reserves the right to amend / add further details in the RFP document.
- No Postal Charges or Traveling Allowance shall be claimed by any Proposer in case the RFP is cancelled / postponed.
- Any dispute on Legal Issues shall be subjected to Bhopal Jurisdiction only.

2. BACKGROUND:

MPJAP is a Government owned and funded society registered under M.P. Society registration Act 1973 under department of Planning, Economics and Statistics. It is established with an objective of developing Voluntary Organizations(VOs) as an important unit of development. It makes every effort to provide enabling environment to VOs for their growth and Development in the State. It acts as a coordinating unit between the VOs and the Government to encourage community partnership, to advice the government, to compile the information of the processes regarding the VOs and implementation of the policies.

It has been realized that many newly formed Voluntary Organizations requires proper guidance and skills to develop themselves as a strong Voluntary Organization. To cater to this need MPJAP, under its Navankur scheme is initiating capacity building programme for the newly formed Voluntary Organizations(VO) in Madhya Pradesh to enhance their competencies and skills in various subjects as per their interest, capacity and requirements pertaining to the management a Voluntary Organization. The intention behind the initiative is to develop the newly formed Voluntary Organizations working in the State as one of the competent and potential partners in the process of development of the State.

RFP is sought for empanelment of interested Training partner for imparting skill enhancement training to the target group at the Zonal levels in the state, in the specific manner as mentioned in this document.

3. THE ASSIGNMENT:

For imparting training, ten newly formed VOs from each block, fifteen newly formed VOs from each district headquarters, twenty newly formed VOs from zonal headquarters and twenty five newly formed VOs from the state capital Bhopal, this way around 4045 newly formed VOs will be selected every year by a transparent online process.

In the financial year 2016-17, MPJAP has already invited applications from newly formed VOs working in the state of M.P. An online system is being developed for inviting applications and registration of the interested newly formed VOs, for imparting skill development training. Advertisements were released in reputed newspapers of the state, in all of its editions, for inviting online applications. Till September 2016, 2350 newly formed VOs have been registered for skill development training. These VOs will be trained at 7 zonal levels viz. Bhopal, Ujjain, Gwalior, Indore, Sagar, Jabalpur and Rewa Zonal level. Depending upon the number of registered VOs at zonal level, different batches will be formed. A batch shall not include more than 30 representatives of VOs. Zone wise details of applicant VOs and no. of proposed batches, are as shown below-

S.No.	Zone	No of Applicant Organization	No. of Proposed Batches*
1	Bhopal	350	12
2	Gwalior	224	8
3	Indore	391	13
4	Jabalpur	488	16
5	Rewa	287	10
6	Sagar	276	10
7	Ujjain	334	11
Grand Total		2350	80

**Number of applicant VOs and no. of proposed batches may vary at the time of execution of MOU*

Training of each batch shall be conducted for a duration of 10 days, in two portions/modules, having 5 days each. Each portions/modules shall contain 4 days classroom training and 1 day essential field exposure. The space between the two portions/modules shall not be less than a month and more than three months. All the batches/portions/modules have to be completed before 31 March 2017 accordingly.

4. MAJOR OBJECTIVES

4.1 To impart skill up-gradation training programme to the newly formed VOs in various subjects pertaining to the sound management and functioning of Voluntary Organization and social development.

4.2 To guide the newly formed VOs about the technique to seek financial support from various sources available or untapped, for making them self reliant.

5. PRE-QUALIFICATION/ ELIGIBILITY CRITERIA

Any individual institution or a consortium of organizations / institutions participating in the procurement process shall possess the following minimum pre-qualification/ eligibility criteria -

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	Proposer must be a legal entity or a pre defined consortium* (the consortium should not have more than 3 partners) of registered organizations / institutions in India for at least last 3 years, as on date of bid submission.	Certificates of incorporation / Registration Certificates, Letter of consent from all consortium partners on their official stationary duly signed by the chief functionary/ authorized signatory;
2	Type	The proposer must be Not-For-Profit making Training Institute/organization (Company (Section 25 /8) / Society / Trust) or Central / State Government department / undertaking Training Institute or National Skill Development Corporation (NSDC) / University / AICTE approved training Institutions or Private Training Institute/ Corporate.	Memorandum of Association and Articles of Association / Affiliation certificate/ other relevant document
3	Annual Financial Turnover	Annual Turnover of the proposer must be at least Rs. 2 cr. (during each of the last three financial years, i.e., 2012-13, 2013-14 and 2014- 15)	CA Certificate with CA's Registration Number/ Seal
4	Financial Turnover from training activities	Annual Turnover of the proposer from training activities must be at least Rs. 50 lakh (during each of the last three financial years, i.e., 2012-13, 2013-14 and 2014-15)	CA Certificate with CA's Registration Number/ Seal
5	Training Facility /Infrastructure	Proposer must have/arrange Training hall/s along with audio visual & Projector facility for at least 30 trainees at one time. Should have suitable lodging and boarding arrangements for at least 30 trainees at one time.	Necessary declarations and details of facility.
6	Experience of Conducting	Proposer must have at least three years of experience in conducting skill up-gradation	Related work orders/ MOUs/ Agreements/ letter of intent /

