



**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**HIRING OF TECHNICAL SUPPORT AGENCY (TSA) FOR PROVIDING  
COMPREHENSIVE CAPACITY BUILDING SUPPORT FOR FNHW ACTION  
INTEGRATION AT CLUSTER LEVEL FEDERATIONS UNDER MzSRLM**

**RFP.No. 01 Dated- 10<sup>th</sup> of August, 2023**

**INVITED BY -**

**MIZORAM STATE RURAL LIVELIHOODS MISSION  
GOVERNMENT OF MIZORAM**

**MINECO, KHATLA ABOVE BDO TLANGNUAM OFFICE, NEAR GATE NO. 1**

**AIZAWL, MIZORAM-796001**

**WEBSITE: <https://srlm.mizoram.gov.in>**

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## Disclaimer:

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidders, whether verbally or in documentary form by or on behalf of Mizoram State Rural Livelihoods Mission (Hereinafter referred to as MzSRLM) or any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this RFP document. The project titled as **“Hiring of Technical Support Agency (TSA) for providing comprehensive capacity building support for FNHW action integration at Cluster Level Federations under MzSRLM”**

This RFP document is not an offer by the MzSRLM but an invitation to receive the detailed technical and financial bid from the qualified agency. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorized officer of MzSRLM with the selected agency. The clauses mentioned in the RFP are correct in the best of the knowledge of the MzSRLM and it makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

MzSRLM may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document. All such updating, amendments, and/or supplements shall be duly notified within a reasonable time, as may be deemed fit by the Chief Executive Officer.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid/ Proposal. No reimbursement of cost of any type will be paid to persons, or entities, submitting a bid/Proposal. The MzSRLM reserves the right to reject all or any of the Proposals submitted in response to this RFP at any stage without assigning any reasons whatsoever and the issue of this RFP does not imply that the MzSRLM is bound to select a Bidder. MzSRLM reserves the right not to proceed with this RFP or to change the process or procedure to be applied. The MzSRLM is in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP or cancel as per its requirements.

## Introduction

## Background

In alignment with the NRLM principles and guideline MzSRLM is promoting rural poor institutions like SHG, VO and CLF and aims to develop these institutions as model in the State of Mizoram for livelihoods promotion. MzSRLM has mobilized 84,169 households into 10,708 SHGs in 686 villages across 28 blocks of 11 districts. To cater the need of institutionalization for poor, 735 VOs have been formed and 52 CLFs are in promotional phase under different stages. There are 4 categories of blocks in the approach of MCLF promotion: 1. Resource block. 2. Intensive block 3. New Intensive block phase 1 4. New intensive block phase 2. These blocks are categorised based on the phase wise inputs given on strengthening of MCLF. In first 3 categories of blocks all basic inputs has been given and require higher order inputs for sustained institutionalization process. New intensive block phase 2 will receive basic capacity building inputs for CLF strengthening. Specialised efforts are required to build capacity of these institutions to take charge of their activities over a span of time so that an independent community institution can be built and replicated across the State. MzSRLM aims to initiate home grown integration model by catalysing integration of FNHW activities and key strategies with strengthened MCLFs in the first phase followed by subsequent integration of other thematic in further timeframe so that a sustained community institutional model can be demonstrated.

### Request for Proposals:

MzSRLM intends to hire a Technical Support Agency (TSA) for providing higher order comprehensive capacity building input in FNHW and CLF strengthening to mission staff and subsequent percolation to CLF functionaries through a designed integrated intervention. It also aims to initiate livelihoods thematic integration at the CLF level in the subsequent year.


A brief particular of the RFP document are as under: -

<b>RFP No.</b>	01	
<b>Name of Work</b>	<b>“Hiring of Technical Support Agency (TSA) for providing comprehensive capacity building support for FNHW action integration at Cluster Level Federations under MzSRLM”.</b>	
<b>Project Duration</b>	The duration of project period will be for 2 years effective from date of signing the MoU which may further renew depending upon the requirement of MzSRLM and performance of the agency.	
<b>Schedule of Selection Process</b>		
<b>S.N</b>	<b>Event Description</b>	<b>Date</b>
<b>1</b>	Date of Publishing of RFP	10 <sup>th</sup> August, 2023
<b>2</b>	Receiving RFP proposal queries through email: srlm.mizoram@gmail.com	15 <sup>th</sup> August, 2023
<b>3</b>	Last date of submission of RFP	24 <sup>th</sup> August, 2023, 3:30 PM
<b>4</b>	Tentative Date and Time for opening of Technical Proposal	24 <sup>th</sup> August, 2023, 4:30 PM
<b>5</b>	Tentative Date and Time for opening of financial Proposal	1 <sup>st</sup> September, 2023, 2:30 PM

