

Request for Proposal

निविदा संख्या- **-CPD, UKCDP/0002** /परियोजना / 2022-23

Selection of Consultant for Independent Evaluation of Uttarakhand Cooperative Development Project (UKCDP)



**Uttarakhand Cooperative Development Project (UKCDP)
Government of Uttarakhand**

August, 30th 2022

RFP fees: Rs. 5,000+ **GST**

EMD: Rs. Five Lakh

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Proprietary and Confidential

No part of this document may be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of the Uttarakhand Cooperative Development Programme Directorate (UKCDP) except to the extent required for submitting a bid and no more.

The information contained in this document is only disclosed for the purpose of enabling the bidder to submit a proposal to UKCDP in accordance with the requirements of this document. This document should therefore not be used for any other purpose under any circumstances.

This document contains proprietary information furnished for evaluation purposes only; except with the written permission of UKCDP such information may not be published, disclosed, or used for any other purpose. The Bidder here by acknowledge and agree that this document and all portions thereof, including, but not limited to, any copyright, trade secret and other intellectual property rights relating thereto, are and at all times shall remain the sole property of UKCDP and that title and full ownership rights in the information contained herein and all portions thereof are reserved to and at all times shall remain with UKCDP. The Bidder agree to take utmost care in protecting the proprietary and confidential nature of the information contained herein.

1. Invitation to RFP

1.1. RFP Notice

Request for Proposal for the selection of Consultant in the service of UKCDP for a period of 1 year, to be further extendable for another year on mutually agreed terms. The contract can be extended not more than two times.

Consultant shall be responsible for providing all types of services, as mentioned in Tender document & Scope of Work, as a part of this project.

- I. UKCDP invites technical and financial bids from bidders for carrying out Independent Verification of Uttarakhand Cooperative Development Programme
- II. The bidders, who intend to participate in this bid, are required to follow the below mentioned stages:
 1. Pre-Bid queries
 2. Bid Submission
 3. Opening of Technical Bid
 4. Evaluation of Technical bid on Qualification Criteria of this RFP And Assignment of Technical Score as per QCBS norms set out in this RFP
 5. Opening of Financial bid for all qualified bidders who score minimum of 70 points as per stages 3 and 4
 6. Evaluation of Financial Bid
 7. Calculation of Total Score using “Quality cum Cost Basis Services” (QCBS) with 80% weightage to Technical Score (TS) and 20% weightage to Financial Score.(FS)
 8. The Successful Bidder with the highest score as per the QCBS norms shall be called for negotiations for award of the Contract.
- III. Interested companies may download the RFP document from the website www.ukcooperative.in
- IV. The bid must be submitted in hardcopies in the office of Chief Programme Director, Uttarakhand Cooperative Development Project, Programme Directorate, 4th Floor, Kapoor Tower, Rajpur Road, Dehradun, 248001, Uttarakhand
- V. UKCDP reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.
- VI. Minimum absolute technical score to qualify for financial bid evaluation is 70.
- VII. Bid Validity: 90 days

The bidder must submit the DD of Rs. 5,000/- towards tender fee (Non Refundable) and Rs. Five

Lakh towards EMD amount in sealed cover by the last date for bid submission as mentioned in Section 1.2. The sealed cover should be super scribed as “Tender fees”& Bid Security/EMD for the RFP for selection of Independent Evaluation Consultant”. Tender fees must be in the form of Demand Draft & E.M.D. can be in the form of Bank Guarantee or Demand Draft. Both these must be in the name of “Chief Program Director, UKCDP” only along with the covering letter with a validity of 6 months.

1.2. Important Dates

Sr. No.	Information	Details
1	Pre-bid queries	<i>Any prebid queries can be sent to cooperativeprojects.uk@gmail.com on or before tender submission date</i>
2	Last date and time for submission of Technical & Financial Proposal	Place: Office of Chief Programme Director , UKCDP Date: 15 th September, 2022 (2 PM)
4	Technical Bid Opening	Place: Conference hall, UKCDP Date: 15 th September, 2022 (4 PM)
5	Presentations from Selected Bidders	Place: Conference hall, UKCDP Tentative Date: 23 Sept. 2022 (The bidders shall be intimated through emails/notice on website www.ukcooperative.in)
6	Place, date and time for opening of financial proposal	Date: 26 th Sept.2022 (11:30 AM) Place: The qualified bidders shall be intimated through email at cooperativeprojects.uk@gmail.com
	Contact Address for Communication Office of Chief Programme Director Programme Directorate Uttarakhand Cooperative Development Project (UKCDP) 4 th floor, Kapoor Tower, Rajpur Road, Dehradun Website: www.ukcooperative.in	

2. **Background:** The rural economy in Uttarakhand is marked by disaggregated farming, marginal land holding patterns, traditional methods of farming with limited access to organized markets for the farm gate produces. The farmers resort to either subsistence farming or end up selling the surplus at local markets at extremely low prices.

Cooperative Societies have the potential to play significant role to enhance the farm economics in agriculture and allied sectors. The cooperative societies in Uttarakhand are developed as Multi-Purpose Primary Agriculture Cooperative Societies (MPACS) which can undertake legal business activities. The state has a three-tier cooperative structure with state federations at the apex, district central cooperatives at district level and PACS at the bottom of the hierarchy.

3. **About the Uttarakhand Cooperative Development Project (UKCDP):** The rural economy in Uttarakhand and in particular in the hilly region of the state is marked by disaggregated farming, marginal land holding patterns, traditional methods of farming without any access to organised markets for the farm products. The supply chain logistics are either absent or not being utilised in the manner that's desired for effective transportation mechanism for the perishable farm products. The farmers resort to either subsistence farming or selling at local markets at extremely low prices.

Co-operatives have the potential to play significant role in agriculture and allied sectors for enhanced welfare of farmers. The co-operatives in Uttarakhand have been made Multi-Purpose Primary Societies and could be a fulcrum of large spectrum of legal business activities.

Given the above two fundamentals, the programme of development of the State and in particular the development of the agriculture and allied sectors through the "Uttarakhand Cooperative Development Programme" has been conceptualized. Under the programme the Cooperatives through its three tier structures and the specialised co-operatives viz. sheep & goat, fisheries, Dairy, shall be strengthened to act as the force multiplier towards increasing the farmers income.

