

**Brief Nature & Name of Work**

**Request For Proposal (RFP) for  
selection of Project Monitoring Unit  
(PMU) under Mahatma Phule  
Backward Class Development  
Corporation Ltd.**

**Request for Proposal**

MAHATMA PHULE BACKWARD CLASS DEVELOPMENT CORPORATION LIMITED

(Govt of Maharashtra Undertaking)

MPBCDC Ltd intends to invite proposals from experienced and reputed agencies for the Selection as Project Monitoring Unit (PMU). The interested agencies may get the RFP document from 26/12/2024 to 10/01/2025 up to 17.30 hours. Last date of submission is 10/01/2025 at 15.00 hours. Details of RFP can be viewed on <https://mpbccdc.maharashtra.gov.in>

General Manager

MPBCDC

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**SECTION – I**

**DETAILED INVITATION TO OFFER NOTICE**

**MAHATMA PHULE BACKWARD CLASS DEVELOPMENT CORPORATION LTD.**

**Online electronic bids for below mentioned work are invited by the Managing Director on behalf of MPBCDC LTD, Mumbai from Registered and Experienced Agencies for Selection of Project Monitoring Unit (PMU) under Mahatma Phule Backward Class Development Corporation Ltd.**

. The time schedule for various bidding phases is given in the detailed e-tender notice, which is also available on website as part of the bid document.

SN	Name of work	Estimated Cost	EMD Amount (Rs)	Period of Work	Tender Document Cost (Rs.)
1	<b>Selection of Project Monitoring Unit (PMU) under Mahatma Phule Backward Class Development Corporation Ltd.</b>	----- -	<b>Rs. 50000/-</b>	<b>Three Years</b>	<b>Rs. 10000/- plus 18% GST.</b>

Tender forms are available on Website <https://organizations.maharashtra.nextprocure.in> from 26/12/2024 to 10/01/2025.

Online tenders shall be accepted on website <https://organizations.maharashtra.nextprocure.in>

All bidders are hereby cautioned that the e-TENDER containing any deviation from the contractual terms and conditions, and other requirements and CONDITIONAL e-TENDER shall be rejected.

1. Validity Period: The offer of the Bidder shall remain valid for 120 days from the date of opening of financial Bid (Price Bid).

2. The Bidders participating for the first time in e-Tender will have to procure Digital Signature Certificate as well as should compulsory get themselves enrolled on e-tendering portal <https://organizations.maharashtra.nextprocure.in> If any assistance is required regarding e-Tender (upload and download) please contact [helpdesk@nexttenders.com](mailto:helpdesk@nexttenders.com)

**Contact No: 9028672454, 9356477055, 9365492848, 7506797596, 9167246751, 9167969601**

All requisite information required for the submission of Offer documents is available on the above said website.

3. All right are reserved by the Competent Authority to reject any or all Offers in full or in part of any reason.

<b>TIME SCHEDULE OF OPENING OF THE e-TENDER</b>		
<b>1.</b>	<b>e-Tender No.</b>	MPBCDC/24-25/ET/05
<b>2.</b>	<b>MODE OF TENDER</b>	Open and e-Tender System Online submission of <b>Part I (Technical Bid)</b> and <b>Part II (Price Bid)</b> through <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a> The intending Bidders are required to submit their offer electronically through this e-tendering portal. <b>No physical tender is acceptable by MPBCDC LTD</b>
<b>3.</b>	<b>Date of publication of e-tender through publication in MPBCDC LTD websites and <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a></b>	<b>26/12/2024</b>
<b>4.</b>	<b>Pre-Bid Meeting for Project Monitoring Unit of MPBCDC (Online link will share separately)</b>	<b>03/01/2025</b>
<b>5</b>	<b>Date of availability to the Vendors for downloading the documents.</b>	<b>26/12/2024</b>
<b>6</b>	<b>Last Date of Sale of tender at <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a></b>	<b>10/01/2025 up to 15.00 Hrs</b>
<b>7.</b>	<b>Date &amp; Time of Submission of tender at <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a></b>	<b>10/01/2025 at 15.00 Hrs</b>
<b>8.</b>	<b>Date and time of opening of Part-I (Technical Bid)</b>	<b>10/01/2025 at 16.00 Hours</b>
<b>9</b>	<b>Date and time of opening of Part-II (Price Bid)</b>	<b>Will be intimated later on</b>

These instructions to applicants are being issued for Selection of Project Monitoring Unit (PMU) under Mahatma Phule Backward Class Development Corporation Ltd. The detailed scope of the work is being provided in the Scope of Work / Terms of Reference (TOR).

**MANAGING DIRECTOR  
MPBCDC LTD**

## **SECTION – II**

### **DEFINITIONS AND E-TENDER DATA**

#### **A. DEFINITIONS:**

**2.0 MPBCDC LTD:** MPBCDC LTD shall mean the 'Mahatma Phule Backward Class Development Corporation Ltd. (a Govt. of Maharashtra Undertaking) AND shall include it's all subsidiaries and work to be delivered on behalf of MPBCDC and its subsidiaries including MAHAPREIT at its registered office and /or HO/ any of the office outside Mumbai and/or any of its Regional /Dist office. The Head quarter of the MPBCDC Ltd is Mumbai.

#### **2.1 REGISTERED ADDRESS FOR COMMUNICATION**

MPBCDC LTD (A Govt. of Maharashtra Undertaking).  
Juhu Shopping Center, Gulmohar Crossroad No.9, JVPD Scheme,  
Juhu, Mumbai. 400049.

#### **2.2 WEBSITE:**

Web Site means official web sites for e-tendering having following web addresses:

<https://organizations.maharashtra.nextprocure.in>

#### **2.3 GENERAL MANAGER**

GENERAL MANAGER shall mean General Manager of MPBCDC Ltd.

#### **2.4 COMPETENT AUTHORITY:**

Competent Authority shall means The Managing Director of **MPBCDC Ltd.**

#### **2.5 CONTRACTOR:**

Contractor shall mean the, firm or company who enters into contract, with the MPBCDC LTD and shall include their executors, administrators, successors and submitted assignee's.

#### **2.6 WORK:**

Work shall mean the work to be executed in accordance with Scope of Work of Contract.

**B. TENDER DATA AT A GLANCE:****1.0 SUMMARY DETAILS**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1.1	Name of work	<b>Selection of Project Monitoring Unit (PMU) (MPU) under Mahatma Phule Backward Class Development Corporation Ltd.</b>
1.2	Estimated Cost.	-----
1.3	Tender Document Cost Rs.	<b>Rs. 10,000/- plus 18% GST.</b>
1.4	Earnest money (EMD)	<b>Rs. 50,000/-</b>
1.6	Mode of payment Tender Document Cost, EMD, and Vendor Registration Fee.	Tender Document Cost, E.M.D and Vendor Registration Fee. amount shall be paid through <b>E- payment gateway.</b>
1.7	Security Deposit	@ 10% of contract value in the form of BG.
1.8	Mode of Submission of Tender	Tender should be Submitted on-line on <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a>
1.9	Any addendum / corrigendum /cancellation	Any addendum/corrigendum/cancellation of above tender will be published on the web-site <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a> And on the notice board of Office of the MPBCDC LTD. The system shall generate a mail to those Bidders who have already participated in this tender and those Bidders if they wish can modify their tender.
1.10	Bid Documents	Bid Documents consisting of, information and eligibility criteria, plans, specification and schedule of quantities of the works are available on web-site <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a> And the set of terms and conditions of contract and other necessary documents can be seen on the web-site till last date of sale and receipt of tender papers. Interested Bidder may obtain further information at the web-site Portal <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a>
1.11	Bid Documents acceptance period	The bid for the work shall remain open for acceptance for a period of 120 days from the date of opening of Price bids. If any Bidder withdraws his bid/ offer before the said period or makes any modification in the terms and condition of the bid, the EMD at the time of submission of tender shall stand forfeited.