1.1.1 The interested bidders are requested to send their proposal through E-Mail: srlm.mizoram@gmail.com

1.1.2 Conditional and incomplete Proposal shall be summarily rejected.

1.1.3 MzSRLM may update, amend or supplement information in this RFP document without assigning any reason. All such update, amendment or supplement will be duly notified within a reasonable time.

  
**Chief Executive Officer**  
**Mizoram State Rural Livelihoods Mission**  
**Rural Development Department**  
**Aizawl, Mizoram.**

## Section 1: Pre-qualification for Bidders:

The Firms are encouraged to make themselves fully aware about the assignment before submitting any Proposal by going through the following pre-qualification criteria:

Response to the RFP is invited from qualified and experienced agency who wish to act as technical support agency for providing mentioned support in the RFP.

### A. The TSA must fulfil the following criteria:

1. The objective and deliverables of the services which will be carried out by the selected firm has been provided in Terms of reference section.
2. The agency should be registered as a society/farm/company and operating for the last 10 years as of March 31<sup>st</sup> 2023.
3. The agency will apply either as a sole applicant or in consortiums. In the case of a consortium, Key personnel of the Lead or partner agency in the consortium should have substantial experience in FNHW as well CLF institution strengthening experiences.
4. The bidder should have minimum annual turnover of Rs. 25 crore or above in each of the last 3 consecutive financial years (FY 2022-23, 2021-22, 2020-2021). In the case of Consortium, the annual turnover values mentioned will be considered for lead agency.
5. The agency should have worked as a technical support agency for at least one project on Health and Nutrition with any State rural livelihoods mission in the North East region having contract value greater than or equal to of Rs. 40 Lakhs.
6. Key personnel of the agency/consortium should have experience of working in Mizoram
7. The bidder should not be black listed as on submission of bid and any State/Central government, Donor, funding agency or national regulator.
8. The interested bidder must submit the pre-qualification support documents against the pre-qualification criteria mentioned above.

Note:

1. The pre-qualification document shall be enclosed as COVER-A folder and will be submitted.
2. If the applicant found ineligible based on the criteria mentioned above, the technical proposal (COVER-B) will not be opened.

### **B. Validity of the Proposal**

The Proposal shall be valid for a period of not less than 90 days from the last date for submission of bids

### **C. Brief description of the Selection Process:**

There will be a two stage Selection Process in evaluating the proposals comprising technical and financial bids to be submitted. All the required documents as detailed herein after in section P shall be provided. First, a technical evaluation will be carried out and based on this technical evaluation, a fresh list of

short-listed Bidders shall be prepared. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked according to their combined technical and financial scores. The first ranked Bidder (the **“Selected Bidder”**) shall be called for negotiation, if necessary, while the second ranked Bidder will be kept in reserve.

**D. Payment to Technical Agency:**

All payments to the technical support Agency shall be made in INR in accordance with the provisions of this RFP. The fee shall be quoted in INR (in lakhs) only.

**E. Clarification of Bidding Document:**

Any Bidder requiring any clarification on the RFP document shall contact the Authority with queries in the below format on email of MzSRLM mentioned. The Authority will respond in writing to any request for clarification, provided that such request is received on or before the 7 days of RFP submission. Related notification (if any) will be published on MzSRLM website.

Sl.no	RFP section, section No., Page no	Query/Clarification	Remarks, if any

**F. Communications:**

Any communication related to the proposals should be addressed to E-mail [srlm.mizoram@gmail.com](mailto:srlm.mizoram@gmail.com) highlighting the address as, **Office of the CEO, Mizoram State Rural Livelihoods Mission (MzSRLM), MINECO (Near New Capital Complex Gate No. 1), KHATLA, AIZAWL, MIZORAM. Pin-796001. Ph. No. 0389-2334622.**

All Email communications should contain the following information, to be marked on the subject part:

“RFP NO. 01 date 10<sup>th</sup> of August, 2023 for **“Hiring of Technical Support Agency (TSA) for providing comprehensive capacity building support for FNHW action integration at Cluster Level Federations under MzSRLM”**”.

