



Notice Inviting e-Tender

For

Implementing a Corporate Social Responsibility (CSR) Project on Integrated Village Development Program to improve infrastructural facilities in 50 villages in the states of Bihar, Jharkhand, Madhya Pradesh, Maharashtra and Uttar Pradesh

For

**Indian Institute of Corporate Affairs
M/o Corporate Affairs
Govt. Of India**

[F. No. IICA/53-02/2016]

Indian Institute of Corporate Affairs
M/o Corporate Affairs
Government of India

No. IICA/53-02/2016

Plot No. P - 6, 7, 8, Sector – 5
IMT Manesar, Manesar
District -Gurugram, Haryana
PIN – 122052

Dated: 7th February, 2017

Sub: Request for e-tender for Implementing Village Development Programme under CSR to improve Infrastructural facilities in 50 villages in the states of Bihar, Jharkhand, Madhya Pradesh, Maharashtra and Uttar Pradesh.

Last date of proposal submission 28th February, 2017

Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs (MCA), Government of India to act as a think tank and centre of excellence to support the growth of the corporate sector in India through an integrated and multi-disciplinary approach. The state-of-the-art campus of IICA is located at Manesar in the National Capital Region.

The IICA offers capacity building and project execution support to the Government, Statutory Authorities, Private Sector, etc through its Schools and Centres. It creates customized programmes designed especially for specific ministries, departments or companies that seek training as per their requirement. The Institute would be playing an important role in implementing the new CSR mandate in the country in light of the Companies Act 2013.

The IICA invites offers/bids under two bid system (Technical & Financial Bid) from interested not-for-profit-making organization registered under Society or Trust or Company (Section 25/8) Registration Act having a minimum 10 years existence of repute with a proven track record and presence in the required areas to implement a CSR project on integrated village development program to improve infrastructural facilities in 50 villages in the states of Bihar, Jharkhand, Madhya Pradesh, Maharashtra and Uttar Pradesh.

Sd/-

(D. Kalita)
Tender Inviting Authority
IICA, M/o Corporate Affairs
Tel: 0124-2640174

DEFINITIONS AND ABBREVIATIONS

<p>Tender Submission Mode</p>	<p>The tenders are being invited through e-procurement system of Central Public Procurement Portal- CPPP (e-procure.gov.in) of Government of India. Bidders are requested to apprise themselves of the provisions of e-procurement system and submit their respective bids through e-procurement systems at www.eprocure.gov.in.</p>
<p>Tender Inviting</p>	<p>Sh. D. Kalita Head, IT Department Indian Institute of Corporate Affairs, Plot No. :- P 6,7,8 Sec. 5, IMT, Manesar District-Gurugram, Haryana PIN Code - 122052 Phone No. : +91-(0124)- 2290203 / +91-(0124)- 2640174 Fax No. : +91-(0124)-2291036 Email : debarun.kalita@gov.in / sa-iica@gov.in</p>
<p>Tender Document Availability</p>	<p>The tender document can be previewed and downloaded from the e-procurement module of Central Public Procurement Portal of Govt. of India at www.eprocure.gov.in as well as from the website of the organization (www.iica.in) under “Tender” section, on the home page.</p>
<p>Competent Authority</p>	<p>Director General and Chief Executive Officer (An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in this regard)</p>
<p>Bid</p>	<p>Implementing a project on Integrated Village Development Program under CSR to improve infrastructural facilities in 50 villages in the states of Bihar, Jharkhand, Madhya Pradesh, Maharashtra and Uttar Pradesh</p>
<p>Proposer/Bidder</p>	<p>Any Not-for-profit-making organization registered under Society or Trust or Company (Section 25/8) Registration Act having a minimum 10 years existence</p>

Bidding Document	Documents issued by Indian Institute of Corporate Affairs including any amendments thereto, that set out the terms and conditions for said assignment and includes the invitation to bid.
Bid Opening	The tenders will be opened ON 1 st March, 2017 at 12.30 p.m. within the e-procurement module of Central Public Procurement Portal of Govt. of India at www.eprocure.gov.in .
Authorized Signatory	The proposer's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (POA) from the competent authority of the respective Bidder.
Contract	A contract entered into between IICA and a successful proposer concerning the subject matter.
Work Order Process	The process of awarding work order extending from the issue of invitation to bid till the award of contract or cancellation of the Empanelment process, as the case may be
Notification	A notification published on the website: www.iica.in
Location of the Assignment	50 villages in the states of Bihar, Jharkhand, Madhya Pradesh, Maharashtra and Uttar Pradesh (10 villages in each State) List Attached
Earnest Money Deposit	An earnest money (EMD) of Rs. 1,50,000.00 (Rupees One Lakh and fifty thousand only) in the form of bank draft in favour of Indian Institute of Corporate Affairs, payable at New Delhi may be submitted in original through Speed Post/Courier/Registered Post/By hand to the tender inviting authority. The earnest money will be refunded to the unsuccessful tenders after finalization of the contract.
EMD Submission	The EMD (in original), enclosed in a sealed envelope and duly addressed to the Tender Inviting Authority by name, should invariably reach the tender inviting authority by 22nd February, 2017 by all means.
IICA	Indian Institute of Corporate Affairs
NIT	Notice Inviting Tender

