

Government of India
Ministry of Women and Child Development
(Statistics Bureau)
Jeevan Vihar Building, Parliament Street, New Delhi-1

Expression of Interest cum Proposal (RFP) for hiring a consultancy agency for Sustainable Development Goals related to women and children.

1. Invitation for Expression of Interest (EOI) cum Proposal (RFP)

1.1 The Government of India invites Expression of Interest (EOI) cum Proposal (RFP) from reputed Consultancy firms/agencies for studying and creating ground work for the adaptability and implementation of Sustainable Development Goals(SDGs) related to women and children. The bidders should have the basic competency, capacity and technical expertise to provide the required advisory support to the Government.

1.2 Bidders are advised to study this EOI cum RFP document carefully before submitting their proposals in response to this Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

1.3 Any contract that may result from this competitive public procurement process will be issued initially for a period of 12 months.

1.4 The Ministry reserves the right to extend the Term for a period or periods of up to twelve months on the same terms and conditions.

1.5 Proposals must be received in the office of the Nodal Officer of MWCD on or before the bid submission closing date and time. Proposals that are received after the deadline SHALL NOT be considered in this procurement process.

1.6 The advertisement has been published on the Central Public Procurement Portal (CPPP) at www.eprocure.gov.in/epublish/app and in the Ministry of Women and Child Development website at www.wcd.nic.in

2. About the Ministry of Women and Child Development

2.1 Introduction

The Department of Women and Child Development, Government of India, came into existence as a separate Ministry with effect from 30th January, 2006, earlier since 1985 it was a Department under the Ministry of Human Resources Development. The Ministry was constituted with the prime intention of addressing gaps in State action for women and children for promoting inter-Ministerial and inter-sectoral convergence to create gender equitable and child-centred legislation, policies and programmes.

2.2 Vision

Empowered women living with dignity and contributing as equal partners in development in an environment free from violence and discrimination. And, well-nurtured children with full opportunities for growth and development in a safe and protective environment.

2.3 Mission

Promoting social and economic empowerment of women through cross-cutting policies and programmes, mainstreaming gender concerns, creating awareness about their rights and facilitating institutional and legislative support for enabling them realize their human rights and develop to their full potential. Ensuring development, care and protection of children through cross-cutting policies and programmes, spreading awareness about their rights and facilitating access to learning, nutrition, institutional and legislative support for enabling them to grow and develop to their full potential.

2.4 Mandate:

The broad mandate of the Ministry is to have holistic development of Women and Children. As a nodal Ministry for the advancement of women and children, the Ministry formulates plans, policies and programmes, enacts/ amends legislation, guides and coordinates the efforts of both governmental and non-governmental organisations working in the field of Women and Child Development. Besides, playing its nodal role, the Ministry implements certain innovative programmes for women and children. These programmes cover welfare and support services, training for employment and income generation, awareness generation and gender sensitization. These programmes play a supplementary and complementary role to the other general developmental programmes in the sectors of health, education, rural development etc. All these efforts are directed to ensure that women are empowered both economically and socially and thus become equal partners in national development along with men.

3. Sustainable Development Goals

3.1 With the aim of addressing issues of gender inequalities and combat violence and discrimination against women, the Agenda for Sustainable Development Goals was adopted by the Heads of State and Government and High Representatives on 25th September 2015, in the UN Summit at New York comprising of 17 goals and 169 targets. It included targets aiming at gender equality and empowerment of women.

3.2 Ministry of Women and Child Development is the Nodal Ministry for Goal 5 which says “Achieve gender equality and empower all women and girls”. Gender is an important factor in achieving the SDGs and cuts across all the SDGs. Women’s empowerment is a precondition to achieve the targets of several other SDGs also like poverty eradication, inequality, good health, decent work and economic growth. The Ministry of Women and Child Development is concerned for the following targets for achieving SDGs in India:

Target 1.3 Implement nationally appropriate social protection systems and measures for all, including floors, and by 2030 achieve substantial coverage of the poor and the vulnerable.