**G.INSTRUCTIONS TO BIDDERS:**

G. 1 Scope of Proposal:

G.1.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this bid are specified in this RFP. The bidders are required for undertaking the service may participate in the selection process. The manner in which the Proposal is required needs to be submitted, evaluated and accepted as explained in this RFP.

G.1.2 Interested agency/ consortium of agencies are advised that the selection of Agency shall be on the basis of an evaluation by MzSRLM, as per the criteria specified in this RFP. Interested agencies shall be deemed to have understood and



agreed that no explanation or justification for any aspect of the Selection Process will be given and that the MzSRLM's decisions shall be without any right of appeal whatsoever.

G.1.3 The Interested agency/consortium of agencies shall submit their Proposal in the form and manner specified in this Section of the RFP. The Technical proposal shall be submitted in the Form at **Appendix-I** and the Financial Proposal shall be submitted in the Form at **Appendix-II**.

G.2 Experience Requirement:

**G.2.1 Availability of Key Personnel:**

The agency shall provide and make available all Key Personnel mentioned in their proposal they should ensure personnel who have significant experience in the FNHW and MCLF development process in North East.

G.2.2 The agency should submit a **Power of Attorney** as per the format at Form - 4 of Appendix- I; provided, however, that such Power of Attorney would not be required if the Application is signed by a Director (on the Board of Directors) of the Bidder.

G.3 Conflict of Interest:

The selected Bidder shall not receive any remuneration in connection with the assignment except as provided in the Agreement. The team deployed should be as per the requirement of the assigned works and that the Agency should provide professional, objective and impartial advice at all times and hold the MzSRLM's interest paramount, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.

G.4 Number of Proposals:

No agency/consortium shall submit more than one Application for this bid.

G.5 Cost of Proposal:

The interested agency/consortium shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Project site etc. The MzSRLM, will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

G.6 Acknowledgement by Bidder:

G.6.1 It shall be deemed that by submitting the Proposal, the interested Bidder has:

- (a) Made a complete and careful examination of the RFP;
- (b) Received all relevant information requested from the MzSRLM;
- (c) Accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the MzSRLM or relating to any of the matters
- (d) Satisfied itself about all matters, things and information, and required for submitting an informed Application and performance of all of its obligations there under

- (e) Acknowledged that it does not have a Conflict of Interest; and
- (f) Agreed to be bound by the undertaking provided by it under and in terms hereof.

G.6.2 The MzSRLM shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

#### G.7 Right to reject any or all Proposals

G.7.1 Notwithstanding anything contained in this RFP, the MzSRLM reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons there for.

G.7.2 without prejudice to the generality of Clause G.7. the MzSRLM reserves the right to reject any Proposal if:

- (a) At any time, any misrepresentation is made or discovered, or
- (b) The Bidder does not provide, within the time specified by the MzSRLM, the supplemental information sought by the MzSRLM for evaluation of the Proposal.

Misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Bidder gets disqualified / rejected, then the MzSRLM reserves the right to consider the next best Bidder, or take any other measure as may be deemed fit in the sole discretion of the MzSRLM, including annulment of the Selection Process.

#### G.8 Amendment of RFP:

G.8.1 At any time prior to the deadline for submission of Proposal, the MzSRLM may, for any reason, whether at its own initiative or in response to clarifications requested by any Bidder, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the website (<https://srlm.mizoram.gov.in>) and by conveying the same to the prospective interested agency by e-mail.

G.8.2 All such amendments will be notified and posted on the website (<https://srlm.mizoram.gov.in>) in the respective section along with the revised RFP containing the amendments and will be binding on all Bidders.

G.8.3 In order to afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, the MzSRLM may, in its sole discretion, extend the Proposal due date.

#### H. H. PREPARATION AND SUBMISSION OF PROPOSAL:

## H.1 Language:

The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

## H.2 Format and signing of Proposal:

H.2.1 The agency/consortium shall provide all the information sought under this RFP. The Authority would evaluate only those proposals that are received in the specified forms and complete in all respects. In the case of consortium, required relevant documents of all the agencies in consortium shall be submitted.