The programme envisages to strengthen the apex state level institutions viz. Uttarakhand Co-operative Federation to play the catalytic role of enabling market access to the farm products of Uttarakhand. The programme plans to ideate and develop commercially viable business plans of business activities based on the local economic fundamentals of the rural economies of Uttarakhand and, the funding support for the same to be covered by scheme support of National Co-operative Development Corporation (NCDC).

Project Objectives : The objective of the programme structure is to revive the rural economy through strengthening of the co-operative across the three-tier structure of the co-operative societies (Primary societies at the village level, District level marketing societies and State level apex bodies)

and similarly in all the three tiers of other specialised societies viz. Dairy, Sheep & Goat, Fisheries, and Sericulture.

Focus sectors: Sectors viz. Agriculture, Horticulture, Dairy, Animal Husbandry, Fishery, Aromatic, Tourism along with MPACS and Apex bodies

The programme will be implemented across all 13 districts of Uttarakhand.

Rationale of this RFP

The services under this RFP will help to assess and independently verify the implementation of the programme. In a large programme like this having multi-sectoral interventions, multi-stakeholders, and implementation at ground level, it is important that implementation and progress are monitored on a regular basis as well as in an unbiased manner.

The purpose of the evaluation is to provide an independent assessment of performance against the processes, intermediary outputs, and provide recommendations to take remedial action where the programme might not be on track. The evaluation will take a learning approach and will examine the relevance of the project's objectives, how the project activities have proved efficient and effective, and the extent to which the project has achieved its planned objectives and whether the project is likely to sustain the envisaged impact. Finally, the evaluation findings and lessons learned will be used to inform the implementation of the programme in subsequent years. The study will contribute to results-based management through a participatory approach that documents results achieved, challenges to progress, and contributions to the creation of a more conducive environment for Co-operatives. The proposed methodology shall employ results-oriented approach and integrate principles of agricultural cooperatives into the evaluation.

Department of Co-operative Societies proposes to engage competent agency/firm to carry out consultancy based Independent Verification and Monitoring & Evaluation by using tools like Rapid Rural Appraisal (RRA) & Participatory Rural Appraisal (PRA). The above stated exercise has to be conducted for Uttarakhand Cooperative Development Project (UKCDP).

3.1. Scope of work

The State Government has set up a programme directorate -UKCDP for implementation of the projects under the Uttarakhand Cooperative Development Programme. There are two key stakeholders in the project namely Department of Cooperative Societies (Government of Uttarakhand), which is the nodal department owning the project and National Cooperative Development Corporation (NCDC), New Delhi, which will be financing the project.

The independent verification tasks shall include, preparing a verification framework, protocol, checklists, sampling strategy for randomized verification, beneficiary surveys, training of

investigators, etc. The agency is expected to undertake following activities:

Independent Verification

The monitoring agency will conduct independent verification of various data points as defined in the context of every project.

The scope of this activity would include:

- 1) Development of verification framework
 - a. Should design and define key performance indicators (KPIs) for measuring and evaluating the progress of the project. The KPIs should be tangible, viable and measurable.
 - b. Should design a format for capturing KPIs in the most effective manner ensuring a consistent and systematic approach for assessing and verifying the indicators.
 - c. Should design a matrix of all relevant stakeholders
- 2) Collection and verification of data by physical visits & survey
 - a. Should indicate where and how the information about the indicator can be obtained
 - b. Should draw a process map to indicate each step of the protocol, mapping all stakeholders with information provided for the indicator
 - c. Collection of tangible data for verification of the project progress
- 3) Development of sampling strategy
 - a. Should indicate the process for randomly selecting blocks, sectors and projects for verification
 - b. Should demonstrate methodology for randomly selecting beneficiaries for interviews
 - c. The sample size should be atleast 20% of the total beneficiaries (as per the project design)
- 4) Design SOPs for training of investigators and supervisors for concurrent evaluation
 - a. The designed field SOP's and manuals shall be shared with UKCDP and vetted
 - b. At every stage minimum quality shall be maintained for conducting survey and other activities as per the SOPs.
- 5) Data collection by interviews and documentation with stakeholders at state, district and project level
- 6) Beneficiary surveys
 - a. Should measure all necessary details for capturing coverage and welfare generated
 - b. Surveys at beneficiary level should include community engagement i.e Rural Rapid Appraisal & Rural Participatory Appraisal
- 7) Deployment of field agent for independent verification to be done on a quarterly basis.
- 8) Data verification on each and every identified activity to be covered from the four sectors i.e Co-operative Sector, Dairy Sector, Goat/Sheep Sector, Fisheries Sector
- 9) Analysis of the captured and verified data shall be provided within 15 days of completion of survey. Reports should clearly define the challenges, outcome, output and impact.
- 10) Documentation of best practices and strategies for upscaling the project shall be elaborated in the project.

4. Instructions to bidders

4.1. Definitions

- 1) 'RFP' means Request for Proposal
- 2) "Consultant" means any private or public entity, which will provide the required Services to UKCDP under the contract and will be referred to as the "Consultant" hereafter
- 3) "Applicable Law" means the laws and any other instruments having force of law in India as they may be issued and are in force from time to time.
- 4) "Proposals" means proposals submitted by bidders in response to the RFP published by UKCDP
- 5) "Committee" means evaluation committee of UKCDP, Government of Uttarakhand
- 6) "Contract" means the Contract signed by the parties along with the entire documentation as specified in the RFP
- 7) "Effective date" means the date from which the contract comes into force and effect.
- 8) "BG" means Bank Guarantee
- 9) "Government" means State Government of Uttarakhand
- 10) "Personnel" means professional and support staff provided by the Consultant and assigned to perform services to execute an assignment and any part thereof
- 11) "Services" means the work to be performed by the Consultant pursuant to the selection by UKCDP and to the contract to be signed by the parties in pursuance of any specific assignment awarded to them by UKCDP.
- 12) The "Bid Document" and "Tender Document" are one and the same.
- 13) "QCBS" means Quality and Cost Based Selection method.

