

Department of Rural Development Department

Government of Himachal Pradesh

Request for Proposal

For

Preparatory work for NRLM & Livelihood

Promotion in the State

Section -I Invitation

1. The Department of Rural Development, Government of Himachal Pradesh intends to undertake Preparatory work for NRLM and livelihood promotion in the state to strengthen its rural development and poverty reduction initiatives in the state.
2. In pursuance of the above, the Department of Rural Development, Government of Himachal Pradesh, invites Financial bid & Technical bid from competent Agencies. The selected agency will be responsible for providing services for the aforesaid activities in the time bound manner. The proposal solicits assistance to broadly cover the following scope:-
 - a) Detailed diagnostic study of the status of the poverty and condition of the poor, backward and vulnerable groups in the state
 - Regional concentration of poverty, backward and vulnerable groups in the state.
 - Value-chain analysis of existing and potential sectors to evaluate labour intensiveness of the existing products and sectors.
 - Current supplies and major sources of demand for the existing and potential products.
 - Mapping of skillsets, products and output mapping of various SHGs.
 - Role and intervention of existing institutional arrangements.
 - Review of infrastructure, policies and select schemes.
 - Benchmarking of HP with select comparative states.
 - b) Poverty reduction framework and detailed action plan with clear short, medium and long term goals and targets
 - Target beneficiaries specific poverty reduction plans and develop the Concept for innovative livelihood promotion and implementation.
 - Integrated approach to remove duplication and dilution of efforts by various institutions.
 - Clear roadmaps to ensure efficient delivery of poverty reduction initiatives covering all aspects such as skill development, finances, quality production and marketing for SHGs.
 - Propose institutional mechanism for effective convergence of stakeholders with clear roles and responsibilities for short, medium and long term with a target based approach.
 - Integration of overall strategy with NRLM other central and state schemes.
 - Capacity development plan and institutional arrangement for the Livelihood Implementation Institution.
 - c) Seven years and annual perspective plan for NRLM implementation as per the NRLM guidelines.
 - d) Assistance in creating 25,000 livelihoods in the states in next 12 months across sectors and regions.
 - Identification of various sectors/ products for promoting innovative livelihood projects in Himachal Pradesh.
 - Identify market and liaison with private business entities interested in promoting innovative livelihood projects.
 - Propose roles, responsibilities and structures of private sector interventions, modalities etc.

- Preparation of business case, marketing material and feasibility reports for targeting potential investors/private business entities.
 - Initiate market linkages for existing SHGs and their products in coordination with the nodal agency through identification of potential buyers of the products from the state targeting 25000 livelihoods for rural poor.
 - Mobilizing new SHGs - SHG Formation, training and orientation, opening of bank accounts and credit linkages to SHG targeting formation.
 - Assistance in backward and forward linkages for the new SHGs and sector Analysis, Identification of Private Business Entities.
3. The duration of the consultancy assignment shall be 12 months from the date of award of contract and may be further extended provided the satisfactorily completion of the services of the preferred consultant.
 4. The technical and financial bid document can be obtained from the office of Department of Rural Development till 14th July,2011 during office hours by depositing Rs10,000/- (non-refundable) in the form of Demand Draft in favour of The Director, Rural Development Department, Government of Himachal Pradesh. The last date for submission of Bids is 15-07-2011, till 4.00 PM. The same can also be downloaded from the website of DoRD, however upon submission the requisite fee of Rs 10,000/- in the form of Demand Draft in favour of The Director, Rural Development Department, Government of Himachal Pradesh should be submitted along with the document for acceptance.
 5. The final selection will be based on technical and financial bids of the shortlisted consultants through a Quality and Cost Based Selection (QCBS) System.
 6. The Principal Secretary(Rural Development), to the Government of Himachal Pradesh or the Authorised Officer, may accept or reject any bid without assigning any reason whatsoever. In case of dispute, the decision of Principal Secretary (Rural Development), to the Government of Himachal Pradesh will be final.
 7. While this Request for Proposal document ("RFP") has been prepared in good faith, neither the Department of Rural Development, Government of Himachal Pradesh nor its employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP, even if any loss or damage is caused by any act or omission on their part.
 8. This document is not transferable and this RFP does not purport to contain all the information that each bidder may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful bidder for this Project. Each bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.