H.2.2 The interested agency should send all necessary documents on srlm.mizoram@gmail.com, non-submission of requisite RFP bid documents shall leads to be considered as a non-responsive bid.

H.2.3 The Proposal must be properly signed by the authorized representative of the agency.

H.2.4 Bidders should note the Proposal due date, as specified in Clause G.8.3, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the MzSRLM, and that evaluation will be carried out only on the basis of Documents received by the closing time of Proposal due date. Bidders will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.

## H.3 Technical Proposal

H.3.1 Interested agency/consortium shall submit the technical proposal in the Formats at Appendix-I (the “**Technical Proposal**”). It will form **COVER-B** folder for submission.

H.3.2 **While submitting the Technical Proposal, the Bidder shall, in particular, ensure that:**

- (a) All Forms are submitted in the prescribed formats and signed by the prescribed signatories;
- (b) Power of attorney, if applicable, is executed as per Applicable Laws;
- (c) CVs of all Key Personnel have been included;
- (d) The Bidder should submit Registration Certificate of the agency/License of the agency / Registration of the agency.
- (e) GST No of the agency.
- (f) PAN No of the agency.

(g) Bidder should submit declaration on Affidavit that the documents submitted with RFP documents are true and correct and if any document is found to be false/ factious, MzSRLM may cancel the assigned job and keep withheld the work done claim.

(i) And other supporting documents as per RFP

H.3.3 Failure to comply with the requirements spelt out in this Clause H.3.2 shall make the proposal liable to be rejected.

H.3.4 The proposed team shall include experts and specialists (the “**Professional Personnel**”) in their respective areas of expertise such that the Agency/consortium should be able to complete the work within the specified time schedule. The team shall comprise other competent and experienced professional personnel in the relevant areas of expertise (wherever applicable) as required for successful completion of this work. The CV of each such professional personnel, if any, should also be submitted in the format at Form-9 of Appendix-I.

H.3.5 Bidder may, from time to time, if it considers necessary, propose suitable Sub-Consultants in specific areas of expertise and qualification (where applicable). A Sub-Consultant, however, shall not be a substitute for any Key Personnel.

#### H.4 Financial Proposal

H.4.1 Bidders shall submit the financial proposal in the formats in **Appendix II** and submit the same on [srlm.mizoram@gmail.com](mailto:srlm.mizoram@gmail.com). It will form **COVER-C** folder for submission.

H.4.2 While submitting the Financial Proposal, the Bidder shall ensure the following:

- (i) All the costs associated with the assignment shall be included in the Financial Proposal.
- (ii) The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- (iii) The Financial Proposal shall be inclusive of all expenses including all applicable taxes. For the avoidance of doubt, it is clarified that applicable taxes including GST should necessarily be part of the financial proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

#### H 5 Submission of Proposal

H.5.1 The interested agency needs to submit the proposal online [srlm.mizoram@gmail.com](mailto:srlm.mizoram@gmail.com) (COVER-A: Pre-qualification criteria, COVER B: Technical proposal, COVER C: Financial proposal)

H.5.2 The Proposal should be submitted online [srlm.mizoram@gmail.com](mailto:srlm.mizoram@gmail.com) which will clearly indicate the RFP Notice number, work name as indicated in RFP and the name and address of the Bidder.

H.5.3 The RFP is a two-bid cover system i.e., **“Technical Proposal”** in the prescribed format (**Form 1 to 09 of Appendix-I**) along with and **“Financial Proposal”** **Fin Forms 1 of Appendix- II** and supporting documents.

H.5.4 All pages of the Technical Proposal must be numbered and initialled by the Authorized Representative or persons signing the Proposal.

H.5.5 The completed Proposal must be submitted on or before the specified time on Proposal due date.

H.5.6 The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate attachment and only information that is directly relevant should be provided.

H.5.7 The rates quoted shall be final throughout the period of performance of the assignment up to and including discharge of all obligations of the Agency under the Agreement.