Target 1.b Create sound policy frameworks at the national, regional and international levels, based on pro-poor and gender sensitive development strategies, to support accelerated investment in poverty eradication actions.

Target 2.2 By 2030, end all forms of malnutrition including achieving, by 2025, the internationally agreed targets on stunting and wasting in children under 5 years of age and address the nutritional needs of adolescent girls, pregnant and lactating mothers and old persons.

Target 3.2 By 2030, End preventable deaths of newborns and children under 5 years of age, with all countries aiming to reduce neonatal mortality to at least as low as 12 per 1,000 live births and under-5 mortality to at least as low as 25 per 1,000 live births.

Target 5.1 End all forms of discrimination against women and girls everywhere.

Target 5.2 Eliminate all forms of violence against all women and girls in public and private spheres, including trafficking and sexual and other types of exploitation.

Target 5.3 Eliminate all harmful practices such as early and forced marriages and female genital mutilation.

Target 5.4 Recognize and value unpaid care and domestic work through provision of public services, infrastructure, social protection and promotion of shared responsibility within household and family as nationally appropriate.

Target 5.5 Ensure women’s full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic, and public life.

Target 5.6 Ensure universal access to sexual and reproductive Health and reproductive rights as agreed in accordance with the programme of action of the ICPD and Beijing Platform for action and the outcome document of their review conferences.

Target 5.a Undertake reforms to give women equal rights to economic resources, as well as access to ownership and control over land and other forms of property, financial services, inheritance, and natural resources in accordance with national laws.

Target 5.b Enhance use of enabling technologies, in particular ICT, to promote women's empowerment.

Target 5.c Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all level.

Target 8.8 Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment.

4. Scope of work

- i. Conduct a detailed study on the status of implementation of Sustainable Development Goal-5 and other SDGs pertaining to the Ministry of WCD and come out with the relevant data.
- ii. Assessing from the National and sub-National level, the status of achieving the Targets, collecting data on the indicators.
- iii. Review of existing schemes of the Ministry to align them with identified targets.
- iv. Strategy/vision/policy/ approach document regarding public awareness campaign on SDG-5 and other SDGs pertaining to the Ministry.
- v. Coordinate with the States/UTs/Districts for assessing the preparedness for achieving SDGs.
- vi. Prepare advocacy materials and assist in conducting awareness campaigns about SDG goals and Targets.
- vii. Preparation of Metadata related to various SDGs
- viii. Collate and consolidate State/UT wise data related to various indicators of SDG-5 and other SDGs for which the Ministry is concerned.
- ix. Tracking the implementation as per the action plan, budget and monitorable targets on a regular basis, identifying bottlenecks and suggesting measures for improvement.
- x. Facilitate in Organizing workshops, consultations etc. for the implementation of SDGs.
- xi. To assist in building a repository of documents and data related to SDGs.

- xii. To assist the concerned Nodal officer in the Ministry by keeping one of the representative of agency in the Bureau.
- xiii. Any other works assigned by the Nodal Officer in the Ministry for implementation of SDGs.

5. Instructions to Bidders:

5.1 Disclaimer

(a) While every effort has been made to provide comprehensive and accurate background information, requirements and specifications, bidders must form their own conclusions about the consultancy support required. Bidders and recipients of this document may wish to consult their own legal advisers in relation to this document.

(b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Ministry on the basis of this EOI cum RFP.

(c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Ministry of Women & Child Development. Any notification of preferred bidder status by the Ministry shall not give rise to any enforceable rights by the Bidder. The Ministry may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Ministry.

(d) This EOI cum RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

5.2 Complaint Proposals / Completeness of Response

(a) Bidders are advised to study all instructions, forms, requirements, appendices and other information in the EOI cum RFP documents carefully. Submission of the bid / Proposal shall be deemed to have been done after careful study and examination of the EOI cum RFP document with full understanding of its implications.

(b) Failure to comply with the requirements specified in the bid document may render the Proposal non-complaint and the Proposal may be rejected.