4.2. Technical bid

4.2.1. Pre-Qualification Criteria

The agency must fulfil the below mentioned criteria:

S. No.	Eligibility Criteria(s)	Supporting Document(s)
1	The agency must be a firm incorporated and registered in India under the Indian Companies Act 1956/ LLP Act 2008/ Partnership Act 1932 and should have been operating for the last five years as on the date of publishing of RFP/ EOI notice (including name change/ impact of mergers or acquisitions).	Certificate of Incorporation/ Copy of Registration Certificate (s)
2	The agency must be a positive net worth making company with average turnover of 1 Crores across three financial years 2018-19, 2019-20, and 2020-21.	Certificate from CA firm/ P&L statement and Balance sheet approved by the auditor
3	The Agency must have at least three on going or completed projects of setting up a program management unit for implementation or survey partner with Central/ State Government/ Ministry/ Department / development partners post 2017.	1. Work order with order value detailing the scope. (OR) 2. Agreement copy defining the scope & value. Also provide Department reference detailing Name, Designation, Phone and Email ids.
4	The Agency should not have ever been blacklisted by Central/ State Government Ministry/ Department/ PSU/Government Company.	Self-certification from the authorized signatory of the agency

4.2.2. Technical bid Evaluation

Evaluation of Technical Proposals - Only those Agencies whose Technical Proposals get a score of 70 (seventy) marks or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score.

S. No.	Technical Criteria(s)	Evaluation Criteria	Max. Marks
1	Reputation of organization/credibility/ Reliability /industry Standing in terms of Financial Stability. (10 points)	<p>Max.10 points for financial Stability: - Average Turnover specifically in the social sector (agriculture, healthcare, education, employment, etc) during Three financial years 2018-19, 2019-20, and 2020-21 of Agency as per tender documents.</p> <p>Evaluation Criteria: “Financial Stability Score” Average turnover – over Rs.5 crs: 10 marks Average turnover – Rs 2.5 – 5 crs: 7 marks Average turnover – Rs 1 – 2.5 crs: 5 marks</p> <p>Supporting Documents: Auditor / CA certified document</p>	10
2	Experience on similar assignment done in last five years for central Govt. /State Govt. Dept / development partners (50 points)	<p>Max.20 points for “Score for relevant Experience of Agency in setting up a PMU in social sector, with minimum project cost of Rs. 1 Crores, for State Government/ Central Government/ development partners in India”</p> <p>Evaluation Criteria: “Project Experience Score” i. If project of value > 5 Crores then 20 marks for each project. ii. If project of value > 3 Crores and <= 5 Crores then 15 marks for each project. iii. If project of value >= 1 Crores and <= 3 Crores then 10 marks for each project</p> <p>Supporting Documents: Agreement copy defining the scope & value. Also provide DEPARTMENT reference detailing Name, Designation, Phone and Email ids.</p>	20
		<p>Max.20 points for “Score for relevant Experience of Agency in providing independent verification support in the social sector with the State Government/ Central Government / development partners in India”</p> <p>Evaluation Criteria: “Independent Verification experience”</p>	20

S. No.	Technical Criteria(s)	Evaluation Criteria	Max. Marks
		<p>Three or more projects 20 Marks</p> <p>Two projects 10 Marks</p> <p>One project 5 Marks</p> <p>Supporting Documents: Agreement copy defining the scope & value. Also provide Department reference detailing Name, Designation, Phone and Email ids.</p>	
		<p>Max.10 points for “Score for relevant Experience of Agency in conducting Assessments / Monitoring & Evaluation studies in social sector with minimum cost of Rs. 25 Lakh for the State Government/ Central Government / development partners in India”</p> <p>Evaluation criteria: “Monitoring & Evaluation experience”</p> <p>Marks per project 2 Marks</p> <p>Supporting Documents: Agreement copy defining the scope & value. Also provide Department reference detailing Name, Designation, Phone and Email ids.</p>	10
3	Team (20 points)	Max. 20 Points Evaluation will be based on team profiles meeting the RFP requirements	20
4	Proposed Approach & Methodology and Workplan (20 points)	<p>Max. 20 Points for highlighting the key components of the proposal including but not limited to</p> <ul style="list-style-type: none"> • Understanding and appreciation of the project • Approach, Methodology & Workplan • Detailed Execution / Implementation plan • Management capability of the firm and • The Presentation 	20
TOTAL MARKS			100

4.2.3. Evaluation of Financial Proposal

For financial evaluation, the total cost indicated in the Financial Proposal will be evaluated in the below stated manner.

UKCDP will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other Proposals will be computed as follows:

$SF = 100 \times FM/F$ (F = amount of Financial Proposal)

4.2.4. Combined and final evaluation

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times Tw + SF \times Fw$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.80 and 0.20 respectively.

The Selected Agency shall be the first ranked Agency (having the highest combined score). The second ranked Agency shall be kept in reserve and may be invited for negotiations in case the first ranked Agency withdraws, or fails to comply with the requirements specified in in the RFP, as the case may be.

4.2.5. Consultant Resources

The following resources will be deployed by the Consultant. I. Bidders should submit the CVs of all scored personnel.

S.No.	Position	Qualification	Years of Experience	Domain	No.	Score
1.	Advisor: Monitoring & Evaluation	Master's/ PhD in Statistics/ Economics/ Management or related disciplines	PhD with 10 years' experience or Master's with 12 years' experience	Monitoring and evaluation of policies and programs	1	5
2	Team Lead (M&E)	Post Graduate in Statistics/Economics/Social Sciences/Social Work/Management/ Population sciences	Masters with 7 years' experience	At least 5 years of experience in M&E or Independent Verification projects	1	5
3	MIS Expert	Graduate/ Post Graduate in computer application/ information science/ engineering/ data analytics	Masters with 5 years' experience or Graduate with 7 years' experience	At least 5 years of professional experience in projects/handling Data Analytics or MIS tasks.	1	5
4.	Senior Research Associate	B.Tech/B.E/Graduate in Statistics/ Economics/ Management/ Population sciences	5 years of experience	5 years of experience in MIS/Field Surveys/ Independent Verification Projects/ Policy Research	1	0
5.	M&E Associate	Graduate/Post Graduate in Statistics/ Economics/Social Sciences/Social Work/Management/ Population sciences	Masters with 3 years' experience or Graduate with 5 years' experience	At least 3 years of experience in Primary Research Projects	1	5
TOTAL SCORE						20

Note:

I. Personnel not confirming to the eligibility criteria listed above will be awarded zero marks and shall be replaced with a suitable candidate if the agency is awarded the contract.

II. UKCDP shall bear all approved travel expenses of the team within the State as per UKCDP travel policy.

III. Bidders can locate teams as per requirement. However, cost of travel to Uttarakhand shall be borne by Bidder. **TA/DA shall be included in Fee charged per Month in the Financial Bid.**

IV. *In the event of additional resources required by UKCDP, the selected bidder shall provision the same within 15 days, at the same rate as quoted in the financial proposal of this RfP.*

4.2.6. Cost of Tender Document

1. A Non-Refundable, tender Fee of Rs. 5,000/- (Rupees Five Thousand only) in the form of DD in favour of “Chief Program Director, UKCDP” payable at Dehradun
2. Proposals not accompanied by Tender Fees shall be rejected as non-responsive.