	Training	trainings for VOs for any Central or State Government department or Corporation or Board/ PSU/ Semi-Government organization. Proposer having experience in Madhya Pradesh will be given preference.	Sanction orders / Completion certificate/ payment advice as evidence of such engagements Attach details of proposer as per <i>Annexure-2</i>
7	Experience of developing Course Material & Designing Training modules	Proposer must have completed at least two assignments of developing Course Material & Designing Training modules for training of VOs for any Central or State Government department or Corporation or Board/ PSU/ Semi-Government organization.	Related work orders/ MOUs/ Agreements/ letter of intent / Sanction orders /Completion certificate/ payment advice as evidence of such engagements Attach specimen copy of CBNA report and module developed there upon
8	Subject Matter specialists/ experts (Proposed training team)	Proposer must have at least 5 experts on regular engagement and 10 empanelled experts possessing minimum PG degree in Social Work/Social Sciences, for at least last 3 year from the date of submission of bid, with minimum of 5 years relevant experience in capacity building/ case study development/ consulting/ Course Material development/ Training module designing.	CVs of the resource persons along with proof of their engagement as per <i>Annexure-6</i> .
9	Undertaking/ self declaration	The proposer should not have been black listed by any State Government, Central Government or any other Public Sector undertaking or a Corporation as on the date of RFP submission	Affidavit of declaration on 100 Rs. stamp paper as per <i>Annexure-3</i> .

Note: * in case of consortium (of not more than 3 institutions / organizations) documents of all the partnering institution are to be submitted.

6. SCOPE OF THE ASSIGNMENT:

The eligible/selected Training Partner organization/institute shall be engaged by the Parishad in imparting skill up-gradation training to the selected/registered VOs so that they will acquire knowledge and practical skills to manage their newly formed VOs effectively and efficiently. The

selected training partners shall also carry out post training guidance and certification of the trained Voluntary Organizations. The details of the training are given in the following subsections. The overall scope of work is largely grouped under following activities-

6.1 Content development and training design:

- 6.1.1 Formulate the training strategy in consultation with MPJAP.
- 6.1.2 Develop the course curriculum / content for classroom training and field visit. The training content is to be developed in Hindi & English.
- 6.1.3 Preparation of the training Modules for classroom training and field visit. Two separate training Modules will be prepared for both the parts (5-5 days) of the training. Training modules should include training material and training aid for the participants, including but not limited to case-studies, group work, assignments and other relevant support materials like hand-outs, templates, adapted to each Module's needs and provide the same to all participants;
- 6.1.4 However training with additional Module/s is also permissible provided proposed additional modules are compatible with the original module.
- 6.1.5 Develop evaluation design and prepare evaluation forms in consultation with MPJAP for pre in course and post training assessment and evaluations. Preparing reports bring out analysis and incorporate suitable augmentations in design, content and delivery.
- 6.1.6 Agency to have demonstrated skills in capacity building need assessment using different tools for different stakeholders to feed in to the module development

6.2 Conduct of Training programs:

- 6.2.1 Training of each batch shall be conducted for duration of 10 days, in two portions/modules, having 5 days each. Each portions/modules shall contain 4 days classroom training and 1 day essential field exposure in relevant areas. The space between the two portions/modules shall not be less than a month and more than three months.
- 6.2.2 The language of training delivery would be mix of Hindi and English.
- 6.2.3 All Logistics including lodging, boarding, travel, exposure visits related arrangements and coordination with the stakeholders.
- 6.2.4 Distribution of training kit including a bag, a pen, a pad and the training material, to the participants in the first part of training (first 5 days).
- 6.2.5 Submit pre and post training evaluation along with the learning progress analysis and feedback from the participants about the faculties, resources persons engaged in the training;
- 6.2.6 Issue of certificate of participation on completion of the training.

- 6.2.7 Intermediate and final report submission to the Officer in Charge upon training delivery.
- 6.2.8 Any other activity that may be required for delivery of training and coordination with Officer in Charge for the project.
- 6.2.9 Complete all the batches/portions/modules before 31 March 2017 as desired.
- 6.2.10 Submit final report in 3 hard copies and 5 Compact Disks.
- 6.2.11 Provide status report on regular basis to M.P. Jan Abhiyan Parishad.
- 6.2.12 Post training, counseling and guidance to the Voluntary Organizations for 6 months.
- 6.2.13 Complying with M.P Jan Abhiyan Parishad's Management Information System (MIS).

6.3 Over all Training Management:

- 6.3.1 This includes aligning stakeholders, scheduling participants in batches, sending invites to participants, necessary follow-ups to ensure timely presence in training, device motivational tools to encourage involvement in training, drive the training and all kind of communication with the participants and other stakeholders. This has to be done in consultation with MPJAP.
- 6.3.2 A Training Management Units (TMU) will be created at the State level, including one senior coordinator from the selected Training Partner and one from MPJAP. The selected Training Partner is expected to depute a full time, dedicated, senior coordinator for the same.

6.4 Number of Batches:

Number of batches will be created in consultation with MPJAP, according to the number of VOs registered for training. Training of all the batches have to be conducted on or before 31 March 2017.

6.5 Batch Size:

The average batch size would be of 30 trainees. In case, if the number of VOs are less than or more than 30 at any particular zonal level, the batch size would be finalized in consultation with MPJAP.

6.6 Target Group:

Newly formed VOs / VOs created by and associated with MPJAP which are legally registered not-for-profit making organizations(Company (Section 25 /8) / Society / Trust) working in the state of Madhya Pradesh and are interested in seeking skill up-gradation training on Management of Voluntary Organizations.

6.7 Training Locations:

Trainings will be conducted at 7 Zonal levels viz. Bhopal, Ujjain, Gwalior, Indore, Sagar, Jabalpur and Rewa zonal headquarters. Representatives of VOs from various Districts and Blocks falling under the geographical area of any zone, will attend the training at that particular zonal headquarter. Number of batches may vary from one zone to another, depending upon the number of VOs registered for training. The classroom training will be conducted at the zonal headquarter however, the field/exposure visits can be conducted in any suitable location in that zone or anywhere in Madhya Pradesh or India. The suggested location for the field/exposure visit shall be the part of proposal and training plan submitted by the proposer.