5.3 Preparation and submission of Proposal

5.3.1 Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the EOI cum RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by the Ministry to facilitate the

evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. The Ministry will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5.3.2 Language

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, true and verbatim translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

5.4 Right to Terminate the Process

(a) The Ministry may terminate the EOI cum RFP process at any time and without assigning any reason. The Ministry makes no commitment, expressed or implied, that this process will result in a business transaction with anyone.

(b) This EOI cum RFP does not constitute an offer by the Ministry. The bidder's participation in this process may result the Ministry selecting the bidder to engage towards execution of the contract.

5.5 RFP Document Fees

The RFP documents have been made available to the bidders without any fee.

5.6 Earnest Money Deposit (EMD)

Bidders shall submit, along with their documents, an EMD of Rs.60,000/- (Rupees sixty thousand only) in the form of an account payee Demand Draft OR Banker's Cheque in favour of **Pay and Accounts Officer, Ministry of Women and Child Development** payable at New Delhi. The EMD instrument should remain valid for a period of six months. EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it within 30 days of finalisation of contract with the successful bidder. The bid / proposal submitted without EMD, mentioned above, shall be summarily rejected. The EMD may be forfeited:

- If a bidder withdraws its bid during the period of bid validity.
- In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP

5.7 Submission of Proposals

(a) The bidders should submit their responses as per the format given in this RFP in the following manner:

A. Original and one copy and one non-editable CD of Pre-Qualification proposals and EMD instrument in first envelop marked 'A'

B. Original and one copy and one non-editable CD of Technical Proposals marked 'B'

C. One original copy of the Financial Proposal marked 'C'

(b) The responses (Pre-Qualification, Technical Proposal and Financial Proposal should be covered in three separate sealed envelopes super-scribing "**A-Pre-Qualification Proposal**", "**B-Technical Proposal**" and "**C-Financial Proposal**" respectively. Each copy of each bid should also be marked as "**Original**" OR "**Copy**" as the case may be.

(c) Please note that prices should be indicated in the Financial Proposal only.

(d) The three separate envelopes containing Pre-Qualification Proposal with EMD, Technical Proposal and Financial Proposal should be put in another single sealed envelope clearly marked "**Submission of Expression of Interest cum Proposal (RFP) for hiring of Consultancy Agency for Sustainable Development Goals (SDGs) related to women and children**" and File reference No. i.e. "**F.No.PLU-26/27/2018-PLAN UNIT**".

(e) The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".

(f) All the pages of both original and copy of the proposals must be serially numbered (page <.> of <.>) and must contain an index with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.

(g) The original Proposal/Bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting.

(h) All pages of the original and copy of the bid documents shall be signed and stamped by the person or persons authorised to sign the bid.

(i) In case of any discrepancy observed by the Ministry in the contents of the submitted original paper bid documents with respective copies, the information furnished on original paper bid document will prevail over others.

(j) Bidder must ensure that the information furnished by him in respective CDs is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by the Ministry in the contents of the CDs and original paper bid documents, the information furnished in original paper bid documents will prevail over the soft copy.

5.8 Authentication of Bids

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal.

5.9 Bid Submission Format

The entire proposal shall be strictly as per the format specified in this invitation for Expression of Interest and any deviation may result in the rejection of EOI proposal.

5.10 Venue and Deadline for Submission

a. Important dates and information :

S. No	Information	Details
1.	EoI cum RFP Advertisement release date	10 th July, 2018
2.	Closing date and time (deadline) for submission of bids	By 3.00 PM on 31 st July, 2018
3.	Opening of bids	At 3.30 PM on 31 st July, 2018
4.	Addressee and address at which proposal in response to this notice is to be submitted (either by hand or by Speed Post/Registered Post/Courier)	Shri Indrajit Kuri, Under Secretary Ministry of Women & Child Development (Statistics Bureau) Jeevan Vihar Building Parliament Street New Delhi-110001. Tel: 011-23361305 Email: kuri.indrajit@gov.in or anisha.xaxa@nic.in