1.12	Other details	Other details including details of Portal Registration, Submission of bid, Resubmission and withdrawal of bid can be seen in the bidding documents which is available in web-site <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a>
1.13	Documents to be uploaded	<p>The PDF copies of original Documents should be uploaded on above mentioned web-site as per Para 3.7.1 of this Tender Booklet and should be produced in the verification on demand after opening of the Technical Bid.</p> <p>The Bidders who participated in the on-line bidding can witness opening of the bid from any system logging on to the portal <a href="https://organizations.maharashtra.nextprocure.in">https://organizations.maharashtra.nextprocure.in</a> way from opening place. The bids can only be opened by the pre-designated officials only after the opening time mentioned in the bid. In the event of the specified date of bid opening being declared a holiday the bid will be opened at the appointed time and transaction in the next working day.</p>
1.16	Tender Acceptance Authority	Managing Director, MPBCDC LTD.

**SECTION – III**

**GENERAL INSTRUCTIONS TO BIDDER FOR MAIN BIDDING**



## TECHNO-COMMERCIAL BIDDING PROCESS

### **INSTRUCTIONS FOR CONTRACTOR IN RESPECT OF BIDDING PROCESS**

#### **3.1.0 INFORMATION AND INSTRUCTIONS TO APPLICANTS :**

3.1.1. The Online e-Tenders are invited by the MPBCDC LTD from the reputed and experienced Agencies for **Selection of Project Monitoring Unit (PMU) (MPU) under Mahatma Phule Backward Class Development Corporation Ltd.** as per the Scope of Work mentioned in the **Clause No. 2.0 of Section -IV.**

3.1.2. The Applicant should download Main e-Tender Document from the website. <https://organizations.maharashtra.nextprocure.in>

3.1.3. The Online forms of master filter should be filled in completely and all questions should be answered. All information requested for in the enclosed forms should be furnished against the respective columns in the form. If any particular query is not relevant, it should be stated as "Not Applicable" Only 'dash' reply will be treated as incomplete information. All applicants are cautioned that incomplete information in the application or any change(s) made in the prescribed forms will render application to be treated as non-responsive.

3.1.4 The Main e-Tender Document shall be typed on applicant's letterhead and uploaded the scanned copy.

3.1.5 Any overwriting or correction shall be attested. All pages of the Main e-Tender Document shall be numbered and should be submitted as package with a signed letter of transmittal.

3.1.6 All the information must be filled in English language only..

3.1.7 Information and certificate(s) furnished along with the application form (the respective application that vouches to the suitability, technical know-how and capability of the applicant) should be digitally signed by the applicant.

3.1.8 The applicant is encouraged to attach any additional information, (PDF copies of similar job orders which were already carried out, in regards to his capabilities). No further information will be entertained after submission of Main Tender Document unless it is requested by **MPBCDC LTD.**

3.1.9 The Main e-Tender Document in prescribed forms as required in this booklet duly completed and signed should be uploaded on web site along with all relevant documents. The documents submitted in connection with the pre-qualification shall be treated as confidential and will not be returned.

a) The cost incurred by applicant in preparing this offer, in providing clarification or attending discussions, conference in connection with this document, shall not be reimbursed by the **MPBCDC LTD** under any circumstances.

#### **3.1.10 Instructions to the Bidders:**

3.1.11 Detailed information regarding scope of work & volume thereof can be obtained by Bidder from the Office of MPBCDC LTD on any working day and during the currency of Tender, in addition to the details available through this e-tender documents.

#### **3.2.0 METHOD OF APPLYING.**

3.2.1 If the application is made by a firm in partnership, it shall be digitally

signed by all Partners of the firm giving their full Typewritten names and current addresses or by a partner holding valid power of attorney on behalf of the firm by signing the application, in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed, current address of all the partners of the firm shall also accompany the application.

**3.2.2** If the application is made by a LLP, it shall be digitally signed by a duly authorized person holding the power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such LLP may be required to furnish satisfactory evidence of its existence before the pre-qualification is awarded.

**3.2.3** The application shall be signed so as to be legally binding on all partners.

**3.3.0 REVISION OR AMENDMENT OF TENDER DOCUMENTS:**

All Rights are reserved to revise or amend the tender document released on website, prior to time specified in time schedule for main e-tender preparation. Any further revisions or amendments or time extensions shall be communicated to all concerned by e-mail and as may be displayed on website.

**3.4.0 EARNEST MONEY:**

All Bidders shall pay entire E.M.D. & payment shall be made through E-payment gateway.

**3.5.0 REFUND/ CONVERSION OF EARNEST MONEY**

After acceptance of the offer of successful Bidders, the E.M.D. of other Bidders will normally be refunded. In the case of successful Bidder, the earnest money will be refunded after signing of contract documents or it will be converted in to Security Deposit, if requested by the Bidder. Earnest money amount shall not carry any interest whatsoever.

**3.6.0 MANNER OF SUBMISSION OF TENDER AND ITS ACCOMPANIMENTS:**

Main Tender Documents are to be prepared and submitted online. Also, they have to be download from web site, fill it completely and upload on web site by scanning & digitally signing wherever necessary.

The detailed step by step procedure for uploading the Main Tender Documents, required Tender papers, Payment of Tender fee, and E.M.D through E payment Gateway is available on the e-Tendering website <https://organizations.maharashtra.nextprocure.in> Bidders have to follow the instructions given on the above web site for filling up Main Tender Forms Online.

**Bank details are below.**

<b>Party Name</b>	<b>Mahatma Phule Backward Class Development Crop. Ltd</b>
<b>Bank Name</b>	<b>ICICI Bank</b>
<b>Bank Branch</b>	<b>S.V. Road, Andheri West Branch, Mumbai 400 049.</b>
<b>Bank A/c No.</b>	<b>001105026934</b>
<b>I.F.S.C. Code</b>	<b>ICIC0000011</b>

### **3.7.0**

### **CONFLICT OF INTEREST**

- I. The selected Firm should provide transparent, professional, objective and impartial service and hold MPBCDC LTD's interest paramount with utmost integrity.
- II. The selected Firm shall not deploy former employees who have served MPBCDC LTD in last Six years.
- III. The selected Firm shall not downstream or outsource any part of the scope of work from any agency or the advisors appointed by the MPBCDC LTD or sublet the work assigned.
- IV. Non-disclosure of such an association will lead to termination of Agency.