PAN	Permanent Account Number (PAN)
VAT	Value Added Tax
WO	Work Order
TB	Technical Bid
FB	Financial Bid
HRM	Human Resource Management
CSR	Corporate Social Responsibility
CMC	Contract Monitoring Committee
INR	Indian Rupees

SCHEDULE OF E-TENDER

S.No.	HEAD	DATE
1.	Date of issue of RFP/tender document	08.02.2017
2.	Pre-bid meeting (at IICA's office) Please seek appointment before visiting	13.02.2017
3.	Last date of receipt of bid (with all relevant documents & covers)	28.02.2017
4.	Opening of technical cover	01.03.2017
5.	Technical presentation by the shortlisted bidders	
6.	Opening of financial bid	

DISCLAIMER

- All the terms and condition of this RFP shall be governed by the IICA, Manesar. Notwithstanding anything contained in this RFP, IICA reserves the right to accept or reject one or all RFPs or to stop the process of Selection of partner for implementation at any stage, at its sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon such a decision thereof.
- In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by IICA to the successful Bidder, without IICA being liable in any manner whatsoever.
- Information provided at this stage is indicative and IICA reserves the right to amend / add further details in the RFP document.
- No Postal Charges or Traveling Allowance shall be claimed by any Proposer in case the RFP is cancelled / postponed.
- In case of any dispute, the decision of DG & CEO, IICA shall be treated as final.
- The legal issues, if any shall be subject to the Jurisdiction of courts in Gurugram only.

Background

The Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs (MCA), Government of India to act as a think-tank and a centre of excellence to support the growth of the corporate sector in India through an integrated and multidisciplinary approach. The Hon'ble Minister for Corporate Affairs is the President of IICA. The Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which also has many eminent personalities drawn from different fields. The state-of-the-art campus of IICA is located at Manesar in the National Capital region, which was inaugurated by the then Prime Minister, Dr. Manmohan Singh in April 2012. IICA has been mandated to offer capacity building and advisory solutions to the government, statutory authorities, the private sector, etc. IICA offers capacity building and advisory solutions through its various schools and centres.

National Foundation for Corporate Social Responsibility (NFCSR) has been established by the Ministry of Corporate Affairs in the year 2012 to create an enabling environment for the efficient execution and implementation of CSR in the country.

Hence IICA invites RFP/Tender from interested agencies (Registered Society/Trust/Section 8 or 25 Company) to implement the above mentioned CSR Projects in five states namely Bihar, Jharkhand, Madhya Pradesh, Maharashtra and Uttar Pradesh.

Eligibility Criteria for Application:

1. Agencies/organization should be in existence for more than 10 years;
2. Should have at least five years' experience/proven track record in implementation of multi-sectoral CSR projects and integrated village development projects in multiple states of India for PSU or leading corporate;
3. Worth of such projects implemented by the bidder should be 5 crores or above;
4. Should have a total turnover of Rs10 Cr during the last three years;
5. Should not have been blacklisted by any PSU/Corporate/Government Agency or department;
6. Should not have any legal matter/dispute pending in any court of India regarding mismanagement of funds etc.

Mandatory Documents Required:

The following documents are required to be submitted mandatorily by the organization:

- i. Registration Certificate
- ii. Address Proof of Registered Office
- iii. Audited Accounts of last three years
- iv. Acknowledgement of Income Tax Return along with IT Return filed (Last three years)
- v. Pan Card Copy

- vi. Annual Reports / Work Profile of last 5 years, indicating client base etc.
- vii. Documents in support of handling similar kind of project/s in the past
- viii. Copy of the work order of the PSU or Corporate for the projects worth 5 crores or more.
- ix. Self-declaration stating that the organization is not blacklisted by any corporate/PSU/Government Department etc.
- x. Tax exemption certificate like 80G, if any.

Selection Process

The eligible organizations will be evaluated on the basis of their experience and capacity to handle the project effectively. The shortlisted organizations would be called for a presentation to IICA at Manesar. Shortlisted organizations after presentation will be again shortlisted and the work will be awarded to anyone of them with a minimum quotation (L1).