7. REPORTING:

- 7.1 The selected training partner is expected to submit a training report within ten days after completion of each training module, to the officer in charge in a hard copy and in the electronic form. The Report shall include the following-
 - 7.1.1 Training Schedule along with training and learning objectives.
 - 7.1.2 Analysis of pre and post assessment.
 - 7.1.3 Attendance of the trainees and trainers.
 - 7.1.4 Concise of applied methods, including the most important, attractive ideas of participants on the discussed subjects.
 - 7.1.5 Conclusions and recommendations based on lessons learnt for future interventions.
 - 7.1.6 Analysis of Participants Feedback on faculties and resource person besides the logistics and other arrangement.
 - 7.1.7 Brief of Exposure/field visit.
 - 7.1.8 Representative Photographs.
 - 7.1.9 A soft copy of the content and other relevant materials delivered to the trainees.
 - 7.1.10 Schedule and plan of training for conducting second part (if it is the first part of training)
 - 7.1.11 Any other relevant doc and / or report.
- 7.2 After completion of training the selected Training Partner shall have to submit the final report in a hard copy and the electronic form based on the following points-
 - 7.2.1 The training strategy and over all training design to match the intended training outcomes.
 - 7.2.2 Training curriculum and modules (Hindi & English) along with other training material/hand-outs adapted for each module.
 - 7.2.3 Training Plan
 - 7.2.4 Conduct of Training (Including sample training kit with training material and participation certificate)
 - 7.2.5 Pre and Post Training Evaluation analysis.

- 7.2.6 Participants Feedback Analysis about the faculties and resource persons.
- 7.2.7 Attendance of the participants and the trainers.
- 7.2.8 Post training, counseling and guidance to the Voluntary Organizations for 6 months.
- 7.2.9 Conclusions and recommendations.

7.3 The formats for all the reports shall be prepared by the selected Training Partner and will be submitted to MPJAP for approval. After final approval from MPJAP, the Training Partner should strictly follow the approved format. If required, only MPJAP, may revise the formats.

8. PERIOD OF CONTRACT

Contract will be signed with the selected Training Partner initially for a period of One year. This may be extended if MPJAP decides on contract extension. Only MPJAP will have the authority to take necessary decision in this regard.

9. RIGHT TO USE THE CONTENT OF TRAINING

Content/modules/material developed for this training will be used by MPJAP even after completion of the contract period. MPJAP shall possess all rights to use and modify the Content/modules/material of the training.

10. OBLIGATIONS OF THE SELECTED TRAINING PARTNER

Selected Training Partner is expected to do following activities-

- 10.1 Preparation of Inception Report.
- 10.2 Preparing Training Strategy.
- 10.3 Depute a senior coordinator for Training Management Unit (TMU) and also to depute Training coordinators at all the 7 zonal levels to coordinate with all related stakeholders.
- 10.4 Perform pre assessment at the beginning of training and on the basis of the analysis of pre assessment, use appropriate methodology for training.
- 10.5 Design course curriculum/content.
- 10.6 Overall training design & Implementation.
- 10.7 Providing training kit to all participants.
- 10.8 Prepare the support training material/hand-outs for each module and distribute to all participants.
- 10.9 Overall management of the trainings i.e. venue, logistics (lodging and boarding), follow – up with the nominated participants, training portfolio, transport for the local visits, identification and advance arrangement with the institution/s for the exposure or field visit;
- 10.10 Coordination with MPJAP for ensuring trainees participation in trainings.
- 10.11 Issuance of certificates to participants.
- 10.12 Submission of reports as desired.

- 10.13 Conducting all the batches before 31 March 2017.
- 10.14 Post training, counseling and guidance and handholding support wherever demanded by the Voluntary Organizations for a minimum period of 6 months.
- 10.15 The selected proposer shall not assign or sub-let the contract or any substantial part thereof to any other agency without the permission of procuring entity.

For successful implementation of the training program, MPJAP will provide necessary mandate, pool of interested trainee VOs and necessary approvals as and when required. MPJAP will issue necessary orders, letters, circulars and conduct review meeting, if needed, to monitor the overall progress of the training. Payment will be release against the invoices raised by the selected training partner as per the agreed framework(MOU).

11. GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION

In case, if the owner /proprietor of the proposer's firm is deputing his representative for communicating and interacting with MPJAP, then the deputed representative will have to be present with an authorization letter from the authorized signatory of the proposer.

11.1 Pre-bid Clarifications

- 11.1.1 Any prospective proposer or consortium thereof may, in writing, seek clarifications from the Tender Inviting Authority in respect of the bidding documents as per the RFP schedule and *Annexure-1*.
- 11.1.2 A pre-bid meeting will also be conducted by MPJAP as per the RFP schedule, to clarify doubts of potential proposers in respect of the Bid.
- 11.1.3 The minutes and response, if any, shall be provided promptly to all proposers to which the Tender Inviting Authority provided the bidding documents, so as to enable those proposers to take minutes into account in preparing their bids, and shall be published on the website.

11.2 Changes in the Bidding Document

At any time, prior to the deadline for submission of Bids, the Tender Inviting Authority may for any reason, whether on its own initiative or as a result of a request for clarification by a proposer, modify the bidding document by issuing an addendum in accordance with the provisions below-

- 11.2.1 In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the Tender Inviting Authority shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- 11.2.2 In case, a clarification or modification is issued to the bidding document, the Tender Inviting Authority may, prior to the last date for submission of Bids, extend such time limit in order to allow the proposers sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.

11.2.3 Any proposer, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the Tender Inviting Authority.

11.3 Validity of Bids

11.3.1 Bids submitted by the proposers shall remain valid during the period specified in the RFP document.

11.3.2 Prior to the expiry of the period of validity of Bids, the Tender Inviting Authority, in exceptional circumstances, may request the proposers to extend the bid validity period for an additional specified period of time. A proposer may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.