- b. Any proposal received by the MWCD after the above deadline shall be rejected and returned unopened to the Bidder.
- c. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- d. MWCD shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on the subject will be entertained.
- e. MWCD reserves the right to modify and amend any of the above stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

6. Evaluation Process/ Selection Procedure

- (a) The Ministry will constitute a **Consultancy Evaluation Committee** to evaluate the responses of the bidders.
- (b) The Consultancy Evaluation Committee constituted by the Ministry shall evaluate the responses to the EOI cum RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- (c) The decision of the Consultancy Evaluation Committee in the evaluation of the responses to the EOI cum RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- (d) The Consultancy Evaluation Committee may ask for meetings and presentations with the Bidders and/or seek clarifications on their proposals.
- (e) The Consultancy Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- (f) Each of the responses shall be evaluated as per the criteria and requirements specified in this EOI cum RFP.

7. Tender Opening

The Proposals submitted up to 3.00 PM on 31.7.2018 will be opened at 3.30 PM on 31.07.2018 by the Nodal Officer or any other officer(s) authorized by the Ministry, in the presence of such of those Bidders or their representatives who may be present at the time of opening

8. Bid Validity

The financial offer submitted by the Bidders should be valid for minimum period of 90 days from the closing date of submission of the bid.

9. Bid Evaluation

(a) Bid evaluation will be held in two stages. Initial Bid scrutiny will be held after opening the Pre-Qualification Proposals and also after opening of Technical Proposals. Following defects of bids detected during initial scrutiny will be treated as non-responsive, if proposals;

- are not submitted as specified in the EOI cum RFP document
- are received without the Letter of Authorization (Power of Attorney)
- are with incomplete information, subjective, conditional offers and partial offers
- are submitted without the documents requested in the checklist
- have non-compliance of any of the clauses stipulated in the EOI cum RFP
- are with lesser validity period
- are without required EMD

(b) All responsive Bids will be considered for further processing as below.

The Ministry will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the EOI cum RFP. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined in this EOI cum RFP document. The decision of the Committee shall be final in this regard.

10. ELIGIBILITY CRITERIA:

1. Any Company registered under Companies Act, 1956 or a partnership firm registered under LLP Act, 2008 or an Agency (consulting, research institution, policy research institution, academic institution, registered societies, market research agency etc.) registered under the Societies Registration Act, 1860/The Indian Trusts Act 1882/any other law/Act of the Central/State Government.
2. The Applicant must have qualified personnel with requisite credentials to mobilize an experienced expert team for planning, implementing and reporting the project, etc.
3. Any consortium or Joint Venture of bidders is not permissible. Bidders are required to respond to the EOI cum RFP and participate in the bidding process as individual entity
4. Agency should have under taken and completed at least 10 (ten) monitoring/ evaluation studies of at least two or more different Ministries/ Departments of Government of India in last 5 years on developmental issues/ women issues.
5. The organization should have undertaken at least two monitoring/evaluation studies/project for more than Rs.10 lakh either from the Central/State Government or any organization/body under the Central/State Government.
6. The applying Agency must be operational and in existence for last 10 years.
7. EMD of Rs.60,000/- (Rupees sixty thousand only) in the form of an account payee Demand Draft OR Banker's Cheque.

11. Pre-Qualification criteria

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Annual Turnover	Agency should have annual turnover of at least 50 lakhs or more individually in its own registered name in each of the last three financial years i.e. 2014-15, 2015-16, 2016-17. However Government Institutions and purely philanthropic organizations will be exempted from this requirement.	Extracts from the audited Balance sheet and Profit & Loss Statement/Income & Expenditure Statement/ Receipt & Payments;
2	Technical Capability	<p>Consultant must have successfully completed at least the following numbers of consulting engagement of value specified herein:</p> <ul style="list-style-type: none"> • <i>One project of 'similar nature' not less than the amount of Rs.20 Lakhs</i> <p><i>(Rupees twenty lakhs) of Central Ministry/ Department of Government of India</i></p> <ul style="list-style-type: none"> • The Agency should have completed one UN assignment on women issues • The Agency should have successfully completed 5 assignments on women and related issues <p>('Similar nature' means evaluation/monitoring/ research</p>	<p>Completion Certificate from the client;</p> <p>OR</p> <p>Work Order + Self Certificate of Completion</p>