Last Date of Application:

Last date of application is **28th February, 2017 by 3.00 p.m.**

Scope of the Assignment

1. Providing solar water lifting pumps in selected villages.
2. Installing need-based solar street lights in selected villages.
3. Building household toilets and running community awareness camps for sanitation.

Expected Outcomes

S.No.	Expected Outcomes	Measurable Indicators
1.	Improved drinking water facility in villages	Total 122 solar water pumps to be installed and used in villages
2.	Improved street lighting and common areas of villages	Total 1230 solar street lights to be installed in villages and benefitting the villagers
3.	Improved sanitation in villages	Total 3670 household toilets to be constructed and used by the villagers. Improved awareness on hygiene and sanitation.

It may be noted that the project aims to create infrastructure for long lasting impact in the communities and community mobilization, participation, ownership and sustainability are most important aspects of the project. The implementing agency would be responsible for:

- Stakeholder engagement **and** community participation for all project components.
- Individual village Panchayats should be approached to seek their approval and written commitment for participation and engagement with the programme. Village Development Committees would be constituted in each village to participate fully in programme implementation and be responsible for location and installation of project assets at appropriate sites.
- Awareness building and training of village community in use and maintenance of assets. The community should be made aware of the interventions and the benefits accrued through the interventions to improve sustainability.
- Appropriate site identification for installation of solar pumps and solar lights to community and household toilets.
- An intensive CLTS programme to ensure use and maintenance of toilets constructed.
- Handing over of assets to the Gram Panchayat. A letter of commitment for maintenance and upkeep of assets should be taken from the Gram Panchayats and individuals concerned.
- Block and district authorities should be notified for creation of assets in the communities and their endorsement would be taken on handing over documents.
- Quality in all aspects of execution. Assets to be procured would be of high quality conforming to desired quality norms and specifications.

Specifications are as follows:

(A) Solar Water Pump: SOLAR SUBMERSIBLE WATER PUMP is being recommended for the villages where it can pump effectively up to 70 meters depth. However, where the water table in the area is lower, it will be installed up to that depth. Solar water pump is the best solution where grid power is not available in remote locations for irrigation and portable water applications

For a solar powered water system to install, neither battery nor battery charging equipment's are required. When the sun is shining, the system is pumping and when the sun is not the system is off.

By adding a storage tank and increasing the size of the pumping system, excess pumped water can be stored, which can continue to supply water during the night or when it's cloudy and the pump is off.

The solar water pumping system is a stand-alone system operating on power generated using solar PV (Photovoltaic) system. The power generated by solar PV Modules is used for operating AC Submersible centrifugal mono-block pump set for lifting water from bore/open well or water reservoir for minor irrigation and drinking water purposes.

The project proposes to install a solar submersible water pump which would provide a lifting and storage capacity to a 10,000 L storage tank. The proposal also includes the provision of storage tank

Maximum feasibility has been found for a solar pumping unit with following specifications:

- 1** 1 HP AC Solar Water Pumping System
- 2** 1200 Wp Solar Panels
- 3** 1 HP AC submersible pump
- 4** Pump Controller with inbuilt MPPT tracking facility, overload and under/over voltage protection, air cooled.
- 5** Water tank Sintex or equivalent Brand, triple layered, 10000 L
- 6** Solar panels fixed axis to be mounted on top of tank.
- 7** Structure for Solar Panel, High Quality and strength GI frame with pole and foundation.
- 8** Wires pure copper branded with ISI mark.
- 9** Suitable and high quality pipes and fittings of good brands.
- 10** Installation to maintain high standard
- 11** At least 5-year warranty on complete structure and installation.

(B) Solar Street Light:

The project proposes to install the latest model and state-of-the-art All-in-One Integrated LED solar street light which has the following product features and advantages:

- 1** Solar panel, battery and LED lamp are all in one, which is waterproof. The shell is made from aluminum alloy, cooperating with good waterproof and airless technology. Dustproof, waterproof, anti-static, shock resistant, applicable for all outdoors.
- 2** Can be installed within 5 min by two people without any heavy equipment and tools, 5-year long life lithium battery, high light LED and intelligent controller, PIR human body induction module and installing support of thievery prevention all together.
- 3** High capacity and long life Lithium iron phosphate battery, with a 5-year theoretical working life and high-temperature resistance, makes the whole light a longer life.
- 4** Energy saving and environment friendly by perfect combination of solar power and LED lighting.
- 5** Tamper and steal proof: By locating the solar technology directly on the light fixture and placing the battery within the light fixture, the risk of damage, theft or tampering is greatly reduced. There are no wires in the street pole, which means that the wire itself (which exists in regular street lights) can't be stolen and sold for scrap.