11.4 Preparation of Proposal/Bid

11.4.1 The proposer shall prepare the Proposal / Bid Document including all the details /annexure in the manner as specified in the RFP.

11.4.2 The bid shall be typed or written in ink and all it's pages/annexure shall be signed by the signing authority of the proposer, in token of acceptance of all the terms and conditions of the bidding documents.

11.4.3 Any corrections in the bid such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.

11.5 Submission of Bids

Proposers may submit their bids by post or by hand delivery within the stipulated time line, to the address mentioned in the RFP schedule. However, M.P. Jan Abhiyan Parishad shall not be held responsible for any postal delay or loss or anything else.

For submission of Bids a Single-Stage, Two-Envelope Bidding Procedure shall be followed where the bid shall be submitted in a one large single outer envelope containing two separate envelopes wherein -

11.5.1 Technical Bid should be enclosed in one sealed envelope; The technical bid, including all the eligibility documents, shall consist of the following documents;

- All the documents, as mentioned in the Eligibility Criteria of RFP, in support of eligibility of the proposer for the bid.
- All the documents, as mentioned in the Technical Evaluation criteria.

11.5.2 Financial Bid should be enclosed in second sealed envelope; The financial bid shall consist of the following documents;

- Financial Bid Cover Letter on proposer's letter head duly signed by authorized signatory as per *Annexure-4*.
- Financial Bid Format As per *Annexure-5*.

The inner and outer envelopes shall bear the name and complete address along with telephone/ mobile number of proposer, complete address of the Tender Inviting Authority with telephone number, specific identification of the bidding process pursuant to NIT and any additional identification marks as specified in the bidding document and a warning not to be opened before the time and date for bid opening, in accordance with the RFP schedule. If all envelopes are not sealed and marked as required, the decision for accepting or rejecting the bid is solely be at the discretion of MPJAP.

A locked Drop-in box will be kept at MPJAP's office wherein the bidders can come and drop-in their bids, within the stipulated timeline. The key will be kept with the Officer-in-charge designated for this purpose. All bids received by post shall also be dropped down in the drop-in box, after writing down the date of receipt and putting a signature on it, by the person responsible for receiving the bids. Bids that are received by post, in torn or damaged condition shall not be accepted in any case and if the contact number of the proposer is available on the envelop then, the bidder will be informed immediately to take necessary action. The Drop-in box will be opened at the time of opening of technical cover, in front of the present bidders. Alternative / Multiple Bids shall not be considered in any case.

11.6 Cost & Language of Bidding

The Proposer shall bear all costs associated with the preparation and submission of its Bid. Tender Inviting Authority shall not be responsible or liable for any costs, regardless of the conduct or outcome of the bidding process. The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Proposer and the Tender Inviting Authority, shall be written only in English/Hindi Language.

11.7 Processing Fee:

Along with the Bid, the Bidder is required to deposit a non-refundable processing fee of Rs. 1000/- (Rupees One Thousand only), without which the proposal/bid will be rejected. The processing fee will be deposited by the bidder in the form of Cross Demand Draft / Banker's cheque in favour of "The Executive Director, M.P. Jan Abhiyan Parishad" of any scheduled bank, payable at Bhopal.

11.8 Deadline for the submission of Bids

Normally, the date of submission and opening of bids would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result of discussions in pre-bid meeting or otherwise and the time with the prospective proposers for preparation of bids appears insufficient, the date may be extended by the Tender Inviting Authority. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original NIP and shall also be placed on the website of MPJAP.

It would be ensured that after issue of corrigendum, reasonable time is available to the proposers for preparation and submission of their bids. The Tender Inviting Authority shall also publish such modifications in the bidding document in the same manner as the publication of initial bidding document. If, in any case, the last date of submission or opening of bids is a non-working day, the bids shall be received or opened on the next working day. Any bid, which arrives by post after the deadline for submission of bids, shall be declared and marked as "Late" and returned unopened to the proposer by registered post.

11.9 Opening of Bids

The sealed bid from Drop-in box will be opened by the bid evaluation committee constituted by the Tender Inviting Authority at the time, date and place specified in the bid document, in the presence of the proposers or their authorized representatives, who choose to be present.

At the time of opening of bids, only outer envelopes and envelopes marked as "Technical Bid" shall be opened. The envelopes marked as "Financial Bid" shall be kept intact and safe and shall be opened of only those proposers who qualify in the evaluation of their Technical Bids in the manner as mentioned above, on the date and time to be intimated to those proposers. In case, during Technical bid opening, the Financial bid is also found in the Technical Bid envelope, then the bid opening committee, in the presence of proposers, shall seal the financial bid in a separate envelope.

11.10 Earnest Money Deposit

The Bids must be accompanied by Earnest Money Deposit (EMD) of Rs. 50,000 (Rupees fifty thousand only) in the form of Demand Draft from any Nationalized Bank, drawn in favour of "**The Executive Director, M.P. Jan Abhiyan Parishad**" payable at Bhopal in the Technical Cover. In case the Earnest Money Deposit Demand Draft is not found in the Technical Cover, the Bid shall stand rejected for all-purpose.

For successful bidders, this amount will be refunded, without any interest, after commencement of the assignment and for unsuccessful bidders, this amount will be returned forthwith without any interest.