		<p>contracts in the field of issues related to</p> <p>women and children in any Central Govt. Ministry/ Department within</p> <p>the preceding three years and must have two running contracts in any two Central Govt. Ministry/ Departments and meeting all other requisites</p>	
3.	Black Listing	The firm should not be blacklisted by Central/ State Government or any other Government agency.	<p>A Self Certificate letter that the bidder is not in the blacklist</p> <p>1. Published by DGS&D or Central Public Procurement Portal;</p> <p>OR</p> <p>2. of any procuring Ministry/ Department/PSU/ Bank</p>
4.	Legal Entity	<ul style="list-style-type: none"> Should be a Company registered under Companies Act, 1956 or a partnership firm registered under LLP Act, 2008 or an Agency (voluntary, consulting, research institution, policy research institution, academic institution, registered societies, market research agency etc.) registered under under the Societies Registration Act, 1860/ The Indian Trusts Act 1882/any other law/Act under Central/ State Govt. Registered with the appropriate authority for VAT/Service Tax/GST. 	<p>Copy of Certificate of Incorporation</p> <p>Copy of Service Tax /(GST), if applicable</p> <p>Registration Certificate</p> <p>Copy of PAN/TAN, if applicable</p>

		<ul style="list-style-type: none"> • Registration with NGO Darpan Portal of Niti Aayog wherever applicable. • Should have PAN/TAN, if applicable • Should have been operating for the last ten years registered/fully operational office in Delhi/NCR. 	
5.	Manpower Strength	Availability of Adequate Manpower to undertake the assignment	Self Certification by the authorized signatory

12. Additional Pre-Qualification Criteria (In case more than 8 bidders would be able to qualify the basic eligibility criteria, the additional following criteria may be added as evaluation criteria)

Basic Requirement	Specific Requirement	Marks Allocated	Evaluation Criteria
Understanding of Bidders	Suggested Scope of Work and Approach & Methodology (A&M)	20	Minimum of 10 marks based on Qualitative Assessment of suggested Scope of Work, based on: <ol style="list-style-type: none"> 1. Understanding of scope of work 2. Approach and Methodology for Undertaking the Assignment, (maximum 10 marks for each parameter)
	Bidder's Experience in "Similar" Projects (for which Work Order / Completion Certificate are being provided)	60	Minimum of 50 marks based on Qualitative Assessment of: <ol style="list-style-type: none"> 1. Number of Monitoring, Evaluation assignments undertaken on developmental issues including, women related issues for Central Govt. Ministry/ Department (maximum 40 marks for this

			parameter) 2. Client Satisfaction/ Client work Completion certificate (maximum 20 marks for this parameter)
	Bidder's Competence	20	Minimum of 10 marks based on Qualitative Assessment of: 1. Previous work (Previous assignments highlighted on the websites of the Ministries/ Departments of Government of India) 2. Research work : Number of monitoring, evaluation, research studies undertaken 3. Number of States in which agency has worked. 4. Manpower Strength (maximum 5 marks for each parameter)

13. THE TECHNICAL BID SHALL CONTAIN:

(i) Details of the methodology to be used for undertaking the assignment like work plan, methodology of collection of data, field team composition, etc.

(ii) Details of the experience of the applicant institution including

- i. Name & Short C.V. of Principal Officers/ Team Leader including their educational qualification & experience etc. in years etc.
- ii. Ownership details & organizational Structure
- iii. Audited Financial Statement for the last three financial years i.e. 2014-15, 2015-16, 2016-17
- iv. List of major completed assignments undertaken in last 5-10 years, along with documentary evidence for having done so including acceptance of the Reports, for the client Departments/ Ministries of Government of India.