- 6 Safe and reliable rain-proof design.
- 7 Alumina Alloy is used for main structure in order to prevent dust and corrosion and require less maintenance and reduced parts replacement due to initially incorporating higher quality components.
- 8 LED lighting does not produce Infrared light, and therefore will not attract insects. (No moths and other flying insects swarming around the light.)
- 9 Different power control according to time period, lower brightness when less people after midnight, in order to save energy and improve practicability.

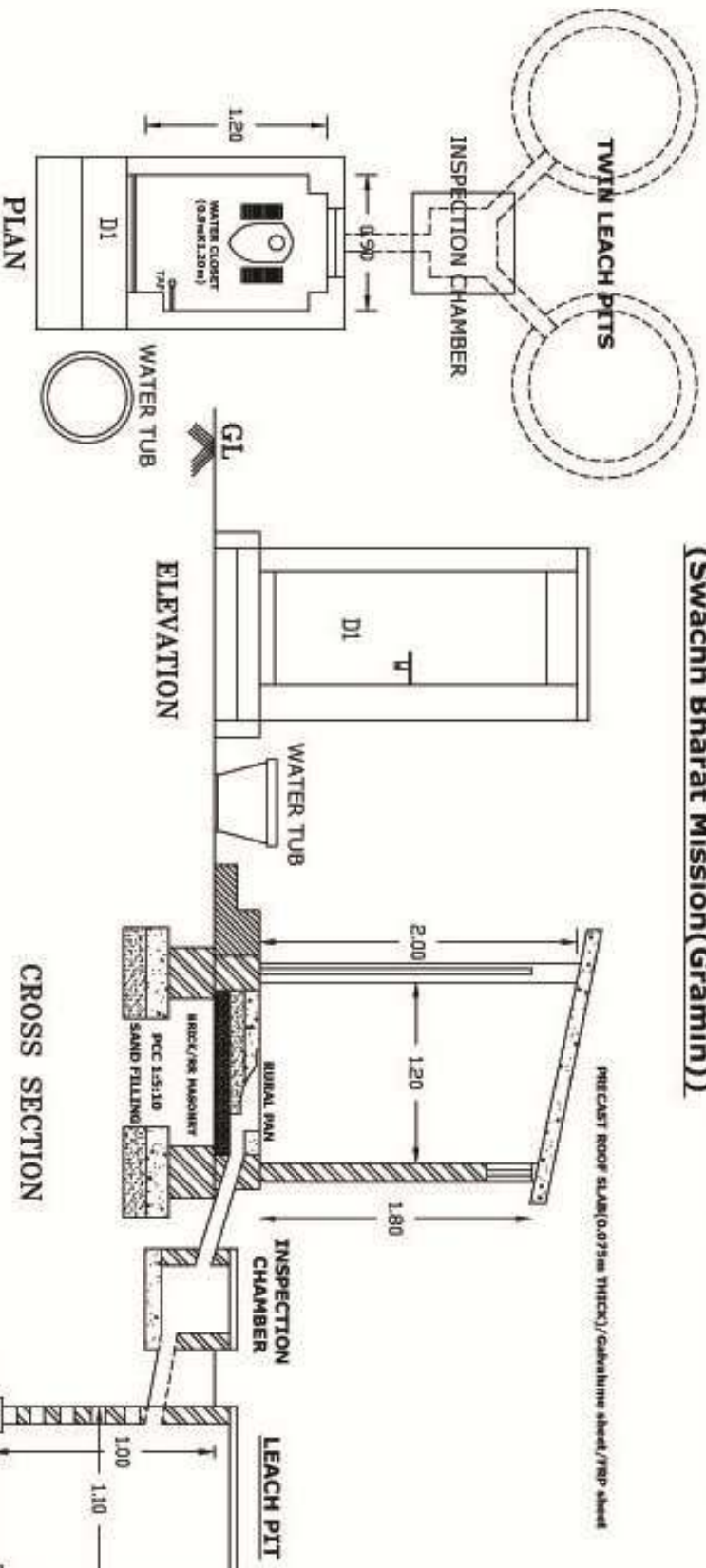
Technical Specifications of Integrated Solar Light:

- Solar Street Lighting System (SYSKA Integrated ALL IN ONE : SSK-SSL-12W)
- Solar Panel Wattage: 15 Wp Polycrystalline Silicon
- Beam Angle: 120 Degree
- Size: 808 x227 x 164 mm
- LED Make: Cree
- Lumen : 1200 LM
- Color Temp: 65000 k
- Glass: Toughened glass
- Lighting Times: Over Three Nights
- CRI: >80
- Sensor: PIR Night & Motion Sensor
- On/Off: Auto
- Charging Time : 7-8 Hrs
- Battery: Li-ion Battery with 26000 mAh
- Ingress Protection: IP 65
- Material : Aluminum alloy and steel glass
- Temperature : 25 degree to 65 degree
- Weight : 11 KG/Pc
- Installation Height: 3-5 Mtr
- Thermal Management: External heat sink of Aluminum housing, aluminum metal- core printed circuit board of thermal conductivity more than 2.0W/mk and thermal pad with thermal conductivity more than 1.5W/mk.