11.11 Selection of Bids

Selection of eligible bid will done on the basis of Quality & Cost Based Selection (QCBS). Technical Bid Score (TBS) will be given a weightage of 60% and Financial Bid Score(FBS) will be given a weightage of 40% (to be calculated from the quoted financial bid). The Bid, that obtains the highest Overall Total Score (TS) value, will be rated as the Best Value Bid. The overall Total Score shall be calculated as follows: -

$$\begin{aligned} \text{TS} &= 60 \% \text{ of TBS} + 40 \% \text{ of FBS} \\ &= (60/100) \times \text{TBS} + (40/100) \times \text{FBS} \end{aligned}$$

$$\text{TBS} = (\text{Score of the proposer in Technical Bid} / \text{Highest Score in Technical Bid}) \times 100$$

$$\text{FBS} = (\text{Least Financial bid} / \text{Financial bid of the proposer}) \times 100$$

If the overall Total Scores(TS) are tied, the bid securing the highest Technical Bid Score (TBS) will be adjudicated as the Best Value Bid.

All the submitted proposals/bids shall be scrutinized on the basis of information and supporting documents submitted by the proposer under this RFP. The proposers meeting all the eligibility criteria and other conditions as stated in the RFP shall be considered for Technical Evaluation. Subsequently the financial bid of all the technically qualified proposers who secure minimum marks of 60 shall only be opened.

12. TECHNICAL EVALUATION CRITERIA:

Parameter	Criteria	Max. Marks(100)	Documents Required
BASIC ELIGIBILITY			
Type of the Proposer (Max. Marks – 5)	The proposer must be a Not-For-Profit making Training Institute/organization (Company (Section 25 /8) / Society / Trust) or Central / State Government department / undertaking Training Institute or National Skill Development Corporation (NSDC) / University / AICTE approved training Institutions or Private Training Institute/ Corporate. Proposer must be a legal entity or a pre defined consortium* (the consortium should not have more than 3 partners) of registered organizations / institutions in India for at least last 3 years, as on date of bid submission.	5	Memorandum of Association and Articles of Association Letter of consent in case of consortium
Annual Financial Turnover (Max. Marks – 5)	Annual Turnover of the proposer must be at least Rs. 2 cr. (during each of the last three financial years, i.e., 2012-13, 13-14 and 14 to 2015)	5	CA Certificate with CA's Registration Number/Seal

Experience in Madhya Pradesh (Max. Marks – 5)	At least of 1 year	5	
Having own website (Max. Marks – 2)		2	necessary link
MIS/IT based Monitoring System (Max. Marks – 2)		2	Presentation / necessary link
Experience of Conducting Training programmes (Max. Marks – 7)		7	Related work orders/ MOUs/ letter of intent / Sanction orders / Completion certificate
Training Facility/ Infrastructure in M.P. (Max. Marks – 5)	Own infrastructure	5	Necessary declaration and details of facility
	Hired infrastructure	3	
Subject Matter specialists/ experts (Proposed training team at least PG with min 5 years of experience) (Max. Marks – 10)	less than 5 on roll and 10 to 15 empanelled experts	5	CVs of the resources along with proof of their engagement as per Annexure 6.
	5 - 7 on roll and more than 15 to 20 empanelled experts	7	
	more than 7 on roll and more than 20 empanelled experts	10	
Financial Turnover from training activities during last three financial years (Max. Marks – 5)	Annual Turnover of the proposer from training activities must be at least Rs. 50 lakh (during each of the last three financial years, i.e., 2012-13, 13-14 and 14 to 2015)	5	CA Certificate with CA's Registration Number/ Seal
TECHNICAL QUALIFICATION			
skill up-gradation trainings for VOs, conducted during last three financial years (Max. Marks – 10)	less than 5 trainings	4	Related work orders/ MOUs/ letter of intent / Sanction orders /Completion certificate / payment advice
	more than 5 up to 10 trainings	7	
	more than 10 trainings	10	
No. of VOs trained	Less than 10 VOs trained	4	As above

during last three financial years (Max. Marks – 5)	more than 10 up to 15 VOs trained		3	
	more than 15 VOs trained		5	
Subject Matter specialists/ experts (Proposed training team) (Max. Marks – 10)	less than 5 on roll and 10 to 15 empanell ed experts	More than 50% of experts are PHD / M Phil	2.5	CVs of the resources along with proof of their engagement as per Annexure 6.
		More than 50% are PG in Social Work/Social Sciences with degree /diploma / certificate in HRM/ CSR / Project Management	1.5	
		PG in Social Work/ Social Sciences	1	
	5 up to 7 on roll and more than 15 up to 20 empanell ed experts	More than 50% of experts are PHD / MPhil	3.5	
		More than 50% are PG in Social Work/Social Sciences with degree /diploma / certificate in HRM/ CSR / Project Management	2	
		PG in Social Work/Social Sciences	1.5	
	more than 7 on roll and more than 20 empanell ed experts	More than 50% of experts are PHD / M Phil	5	
		More than 50% are PG in Social Work/Social Sciences with degree /diploma / certificate in HRM/ CSR / Project	3	

		Management		
		PG in Social Work/Social Sciences	2	
Experience of developing Course Material & Designing Training for training of VOs (Max. Marks – 7)	Completed 2 related assignments		2	Related work orders/ MOUs/ letter of intent / Sanction orders / Completion certificate/ payment advice
	Completed 3 related assignments		5	
	Completed 5 or more related assignments		7	
Linkage with donor agencies (Max. Marks – 5)			5	letter/certificate of association
Presentation cum Demonstration (Max. Marks – 15)	<ul style="list-style-type: none"> • Understanding of the assignment • Proposed Action Plan • Approach & Methodology • Design and Content of similar nature of trg • Presentation, performance and other diverse factors 		15	Presentation cum Demonstration (30 min)
Total Marks			100	