4.2.7. Earnest Money Deposit (EMD)

1. Earnest Money Deposit Rs. Five Lakh in the form of DD/ BG in favor of “Chief Program Director, UKCDP” payable at Dehradun
2. Proposals not accompanied by EMD shall be rejected as non-responsive.
3. The successful bidder’s bid security will be discharged from UKCDP only after the signing of the contract and submission of performance security.
4. Unsuccessful bidder’s EMD will be discharged / refunded as promptly as possible as but not later than 30 days after selection of successful bidder.
5. The EARNEST MONEY DEPOSIT shall be forfeited:
 - a. If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form;
 - b. Or in case of a successful Bidder, if the Bidder fails to sign the Contract; or to furnish the performance security; In the aforesaid cases contract will be made with the next successful bidder, and the difference between the bids will be charged from Consultant that won the bid originally
6. No exemption for submitting the EMD will be given to any Firm.
7. The bidder is liable to pay liquidated damages and penalty imposed by the Tender Inviting Corporation in the event of non-fulfillment of any of the terms or whole of the contract.

4.2.8. Pre-Bid Conference

Pre- bid conference will be held as indicated under Clause 1.2 of this document.

4.2.9. Amendment to RFP

At any time prior to the deadline for submission of bids, UKCDP may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents.

4.2.10. Validity of proposal

Proposals shall remain valid for a period of 90 days (ninety days) after the date of Proposal opening prescribed in the RFP. A Proposal valid for shorter period may be rejected as non-responsive. UCKDP may solicit the bidders' consent to an extension of Proposal validity (but without the modification in Proposals).

4.2.11. Right to Accept / Reject proposal

UKCDP reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

4.2.12. Preparation of Proposal

1. The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall not be valid.
2. The Proposal shall be typed or written in indelible ink (if required) and shall be initialed on all pages by authorized representative of the bidder in order to bind the bidder to the contract. The authorization shall be indicated by Board Resolution/ Power of Attorney and shall accompany the proposal
3. In addition to the identification, the covering letter (Form 1) shall indicate the name and address of the bidder to enable the proposal to be returned in the case it is declared late pursuant, and for matching purposes
4. The information submitted must be definitive and specific. Vague terms, incomplete information, counter offers, and 'uncalled for' correspondence shall not be entertained.
5. Alteration / Rewording / Deletion / Correction of any part in the Tender Document is not permitted. If found in any bid proposal, the bid may be liable to be rejected without prior intimation to the bidder.
6. Bidder is required to submit the complete proposal along with required forms etc. The proposal shall be exactly according to the presented formats given in the Tender documents. All columns of the prescribed formats should be filled, and all questions in the tender document must be answered. Any additional information should be enclosed separately and referred to in the relevant column in the proposal formats. Modifications / rewording of formats shall not be acceptable. Where no price is proposed to be charged for any item or its parts required to be supplied, it should be clearly mentioned in words.
7. The technical response should be concise. Any response not as per the specified format may be liable to be rejected. No marketing literature pertaining to the bidder should be enclosed along with the proposal. If enclosed, it shall be treated as disqualification
8. Committee would ask Bidder(s) for detailed presentations. All such shall be at the cost of bidder.

9. The envelopes should be addressed to:

Chief Programme Director,
Uttarakhand Cooperative Development Project,
4th Floor, Kapoor Tower, Rajpur Road
Dehradun Website: www.ukcooperative.in

10. The bidder is expected to examine carefully all instructions, forms, terms and Specifications in the Tender document. Failure to furnish all information required in the Tender Document or submission of a proposal not substantially responsive to the Tender Document in every respect will be at the bidder's risk and shall result in rejection of the proposal.

4.2.13. Content of Bids

1) Technical Bid

While sending the Technical Bid, Consultants need to send the following in three separate envelopes:

- Tender Fee DD&EMD DD/ BG
- Technical Bid
- Financial Bid

Following items should be accompanied with the technical bid form.

- I. Information called for in the technical bid form along with any other supporting documents mentioned in the table in Section 3.2 of this tender document.
- II. Non-Refundable, tender Fee of Rs. 5,000/- (Rupees Five Thousand only) in the form of DD in favour of "Chief Programme Director, UKCDP" payable at Dehradun

Earnest Money Deposit Rs. Five Lakh in the form of DD/ BG in favor of "Chief Programme Director, UKCDP" payable at Dehradun, must be attached with the technical bid. The EMD should remain valid for a period of six months from the tender opening date.

2) Financial Bid

- I. The final financial bid should be exclusive of all prevalent taxes and duties. Specific mention should be made of the taxes applicable along with the taxation rates. Any change in taxes, duties and levies will be reimbursed by UKCDP or shall be recovered from Consultant, as the case may be.
- II. Bidder financial evaluation will be done on the basis of the Total Cost (inclusive of taxes) Financial Bid – Part 1 and Part 2 (Refer Form 5). In case of difference between the figures in numbers and words, the figure in words will be considered as the final price bid.

4.2.14. Submission, Receipt & Opening of proposal

- a) Consultants shall have to download the Bid Document Form from the website www.ukcooperative.in
- b) Consultants shall have to submit the tender fee, EMD and the hard copy of the necessary supporting documents, to the address mentioned in section 1.1
- c) Bids received after the due date and time, or without necessary documents, will be rejected. Technical Bid will be opened as mentioned in section 1.2
- d) Firms may send one person on their behalf to be present when the Bids are being opened.
- e) Bids will be evaluated, as per the evaluation criteria and detailed procedure formulated by UKCDP
- f) Firms may contact office UKCDP for any clarifications.