- v. C. V. of all the Consultants/ Subject Experts to be engaged from outside for the assignment.
- vi. Agency should submit all documents in support of their fulfilling the eligibility criteria.
- vii. Undertaking that firm/ Agency is not blacklisted
- viii. Copy of PAN/TAN/ GST/NGO Darpan Portal Regn.
- ix. Any other information to highlight their strength and the claim to undertake the assignment.
- x. Each page of Bid document should be signed and sealed by the authorized signatory of the firm.
- xi. Index with proper page referring of all documents of Technical Bid including annexure, appendices if any.

Along with the above information, details regarding agency's credentials, research team's composition, infrastructure, qualitative and quantitative research skills and experience of the organization/ institution in undertaking similar monitoring, evaluation, research studies, names and contact details of at least five clients from whom the experience/ competency of the applicant can be ascertained, is also required to be provided. The organisations should also provide evidence in support of their experience in evaluation of Government programmes and schemes.

Note: The bid document should be properly indexed and each page should be numbered.

14. PRESENTATION

If the number of bidders is more, the Ministry can call the agencies which have submitted their valid bids for presentation to assess the preparedness and capability of the organisation to undertake the assignment.

15. DELIVERABLES:

The agency/organization/ institutions conducting the assignment will provide:

- Softcopy and 4 Hardcopies of the report for Vision Document;
- Soft copy of the data and information collected during the evaluation;

- 10 Hardcopies of the Final Report in colored printing;
- Soft copy of the Final Report in Compact Disc;
- Presentation to the Department upon preparation of final report.

16. Validity of the Proposal:

The proposal shall be valid for a period not less than 90 days from the due date for receiving the proposal.

17. Duration:

The duration for the assignment would be as follows :

The Agency would have to submit the Vision document for the SDGs in a period of 4 months after the award of work and getting the 1st installment of Payment. The Agency has to undertake the other activities, concurrent monitoring, etc. as per the TOR in 08 months after submitting the Vision document.

18. Financial Bid Evaluation

(a) The Financial Bids of technically qualified bidders will be opened in the presence of bidder's representatives. The date, time and venue of opening of Financial bid will be communicated to the technically qualified bidders separately and/or posted in the Ministry's website www.wcd.nic.in.

(b) If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.

(c) The bidder with lowest qualifying financial bid (L1) will be awarded the contract.

20. Appointment of Consulting Agency

20.1 Award Criteria

The Ministry will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has emerged L1 in the financial evaluation.

20.2 Right to Accept Any Proposal and To Reject Any or All Proposal (s)

The Ministry reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Ministry's action.

20.3 Notification of Award

Prior to the expiration of the bid validity period, the Ministry will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case, due to some unforeseeable circumstances, the tendering process is not completed within the bid validity period, the Ministry may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee, the Ministry will notify each unsuccessful bidder and return their EMD.

20.4 Performance Guarantee

The Ministry will require the selected bidder to provide a Performance Bank Guarantee (PBG), within 15 days from the Notification of award, for a value equivalent to 10% of the total cost of the assignment. The Performance Guarantee should be valid for a period of **36 months** initially. The Performance Guarantee shall be renewed as and when required and kept valid for a period of three months beyond the completion of the project and Warranty period. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the Ministry at its discretion may cancel the order placed on the selected bidder without giving any notice.

The Ministry shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or the Ministry incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

20.5 Signing of Contract

Post submission of Performance Bank Guarantee by the successful bidder, the Ministry shall enter into a contract with the successful bidder incorporating necessary details of scope of work, deliverables, timeline, payment schedule, pre-bid clarifications, resource persons deployment, the financial proposal of the bidder and other clauses as necessary.

20.6 Failure to Agree with the Terms and Conditions of the EOI cum RFP

Failure of the successful bidder to agree with the proposed Contract Terms and Terms & Conditions of the EOI cum RFP shall constitute sufficient grounds for the annulment of the award, in which event the Ministry may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the Ministry shall invoke the PBG of the most responsive bidder.