13. CLARIFICATION OF BIDS

To assist in the examination, evaluation, comparison and qualification of the bids, the bid evaluation committee may, at its discretion, ask any proposer for a clarification regarding its bid. The committee's request for clarification and the response of the proposer shall be in writing. Any clarification submitted by a proposer with regard to its bid that is not in response to a request by the committee shall not be considered. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial bids. No substantive change to qualification information or to a submission, including changes aimed at making an unqualified proposer, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

14. EVALUATION OF TECHNICAL BIDS

14.1 Preliminary Examination-

The bid evaluation committee constituted by the Tender Inviting Authority shall conduct a preliminary scrutiny of the opened bids to assess the prima-facie responsiveness and ensure that the: -

- 14.1.1 bid is signed, as per the requirements listed in the bidding document;
- 14.1.2 bid has been sealed as per instructions provided in the bidding document;
- 14.1.3 bid is unconditional and the proposer has agreed to give the required performance security; and other conditions, as specified in the bidding document are fulfilled.

14.2 Determination of Responsiveness

The bid evaluation committee shall determine the responsiveness of a bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document. A bid will be considered responsive if it will meet the requirements of the bidding document without any material deviation, reservation, or omission where: -

- 14.2.1 “deviation” is a departure from the requirements specified in the bidding document;
- 14.2.2 “reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
- 14.2.3 “Omission” is the failure to submit part or all of the information or documentation required in the bidding document.

14.3 Non-material Non-conformities in Bids

Provided that the bid is substantially responsive, the bid evaluation committee may waive any non-conformities in the bid, that do not constitute a material deviation, reservation or omission. The bid evaluation committee may request the proposer to submit the necessary information or document, within a reasonable period of time, to rectify nonmaterial nonconformities in the Technical Bid, related to documentation. Failure of the proposer to comply with the request may result in the rejection of its bid.

14.4 Tabulation of Technical Bids

Technical evaluation shall include the evaluation of all the documents mentioned in the Technical Bid. Technical bids shall be tabulated by the bid evaluation committee in the form of a comparative statement to evaluate the qualification of the proposers against the technical qualification criteria.

15. EVALUATION OF FINANCIAL BIDS

The financial bids of only technically qualified proposers would be opened.

- 15.1 Subject to the provisions of Acceptance of Successful Bid and Award of Contract, MPJAP shall take following actions for evaluation of financial bids:-

- 15.1.1 The financial bids of the proposers who qualified in technical evaluation shall be opened at the notified time, date and place by the bid evaluation committee in the presence of the proposers or their representatives who choose to be present;
- 15.1.2 The names of the proposers, the rates given by them and conditions put, if any, shall be read out and recorded;
- 15.1.3 All the bids, not submitted as per the requirements mentioned in the bidding document, shall be rejected;

15.2 Correction of Arithmetic Errors in Financial Bids

The bid evaluation committee shall correct arithmetical errors in substantially responsive bids, on the following basis, namely: -

- 15.2.1 if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the bid evaluation committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- 15.2.2 if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- 15.2.3 if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

16 DISQUALIFICATION OF BIDS

MPJAP shall exclude or disqualify a bid, if: -

- 16.1 the information submitted, concerning the qualifications of the proposer, was false or constituted a misrepresentation; or
- 16.2 the information submitted, concerning the qualifications of the proposer, was materially inaccurate or incomplete; and
- 16.3 the proposer is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
- 16.4 the bid materially departs from the requirements specified in the bidding document or it contains false information;
- 16.5 the proposer, submitting the bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of MPJAP, a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
- 16.6 a proposer, in the opinion of the Tender Inviting Authority, has a conflict of interest materially affecting fair competition.

A bid shall be excluded/ disqualified by MPJAP as soon as the cause for its exclusion/ disqualification is discovered. The decision to disqualify a bid shall be communicated to the concerned proposer in writing and is published on the MPJAP's website.

17 EMPANELMENT OF TRAINING PARTNER/S

Minimum 3 (Three) agencies may be empanelled by MPJAP as Training Partners for the delivery of training;

17.1 One single bidder can apply for working in more than one zone or in all seven zones. Allocation of zones will solely be at the discretion of MPJAP.

17.2 Information of award of contract shall be communicated to all participating proposers and published on the website of MPJAP. The MPJAP reserves the right to accept or reject any bid, and to annul (cancel) the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the proposers.

17.3 Work Order Issued to Proposer/s under Rate Contract as per the requirements,

17.4 Execution of agreement

17.4.1 A rate contract agreement shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the proposer.

17.4.2 The successful proposer shall sign the rate contract agreement within 15 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful proposer.

17.4.3 If the proposer, whose bid has been accepted, fails to sign a written rate contract agreement within specified period, the Tender Inviting Authority shall take action against the successful proposer as per the provisions of the bidding document and Act. The Tender Inviting Authority may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous proposer to the next lowest or most advantageous proposer, in accordance with the criteria and procedures set out in the bidding document.

17.4.4 The proposer will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Madhya Pradesh only.

17.4.5 The proposer will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Madhya Pradesh only.

18 CONFIDENTIALITY

The MPJAP shall treat all communications with proposers related to the procurement process in such manner as to avoid their disclosure to competing proposers or to any other person not authorized to have access to such information. MPJAP may impose on proposers for fulfilling the

terms and conditions of the contract, aimed at protecting information, the disclosure of which, is likely to violate/ impede enforcement of any law.

19 CANCELLATION OF EMPANELMENT PROCESS

MPJAP may cancel the process of empanelment initiated by it, at any time prior to the acceptance of the successful bid or after the successful bid is accepted, for any valid reason/s as shown below, -

19.1 If the proposer whose bid has been accepted as successful, fails to sign any written contract as required;

19.2 If a proposer is convicted of any offence under any Act;

MPJAP shall not open any bids or proposals after taking a decision to cancel the procurement and shall return such unopened bids to the respective proposers. The decision of cancellation of empanelment process and reasons for such decision, shall be immediately communicated to all proposers that participated in the empanelment process. The empanelment process shall not be reopened after it has been decided to cancel it, but it shall not prevent MPJAP from initiating a new empanelment process for the same subject matter, if required.