5. Methodology & Criteria for Bid evaluation

[A] Evaluation process

- A. Scrutiny of the tender document will be done by a Tender Committee to determine whether the documents have been properly signed, Earnest Money Deposit (EMD) paid and all relevant papers submitted. Tenders not conforming to such requirements will be prima facie rejected.
- B. For evaluation, a weighted composite success score will be calculated based on separate evaluations of the Technical Bid (80% weightage) and the Financial Bid (20% weightage). The Tender Committee will oversee the evaluation process.
- C. The Committee would first thoroughly check the technical bid form and supported documents. The bidders who meet the technical eligibility criteria will be required to give a brief presentation (duration of approximately 60 minutes including Q&A).
- D. The Committee would evaluate the quality of Bidders on the criteria formulated by it. Points will be given on the basis of proposals submitted and the presentation given by the bidders. Preference will be given to Consultants having vast experience in working for government bodies and having experienced staff that is trained in PMU work.
- E. Only the parties scoring minimum 70 points out of 100 in the technical bid round will qualify for the Financial bids.
- F. For evaluation of the Financial bid, the lowest bidder will be given a score of 100. The score of other bidders will be proportionately scaled down.
- G. The composite final score will be calculated by summing the technical and financial scores.
- H. In case of a tie between bidders after combining the quality and price score, the bidder with higher quality score would be selected.
- I. UKCDP does not bind itself to accept the lowest or any particular tender and has the right to refuse any Tender without assigning any reason or select any Bidder that is in the final evaluation list.

- J. UKCDP reserves the sole right for carrying out amendments/ modifications/ changes including any addendum to this tender document. All the changes will be uploaded on to the site www.ukcooperative.in for bidders review.
- K. The Bidder shall bear all costs associated with the preparation and submission of the Tender and UKCDP will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.
- L. UKCDP reserves the right to take decision of opening of a bid in case of a single bid.

[B] Technical Evaluation Criteria¹

Technical evaluation will be done as per the evaluation matrix provided in point 3.2.2.

Technical Evaluation will be assigned a Technical score (Ts) out of a maximum of 100 points. Bidders with Technical score of 70 and above out of 100 will qualify for the evaluation in the commercial process.

$T_n = 0.80 \times (T_s)$ will be Normalized Technical Score for the Bidder under Consideration.

Financial Bid Evaluation:

The Financial bid of those bidders who qualify in the technical evaluation will only be opened.

All other Financial bids will not be opened. The Financial bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

The lowest evaluated Financial Proposal (F_{min}) will be given the maximum financial score $F(n)$ of 100 points.

The Normalised financial scores (F_n) of the other Financial Proposals will be computed as per formula for determining the financial scores given below:

$$F_n = 20 \times F_{min} / F_b$$

Where, F_n = normalized finance score for the bidder under consideration

F_b = absolute financial score for the bidder under consideration

F_{min} = minimum absolute financial score obtained by any bidder.

The Bidder with highest $T_n + F_n$ will adjudged as the selected bidder.

6. Performance Bank Guarantee

1. The successful Bidder has to furnish a security deposit so as to guarantee his/her (Bidder) performance of the contract
2. Consultant/company whose BID is accepted shall **deposit 3%** of the Annual Contract value as Performance Security. If additional work is allotted, Consultant has to deposit the additional Performance Security accordingly. The Performance Security shall be in the form of Bank Guarantee valid for 12 months from the date of actual start of operation.
3. The proceeds of the performance security shall be payable to UKCDP as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.
4. The Performance Security shall be denominated in Indian Rupees and shall be in the form of Bank Guarantee issued by a nationalized / scheduled bank in the form provided in the bidding documents:
5. Within 15 days of the receipt of notification of award from UKCDP, the successful bidder shall furnish the performance security in accordance with the Conditions of the Contract, in the performance security Form provided in the bidding documents in the Performa prescribed in the Tender.
6. The Performance Security will be discharged by UKCDP and returned to the Bidder on completion of the bidder's performance obligations under the contract.
7. In the event of any contract amendment, the bidder shall, within 21 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract, as amended for further period.
8. No interest shall be payable on the PBG amount. UKCDP may invoke the above bank guarantee for any kind of recoveries, in case; the recoveries from the bidder exceed the amount payable to the bidder.

7. Process Confidentiality

Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any bidders or any other persons not officially concerned with such process until the selection process is over. The undue use by any bidder of confidential information related to the process may result in rejection of its proposal. Except with the prior written consent of UKCDP, no party, shall, at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

8. Cost of Bidding

All costs related to bidding shall be borne entirely by the bidder. Under no circumstances any queries / request for compensation in cases of rejection / disqualification etc. will be entertained by UKCDP.

9. Disqualification

UKCDP may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

1. Submitted the Proposal documents after the response deadline.
2. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
3. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc.
4. Submitted a proposal that is not accompanied by required documentation or is non-responsive.
5. Failed to provide clarifications related thereto, when sought.
6. Declared ineligible by the Government of Uttarakhand, or any of the PSU in the State Government, for corrupt and fraudulent practices or has been blacklisted.
7. Blacklisted by any Central or a State Department (In the event the case is in either arbitration or stay from any court, it will be still considered as disqualification)
8. Submitted a proposal with price adjustment / variation provision.

10. Important Information

10.1. Reporting Mechanism

- i. The team leader of the selected agency will report to Chief Programme Director of the Department. Other team member of the agency will work in close coordination with the team leader
- ii. Deployment of manpower resource shall be as per the specification mentioned in the published tender.
- iii. The CONSULTANT team shall report to the office of Project Director-Co-operative sector.
- iv. The Project Director, Co-operative Sector shall be coordinating officer for the CONSULTANT from UKCDP side.
- v. The CONSULTANT team shall assist UKCDP; conduct field visits, preparation of project related documents, and other project requirement as and when required.
- vi. Deployment period shall be for the duration of 1 year from the Date of signing of the

- MOU document, with a provision to further extend it twice for a period of 1 year each on mutually agreed terms, at an escalation of 10% annually.
- vii. The Company shall provide the resource for the desired competency as mentioned in their tender submission document.
 - viii. Company should ensure that none of their work force violates any working hours' standard as per labor laws.
 - ix. UKCDP will arrange basic infrastructure for seating of manpower, office amenities, printer etc. Computers/Laptops to be provided by the consultant and shall be included in the fee charged for personnel every month.
 - x. UKCDP will ensure that a monthly task is defined for effective monitoring of work assigned to the manpower resource.
 - xi. In case of increase in the amount of work, Company may recommend more manpower requirements to UKCDP to achieve UKCDP Objectives.
 - xii. Company will use best practices and technique to Plan and monitor the entire project.
 - xiii. UKCDP will provide significant Lead Time of 30 Days for resource deployment which can be mutually decided with both the Company &UKCDP
 - xiv. The Lead time to deploy a resource will take Maximum 30 days time from the start date of MOU Document Sign-Off.
 - xv. In case of resigning of a resource, Company shall provide the next resource within a period of maximum 30 days or as mutually agreed upon with UKCDP.
 - xvi. UKCDP shall ensure a proper working environment including safety, health and leaves as per the applicable labour laws best practices, of Company's resources.
 - xvii. UKCDP shall arrange resources for Visualization, presentation and review meetings.
 - xviii. Logistic arrangement of the movement of manpower for official work will be responsibility of UKCDP.
 - xix. The firm shall be paid on a quarterly basis for its services at the completion of each quarter. The payments of invoice will be made with in 7 days of the receipt of the Bills by the Project Director-Co-operative sector, UKCDP. All payments subject to TDS. UKCDP or other departments can use the resource rate card as provided in Fin2 to hire additional resources to execute other projects.
 - xx. The employment gurantee/any such statutory liability shall be the responsibility of the selected agency and, the selected agency/successful bidder shall keep UKCDP indemnified from any such responsibility towards the resources deployed at the CONSULTANT as per the terms and conditions of this RFP.