#### **3.7.1 THE BIDDER SHALL SUBMIT DOCUMENTS LISTED BELOW (with Technical Bid)**

1. Scanned copy of Income Tax Return for the last 3 financial years.
2. Scanned copy of Deed of Partnership duly registered or Article of Association and Memorandum of Association for LLP.
3. Scanned copy of Power of Attorney authorizing Partner to act on behalf of the firm.
4. All documents required to be submitted shall be sealed and self-attested and if required, original copies shall be made available for verification in due course.
5. Scanned self-attested copies of all the work orders issued for similar work by the State / Central Government / Semi Govt. Organizations.
6. Scanned Copy of duly signed Tender offer indicated both in figures & words to be submitted separately as a Price Bid.
7. Signed and scanned copy of all pages of Tender bid documents.
8. The Main Tender forms are available on the e-Tendering website of Govt. of Maharashtra <https://organizations.maharashtra.nextprocure.in> the aspiring Bidders will have to download Main Tender Booklet from the website mentioned above. While submitting the dully filled Main Tender Documents the Bidders are required to Deposit e-Tender Fee Rs. 3,000/- plus 18 % GST, E.M.D. Rs. 50,000/- and Vendor Registration Fee of Rs 10,000/- through "E- Payment Gateway" available on above mentioned website.
9. Scanned copies of all the documents to fulfill the qualifying requirement of the tender duly signed & Affixed with Firm Seal.

#### **3.8.0 CLARIFICATIONS:**

The clarification (s), if any, may please be sought from GM of MPBCDC Ltd **MUMBAI.**

#### **3.9.0 INSTRUCTIONS TO BE CONSIDERD WHILE QUOTING e-TENDER OFFER**

**3.9.1** The Bidder should quote the offer in the form of value in Indian Rupees at appropriate place in Commercial Form both in figures& words. The contractor shall quote for the work as per details given in the main tender viz conditions, special conditions of contract, specifications, common set of conditions issued/ additional stipulations made by the MPBCDC LTD which will be available at the e-tendering portal from time to time.

### **3.9.2 GOODS & SERVICE TAX:**

The Tender rates are inclusive of all taxes.

### **3.9.3 CONDITIONAL OFFER:**

Conditional offers will be summarily rejected. The Tenders which do not fulfill any of the conditions of the notified requirements laid down in this detailed tender notice, the general rules and directions for the guidance of the Bidders as mentioned in the Tender form or are incomplete in any respect are likely to be rejected without assigning reasons there for.

### **3.9.0 VALIDITY FOR 120 DAYS:**

The offer shall remain valid for a period of 120 (One Hundred Twenty) days from the date of the opening of Price Bid and there after until it is withdrawn by notice in writing by the Bidder. Such notice shall be sent by Registered Post Acknowledgment Due (RPAD) General Manager. If the acceptance offer is not communicated within 120 days and if the offer is withdrawn by the contractor earnest money shall be refunded in full.

### **3.10.0 OPENING OF COMMERCIAL OFFER & EVALUATION**

On the date specified in the time schedule, tender opening authority will open the tender. Following procedure will be adopted for opening of the tender.

**3.10.1.** The Competent Authority will open all the Bids received (except those received late), including modifications made pursuant to Para 3.3 & 3.12 in the presence of the Bidders or their representatives who choose to attend at the specified date & time. In the event of the specified date of Bid opening being declared a holiday for the Competent Authority, the Bids will be opened at the appointed time and location on the next working day.

**3.10.2.** The Bidders' names, the Bid Amount, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), Bid modifications and withdrawals, and such other details as the Competent Authority may consider appropriate, will be announced by the Competent Authority at the opening.

**3.10.3.** The Competent Authority shall prepare minutes of the Bid opening, including the information disclosed to those present.

### **3.11.0 Process to Be Confidential**

**3.11.1.** Information relating to the examination, clarification, evaluation, and comparison of submitted Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any effort by a Bidder to influence the Employer's processing of Bids or award decisions may result in the rejection of his Bid.

### **3.12 Clarification of Bids**

**3.12.1** To assist in the examination, evaluation, and comparison of Bids, the Competent Authority may, at his discretion, ask any Bidder for clarification of submitted Bid, including breakdowns of the unit rates. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted.

**3.12.2** No Bidder shall contact the Employer on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer, it should do so in writing.

**3.12.3** Any effort by the Bidder to influence the Competent Authority in the Competent Authority's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidders 'Bid.

### **3.13.0 Eligibility of Bids, Examination of Bids and Determination of Responsiveness**

**3.13.1** Prior to the detailed evaluation of Bids, the Employer will determine whether each Bid (a) meets the eligibility criteria defined in Section IV of this Tender Booklet; (b) has been properly digitally signed; (c) is accompanied by the required securities and; (d) is substantially responsive to the requirements of the Bidding documents.

**3.13.2** A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Works; (b) which limits in any substantial way, inconsistent with the Bidding documents, the Competent Authority's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

**3.13.3** If a Bid is not substantially responsive, it will be rejected by the Competent Authority, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

#### **3.14. ACCEPTANCE OF OFFER:**

Before acceptance, the successful Bidder will be called for negotiation by appropriate officers of MPBCDC LTD. The documents related to such negotiations along with modified offer of the successful Bidder if any shall also form the part of contract. After such negotiations the acceptance of offer may be intimated to the contractor by email.

Such intimation shall be deemed to be an intimation of acceptance of offer. Bidder whose offer is accepted will have to complete the contract signing & formalities within 15 days from the date of intimation. In the event of failure of the Bidder to sign the agreement within the stipulated time, the earnest money, paid by Bidder shall be liable to be forfeited. The acceptance of the offer shall also be liable to be considered as withdrawn. In that event the work will be awarded to next or any other contractor to whom the MPBCDC LTD considers suitable. Tender Acceptance Authority reserves the right to reject any or all offers in full or part without assigning any reasons.

#### **3.15.0 SIGNING OF TENDER DOCUMENTS:**

Successful Bidder will have to sign the contract with MPBCDC LTD. The documents/information submitted by the contractor during Offer Evaluation related to negotiations shall also form a part of contract.

#### **3.15.1 FORFEITURE OF E.M.D. & CANCELLATION OF LETTER OF ACCEPTANCE**

Letter of acceptance given to successful Bidder shall stand canceled & its E.M.D will be forfeited in following events and under such circumstances Tender Acceptance Authority may consider next lowest Bidder, if he is found suitable.

- 1) Successful Bidder fails to give various undertakings & declarations given in tender document.
- 2) Successful Bidder fails to sign contract in PRESCRIBED PROFORMA.

#### **3.16.1 OTHER GENERAL CONDITIONS**

1. Completed documents can be submitted on the <https://organizations.maharashtra.nextprocure.in> Incomplete Schedules/Forms and without necessary details & enclosures are liable to be rejected.

2. The language for submission of document shall be English.
3. The enclosed Annexure shall be filled in completely and wherever not applicable it should be written as Not Applicable.
4. The person signing the document submission on behalf of the Applicant shall enclose Power of Attorney duly authorized and notarized for the same.
5. Financial data should be given in Indian Rupees only.
6. In case the Applicant intends to give additional information for which specified space in the given format is not sufficient, it can be furnished in an enclosed sheet.
7. All the pages of this document and Annexure should be signed and corrections should be countersigned by the authorized signatory. No overwriting is permitted.
8. MPBCDC LTD reserves the right to cross check and confirm the information details furnished by the applicants in the document by making suitable communication with the concern authorities.
9. MPBCDC LTD reserves the right to annul the Tender Document process, or to accept or reject any or all the proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.
10. The document incomplete in any respect or without supporting documents will be treated as non-responsive and is liable for rejection.