#### H.6 Late Proposals

The proposal should be submitted by or before the Proposal due date. through [srlm.mizoram@gmail.com](mailto:srlm.mizoram@gmail.com) Proposal Submitted after the due date will not be accepted by the tender portal and hence will automatically reject. The authority will in no case be responsible if the bid is not submitted online within the specified timelines.

#### H.7 Modification/ substitution/ withdrawal of Proposals

No Proposal shall be modified, substituted, or withdrawn by the Bidder after its submission.

#### I. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the MzSRLM in relation to matters arising out of, or concerning the Selection Process. The MzSRLM shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The MzSRLM may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or to enforce or assert any right or privilege of the statutory entity and/or the MzSRLM

#### J. Clarification

J.1 To facilitate evaluation of Proposals, the MzSRLM may, at its sole discretion, seek clarifications from any Bidder regarding its Proposal. Such clarification(s) shall be provided within the time specified by the MzSRLM for this purpose. Any request for clarification(s) and all clarification(s) in response there to shall be in writing.

J.2 If a bidder does not provide clarifications sought under Clause J.1 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the MzSRLM may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the MzSRLM.

## K. APPOINTMENT OF SELECTED AGENCY/CONSORTIUM

### K.1 Negotiations

K.1.1 The Selected Bidder may, if necessary, be invited for negotiations. The negotiations shall not be restrictive of the Proposal and be negotiable at all level either technical or financial, and will be for re-confirming the obligations of the Agency under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations.

K.1.2 MzSRLM expects the Key Personnel to be available during implementation of the Assignment.

### L Indemnity

The bidding Agency shall, subject to the provisions of the Agreement, indemnify the MzSRLM, for an amount not exceeding the value of the Agreement, for any direct loss or damage that is caused due to any deficiency in Services.

### M Award of contract

Award of contract will be issued to the selected Bidder for 2 (two) years Initially it is subject to availability of fund. Further MzSRLM may extend the contract or agreement period for further as per approval of the authority and availability of fund. The Selected Bidder shall, within 7 (Seven) working days of the receipt of the MoU, accept the same. In the event of non- receipt of acceptance of the MoU by the Selected Bidder by the stipulated date, the MzSRLM may, unless it consents to extension of time for submission thereof, allocating next eligible Bidder may be considered.

### N Commencement of Assignment

The contracted Agency shall commence the work within thirty (30) days of the date of the signing an MoU, or such other date as may be mutually agreed. If the Agency fails to commence the assignment as specified herein, MzSRLM may invite the second ranked Bidder for negotiations. In such an event, the MoU will be cancelled / terminated.

### O. Proprietary data

All documents and other information provided by the MzSRLM or submitted by the Agency to the MzSRLM shall remain or become the property of the MzSRLM. Bidders are to treat all information as strictly confidential. MzSRLM will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Agency to the MzSRLM in relation to the assignment shall be the property of the MzSRLM.

## P. CRITERIA FOR EVALUATION

### P.1 Opening & Evaluation of Technical Proposals

P.1.1 In the first stage, the Technical Proposal will be evaluated on the basis of bidder's experience, its understanding of TOR, proposed methodology and Work Plan, and the experience of Agency. **Only those Bidders whose Technical Proposals score 70 marks or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score (S).**

#### P.1.2 The scoring criteria to be used for evaluation shall be as follows:

SN	Criteria	Weightage	
	Sub-criteria	Criteria Total	Sub-criteria
1	Past experience of the agency/Key personnel (track record)		
	a. Past experience of community institution building activities especially CLF		10%
	b. Past experience of conducting Training of trainers and implementation activities around FNHW and MCLF development		20%
	c. Past experience of preparing manuals, tools modules and its roll out around FNHW and MCLF	60%	10%
	d. Past experience of working with SRLMs		10%
	e. Past experience of working in Mizoram		10%
2	General profile of qualification, experience and number of key staff (not individual CVs)		
	a. Qualifications (As per ToR)	15%	20 %
	b. Relevant Experience (As per ToR)		80%
3	Details proposal		
	a. Concept & Methodology	15%	40%
	b. Detail Work Plan		60%
4	Overall financial strength of the consultant in terms of turnover, profitability and cash flow (liquid assets) situation		
	Turnover figure for last three years	10%	100%
	<b>Total</b>	<b>100%</b>	

#### P.1.3 Short-listing of Bidders

All the Bidders ranked as aforesaid shall be pre-qualified for financial evaluation in the second stage. However, if the number of such pre-qualified Bidders is less

than 2 (two), the Authority may, in its sole discretion, pre-qualify the Bidder(s) whose Technical Score is less than the score specified in P.1.2; provided that in such an event, the total number of pre-qualified Bidders shall not exceed 2 (two) and the technical scores shall be considered as per actual for further calculations.