10.2. Channels of communication:

- a. All communication from Consultant to UKCDP shall be made to the Chief Program Director, Uttarakhand Cooperative Development Project. The Chief Program Director, Uttarakhand Cooperative Development Project shall, at all stages, be the first point of contact.

11. Service level agreement

The purpose of this Service Level Agreement (hereinafter referred to as SLA) is to clearly define the levels of service which shall be provided by Consultant to UKCDP for the duration of the contract against the stated scope of work. UKCDP shall regularly review the performance of the services being provided by Consultant and the effectiveness of this SLA.

- UKCDP shall evaluate the performance of Consultant based on the quality of the services rendered. The decision of the Chief Programme Director, UKCDP shall be binding in this regard

11.1. Resolution of Complaints

Any complaints notified by UKCDP to Consultant shall have to be replied to in written along with the suggested course of action to be taken in order to resolve the complaint by Consultant within 10 working days of the complaint being notified.

The suggested course of action by Consultant shall then be reviewed by UKCDP and the final modifications (if) shall have to be implemented in a manner and time frame suggested by UKCDP.

11.2. Data Confidentiality

Consultant shall maintain full confidentiality of the data provided to it or data generated while providing services. Under no circumstances will Consultant divulge/reveal/share such data for the purpose other than for meeting UKCDP's requirements. Any violation of this confidentiality clause may result in instant termination of the contract and blacklisting of Consultant's services from the Government of Uttarakhand. The decision of UKCDP shall be final in this regard and binding on Consultant.

11.3. General Terms and Conditions

11.3.1. Application

These general conditions shall apply to the extent that provisions in other parts in this Contract do not supersede them. For interpretation of any clause in the Contract Agreement, the interpretation of Chief Programme Director of UKCDP shall be final and binding on Consultant.

11.3.2. Relationship between parties

Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent between the 'Firm' and 'UKCDP'. Consultant has complete charge of personnel performing the services executed by Consultant from time to time. Consultant shall be fully responsible for the services performed by it at all times

11.3.3. Standards of Performance

Consultant shall provide services and carry out its obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. Consultant shall always act in respect of any matter relating to this contract as faithful to UKCDP and abide by all the provisions/Acts/Rules etc. of Government processes prevalent in the country.

UKCDP shall evaluate the performance of Consultant based on the quality of the services rendered as well as feedback received by the officials concerned at the department.

11.3.4. Delivery and Documents

As per the time schedule agreed between parties for specific projects given to Consultant from time to time, Consultant shall submit all the deliverables. Consultant shall not, without the other party's prior written consent, disclose contract, drawings, specifications, plans, patterns, samples or other documents to any person or organization other than an entity employed by Consultant for the performance of the contract, in consultation with the government.

In case of the termination of the contact, all the documents prepared by Consultant under this contract shall become property of UKCDP. Consultant may not use any of the material or content anywhere, without taking permission, in writing, from UKCDP. UKCDP reserves the right to grant or deny any such request.

11.3.5. Firm Personnel

Consultant shall employ and provide such qualified and experienced personnel/ contractual basis consultant as may be required to perform the services under the specified project, the personnel, who have adequate knowledge and experience in the domain related with this project. It is desirable that Consultant shall utilize the services of domain specialists, if required, to work on the project effectively. All personnel should be on the payroll of the firm or their subcontractor at the time of the submission of the proposal or Interviews.

11.3.6. Applicable Law

Applicable Law means are laws and any other instruments having the force of law in India as they may be issued and are in force from time to time. The contracts shall be interpreted in accordance with the laws of the Union of India and that of State of Uttarakhand

11.3.7. Use of Contract Documents and Information

- a. Consultant shall not, without UKCDPs prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the in connection therewith, to any person other than a person

employed by Consultant in performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of delivering such performance

- b. Consultant shall not, without UKCDP's prior written consent, make use of any document or information except for purposes of performing the Contract
- c. Any document, other than the Contract itself, shall remain the property of UKCDP and shall be returned (in all copies) to UKCDP on completion or terminations of the Contract if so required by UKCDP

11.3.8. Governing Language

- a. The Contract shall be written in English Language. All correspondence and other documents pertaining to the contract, which are exchanged between the parties, shall be in English Language.

11.3.9. Intellectual Property Rights

- a. In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of any material or any part thereof in India Consultant shall act expeditiously to extinguish such claim. If Consultant fails to comply and UKCDP is required to compensate a third-party resulting from such infringement, Consultant shall be responsible for the compensation including all expenses, court costs and lawyer fees. Consultant shall provide UKCDP with a notice of such a claim, if made, without delay

11.3.10. Sub-Contracting

Bidder can sub-contract their scope of work in the Proposal not exceeding 70 per cent of the total value of the proposal.

11.3.11. Consortium

Consortium not allowed.

11.3.12. Assignments

The Consultant shall not assign the project to any other Firm, in whole or in part, to perform its obligation under the Contract, without UKCDP's prior written consent, if it is not disclosed in the proposal response clearly

11.3.13. Change Orders

UKCDP may at any time, by written order given to Consultant, make changes within the general scope of the Contract/ man power deployed at the CONSULTANT in any one or more of the following:

- The place of delivery; and/or the Services to be provided by Consultant.
- Consultant should be ready to accommodate additional equipment/services at later stages.
- If any such change causes an increase or decrease in the cost of, or the time required for, Consultant's performance of any provisions under the Contract, equitable adjustments shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by Consultant for adjustment under this clause must be asserted within thirty (30) days from the date of Consultant's receipt of UKCDP's change order

11.3.14. Extension of Contract:

The contract may be extended twice for a duration 12 months each, with cost escalation of 10%.