20. MONITORING OF CONTRACT

A Contract Monitoring Committee (CMC), comprising of 3-5 officers, will be constituted by the Tender Inviting Authority to monitor the progress of the contract during its delivery period. During the delivery period the CMC shall keep a watch on the progress of the contract and shall take necessary proceedings and make surprise visits to various training locations to ensure that the trainings are conducted as per the requirements and timeframe.

21 . TAXES & DUTIES

The Madhya Pradesh Value Added Tax and Service Tax, if applicable, should not be included in the bid price and shall be paid/deducted at source by MPJAP separately on prevailing rates. All other taxes, duties, license fee and levies shall be include in the bid price. TDS, if applicable for any tax, shall be done as per law in force at the time of execution of the contract.

22. EXTENSION IN DELIVERY PERIOD AND LIQUIDATED DAMAGES (LD)

The time specified for service delivery in the bidding document shall be deemed to be the essence of the contract and the selected Training Partner shall arrange services within the specified period. If the delay in the delivery of services is on account of hindrances beyond the control of the selected Training Partner, the selected Training Partner shall request in writing to the Tender Inviting Authority, giving reasons for extending the delivery period of service, if it finds itself unable to complete the service within the stipulated delivery period or is unable to maintain prorated progress in

the service delivery. This request shall be submitted as soon as a hindrance in delivery of service occurs or within 15 days from such occurrence but before expiry of stipulated period of completion of delivery of service after which such request shall not be entertained.

MPJAP on examining the justification of causes of hindrance, if finds appropriate, may extend the period of extension of service delivery, with or without liquidated damages and shall issue an amendment to the contract with suitable denial clauses and with or without liquidated damages, as the case may be. In case, if the extension in the delivery period is granted with full liquidated damages, the recovery shall be made on the basis of following percentages of value of service which the selected Training Partner has failed to provide:

Sr. No.	Condition	LD %*
1	Delay up to one fourth period of the prescribed period of delivery of work	2.5 %
2	Delay exceeding one fourth but not exceeding half of the prescribed period of delivery of work	5.0 %
3	Delay exceeding half but not exceeding three fourth of the prescribed period of delivery of work	7.5 %
4	Delay exceeding three fourth of the prescribed period of delivery of work	10.0 %
5	Non-availability of premises & infrastructure on part of proposer	10.0 %

Note: * Of the delayed volume of the work

23. TERMINATION OF CONTRACT

MPJAP may, terminate the contract in whole or in part, by a written notice within 30 days, in case, if -

- 23.1 The selected Training Partner commits breach of any condition of the contract.
- 23.2 The selected Training Partner fails to deliver any or all service/s within the time period specified in the contract, or any extension thereof granted by MPJAP.
- 23.3 The selected Training Partner fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof.
- 23.4 The selected Training Partner is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.
- 23.5 The selected Training Partner does not respond to any notice or the reply is not satisfactory.

In case of termination of contract in whole or in part, amount of Earnest Money Deposit may be forfeited by MPJAP.

24. PAYMENT TERMS AND SCHEDULE

Payments to the selected Training Partner, after successful completion of the target milestones/ deliverables, would be made as per the following: -

Sr.No.	Milestones/deliverables	Payment	Conditions
For Each Training Batch			
1.	Inception Report and constitution of Training Management Unit(TMU)	5% of the total cost	Payment would be released after submission of all relevant reports and invoice in triplicate to MPJAP and approval by MPJAP.
2.	Approval of the Training Strategy, Training Plan, overall Training Design and Course content.	5 % of the total cost	
3.	Conduct of Training (classroom training and field exposure, including distribution of training kit, support material / hand-outs adapted to each module, one month in advance on monthly basis (On submission of demand note for the trainings as per agreed training plan)	As per actual basis	
4.	On submission of Training Reports as as per the requirement (mentioned in bid document) and Training Completion Certificate	Not more than 10 % of the total cost	

Note:

1. The selected Training Partner has to make the request for payment, in writing, to MPJAP. Request for payment should be accompanied with the necessary documents(in Triplicate), describing, as appropriate, the services performed and the fulfillment of all the obligations stipulated in the Contract.
2. Due payments shall be made by MPJAP, generally within thirty (30) days after; submission of an invoice and request for payment by the selected Training Partner and MPJAP has accepted it. Payments shall be made to the selected Training Partner under this Contract shall be by account payee cheque only.
3. In case of disputed services, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
4. Any penalties and/or liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective deliverables.
5. Taxes, as applicable, will be deducted/paid as per the prevalent rules and regulations.

PRE-BID QUERIES FORMAT**{to be filled by the proposer, in case, need clarification}**

Name of the Institute/Organization:

1. Details of the CEO or Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

2. Query / Clarification Sought:

S.No.	RFP Page No.	RFP Rule No,	RFP Rule details (In brief)	Query/ Suggestion/ Clarification

Pre-bid queries should be sent at the e-mail address: socjap@mp.gov.in

DETAILS OF THE PROPOSER
{to be submitted by the proposer on the Letter head}

- 1. Name :
- 2. Address of the registered office:
- 3. Headquarters, and its branch office(s), if any in India:
- 4. Legal Status:
- 5. Registration No., date and place of registration.
- 6. PAN Card No.
- 7. Details of individual (s) who will serve as the key person for communication with MPJAP

Name
 Designation
 Address
 Telephone Number
 E-Mail Address
 Fax Number
 Mobile Number

- 8. Details of Authorized signatory of the Applicant:

Name
 Designation
 Address
 Telephone Number
 E-Mail Address
 Fax Number
 Mobile Number

- 9. Geographical Area of Operation:

- 10. Brief description of the Applicant including details of its main activities and proposed role and responsibilities in this assignment.(Maximum 500 words)
-
-

Note: Copies of all documents should be appended in the same order as mentioned above. All the documents should be duly certified by the Authorized Signatory.