### **3.18.0 FINAL DECISION-MAKING AUTHORITY**

The Competent Authority of **MPBCDC LTD** reserves the right to accept or reject any or all the offers in part or full for this Tender without assigning any reasons thereof and his decision will be final.

### **3.19.0 AMENDMENT OF TENDER DOCUMENTS:**

1. At any time prior to the deadline for submission of tenders, MPBCDC LTD for any reason whether at their own initiative or in response to a clarification required by any prospective Bidders may modify the Tender Documents.
2. The amendment shall be part of the Tender Documents and will be notified by publication in the MPBCDC LTD and will be binding on the prospective Bidders.
3. All the intending Bidders are advised to keep close watch on the website of MPBCDC LTD in their own interest.

### **3.20.0 GENERAL TERM AND TERMINATION**

This Agreement shall become effective upon signing and shall terminate upon breach of the agreement.

In case any information mentioned in the body of the agreement and in the attached ANNEX is misleading and/or incorrect, this agreement will be terminated immediately. Party sharing the misleading/misinformation will be accountable to pay any and all damages occurred to the other Party as the



result of mislead and/or misinformation. Any breach of terms & conditions on the part of Contractor shall liable for termination of this contract by MPBCDC LTD by serving notice of 30 days & in such case the contract shall stand terminated on the expiry of the said notice period.

### **3.21.0 FORCE MAJEURE**

No Party to this Agreement is responsible to any other Party hereto for non-performance or delay in performance of the terms and conditions hereof due to acts of God, acts of governments, riots, wars, strikes, fires, floods, explosions, pandemics, quarantine periods, court orders or similar causes beyond the control of the affected Party.

## **Section - IV Special Terms and Conditions of the Contract**

# **Request For Proposal (RFP) for selection of Project Management Unit (PMU) under Mahatma Phule Backward Class Development Corporation (MPBCDC)**

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## **1. Introduction**

The Department of Social Justice and Empowerment, Government of Maharashtra, with a view to address the development of skills and entrepreneurship of Scheduled Caste youth, women and communities had set up Mahatma Phule Backward Class Development Corporation (MPBCDC), here onwards mentioned as corporation, in 1978. It has set up a target to empower 300,000 beneficiaries through multiple Government of Maharashtra and Government of India schemes.

- 1.1 The MPBCDC Schemes focus to impart entrepreneurship development programs, financing of their projects in individual as well as group capacities.
- 1.2 The Corporation leverages on the development of clusters of backward caste entrepreneurs across the state at Taluka as well as District level. Some of these projects could be implemented under existing schemes as well as new proposed schemes that ensures private sector participation through a PPP Model.
- 1.3 PMU May be provided office space and necessary comforts to the PMU/MPU staff in its head-quarters, regional and district offices as per availability of such space.
- 1.4 The terms and conditions for the MPU may be changed by the Corporation with a view to have effective delivery system by MPU as per its scope of work as decided by its Managing Director, MPBCDC / Coordinator / Nodal Officer or PMU Director/ Coordinator / Nodal Officer any such authority / person authorized by MD in this behalf at any time during the tenure of PMU, in consultation with PMU. However such consultations / suggestions/ views shall not be binding to corporation.
- 1.5 The PMU will be run / manages and operated by the Project Monitoring Unit (PMU) to be mentioned and referred to as the agency hereafter.

## **2. Objective & Scope of the Proposal**

The Corporation proposes to select an agency to take over the functions and manning Project Management Unit (PMU) for assisting the Corporation in



conceptualization, commissioning and monitoring of the implementation of its schemes and training programs for its beneficiaries as well as subsidiaries/projects. The agency will take over and be responsible for deliverables for the functions from the Corporation which includes the following tasks. The following para 2 (i) and (ii) broadly defines the role and responsibility and scope of work of PMU. However, the corporation will be at liberty to amend/change/add/delete any of the items mentioned therein in the interest of corporation. Financial implications to such changes will be suitably worked out mutually and will be added to the agreement.

**(i) Management tasks**

- a) Setting up the PMU and deploy resources centrally and regional basis as per the pattern approved by the Corporation
- b) Taking over of existing activities in management of the projects and training programs under various schemes along with the control of centralized web- based Management Information System on as is what is basis
- c) Aligning of schemes with the broad policy framework of the Corporation and Ministry of Social Justice and Empowerment including the implementation of the schemes of National Scheduled Caste Finance and Development Corporation (NSCFDC) and National Safai Karmachari Finance and Development Corporation (NSKFDC).
- d) Continuing the process of empaneling of more Implementing Agencies under the multiple schemes of the Corporation and to frame a road map to achieve the targets set by the Corporation, NSKFDC, NSCFDC, the Ministry of Social Justice etc. over next 5 years.
- e) Evaluating the institutional capacity of training partners to allocate training targets.
- f) Designing formats for DPR, MoU's /Agreements/ notices/ Reports/ communications, wherever required, for any activity relating to implementation of the schemes.
- g) Evaluation and Analysis of the project reports of implementing agencies such as DPR Evaluation, Funds release request of subsequent installment, withdrawal request and any other task under multiple schemes including the various projects.
- h) Close monitoring of head wise fund utilization by implementing agencies vis- à-vis progress of training program and detailed evaluation of proposal for fund releases including scrutiny of Utilization Certificates.
- i) Accounts and financial advisory services.
- j) Budget proposals, wherever required as per the direction of Corporation.
- k) Drafting of Reports/ Power Point Presentation and generating data of various forms/kinds as per the requirement of the Corporation from time to time.
- l) Coordinating Assessment & Certification process, curriculum

- development with Resource Support Agency and Sector Skill Councils.
- m) Any other task/assignments in connection with implementation of the schemes of the Corporation assigned by Managing Director PMU/Coordinator/Nodal Officer.
  - n) Re-calibration of financial / quality/ content/ format norms in accordance with the Government of Maharashtra orders and the instructions issued from time to time.

**(ii) Monitoring tasks**

- (a) Design parameters and framework to assess the performance of training program as per the approval of the Corporation and the guidelines given the Ministry time to time.
- (b) Management and maintenance of centralized web-based MIS developed by the Corporation in facilitating interface to all stakeholders under the scheme.
- (c) Handholding of the new agencies on the MIS and conducting training session to the various stakeholders for execution of projects, trainings on the MIS activities.
- (d) Coordination of the MIS activities of different stakeholders and resolution of their concerns / issues, if any, from time to time
- (e) To incorporate modifications in the existing MIS in facilitating additional modules and features as per the requirement of the Corporation for improvement and better monitoring of the scheme.
- (f) Data analysis of the training parameters for assessing the progress and quality of implementation of the scheme including training, assessment, certification and placement and to suggest/recommend improvements in rectifying the shortfalls for better management of the scheme implementation.
- (g) Weekly generation of MIS reports on Physical and Financial progress under all the three components of the scheme.
- (h) Designing parameters & methodologies for assessing performance & monitoring progress of the projects being executed by Implementing Agencies.
- (i) Deploying resources as appropriate to evaluate implementation agencies through field level visits as per the direction of Corporation from time to time.
- (j) Monitor the report of placements and placement tracking report for 6 months of skilled trainees submitted by the Implementing agencies
- (k) Defining the audit and monitoring mechanism, Design strategy/ methodologies for preventing misuse/ mis-utilization of funds allotted to Implementing Agencies.
- (l) Designing incentives and penalties to be specified to the

Implementing Agencies for ensuring proper implementation & success of the projects.