11.3.15. Suspension

UKCDP may, in written notice to Consultant, suspend all payments to it hereunder if Consultant fails to perform any of its obligations under this contract including the carrying out of the services, provided that such notice of suspension,

- Shall specify the nature of failure.
- Shall request Consultant for a remedy of such failure within a period not exceeding thirty (30) days after the receipt of such notice of failure by Consultant.

11.3.16. Termination

Under this Contract, UKCDP may, by written notice terminate the services of Consultant in the following ways:

- Termination by default for failing to perform obligations under the Contract or if the quality is not up to the specification or in the event of non-adherence to any time schedule that may be mentioned by UKCDP.
- UKCDP by written notice sent to Consultant, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for UKCDP's convenience, the extent to which performance of Consultant under the Contract is terminated, and the date upon which such termination becomes effective. Consultant will be paid for all the pending invoices raised till date, annual performance payment and 2 additional quarters of payment. The PBG will also be returned within 30 days.

- UKCDP may at any time terminate the Contract by giving a written notice to Consultant, if Consultant becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to Consultant, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to UKCDP.

11.3.17. Force Majeure

Notwithstanding anything contained in the terms of reference, Consultant shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of Consultant and not involving Consultant's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of UKCDP regarding Force Majeure shall be final and binding on Consultant.

If a Force Majeure situation arises, Consultant shall promptly notify UKCDP in writing, of such conditions and the cause thereof. Unless otherwise directed by UKCDP in writing, Consultant shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

11.3.18. Payments in case of Force Majeure

During the period of its inability to provide services as a result of an event of Force Majeure, Consultant shall be entitled to continue to be paid under the terms of this contract, as well as to be reimbursed for costs additional costs reasonably and necessarily incurred by it during such period for the purpose of the services and in reactivating the service after the end of such period.

11.3.19. Resolution of Disputes

If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract.

11.3.20. Amicable Settlement

The performance of the Contract is governed by the terms and the conditions of the Contract. However at times dispute may arise over the interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the notice and respond to it in writing within 30 days after receipt. If the dispute cannot be amicably settled within 45days following the response of that party, then

Clause 6.19.2 for resolution of disputes shall become applicable.

11.3.21. Resolution of Disputes

In the case of dispute arising between UKCDP and the Consultant, which has not been settled amicably, any party can refer the dispute for arbitration under the Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

The expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

11.3.22. Taxes and Duties

Consultant shall fully familiarize itself with the applicable Domestic taxes on the amount payable by UKCDP under the contract. Consultant and personnel shall pay such domestic tax, duties, fees and other impositions (wherever applicable) levied under the applicable law

11.3.23. Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Dehradun, Uttarakhand only.

11.3.24. Binding Clause

All decisions taken by UKCDP regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.

11.3.25. Notice

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to a party at the address mentioned in the project specific Contract Agreement.

12. Bid Forms**GEN Form1: Bid Proposal Form**

Date:

Tender No.:

To

Sir / Madam

Having examined the bidding documents, including Addenda Nos. _____ (insert numbers, if any), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services for delivering Consulting to UKCDP, Government of Uttarakhand, in conformity with the said bidding documents for the same as per the technical and financial bid and such other sums as may be ascertained in accordance with the Financial Bid attached here with (Form 5) and made part of this bid.

We undertake, if our bid is accepted, to render the services in accordance with the clauses and conditions which will be specified in the contract document that we will sign if the work order is given to us. If our bid is accepted, we will obtain the guarantee of a bank, in the form prescribed by UKCDP.

We agree to abide by this bid for a period of 90 (ninety days) days after the date fixed for bid opening as mentioned under the Instruction to Bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

Name:

Address:

 (if none, state "none")

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of 20 _____

Signature

(in the capacity of)

Duly authorized to sign Bid for and on behalf of

GEN Form 2: Format for Power of Attorney

(To be provided in original as part of **Technical Proposal (Envelope – 2)** on stamp paper of value required under law duly signed by the bidder for the tender)

Dated: _____

POWER OF ATTORNEY**To Whomsoever It May Concern**

Know all men by these presents, we _____ (name and registered office address of the Bidder) do hereby constitute, appoint and authorize Mr. _____ (Name of the Person(s)), domiciled at _____ (Address), acting as _____ (Designation and the name of the firm), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of Agreement **“Selection of Consultant for Independent Evaluation of Uttarakhand Cooperative Development Project (UKCDP)”** as per agreement with UKCDP, vide Invitation for Tender (Tender Document) Document dated _____, issued by The Chief Programme Director, UKCDP, Dehradun, including signing and submission of all documents and providing information and responses to clarifications / enquiries etc. as may be required by UKCDP, Dehradun or any governmental authority, representing using all matters before UKCDP, Dehradun and generally dealing with UKCDP in all matters in connection with our Proposal for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For -----

(Signature)

(Name, Title and Address)

Accept

(Attested _____ signature _____ of
Mr. _____) (Name, Title and
Address of the Attorney)

Notes:

- To be executed by the Bidder
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executants(s).

GEN Form3: Particulars of the Bidder & Past Experience

SI No.	Information Sought	Details to be Furnished
1	Name and address of the bidding Company	
2	Incorporation status of the firm (public limited / private limited, etc.)	
3	Year of Establishment	
4	Date of registration	
5	ROC Reference No.	
6	Details of company registration	
7	Details of registration with appropriate authorities for service tax	
8	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

For each project being shown as relevant past experience of providing services being described in the document, please provide a profile based on the following template.

Please provide only broad details of the projects.

S.No Information Sought Details		
Customer Information		
1	Customer Name	
2	Name of the contact person from the client organization who can act as a reference with contact coordinates	
	Name	
	Designation	
	Address	
	Phone Number	
	Mobile Number	
	Email ID	
Project Details		
3	Project Title	
4	Start Date / End Date	
5	Current Status (In progress / Completed)	
6	Number of responding firm's staff deployed on this project (peak time)	
Value of the project		
7	Order value of the project (in Rupees lakhs)	
8	Narrative description of project: (Highlight the components / services involved in the project that are of similar nature to the project for which this RFP is floated)	
9	Description of actual services provided by the responding firm within the project and their relevance to the envisaged components / services involved in the project for which this RFP is floated	
10	Description of the key areas where significant contributions are made for the success of the project	

TECH Form 4: Personnel for CONSULTANT**Key Personnel**

Using the format below, please provide the summary information on the profiles you propose to include for evaluation and the roles they are expected to play in the project:

SN	Proposed Role	Compliance as per profiles in Technical Evaluation Criteria (Y/N)	Name of the Key Expert
1.			