(C) Sanitation Awareness and Construction of Household Toilets:

The individual household toilets would be constructed as per approved design of Gol under the Swachh Bharat Gramin Mission. The drawing and BoQ are given below:

TYPE DESIGN FOR INDIVIDUAL HOUSEHOLD LATRINES (IHHL)-with Leach Pit (Swachh Bharat Mission (Gramin))



- IMPORTANT NOTES:**
1. ECONOMICAL FOUNDATION SHOULD BE ADOPTED (BRICK WORK/RR MASONRY)
 2. BASEMENT HEIGHT MAY BE FIXED AS PER SITE CONDITIONS
 3. THE METHOD OF WASTE DISPOSAL MAY BE BASED ON THE SOIL CONDITION OF THE SITE
 4. HANDRAILS, RAMPS, GRAB BARS AND EWC MAY BE SUGGESTED FOR DIFFERENTLY ABLED/AGED PEOPLE
 5. WATER TUB SHOULD BE PROVIDED IN FRONT OF THE BUILDING
 6. THE SIZE OF THE LEACH PIT MAY BE INCREASED AS PER NO. OF USERS & DETENTION PERIOD

*Roof structure may be of RCC Precast slab / Galvalume sheet / FRP sheet

SCHEDULE OF JOINERY

SL. NO.	TYPE	SIZE		SILL	TOP	DESCRIPTION	REMARKS
		WIDTH	HEIGHT				
1	D1	750	1800	-	1800	STEEL DOOR WITH 180MS SHEET SHUTTER	SINGLE LEAF
2	J	450	300	1500	1800	PRECAST JOLLY	-

METHOD OF DISPOSAL

SL. NO.	TYPE OF SOIL/SITE	DISPOSAL METHOD
1	Normal soil with low water table	Twin leach pits
2	Site with high water table/high strata	Septic tank

PLINTH AREA : 1.64 sq.m / 17.66 sq.ft

DIRECTORATE OF RURAL DEVELOPMENT

ALL DIMENSION ARE IN "mm"			
TYPE DESIGN FOR IHHL-TWIN LEACH PIT		PLAN, ELEVATION AND CROSS SECTION	
NE	NW	SE	SW

Timelines for the Assignment

The timelines of the assignment shall be as follows and shall be applicable from the date of allotment of the work.

Intervention/Activities	M1	M2	M3	M4	M5	M6	M7	M8	M9
Recruitment of Project Staff									
Preparation of Micro Planning									
Installation of Solar Lights	25% of total			50% of total			25% of total		
Installation of Solar Pumps	25% of total			50% of total			25% of total		
Building HH Toilets	25% of total			50% of total			25% of total		

The payment terms will be as follows:-

a. **Payment Security:** The bidder shall submit performance security of 5% of the bid value in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank in an acceptable form safeguarding the purchasers interest in all respects, valid up to the period of 60 days after the closing of the contract. Initial advance for mobilization of 5% of the bid shall be paid after the contract is signed. However a higher advance amount may be released subject to furnishing of bank guaranty of equivalent amount by the bidder.

b. Further releases would however be on proportionate completion of the deliverable.

c. 10 per cent of the total amount will be paid after successful completion of the work and at the time of the submission of the final report.

Implementation Agency needs to present the work done before raising invoice for the next/subsequent tranche of money.

Documentation and Reporting

Selected bidder shall submit to IICA, monthly monitoring/programme reports (with photographs, press clippings, etc.). Unaudited Financial Statements of Accounts on the progress of the project should be submitted within 15 days of the utilization of previous tranches and before receiving the new tranche, in such form as may be prescribed and altered by IICA from time to time. Audited Financial Statements of Accounts shall also, be submitted by partner within two months from the completion of the project.

Successful bidder shall submit brief updates on project activities on monthly basis or as and when specifically required to IICA. IICA employees/team members will participate in the project activities from time to time in consultation with selected partner.