- (m) Any other activities/task in connection with implementation of Corporation

### **3. Key Personnel for the PMU**

The Project Management Unit (PMU) will be headed by the Project Director (PMU)/Coordinator/Nodal Officer, for assisting the Corporation in Coordination, Implementation and Monitoring of the Scheme. Besides, a team of at least 15 professionals duly qualified as may be prescribed from time to time by corporation and experienced in project management, financial analysis, management, data analysis and information technology on implementation of skill development projects will assist the Corporation in coordination and implementation of its schemes for the beneficiaries. The functions and profile of the key personnel shall be as given below. The MPU shall keep Sr. No.

<b>Role</b>	<b>No of Post</b>	<b>Function</b>	<b>Qualifications &amp; Experience</b>
(i)Project Director (PMU)/Coordinator/Nodal Officer	1	For overall in charge of thePMU and responsible for the entire project.	(i) MBA from a recognized & reputed Institution (ii) At least 10 yrs of working experience and min 5 yrs of experience in advising Central & State Governments in scheme implementation.
ii) Project Manager	1	Responsible for overall operation management of the PMU activities covering management and monitoring task under its schemes	(i) MBA from a recognized & reputed Institution (ii) At least 7 yrs of working experience and min 3 yrs of experience in advising Central & State Governments in scheme implementation. (iii) Experience in Social Sector is desirable.
<b>Other Team Member</b>			
i. IT / MIS \Expert	1	For designing, maintenance and upgradation of MIS system.	i. Engineer in Computer Science/ I.T having min 3 years working experience in designing and maintenance of MIS system.Or ii. Master's in computer applications/ I.T having 3 years working experience in designing and maintenance of

			<p>iii. MIS system. Or Post Graduate Diploma in Computer Applications/I.T . having 5 years working experience in designing and maintenance of MIS systems</p>
<p>iii. Data Management expert</p>	1	<ol style="list-style-type: none"> <li>1. Manage, validate, and maintain large datasets.</li> <li>2. Generate reports, dashboards, and analyze trends.</li> <li>3. Improve data processes and ensure compliance with security standards.</li> <li>4. Collaborate with teams for streamlined data operations.</li> <li>5. Generate reports and summaries based on data inputs.</li> </ol>	<p>Education: Bachelor's in IT, Computer Science, or related fields.</p> <p>Experience: Min 5 years in data management of Govt Projects or similar roles..</p> <p>Skills: Proficiency in MS Excel, database tools (SQL, MySQL), and data analysis.</p>
<b>Management Expert Team</b>			
<p>i. IT Architect</p>	1	<ol style="list-style-type: none"> <li>1 For designing the MIS as per the criteria set by the Corporation and support modification in MIS on time to time basis etc</li> <li>2 Design and develop IT infrastructure and systems to meet project requirements.</li> <li>3 Ensure scalability, security, and compliance in IT</li> </ol>	<p>Bachelor's or Master's in Computer Science, Information Technology, or related field.</p> <p>5+ years' Experience in IT architecture, system design, or related roles.</p> <p>Strong understanding of IT frameworks and methodologies.</p> <p>Expertise in system design, cloud technologies, and software development.</p>

		4 systems. Oversee system integration, data migration, and software architecture.	Knowledge of IT standards, data privacy, and security protocols.
ii. Senior Management Experts	1	Analysis of Physical and financial progress, Adherence to DPR and assistance to the Corporation for overall management of the scheme.	i. MBA from recognized & reputed Institutions. Having at least 3 years of working experience in Project Management and deliverables relating to scheme implementation.
iii. Junior Management Expert (with graduation in commerce/statistics & diploma)	1	To assist in management functions like coordination with Implementing Agencies and other stakeholders.	Graduation in Commerce/Statistics / Engineering Desirable qualification Diploma in Management
iv. IEC cum Publishing Expert	1	1 Develop and execute Information, Education, and Communication (IEC) strategies to promote public awareness. 2 Manage and optimize social media campaigns across platforms to enhance engagement. 3 Design content for public outreach, including videos, posters, and social media posts. 4 Monitor and analyze the performance of social media	Bachelor's/Master's in Mass Communication, Journalism, Marketing, or Social Work.  Experience:  5–7 years in social media management, IEC campaigns, or public relations.  Skills:  Expertise in social media tools (e.g., Facebook, Twitter, Instagram, Linked-in).  Content creation skills (graphic design, video editing).  Knowledge of behavior change communication strategies and digital

		5	and IEC campaigns. Collaborate with stakeholders to ensure consistent messaging and maximum reach.	marketing.
v. PPP/ Finance Specialist/ Advisory	1	1 2 3 4 5	1 Structure and evaluate Public-Private Partnership (PPP) projects. 2 Conduct financial feasibility studies, cost-benefit analysis, and risk assessment. 3 Prepare and review financial models, projections, and funding strategies. 4 Advise on investment strategies, procurement frameworks, and regulatory compliance. 5 Liaise with stakeholders, including government bodies, private investors, and funding agencies.	Education: Bachelor's/Master's in Finance, Economics, Business Administration, or related fields.  Experience: 7-10+ years in financial advisory, PPP projects, or infrastructure financing.  Skills: Expertise in financial modeling, risk analysis, and project finance.  Strong understanding of PPP frameworks, contracts, and public sector financing.  Knowledge of international financial institutions and funding mechanisms.
vi. Training Monitor/Local Language Expert/Program Draft Proofreader	1	1 1	1 Oversee training programs to ensure compliance with specified guidelines. 1 Provide expertise in proofreading program drafts and related	Bachelor of Education in Marathi or related field with a strong foundation in educational practices.  Minimum of 10 years of experience, including expertise in proofreading and monitoring training programs.

		2 3	documentation. Assist in monitoring and evaluating training sessions conducted in Marathi. Ensure effective communication in Marathi and alignment with local language requirements.	Proficiency in Marathi language for effective communication and content review.
vii. Supporting Staff	2	1 2	To assist Management expert team To support for data collection from ground level.	Graduate from any stream with recognized University  Minimum of 3 years of experience, in Govt departments/Institutional for Govt Projects  Proficiency in Marathi language for effective communication and content review.

**Note:** CVs of the personnel proposed to be deployed for PMU should be submitted along with the proposal. Upon selection of the agency, the Corporation will assess the suitability of each of the proposed resources through personal interview and will have exclusive rights in deciding his/her deployment/continuation in PMU team.

It may be noted that apart from the Project Director (PMU)/Coordinator/Nodal Officer and IT Architect, all members will be required to work exclusively for the Corporation and its project and made available in the offices of the Corporation as per the requirement.

MPBCDC will deploy manpower on a project basis as per the organization's requirements. The engagement will be purely contractual and tied to specific project timelines, with no claim to permanent employment or benefits. MPBCDC reserves the right to terminate or replace deployed personnel based on performance, misconduct, or project completion.