Please provide detailed professional profiles of the staff proposed for evaluation. The profile for a single staff member must not exceed two pages.

1. Proposed Position				
2. Name Of Firm				
3. Name Of Expert				
4. Date Of Birth		Citizenship:		
5. Education				
6. Membership In Professional Associations				
7. Countries Of Work Experience				
Languages	Languages	Speaking	Reading	Writing
	English	Good	Good	Good
	Hindi	Good	Good	Good
8. Employment Record				
From:	To:			
Employer:				
Position Held				
9.	Work Undertaken That Best Illustrates Capability To Handle The Tasks Assigned (provide information for maximum 5 projects)			
	Project Name			
	Year			

Department
Location
Project in Brief
Position Held in the Project
Activities Performed

Note: The consent from Onsite Personnel proposed under this assignment should submit with declaration to work under this project for at least 1 year.

Expert's contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify to the best of my knowledge and belief that

This CV correctly describes my qualifications and experience

I am not employed by the Executing or the Implementing Agency

I was not part of the team who wrote the Scope of Work for this consulting services assignment

I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the consulting arrangements and schedule set out in the proposal.

Proposal.

Or [If CV is signed by the firm's authorized representative and the written agreement Attached]

I, as the authorized representative of the firm submitting this Proposal for the {name of project and contract}, certify that I have obtained the consent of the named resource to submit his/her CV, and that I have obtained a written representation from the expert that s/he will be available to carry out the assignment in accordance with the implementation arrangements and schedule set out in the Proposal.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of expert or authorized representative of the firm] Day/Month/Year

Full name of authorized representative: _____

FIN Form 5: Financial Bid

To be returned in original along with the Proposals (**ENVELOP - C**)

Tender Document No.....

To

Chief Program Director, Uttarakhand Cooperative Development Project

4th Floor, Kapoor Tower, Rajpur Road

Dehradun

Website: www.ukcooperative.in

Sir,

I hereby submit our Proposal for the “**Selection of Consultant for Independent Evaluation of Uttarakhand Cooperative Development Program (UKCDP)**” mentioned in the Tender document within the time specified and in accordance with the special Terms and Conditions as well as Scope of work. The rates are quoted in the prescribed format given below:

Financial Bid

A	B	C	D= (CX12)
SN	Proposed Role (Full Time Resources)	Fee/month	Total Fee/year (INR Rupees)
1	Lump sum financial fee (Monthly Retainership Fee) for resources		
2	MIS Associate cum Field Survey Co-ordinator (E)		
3.	Others		
	Lump sum Fee for Year 1 (Total of Column D)		
	GST as applicable		
	Total Cost for Year 1	Rs. /-	

All personnel will meet the eligibility criteria in the RFP.

We understand that

- The Total Cost for Year 1 (FT1) will be treated as the cost of the Bid.
- The contract is valid for a period of one year. Based on satisfactory performance pursuant to review by UKCDP, extension may be provided for another year with an annual escalation of 10%.
- A mobilization advance of 10 per cent of the Annual Financial Quote shall be given to the successful bidder against Performance Security submitted at the time of signing of the MoU with UKCDP.
- We understand that all travel expenses of the resources on the project work (inclusive of stay, boarding & lodging and local travel) shall be borne by the UKCDP.

Authorized Signatory
Seal of Company

GEN Form6: Request for Clarification

Name of Organization submitting request		Name & position of person submitting request	Address of organization including phone, fax, email points of contact
			Tel: Fax: E- mail:
S.No	Bidding Document Reference(Clause / page)	Content requiring clarification	Points of clarification required
1			

GEN Form 7: FINANCIAL STRENGTH OF THE ORGANIZATION

Organization	-----(<i>Name of Organization</i>)				
FY	2017-18	2018-19	2019-20		Average
Revenue (in Indian currency)					
Certificate from a certified Auditor					
<p>This is to certify that..... (<i>Name of the Organization</i>) has reported the revenue as shown above, during the respective years.</p> <p>Name of the audit firm:</p> <p>Seal of the audit firm</p> <p>Date:</p> <p>(<i>Signature, name and designation of the authorised signatory</i>)</p>					

TECH Form 8: Bid Checklist

Item	Document	Y/N
1	GEN Form 1	
2	GEN Form 2	
3	GEN Form 3	
4	TECH Form 4	
5	FIN Form 5	
6	GEN Form 6	
7	GEN Form 7	
8	Tender Fee of Rs. 5,000	
9	EMD for Rs. Five Lakh	
10	Details of the Sub-Contractor (if applicable)	

Contract for Consultant

Project Name: Selection of Consultant for Selection of Consultant for Independent Evaluation of Uttarakhand Cooperative Development Program (UKCDP)

Contract No. _____

Between

Chief Programme Director,
UTTARAKHAND COOPERATIVE DEVELOPMENT PROGRAMME DIRECTORATE

And

[Name of the Consultant]

Dated:

Form of Contract

This CONTRACT (hereinafter called the “Contract for Consultant”) is made the *[number]*day of the month of *[month]*, between, through its Chief Programme Director, UKCDP, Government of Uttarakhand (Hereinafter called the “UKCDP”) and, on the other hand, *[name of Consultant]* (hereinafter called the “CONSULTANT”).

WHEREAS

(a) UKCDP has requested the Technical Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);

(b) The CONSULTANT, having represented to UKCDP that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- a. RFP Document.
- b. The General Conditions of Contract (As per the Clause 1 of RFP).
- c. The Payment Terms as mentioned in the RFP.
- d. Appendices:

Appendix A: Terms of Reference/Scope of services as per the RFP section 4

Appendix B: Form of Advance Payments Guarantee (copy of the PBG in the format given in Appendix I)

2. The mutual rights and obligations of UKCDP and the CONSULTANT shall be as set forth in the Contract, in particular:

- (a) The CONSULTANT shall carry out the Services in accordance with the provisions of the Contract; and
- (b) UKCDP shall make payments to the CONSULTANT in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *Chief Programme Officer*

XXX, UKCDP, Government of Uttarakhand

[Authorized Representative of UKCDP – name, title and signature]

For and on behalf of *[Name of CONSULTANT]*

[Authorized Representative of the CONSULTANT – name and signature]

<End>