IICA may, at its discretion, appoint an independent Chartered Accountant Firm to audit the accounts of the project with prior intimation regarding the visit. Selected Partner shall provide full support to the appointed Firm during the visit and make available all information promptly.

Selected bidder shall submit to IICA a consolidated report of the entire work done with the help of the money allocated, at the end of 8 months from the date of start of work. The report should clearly explain the impact and results of the intervention.

Period of Contract

Contract will be signed with the selected bidder for a period of nine months. This may be extended if IICA decides on contract extension. Only IICA will have the authority to take necessary decision in this regard.

Right to use the content/documentation related to project

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

Obligations of the Selected Bidder

Selected Bidder s expected to do following activities:

- Preparation of Inception Report.
- Preparing Project Execution Strategy.
- Depute a senior coordinator for Project Management Unit (PMU) and also to depute coordinators at all the 5 States to coordinate with all related stakeholders and to look after the implementation in their respective states;
- Overall Implementation.
- Overall management of the project execution
- Coordination with IICA
- Submission of reports as desired.
- **The selected bidder shall not assign or sub-let the contract or any substantial part thereof to any other agency without the permission of procuring entity.**
- **The selected bidder should have experience of getting this kind of work done with the help of Central or State Govt. PSUs/Central Government empaneled agencies.**
- **Bidder will be responsible for getting any required approvals from respective state governments for successful execution of the project.**
- IICA will issue necessary orders, letters, circulars and conduct review meeting, if needed, to monitor the overall progress of the project. Payment will be released against the invoices raised by the selected bidder as per the framework.

General Instructions for Proposal Submission

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

Pre-bid Clarifications

- Any prospective proposer thereof may, in writing, seek clarifications from the Tender Inviting Authority in respect of the bidding documents as per the RFP schedule.
- A pre-bid meeting will also be conducted by IICA (if required) as per the RFP schedule, to clarify doubts of potential proposers in respect of the Bid.

Changes in the Bidding Document

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

- In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the Tender Inviting Authority shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- In case, a clarification or modification is issued to the bidding document, the Tender Inviting Authority may, prior to the last date for submission of Bids, extend such time limit in order to allow the proposers sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.
- Any proposer, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the Tender Inviting Authority.

Preparation of Proposal / Bid

The proposer shall prepare the Proposal / Bid Document including all the details / annexure in the manner as specified in the RFP. The bid shall be typed or written in ink and all its pages / annexure shall be signed by the signing authority of the proposer, in token of acceptance of all the terms and conditions of the bidding documents.

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

Cost & Language of Bidding

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

Deadline for the submission of Bids

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

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

Earnest Money Deposit

The Bids must be accompanied by Earnest Money Deposit (EMD) of Rs. 1,50,000 (Rupees One Lakh fifty thousand only) in the form of Demand Draft from any Nationalized Bank, drawn in favour of "**Indian Institute of Corporate Affairs**" payable at Delhi in the Technical Cover. In case the Earnest Money Deposit Demand Draft is not found in the Technical Cover, the Bid shall stand rejected for all - purpose.

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

Selection of Bids

Selection of eligible bid will done on the basis of Quality & Cost Based Selection (QCBS). Technical Bid Score (TBS) will be used as criteria for shortlisting of applications who will be called for presentation. Financial Bid of only successful bidders who will qualified in technical presentation round will be considered. Least Financial Bid Score (FBS) i.e. with least quotation will get the work order.

If the overall Total Scores (FBS) are tied, the bid securing the highest Technical Bid Score (TBS) will be adjudicated as the Best Value Bid. All the submitted proposals/bids shall be scrutinized on the basis of information and supporting documents submitted by the proposer under this RFP. The proposers meeting all the eligibility criteria and other conditions as stated in the RFP shall be considered for Technical Evaluation. Subsequently the financial bid of all the technically qualified proposers shall only be opened.

Technical Evaluation Criteria:

Parameter	Criteria	Max. Marks(100)	Documents Required
BASIC ELIGIBILITY			
Type of the Proposer (Max. Marks–5)	The proposer must be a Not-For-Profit (Company (Section 25/8) / Society /Trust registered in India) which is in existence for at least last 10 years, as on date of bid submission.	5	Memorandum of Association and Articles of Association
Total Financial Turnover in last 3 years (Max. Marks–5)	Total Turnover of the proposer must be at least Rs.10 cr. (during each of the last three financial years	5	CA Certificate with CA's Registration Number/Seal