#### **4. Deliverable of the PMU**

- (a) The PMU team/MPU shall be in place immediately upon awarding of the contract.
- (b) The agency to take over the functions of PMU along with the control of centralized web-based MIS portal and on-going activities from the outgoing agency immediately upon award of the contract.
- (c) A plan of action for the entire project period along with Monthly Plans for achievement of specific milestones to accomplish tasks as in para 2 above
- (d) List of the deliverables is not exhaustive and some more milestones may be included with mutual consent based on experiences during the implementation period

#### **5. Contract Validity**

- 5.1 The contract with the selected agency will be for a period of 3 years. The selected agency has to perform the functions efficiently to the satisfaction of the Corporation during the contract period and shall not be allowed to withdraw from the contract before completion of 3 years under any circumstances. The contract will be open for extension by 2 years, depending upon the performance of the agency on the same terms and conditions.
- 5.2 If the selected agency fails to perform the functions of PMU as agreed upon in the contract to be signed with Corporation or commit breach of any of the terms and conditions, provisions or stipulations of the contract, Corporation shall take appropriate action including termination on the contract with the agency and the risk and cost of the agency.
- 5.3 In the event of non-extension of the contract or termination of the contract, the items procured/developed for the project will be transferred to the Corporation or the agency identified by the Corporation for the purpose. Until such time the deliverables are completed along with complete knowledge transfer by the agency, the project will be treated as „incomplete“ and the fee will be proportionately deducted by the Corporation.

#### **6. Payment Terms**

##### **6.1 Emoluments**

The agency would be required to present detailed work plan based on the broad terms of reference of the project for every quarter of the project period and the payment milestones would be mutually agreed post selection stage which would be based on deliverables to the extent possible to be quantifiable. Based on the actual performance /achievements made over the agreed milestones, quarterly payment will be made to the agency, after every quarter over the period of the project.

During execution of the Project, shortcomings/ deficiencies over the agreed terms, if any, are found, then a penalty of 0.5% of the contract value per week (subject to maximum of 5%) may be imposed by the Corporation.

## **6.2 Incidental expenditure**

Apart from the contract amount, reimbursement of economy airfare/ taxi/ rail fare for visit of personnel to the project site for inspection/ monitoring, lodging/boarding on actual basis (on production of tickets/ bills) will be made by the Corporation however eligibility of such perks to various MPU staff will be decided after award of contract. The eligible amount will be decided as per tour allowance norms for Group A/B Officers with a Grade Pay of the Corporation. These reimbursements will be for the visits undertaken based on the action plans approved by the Corporation. The tour programs must be pre-approved by Corporation.

## **6.3 The Project Based fees :**

The Agency may be asked to get approval / sanction of projects in favour of the Corporation under the Government of India funding. The agency will be paid the fees towards the implementation of such projects for the administrative cost monitoring, implementing and evaluation. The fees of each project would be mutually decided by the Corporation and the agency at the time of the submission to / receiving approval of the projects proposals from the Government of India /Departments and its agencies / CPSU/Boards and entities. Or other external aided projects under bilateral agreements of GOI.

## **6.4 Management Consultancy Fee:**

Management consultancy fee will be based on successful completion of output milestones detailed at para 4 on a quarterly basis.

## **6.5 Prices quoted shall be inclusive of all taxes.**

## **6.6 Taxes**

Goods and Service tax (GST) & other taxes as applicable due on the charges for the services being provided by PMU would be deducted at source by the Corporation from the payment made by it.

## **6.7 Penalty for exit/replacement**

- a. Replacement of resources shall generally not be allowed during the contract period. The replacement of agreed personnel by the bidder will be allowed in the event of disability/death of the incumbent as reasons for replacement of personnel or in case of personal reasons for leaving the bidder organization by the individual with the present employer.

- b. In case of failure to meet the standards set for delivering the project, (which includes efficiency, cooperation, discipline and performance) bidder may be asked to replace the personnel without any penalty for replacement/exit.
- c. The replaced personnel will be accepted by the Corporation only if he scores the same or more on the evaluation criterion mentioned in this RFP and found suitable to the satisfaction of the Corporation. The outgoing personnel should complete the knowledge transfer with the replaced personnel as per the satisfaction of the Corporation. There shall be no gap in the replacement of the personnel.
- d. However, the Corporation is free to relieve any personnel at any time during the contract period for reasons recorded in writing, by serving one-month advance notice. The company will be liable to provide the suitable replacement as per the terms mentioned at point c above.

## **7. Intellectual Property Rights**

7.1 The Intellectual Property Rights of all the database, programs, source-code, reports, formats etc. developed/created for this project would vest in the Corporation. However, any liability arising out of negligence contributory or willful by way of inaccurate/ wrongful/ data construction shall solely vest with the agency. Also, the attendant actual/ potential loss, cost to the Corporation on account of such negligence shall be borne by the agency.

7.2 Any website, web-space, website registration, database servers etc. developed / created for this project shall be purchased / registered in the name of Corporation and the Corporation would have full right to control the information put on the same.

7.3 For operating the above-mentioned system, the agency, (as the operator or facilitators of the system) would be given appropriate rights to use the information, databases etc.

**8. Retention Amount :-** 2% amount of bill is deducted from each monthly bill submitted by the bidder as retention amount. This retention amount shall be refunded to the bidder after successful completion of the contract.

## **9. Tender Methodology:**

- a. For the purpose of selection of the successful Consultant, a two-stage bidding process will be followed.**
  - i. The response to the present tender is to be submitted on line through e-tendering system in two parts, i.e. the Technical Proposal and the Financial Bid.
  - ii. The “Technical Proposal” will contain the exhaustive and comprehensive details of approach, methodologies to be followed, assertions, documents and any other collateral the Consultant would want to submit to the Corporation.
  - iii. The Bids would be evaluated on a Technical-cum-Financial Evaluation methodology.
  - iv. Technical Performance would be assessed and evaluated by Proposal Evaluation Committee on the basis of points awarded to each of the bidder.
  - v. The Criteria for evaluating the Technical Bids would be as follows-

No	Heading	Description	Criteria for point allotment	Max. Points
1	Firm's Experience (Marks = 30)	i) Years of Experience as Project Management Consultant in implementation of Government Projects (State and Central Govts.)	<ul style="list-style-type: none"> <li>• &lt; 3 years' experience = 0</li> <li>• 3-4 experience = 4</li> <li>• 4-5 years' experience =8</li> <li>• ≥5 year experience =10</li> </ul>	10
		Proven and demonstrable experience, expertise and resources in providing management consultancy to Skilling and HRD Project funded by and State Govts.)	<ul style="list-style-type: none"> <li>• Experience in at least <b>one</b> project Funded by the State or Central Government For backward Schedule Cast Related to the current assignment =8 marks</li> <li>• One mark for each additional project undertaken.</li> </ul>	10
		Turnover of the Company	Average turnover during last 3 years (in INR) <ul style="list-style-type: none"> <li>• <u>&gt; 650 lakh =10</u></li> <li>• <u>&gt;600 -650 lakh = 8</u></li> <li>• <u>&gt;550-600 lakh= 6</u></li> <li>• <u>&gt;500-550 lakh = 4</u></li> <li>• <u>Upto 500 lakh = 2</u></li> </ul>	10
2	Key Personnel (Marks= 30)	Based on the educational Qualification and work experience of the team as per para3.1	<p><b>Project Director (PMU) / Coordinator/Nodal Officer (1):</b> 5 marks for Project Director (PMU) / Coordinator/Nodal Officer</p> <p><b>Project Manager (1)</b> 4 marks for the Project Manager</p> <p><b>Other Team members :</b></p> <p>One MIS Experts for MIS maintenance, smooth functioning and new Development on MIS (3</p>	30 mark stotal