#### P.1.4 Opening & Evaluation of Financial Proposal

For financial evaluation, the total cost indicated in the Financial Proposal will only be taken into consideration. However, after completion of the Technical Evaluation the client will notify successful consultants that they have secured the minimum qualifying marks ( i.e 70 marks out of 100 in Technical evaluation as per the clause P.1.2), indicating the date and time for opening the Financial Proposals of Technically qualified Bidders. Financial proposals of qualified Agencies will be opened in the presence of representatives of Agencies who choose to attend.

#### P.1.5 Combined and Final Evaluation

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

$$Bb = (0.8) * Tb + (0.2) x ( Cmin / Cb) *100$$

Where,

Bb = overall combined score of bidder under consideration (calculated up to two decimal points)

Tb = Technical score of the bidder under consideration

Cb = Financial bid value of the bidder under consideration

Cmin = Lowest financial bid value among the financial proposals under consideration

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

#### Q. FRAUD AND CORRUPT PRACTICES

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process.

#### R. OTHER CONDITION OF THE CONTRACT

##### R.1 Settlement of Disputes

Every dispute, difference or questions which may at any time arise between the parties hereto or any person claiming under them relating to or arising out of or in respect of this agreement shall be as far as possible settled mutually by the parties and failure of which shall be settled by the competent Civil Court at Mizoram.



## R.2 Termination under this Contract

MzSRLM may terminate the agreement by 30 (thirty) days written notice to the Agency in the following ways:

- a) Termination by default for failing to perform obligations under the contract.
- b) If the quality of work is not up to the specification or in the event of non-adherence to time schedule.
- c) Termination for convenience in whole or in part thereof, at any time.
- d) Termination for insolvency if the Agency becomes bankrupt or otherwise insolvent. In all the cases above termination shall be executed by giving written notice to the Agency. No consequential damages shall be payable to the Agency in the event of such termination.

## SCHEDULE

### SCHEDULE – 1 Terms of Reference (TOR)

#### GENERAL

1.1 Mizoram State Rural Livelihoods Mission (MzSRLM) was launched on 22<sup>nd</sup> April 2013 to initiate the implementation of the National Rural Livelihoods Mission (NRLM) which is a flagship program under the Ministry of Rural Development (MoRD) to eradicate poverty in the rural areas of Mizoram. The Mission is now operating in all 11 districts covering 28 RD blocks.

At the initial stage, Self Help Groups are formed from amongst the poorest of the poor families through participatory identification of the poor. The Self-Help Groups (SHGs) are then federated into Village Organizations (VOs) which are again federated into Cluster Level Federations (CLFs).

1.2 The Client now invites proposals to provide the following services hereinafter called **“Hiring of Technical Support Agency (TSA) for providing comprehensive capacity building support for FNHW action integration at Cluster Level Federations under MzSRLM”**.

#### 1.3 SCOPE OF WORK

- Enabling mission staff to develop a road map for making the model CLFs into a integration model around FNHW in first phase and later with other thematic.
- Providing joint capacity building and hand holding support to MzSRLM staff of FNHW and IBCB theme, CLF leaders and CLF staff on FNHW universalization process, higher order institutional knowledge and skill inputs, as well other thematic (if required) planning and integration at CLF level. The capacity building would be in a ToT mode with supportive supervision and handholding will be done in a demonstrative manner by the agency/consortium to ensure the output-based rollout at CLF level.
- Developing ready to use manuals, modules, tools and learning materials to ensure high quality delivery of knowledge and skills pertaining to institutional and CLF anchored FNHW thematic processes in first phase and if required other thematic in second phase.
- Concurrent mentoring to IBCB, FNHW thematic staff in preparing roadmap for thematic integration to institutionalization process and design systems that will ensure CLF leads interventions.
- Provide strategic planning and monitoring support to MzSRLM staff at State level
- Provide support to State core team of IBCB and FNHW for developing CLF centric integration model. They may extend support to other thematic integration at CLF level in second year if required.