Experience in Executing similar projects (Max. Marks–12)	At least of 2 year	12	Related work orders/ MOUs / letter of intent /Sanction orders/ Completion certificate
Having own website (Max. Marks–2)		2	Necessary link
MIS/IT based Monitoring System (Max. Marks–2)		2	Presentation/ necessary link
Infrastructure/Registered Office	Own Infrastructure (5 Marks) Hired Infrastructure (3 Marks)	3/5	Necessary declaration and details of facility
Subject Matter specialists/experts Proposed Implementation team of at least 5 years of experience (Max 10 Marks)	less than 5 on roll and 10 to15 empanelled experts (Marks 5); 5- 7 on roll and more than 15 to 20 empanelled experts (Marks 7); More than 7 on roll and more than 20 empanelled experts (Marks 10)	5/7/10	CVs of the resources along with proof of their engagement

<p>Financial Turnover from similar activities during last five financial years (Max. Marks–5)</p>		5	CA Certificate with CA's Registration Number/ Seal
<p>Presentation cum Demonstration (Max. Marks–15)</p>	<p>Understanding of the assignment, Proposed Action Plan, Approach & Methodology</p>	54	

Clarification of Bids

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

Evaluation of Technical Bids

Preliminary Examination-

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

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

Determination of Responsiveness

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

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

Non-material Non-conformities in Bids

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

Tabulation of Technical Bids

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

Financial Bid

Financial Bid Performa						
S. No.	Items/Interventions/Particulars	Specifications	Total Units	Unit Cost	Amount in Figures	Amount in Words
A	Solar water pumps with transportation, installation and storage facility with maintenance and upkeep provisions through the project.	As mentioned in pg no. 10 of the bid document	122			
B	Solar Street Lights including transportation, installation, maintenance and upkeep provisions through the project.	As mentioned in pg no. 11 of the bid document	1,230			
C	Construction of household toilets as per Government approved Swachh Bharat Gramin design with comprehensive awareness building and training of community for use and maintenance of toilets.	As mentioned in pg no. 12 of the bid document	3,670			
D.	Total (A+B+C)					
E.	Manpower Cost					
G.	Admin & Overheads					
H.	Grand Total (D+E+F)					
	Total in Words					

- In case of any difference between amount in figure and words, the corresponding with reference to the total amount shall be applicable.
- Applicable taxes shall be extra. The bidder has to however specify the applicable taxes separately as an annexure to financial bid.

Evaluation of Financial Bids

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

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

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

Disqualification of Bids

IICA shall exclude or disqualify a bid, if: -

- the information submitted, concerning the qualifications of the proposer, was false or constituted a misrepresentation; or
- the information submitted, concerning the qualifications of the proposer, was materially inaccurate or incomplete; and
- the proposer is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
- the bid materially departs from the requirements specified in the bidding document or it contains false information;
- the proposer, submitting the bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of IICA, a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
- a proposer, in the opinion of the Tender Inviting Authority, has a conflict of interest materially affecting fair competition.
- A bid shall be excluded/ disqualified by IICA as soon as the cause for its exclusion/ disqualification is discovered. The decision to disqualify a bid shall be communicated to the concerned proposer in writing and is published on the IICA website.

Execution of agreement

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

- If the proposer, whose bid has been accepted, fails to sign a written rate contract agreement within specified period, the Tender Inviting Authority shall take action against the successful proposer as per the provisions of the bidding document and Act. The Tender Inviting Authority may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous proposer to the next lowest or most advantageous proposer, in accordance with the criteria and procedures set out in the bidding document.
- The proposer will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from Gurugram only.

Confidentiality

The IICA shall treat all communications with proposers related to the procurement process in such manner as to avoid their disclosure to competing proposers or to any other person not authorized to have access to such information. IICA may impose on proposers for fulfilling the terms and conditions of the contract, aimed at protecting information, the disclosure of which, is likely to violates / impede enforcement of any law.

Cancellation of Empanelment Process

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

- If the proposer whose bid has been accepted as successful, fails to sign any written contract as required;
- If a proposer is convicted of any offence under any Act;

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

Monitoring of Contract

A Contract Monitoring Committee (CMC), comprising of 3-5 officers, will be constituted by the Tender Inviting Authority to monitor the progress of the contract during its delivery period. During the

delivery period the CMC shall keep a watch on the progress of the contract and shall take necessary proceedings and make surprise visits to various training locations to ensure that the project is conducted as per the requirements and timeframe.

Taxes & Duties

Applicable taxes shall be extra. The bidder has to however specify the applicable taxes separately as an annexure to financial bid. All duties, license fee and levies shall be including in the bid price. TDS, if applicable for any tax, shall be done as per law in force at the time of execution of the contract.