Appendix 1: Documents required to be submitted:

The following documents (with self-attested, wherever applicable) are required to be submitted by the applicant at the time of submitting their applications for Expression of Interest cum Detailed Proposal:-

- i. Application Form in the prescribed format duly filled up & signed.
- ii. Copy of Articles & Memorandum of Association, Aims & Objectives of the Organisation, Bye Laws, Constitution etc.
- iii. Registration Certificate / Deed of Partnership / Trust Deed etc.
- iv. Detailed profile of the institution.
- v. The details of in-house infrastructure available to support to claim of capability to take up the proposed project work.
- vi. Curriculum Vitae of relevant personnel.
- vii. Documents in support of working experience in similar or related fields.
- viii. Details of clients/ departments with which the applicant has worked in the last 3 years.
- ix. Copy of PAN Card of the Applicant Organization.
- x. Copy of NGO Darpan Portal Registration, if applicable.
- xi. Registration Certificate under Section 12A of the Income-Tax Act, 1961.
- xii. IT Exemption Certificate under Section 35(i) / Section 80G, whichever is applicable, if exempted.
- xiii. Acknowledgement of latest Income Tax Return (ITR),i.e., for the year 2016-17.
- xiv. Unabridged Audited Annual Accounts and/or Annual Reports for the last three years.

- xv. A self declaration on the Organisation's Letter Head that the bidder has not been black listed by any organisation/agency or Govt. of India and/or does not have any pending criminal proceedings.
- xvi. Earnest Money Deposit (EMD) of Rs.60,000/-
- xvi. Power of Attorney in the name of the Authorized Signatory

Note: The bid document should be properly indexed and each page should be numbered.

Appendix-2: Letter of Proposal

To:

Shri Indrajit Kuri
Under Secretary
Ministry of Women & Child Development
Jeevan Vihar Building
Parliament Street
New Delhi-110001.
Tele: 011-23361305
Email: kuri.indrajit@gov.in

Dear Sir,

We, the undersigned, offer to provide Consultancy Services for studying and creating ground work for the adaptability and implementation of Sustainable Development Goals (SDGs) related to women and children for the Statistical Bureau of the Ministry of Women and Child Development. We are hereby submitting our Proposal, which includes this A-Pre-Qualification Proposal, B-Technical bid and C- Financial bid sealed in separate envelopes.

2. We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.
3. We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in MWCD's EOI cum RFP document.
4. We agree to abide by all the terms and conditions of the EOI cum RFP document. We would hold the terms of our bid valid for 90 days as stipulated.
5. We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature (In full and initials):

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

Appendix 3: Particulars of the Bidder

Sl. No.	Information Sought	Details to be Furnished
1.	Name and address of the bidding organisation	
2.	Status of the organisation (public limited/private limited/voluntary organisation/Institute etc)	
3.	Year of Establishment	
4.	Date of Registration	
5.	ROC Reference No. (if any)	
6.	Details of registration	
7.	Details of registration with appropriate authorities for service tax (GST)	
8.	Name, Address, E-mail, Phone Nos. and Mobile Number of Contract person	

Appendix 4: Compliance Sheet for Eligibility/Pre-Qualification Criteria

Sl. No.	Basic Requirement	Required	Provided	Reference & Page Number
1.	Power of Attorney	Copy of Power of Attorney in the name of the Authorized signatory	Yes/No	
2.	Particulars of the Bidder	As per Appendix 2	Yes/No	
3.	Earnest Money Deposit (EMD)	Demand Draft/Banker's Cheque	Yes/No	
4.	Annual Turnover	Extracts from the audited Balance Sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes/No	
5.	Technical Capability	Completion Certificates from the client; OR Work order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate from the client	Yes/No	
6.	Certifications	As relevant	Yes/No	
7.	Consortiums	Not allowed	Yes/No	
8.	Debarment	A self certified letter	Yes /No	
9.	Legal Entity	Copy of Certificate of registration; and Copy of Service Tax Registration Certificate	Yes/No	
10.	Manpower Strength	Self Certification by the authorized signatory	Yes/No	