#### 1.4 Project area

- Following are the project area for capacity building and thematic

integration of FNHW in first phase and other thematic, if necessary, in second phase in MCLF under MzSRLM

- a. Intensive blocks
- b. New Intensive block phase 1
- c. New intensive block phase 2

#### 1.5 Duration of the Assignment:

**The duration of the assignment will be for a period of two (2) years. The assignment may be further extended depending upon satisfactory performance of Agency/consortium & requirement of MzSRLM.**

#### 1.6 Project Support

MzSRLM will provide available necessary information, data, reports and other documents required for accomplishing the objective of the assignment. However, the professionals of the agency will have to visit field operations for collection of additional information if required. MzSRLM would provide necessary liaison with BMMUs and DMMUs to facilitate the work smoothly.

#### 1.7 Key Deliverables

The agency will submit detailed proposal with concept and methodology, detailed work plan with key activities and outcome for the project with specific timeline and the actors involved in the same. The key activities should be focused in Training of trainer of mission staff in different blocks, details of manuals, modules and tools that are required to deliver the desired outcome around integration of FNHW and around MCLF in first phase. Agency may add on any key thematic activities as part of the integration strategy in the second year as per their expertise or requirement. This detailed work plan will be submitted along with Technical proposal filled forms in Cover B.

#### **a. Payment Schedule:**

Payments will be made on instalment basis on the report submitted and dully verified by the committee to be constituted by MzSRLM at State level based on the quarterly deliverables as mentioned and agreed in the MoU. Payment for the last instalment shall be done after satisfactory project completion report and achievements of pre-decided deliverables.

APPENDICES

APPENDIX-I

**TECHNICAL PROPOSAL**

Form-1

**Letter of Proposal**

(On Bidder's letter head)

(Date and Reference)

To,

[The Chief Executive Officer,

Mizoram State Rural Livelihood Mission, Dept. of Rural Development, Government of Mizoram]

**Sub : Request for Proposal (RFP) for “Hiring of Technical Support Agency (TSA) for providing comprehensive capacity building support for FNHW action integration at Cluster Level Federations under MzSRLM”.**

Dear Sir,

With reference to your RFP Document dated ....., I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for **“Hiring of Technical Support Agency (TSA) for providing comprehensive capacity building support for FNHW action integration at Cluster Level Federations under MzSRLM”.**

I/We acknowledge that the MzSRLM will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Agency, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.

1. This statement is made for the express purpose of appointment as the Technical support Agency for the aforesaid Project.
2. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
3. I/We acknowledge the right of the MzSRLM to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

4. I/We certify that if selected we shall perform the services as per Good Industry Practices.
  
6. I/We declare that:
  - (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the MzSRLM.
  
  - (a) I/We do not have any conflict of interest in accordance with Clause mentioned in the RFP Document.
  
  - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the MzSRLM or any other public sector enterprise or any government, Central or state; and
  
  - (d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions in the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
  
7. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the agency, without incurring any liability to the Bidders in accordance with Clause of the RFP document.
  
8. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the service for the Project or which relates to a grave offence that outrages the moral sense of the community.
  
9. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
  
10. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the MzSRLM [and/ or the Government of Mizoram] in connection with the selection of Technical Support Agency or in connection with the Selection Process itself in respect of the above-mentioned Project.
  
11. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the the Project is not awarded to me/us or our proposal is not opened or rejected.
  
12. I/We agree to keep this offer valid for 90 (ninety) days from the Proposal due date specified in the RFP.

13. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith in Form 4.

14. In the event of my/our firm being selected as the TSA and given a MoU, I/we agree and undertake to provide the services of Experts in accordance with the provisions of the RFP.

15. I/We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the MoU, we shall have no claim, right or title arising out of any documents or information provided to us by the MzSRLM or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of project.

16. The Financial Proposal is being submitted in a separate cover (COVER C folder). This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.