Name of the Proposer: -
 Authorized Signatory: -
 Seal of the Organization
 Date: _____
 Place: _____

Affidavit of Declaration
{to be submitted on 100 Rs. stamp paper}

Date:.....

For the empanelment of Training Partner for imparting skill enhancement training to the newly formed Voluntary Organizations working in Madhya Pradesh, as an Owner/ Authorized Signatory of _____, I/ We hereby declare that presently our Institute / Organization -

- possess the necessary professional, technical, financial and managerial resources and competence required for the above assignment, as per the Bidding Document issued by MPJAP;
- is having unblemished record and is not declared ineligible for corrupt & fraudulent practices and / or black - listed or debarred either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT/ Donor agency;
- have not been convicted for any criminal cases(s) by any State/ Central government/ PSU/ UT/ Donor agency;
- does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition;
- does not have any previous transgressions with any entity in India or any other country during the last three years;

In case any of the above statements made by us are found to be false or incorrect, MPJAP has right to reject our bid at any stage including forfeiture of our EMD and / or cancel the award of contract.

Thanking you,

Name of the Proposer: -

Authorized Signatory: -

Seal of the Organization

Date:_____

Place:_____

FINANCIAL BID COVER LETTER

{to be submitted by the proposer on the Letter head}

To

**The Executive Director
Madhya Pradesh Jan Abhiyan Parishad
35 Rajeev Gandhi Bhavan
Shyamla Hills
Bhopal Madhya Pradesh**

Subject : Empanelment of training partner for imparting skill enhancement training to the newly formed Voluntary Organizations working in Madhya Pradesh.

Reference : NIT No. : _____ Dated: _____.

Dear Sir,

We, the undersigned proposer, Having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to work as a Training Partner for imparting skill enhancement training to the newly formed Voluntary Organizations, in conformity with the bidding document issued by MPJAP.

We undertake that the prices are in conformity with the specifications prescribed. The quoted price are exclusive of all cost likely to be incurred for executing this assignment. The prices are inclusive of all type of govt. taxes/duties. We undertake, if our bid is accepted, to deliver the services in accordance with the work order.

We hereby declare that the information contained in the bid is true and correct to the best of our knowledge and belief. We agree to all the terms & conditions as mentioned in the bidding document and certify that we have not submitted any deviations in this regard.

Enclosed: Financial Bid

Name of the Proposer: -
Authorized Signatory: -
Seal of the Organization
Date: _____
Place: _____

FINANCIAL BID FORMATA) **Summary of Cost: Attach a summary sheet**B) **Training cost for a batch:**

Sr. No.	Item No. and Description	Unit	Total Qty (A)	Base Unit Cost in INR excluding Service Tax and MP VAT (B)
1	Content development and training design	1	1	
2	Deputation of one senior Officer for Training Management Unit(TMU)	1	1	
3	10 days training expenditure (in 2 parts, of 5 days each, consisting of 1 day field exposure in both the parts) - including trainer' s fees, Boarding, Lodging & travelling expenses of trainers and trainees, Venue with teaching aid, field exposure, training material and all other training related expenses.	Per Batch (30 Participants)	80	
4	10 days training expenditure for per additional participant to the batch.	Per Participant	50	
5	Cost of handholding up to six month (i) with a minimum one visit / (ii) Tele - consultation (Note: in case of handholding a separate report thereof mentioning the visit with purpose, input and output and also the material evidence in case of tele consultation may have to be appended.)			
6	Documentation and Reporting	as per the bid document		

Total Amount (In Figures): INR

Total Amount (In Words): INR

Note:

- Applicable service tax/ VAT at prevailing rate, if any, would be payable over and above the agreed cost. The institute/organization would be required to produce a certificate of deposition of such tax with the tax authority. Tax exemption/ rebate, if any, received by the Institute/organization shall be adjusted. (Will not be payable)
- Inclusive of all other taxes as may be applicable on time to time; subject to TDS where ever mandated by the tax law.

CURRICULUM VITAE (CV) OF KEY PERSONNEL

General Information	
Name of the person	
Current Designation / Job Title	
Current job responsibilities	
Proposed Role in the Assignment	
Proposed Responsibilities in the Assignment	
Academic Qualifications: 1. Post Graduate Degree <ul style="list-style-type: none"> • Academic institution • Year • Specialization (if any) 2. M Phil/Ph D <ul style="list-style-type: none"> • Academic institution • Year • Topic 3. Other Diploma/Certificate <ul style="list-style-type: none"> • Academic institution • Year • Specialization (if any) • Key achievements and other relevant information (if any)	
Professional Certifications (if any)	
Total number of years of experience	
Number of years with the current Institute/Organization	
Summary of the Professional Experience	
Past training assignment details (For each assignment provide details regarding name of organizations worked for, designation, responsibilities, tenure) Prior Professional Experience covering: Organizations worked for in the past, Organization name, Duration and dates of entry and exit, Designation Location(s), Key responsibilities	
Other relevant experience: Project name, Client, Key project features in brief, Location of the project, Designation, Role, Responsibilities and activities, Duration of the project (Please provide only relevant projects)	
Proficient in languages (Against each language, indicate if speak/read/write)	