Extension In delivery Period and Liquidated Damages (LD)

The time specified for service delivery in the bidding document shall be deemed to be the essence of the contract and the selected Partner shall arrange services within the specified period. If the delay in the delivery of services is on account of hindrances beyond the control of the selected Partner, the selected Partner shall request in writing to the Tender Inviting Authority, giving reasons for extending the delivery period of service, if it finds itself unable to complete the service within the stipulated delivery period or is unable to maintain prorate progress in the service delivery. This request shall be submitted as soon as a hindrance in delivery of service occurs or within 15 days from such occurrence but before expiry of stipulated period of completion of delivery of service after which such request shall not be entertained.

A penalty of Rs. 50,000/- per day subject to maximum of 10% of the bid amount shall be levied upon for the period for delay considered due to non performance of the agency.

Termination of Contract

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

- The selected Partner commits breach of any condition of the contract.
- The selected Partner fails to deliver any or all service/s within the time period specified in the contract, or any extension thereof granted by IICA.
- The selected Partner fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof.

- The selected Partner is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.
- The selected Partner does not respond to any notice or the reply is not satisfactory.

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

Note:

- The selected Training Partner has to make the request for payment, in writing, to IICA. Request for payment should be accompanied with the necessary documents (in Triplicate), describing, as appropriate, the services performed and the fulfillment of all the obligations stipulated in the Contract.
- Due payments shall be made by IICA, immediately after; submission of an invoice and request for payment by the selected Partner and IICA has accepted it.
- In case of disputed services, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- A penalty of Rs. 50,000/- per day subject to maximum of 10% of the bid amount shall be levied upon for the period for delay considered due to non-performance of the agency.
- Taxes, as applicable, will be deducted / paid as per the prevalent rules and regulations

ANNEXURE-1 {to be filled by the proposer, in case, need clarification}

Name of the Institute /Organization:

1. Details of the CEO/Head or Person(s) Representing the NGO/

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

2. Query/Clarification Sought:

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

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

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

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

8. Details of Authorized signatory of the Applicant:

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

9. Geographical Area of Operation:

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

.....
.....
.....

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

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

Affidavit of Declaration

{to be submitted on 100 Rs. Stamp paper}

Date:.....

For the empanelment of Partner for Implementation of CSR Project related to Integrated Village Development of 50 Villages in 5 States of India, as an Owner/Authorized Signatory of, I/
We hereby declare that presently our Institute / Organization-_____

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

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

Thanking you,

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

List of villages selected for intervention						
State	District	Block	Village Name	Village Code	Total Population	No. of HHs
Bihar	Sitamarhi	Sonbarsa	Singhibahni	219109	10632	2525
			Bhutahi	219079	11919	2534
			Fatehpur	219081	6326	1267
			Gonahi	219121	5260	1056
			Lokhar	219118	3408	713
			Madhesra	219108	4821	1109
			Madhuban	219120	715	148
			ParsaKhurd	219090	3148	676
			Lachhmipur	219100	1165	249
			Marpa	219075	8977	1760
			Total		56371	12037
Jharkhand	Hazaribagh	Barhi	Ranichunwa	368006	1002	172
			Mahugara	368005	646	88
			Pipratnr	368003	252	44
			Jitpur	367998	551	95
			Beladohar	367956	834	107
			Bundu	367958	1200	209
			Chatro	367974	1059	150
			Bijaia	367943	3055	427
			Khurdjavar	367947	1471	246
			Orparta	367952	1331	194
			Total		11401	1732
Madhya Pradesh	Sheopur	Karahal	Based	451890	660	148
			Sesaipura	451897	2277	519
			Moravan	451885	1930	452
			Ranipura	451905	743	136
			Panwada	451874	1443	328
			Silpuri	451873	3447	638
			Kateela	451903	415	99
			Kurachor Kalan	451893	148	33
			KurachorKhurd	451894	451	102
			ChakKishanpur	451900	486	95
			Total		12000	2550

Maharashtra	Jalna	Badnapur	Dabhadi	547682	4201	870
			Chanegaon	547677	2908	610
			Dongargaon	547755	957	184
			BawanePangri	547698	3794	706
			Bhakarwadi	547698	2057	429
			Dhasla	547724	1210	220
			Somthana	547727	2270	426
			Kinhola	547692	1469	294
			Khamgaon	547685	1915	402
			Mhasla	547672	897	164
					Total	
Uttar Pradesh	Lalitpur	Mahroni	Sonjana	153433	8282	1431
			Ajnora	153370	1040	187
			Jariya	153390	2491	452
			Maiguwan	153423	1828	302
			Gurha	153419	4474	868
			Pathrai	153451	897	175
			Keolari	153430	1132	201
			Mainwar	153450	2231	388
			Jagara	153452	815	180
			Khatora	153434	1287	245
		Grand Total		125927	25053	