			<p>marks each, totaling 6 marks)</p> <p><b>Management experts Team (15 Marks)</b></p> <p>IT Architect for MIS and similar modifications 1 Nos required (total 3 marks)</p> <p>Senior Management Expert 1 Nos (total 2 marks)</p> <p>Junior Management Expert 1 nos (total 2 marks)</p> <p>IEC cum Publishing Expert 1 nos (total 2 marks)</p> <p>PPP/ Finance Specialist/ Advisory 1 nos (total 2 marks)</p> <p>Training Monitor/Local Language Expert/Program Draft Proofreader 1 nos (total 2 marks)</p> <p>Support Staff 2 nos (total 2 marks)</p>	
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3	Project Methodology, approach and work plan (Marks= 40)	Technical Approach & Methodology for the project	Bidder to provide planning, strategy, approach, methodology, and detailed work/activity plan, etc for scheme implementation withingiven timelines.	25
		Presentation on the proposal	Appropriateness of presentation in highlighting the strategy and key points of proposal.	15
<b>Grand Total</b>				<b>100</b>

**b. Selection criteria**

- i. The selection of the Agency shall be based on a Quality and Cost Based Selection (QCBS) system – 80 : 20 (technical score: financial score) and procedures as described in this RFP.
- ii. The Bidder obtaining highest final score would be selected.
- iii. The decision of the Proposal Evaluation Committee in this regard will be final.
- iv. Proposal Presentations: Corporation may invite each pre-qualified bidder to make a presentation before the Proposal Evaluation Committee. The purpose of such presentations would be to allow the bidders to present the key points in their proposals. The bids of those bidders who will not present themselves before the Evaluation Committee for presentation will not be considered.
- v. The financial score will be calculated as follows-

Financial Score =	$100 \left\{ \frac{\text{Minimum Quote}}{\text{Agency Quote}} \right\}$
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- vi. The technical score will be calculated as follows -

Technical Score =	$100 \left\{ \frac{\text{Minimum Quote}}{\text{Agency Quote}} \right\}$
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The final score of an agency will be calculated as such:

$$\text{Final Score} = (80\% \times \text{Technical Score}) + (20\% \times \text{Financial Score})$$

- vii, Minimum qualifying technical score required is 85 out of 100. The financial bid of agency with lesser than 80 marks in technical score will not be opened.

**c. Minimum Qualifications for the Bidder/ Eligibility Criteria**

- i. National reputed consulting firm registered under the Societies A/Companies Act/Limited Liabilities Partnership Act. The Consulting Firm should be solely in Service Business.
- ii. Minimum Experience – Should have been working as PMC/PMU/PMA for any Government consultancy assignments (Central and State Govts. Projects/Schemes) for a minimum of 5 year; Also Had been Previous Working for Schedule Cast Scheme under Municipal Corporation/Councils. This should be supported by satisfactory work completion letters/certificates from the clients clearly showing the name and designation of the person who has signed the letter/certificate. A copy of the award of the contract and proof of the final instalment released will be accepted for completed projects. The name and designation and contact number of the client for whom the work has been done should be furnished since the Corporation reserves the right to verify the proof given. The successful bidder should ensure that the completion letters/certificates form clients for

whom the work was done are furnished before the signing of the contract with the successful bidder.

- iii. Minimum Turnover: Rs 5.00 Crore average in the last 3 years. Audited Balance sheet and Income statements should be submitted for the last three financial years
- iv. Minimum Employee strength: 14
- v. Consortium's/ Tie-ups/Joint Venture of two or more firms are **NOT Permitted**.

## 10. **Bid Format:**

The bidder shall submit the proposal online through e-tendering system in two parts, i.e. the Technical Proposal and the Financial Bid.

### a. **The Technical bid should contain :**

- i. Proposal submission form containing details of the Bidder, Contact Address, email, phone, Fax, Name of Contact person for this project. – As in Annexure – I
- ii. Documents in support of the eligibility criteria for this bid. (as per Para 8(c)).
- iii. Refundable Earnest Money Deposit (EMD) for an amount of Rs. 50,000/ through e-payment gateway.
- iv. Copies of Income tax (PAN), Goods and Service Tax Registration.
- v. Unabridged annual reports or audited financial accounts for the last three years
- vi. The Technical bid shall contain following information/ Documents in support of the Technical Criteria:-

S. No.	Heading	Description	Information provided by Bidder*	Points Allotted
	Firms Experience	i) Experience as Project Management Consultant in implementing Government Projects (State and Central Govts.)	<i>Quantum for the company in respect of the parameter indicated be mentioned here; Contract copy is to be attached as a proof of the experience</i>	
		ii) Proven and demonstrable experience, expertise		



1		and resources in Providing management consultancy to Government Projects (State and Central Govts.) in similar projects i. e for skill development/HRD Projects	<i>Quantum for the company in respect of the parameter indicated be mentioned here; Contract copy is to be attached as a proof of the experience</i>	
		iii) Turnover of the Company	<i>Quantum for the company in respect of the parameter indicated be mentioned here; Audited Balance Sheets / P&amp;L Account to be attached as a proof;</i>	
2	Key Personnel	Experts and supporting staff	<i>Name of the personnel who would be deployed for the project. CV to be attached separately.(Format for CV (F1) is as below)</i>	
3	Project Methodology & Approach	a. Technical Approach & Methodology for the Management & Monitoring Activity	<i>Pl provide a brief here; Attach Details separately.</i>	
		b. Work Plan & manpower deployment	<i>Please Provide Activity &amp; work Schedule for both of above activities separately in the format (F3) provided below. Please also provide time schedule for deployment of key personnel in the format (F4) below</i>	
Grand Total				
SR			Information provided by Bidder	Marks
	Name of Person & Position Proposed	Educational Qualifications	<i>Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.</i>	

#	Experience	Starting with present position, list in reverse order every employment held. List all positions held by staff member of last 5 years giving dates, names of employing organizations, titles of positions held, and locations of assignments.	
	Experience in Similar assignment	Please provide a list of project brief, and position at which the personnel had worked in assignments having professional requirements similar to this project.	
		Total Marks	
		Points to be carried forward	



**F2 : Format for relevant services carried out in the last five years that best illustrate Firm's Experience at S. No. 1 in the above table.**

Using the format below, provide information on 5 main assignments for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:	Country:
Location within Country:	Professional Staff Provided by the Firm/Entity(profiles):
Name of Client:	No. of Staff:
Address:	No. of Staff-Months; Duration of Assignment
Start Date (Month/Year):   Completion Date (Month/Year)	Approx. Value of Services (in Rs Lakhs)
Name of Associated Consultants, If Any:	No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director (PMU)/Coordinator/Nodal Officer/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of Project	
Description of Actual Services Provided by Your Staff	

**F3 : Format for Activity (Work) Schedule. (3 (b) in the table above)**

A. Evaluation & Management Activity												
	<i>[1<sup>st</sup>, 2<sup>nd</sup>, etc. are months from the start of assignment.]</i>											
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Activity (Work)												

**F4: Format for Time Schedule for Professional Personnel (3 (b) in the table above)**

Full-time :  
 Part-time :  
 Reports Due :  
 Activities Duration :

**b. The Financial bid ( Price bid) should contain**

Financial quote for the services expected from PMU in the Request for Proposal (RFP) document for the scheme should include break up for the following two components:

- (i) Maintenance of web-based MIS and monitoring system by using the MIS system developed in Corporation.
- (ii) Details of emoluments including man days of the key personnel to be deployed as part of the PMU.
- (iii) Management Consultancy fee as a percentage of size of the Implementation Plan giving details of the breakup of the Management Consultancy fee against each of the milestones/tasks specified in para 4 (c).