17. I/We agree and undertake to abide by all the terms and conditions of the RFP document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully

(Signature, name and designation of the authorized signatory) (Name and seal of the Bidder)

APPENDIX-I

Form-2

**Details of the Bidder**

a	Name of Agency/consortium with full address	
b	Tel. No	
c	Fax No.	
d	Email	
e	Year of Incorporation	
f	Name and address of the person holding the Power of Attorney	
g	(i) Place of Business.	
	(ii) Date of Registration.	
h	Details of contact person	
i	Goods & Service Tax Registration Number	
j	Permanent Account Number (Copy).	
k	Are you presently debarred / Blacklisted by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnish the details)	
l	Name and details (Tel / Mobile / E mail) of contact persons	
m	Details of Authorized representative holding power of Attorney	

APPENDIX-I  
Form-3

Statement of Legal Capacity  
(To be forwarded on the letter head of the Bidder)

Ref. :  
Date:

To,  
[The Chief Executive Officer,  
Mizoram State Livelihood Mission, Government of Mizoram]

**Sub: Request for Proposal (RFP) for “Hiring of Technical Support Agency (TSA) for providing comprehensive capacity building support for FNHW action integration at Cluster Level Federations under MzSRLM”.**

Dear Sir,

I/We hereby confirm that we, the Bidder satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that ..... (Insert individual's name) will act as our Authorized Representative/ will act as the Authorized Representative of the Firm on our behalf and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,  
(Signature, name and designation of the authorized signatory)

For and on behalf of .....  
\*Please strike out whichever is not applicable



APPENDIX-I

Form-4

Power of Attorney

Know all men by these presents, We, ..... (Name of Firm and address of the registered office) d o h e r e b y constitutes, nominate, appoint and authorize Mr / Ms..... son/daughter/wife and presently residing at ....., who is presently employed with/ retained by us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for Request for Proposal (RFP) for **"Hiring of Technical Support Agency (TSA) for providing comprehensive capacity building support for FNHW action integration at Cluster Level Federations under MzSRLM"**. including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the MzSRLM, representing us in all matters before the MzSRLM, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the MzSRLM in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the MzSRLM.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20.....

For .....  
(Signature, name, designation and address)

Witnesses:

- 1
- 2

(Notarized)

Accepted

.....  
(Signature, name, designation and address of the Attorney)

APPENDIX-I  
Form-5  
Financial Turnover Certificate of the Bidder

<b>SL. No.</b>	<b>Financial Year</b>	<b>Annual Turnover (Rs.in lacs)</b>
1	2020-21	
2	2021-22	
3	2022-23	

Please attach Annual Financial statement.

APPENDIX-I  
Form-6

Abstract of Previous Assignments of the Bidder

<b>S.No</b>	<b>Name of Project</b>	<b>Name of Client</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
1		
2		
3		
4		
5		

APPENDIX-I  
Form-7

Previous Assignments of Bidder

Assignment name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	

**Notes:**

The Agency should attach work order/ Agreement/ completion certificate of each project issued by authorized Officer of the concerned Department.

APPENDIX-I  
Form-8

Particulars of Key Personnel

S. No	Designation of Key Personnel	Name	Educational Qualification		Length of Professional & Relevant Experience	Area of Expertise
(1)	(2)	(3)	(4)		(5)	(6)
<b>1.</b>						
<b>2.</b>						
<b>3.</b>						
<b>4.</b>						

APPENDIX-I  
Form-9

Curriculum Vitae (CV) of Key Personnel

1. Proposed Position:
2. Name of Personnel:
3. Date of Birth:
4. Nationality:
5. Educational Qualifications:
6. Employment Record:
7. Details of the similar experiences

Declaration:

1 I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.

2 I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and me.

Place..... (Signature and name of the Key Personnel)

(Signature and name of the authorized signatory of the Bidder)

**Notes:**

1 The names and chronology of assignments included here should conform to the details submitted in Form-8 of Appendix-I.

2 Each page of the CV shall be signed either by the Personnel concerned or by the Authorized Representative of the Bidder firm along with the seal of the firm. Photocopies will not be considered for evaluation.

APPENDIX-II  
FINANCIAL PROPOSAL  
**Fin Form-1**

<b>Sl. No</b>	<b>Activities</b>	<b>Unit</b>	<b>No. of Unit</b>	<b>Unit cost</b>	<b>Total cost</b>
1					
2					
3					
4					
5					
6					
<b>Total Tax</b>					
<b>Total amount (including taxes) in figures</b>					
<b>Quoted rates in words</b>					