Summary Format for Price bid:-

S. No.	Item	
1	MIS Maintenances, new developments or additional features on MIS for improvement of the scheme + Manpower Cost + Miscellaneous etc.	
	Management Consultancy fee	

The above-mentioned fees should be inclusive of all taxes. Any conditionality in the financial bid stage would render the offer liable for rejection.

**11. Bid opening:**

- a. Bids not supported by EMD shall be summarily rejected.
- b. Technical bids will be only be opened first.
- c. The financial bid of only eligible bidders will be opened after completion of the technical evaluation by the Proposal Evaluation Committee. The financial bid of agency with less than 75 marks in technical score out of 100 marks will not be opened.

**12. Right to Termination:**

- a. The Corporation reserves the right to terminate the Agreement, if it is of the opinion that the performance of the Agency is not satisfactory at any point of time during the period of the contract at the risk and cost of the agency.
- b. In the event of any dispute arising, the same shall be settled under the provision of Arbitration and Conciliation Act, 1996 as amended from time to time and the rules formed there under. The sole arbitrator shall be appointed by the Managing Director, MPBCDC.

- c. **Force Majeure:** The PMU shall not be liable for failure or delay in performing its obligations due to unforeseen circumstances beyond its reasonable control, such as natural disasters, pandemics, or government-imposed restrictions.
- d. **13. Governing Law:** The agreement shall be governed by and construed in accordance with the laws of India, with jurisdiction limited to [Insert Location]
- e. **Right to accept / reject any applications**

The Corporation reserves the right to accept or reject any or all Applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons. Implementing Agencies and Assessment Agencies under Corporation are not eligible for submission of proposal under this RFP.

### **13. CONFLICT OF INTEREST:**

- a. The MPU (or its partner organizations) would not undertake any consultancy or other assignment from any of the Implementing Agencies (IA) for preparation/ drafting/ consultancy of a project on their behalf for the purposes of submission to the Corporation for funding under its schemes.
- b. The MPU will not undertake the consultancy or assignment of any Implementing Agency/other consultants of any component under the Corporation. The PMU or its partner organization would not be permitted to participate as IA in the Scheme or other consultants.

### **14. Confidentiality of Information**

The PMU will follow all the guidelines regarding information technology security & cyber security policy which are being issued by the Office of Director (PMU) / Coordinator/Nodal Office General, Indian Computer Emergency Response Team (CERT-IN), Corporation of Communication & IT, New Delhi, from time to time.

### **15. Amendment of RFP document**

- a. At any time, prior to the deadline for submission of Applications, the Corporation either on its own or on request of the Applicant may amend the RFP documents by issuing addendum or addenda including those issued after the pre bid conference. These addenda shall be posted at the website of the Corporation and shall be treated as a part of the RFP Documents.
- b. The Corporation may, at its discretion, extend the deadline for the submission of Applications.

16. **Other information:-**

- a. Information from the oral presentation will also be used as part of the technical evaluation process. Based on the oral presentation, the final marks on the “Project Methodology & Approach” Criteria would be awarded by the evaluation committee.
- b. The purpose of the oral presentation and question and answer session is to test the Bidder’s understanding of the work by addressing some case scenarios. Each Bidder will be allowed 30 minutes to make their oral presentation. The time should be divided into 20 minutes for bidder’s presentation and 10 minutes for Questions and Answers.
- c. Earnest Money Deposits of the bidders, other than the successful bidder will be returned within one month from the completion of the bid process.
- d. The successful bidder would be required to submit (and keep active for the life of the project) a performance guarantee (by way of bank guarantee) amounting to 10% of the contract value for successful performance of the activities in the contract.
- e. The Performance Guarantee deposits will be released to the agency after 6 months from the date of successful completion and handing over of the project on being satisfied about the proper execution of the project.
- f. Corporation will provide the format of Performance Guarantee to the successful bidder.
- g. The selected Agency has to sign an Agreement with the Corporation for rendering satisfactory services and completion of the projects in a time bound manner. The Agreement shall include provisions for taking performance guarantee, payment terms, damages for delay or award for early completion, besides other clauses as are finalized by the Corporation.



**PROPOSAL SUBMISSION FORM**

[*Location, Date*]

To:

Xxx

xxx

Sir,

We, the undersigned, offer to provide the consulting services as Project Management Unit of MPBCDC (CORPORATION) in accordance with your Request for Proposal dated [*Date*] and our Proposal. We are hereby submitting our Proposal.

If negotiations are held during the period of validity of the Proposal, i.e., before [*Date*] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:

Name of Contact Person:

Email:

Telephone:

Mobile:

Fax:

Address:

### 3 DISCLAIMER

1. Though adequate care has been taken in preparation of this Request for Proposal (RFP) document, the Social services/ consultancy Company / Firm submitting detailed techno- commercial proposals in response to this RFP should satisfy itself that the information provided in the RFP document is complete in all respects.
2. Corporation does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this Request for Proposal document.
3. Neither the Corporation nor its employees will have any liability to any prospective Consultancy Company/ Firm or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this Request for Proposal document, any matter deemed to form part of this Request for Proposal document, the award of the Assignment, information or any other information supplied by or on behalf of Corporation or their employees, to any consultant or otherwise arising in any way from the selection process for the Assignment.
4. Corporation reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Request for Proposal Application.
5. Corporation reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel or modify the process or change/modify/amend any or all provisions of this Request for Proposal Document, at any time, without assigning any reason whatsoever.



**ANNEXURE -- II**

**Financial Bid (PRICE BID):** (To be submitted online only)

**Name of the project:**

**Bid Specification No.** -----

Name of Bidder: \_\_\_\_\_

<b>S. No.</b>	<b>Description of work</b>	<b>(Price in INR) Rs / month</b>
1	MIS Maintenances, new developments or additional features on MIS for improvement of the scheme + Manpower Cost + Miscellaneous etc.	Rs ----- ( In figure) Rs ----- ( In Words)
2.	<b>Management Consultancy Fee</b>	Rs ----- ( In figure) Rs ----- ( In Words)

We confirm that

- 1) The above prices will be firm in all respects during the tenure of the contract period and the price is Inclusive of all of taxes.
- 2) All Indian applicable Taxes & Duties including Income Tax shall be borne by us.
- 3) The Prices will remain valid for a period of 120 days from the date of opening of the price bid.
- 4) The offer submitted is irrevocable and unconditional without any deviations.

Date: - .....

Place: - .....

(Signature of the Authorized  
Representative of Bidder)

.....  
(Official Address)

Name .....  
Designation .....  
Seal of Company.....