9. Though adequate care has been taken while preparing this bid Document, the bidder shall satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any bidder within ten days from the date of issue of this document, it shall be considered that the issued document received by the bidder is complete in all respect.
10. The Department of Rural Development, Government of Himachal Pradesh may modify, amend, reject or supplement this RFP document in accordance with norms and procedures and as per the requirement of the project. The Department of Rural Development, Government of Himachal Pradesh reserves the right to waive any irregularity in the proposal (RFP) and makes it clear that the RFP is not an offer/contract.
11. Neither the Department of Rural Development, Government of Himachal Pradesh nor its employees shall be liable to any bidder or any other person under any law including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this RFP document, or any matter that may be deemed to form part of this RFP document, or the award of the contract, or any other information supplied by the Department of Rural Development, Government of Himachal Pradesh or their employees or consultants or otherwise arising in any way from the selection process for the award of the contract for the Project.
12. The Department of Rural Development, Government of Himachal Pradesh is not bound to accept any or all the Proposals and reserves the right to reject any or all the Proposals without assigning any reasons. No bidder shall have any cause for action or claim against the Department of Rural Development, Government of Himachal Pradesh or its officers, employees, successors or assignees for rejection of his bid. The RFP submitted by the bidder will be the property of the Department of Rural Development, Government of Himachal Pradesh.
13. By purchasing the RFP, the purchaser of the RFP and each Member of a Consortium (collectively referred to as 'Covenanter'), shall be deemed to have confirmed that the Covenanter is fully satisfied with the process of evaluation of the Bid by the Procurer/authorised representative and its decision regarding the qualification or disqualification or short-listing of the bidders for sale of the RFP. The Covenanter hereby expressly waives any and all objections or claims in respect thereof.

-Sd-
Principal Secretary(RD),
to the Government of Himachal Pradesh

Section -II Eligibility Criteria and Proposal Evaluation

1. To be eligible for the technical and financial evaluation, an applicant shall have to fulfill all the following conditions to pre-qualify. Only the Pre-qualified bidders will be eligible for technical and financial evaluations.
2. **Technical Eligibility:** For demonstrating technical capacity and experience, the applicant shall, over the past 3 (three) financial years preceding the application due date, have below experience and in order to enable the Rural Development Department, Himachal Pradesh to assess the authenticity of the above, the bidder shall provide relevant and necessary documentary evidence in relation to the previous similar contracts executed by the bidder. e.g. Copies of the Work Order, contracts etc. The Rural Development Department, Himachal Pradesh reserves the right to verify, if it so desires, the correctness of documentary evidence furnished by the bidder.
 - I. Experience of at least two long term (minimum 12 months) Consultancy Projects for Central/State Governments involving Poverty Reduction Programme Management and Implementation Support.
 - II. Experience in assistance to at least two State Governments in Sector Development to create employment generation.
 - III. The bidder should have provided transaction advisory services for minimum 10 (ten) for projects/programmes having estimated cost/outlay of 300 crores or more in last five financial years.
 - IV. The bidder should have track record of providing advisory services of more than 10 years.
3. **Financial Capacity:** Minimum average annual turnover of Rs. 100 crore for the last three years. Audited Balance sheet shall be attached as proof. In case of a consortium of firms this criteria must be met by the lead firm.
4. In case of a Consortium, applicant Consortia shall have a valid Memorandum of Understanding (MoU) / agreement among all the members signed by the authorised signatories of the companies dated prior to the submission of the bid. The Consortium partners cannot be a partner in more than one Consortium for this bid. The leading bidder in case of Consortium (i.e. one of the members of the consortium that is nominated as the prime bidder by all the other members of the Consortium) shall fulfill the eligibility criteria and be liable for adherence to all provisions of the Consortium agreement.
5. In case of a Consortium, the lead bidder must possess the aforesaid experience. In case a consultant firm seeks the services of individual expert as a part of its project team to enhance its expertise for RFP Document, the experience of the individual will not be regarded as the lead consultancy firm's experience.
6. Evaluation of the bids: The firm/consortium will be selected as per Quality and Cost Based Selection (QCBS) procedure. Weighting of technical score to financial score will be 80:20.
7. Only those Applicants whose Technical Proposals score 75 marks or more out of 100 shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (ST).

8. The scoring criteria to be used for evaluation shall be as follows:

Sr. No.	Technical Bid Evaluation Parameter	Maximum technical Score
A. EXPERIENCE		40
1	Experience as a lead consultant / Project Advisor for designing and implementing innovative livelihood projects in other Indian states. Highest weightage will be given for prior experience in design and implementation of innovative livelihood and poverty reduction projects in other states.	30
2	Team composition and experience of key personnel in designing and implementing Innovative Livelihood projects <ul style="list-style-type: none"> • Team Leader with at least 15 years work experience. • Social and Economic Development Expert with at least 5 years of work experience. • Livelihood Expert with at least 5 years of work experience. • Program Management Expert with at least 5 years of work experience. • Skill Development Expert with at least 5 years of work experience. 	10
B Approach and Methodology		30
1	Innovative Approach to livelihood promotion and poverty reduction.	15
2	Understanding of Himachal's poverty scenario and livelihood requirements.	15
C Presentation including work Plan with timelines		30
1	Overall presentation detailing the Concept and Approach and Methodology.	15
2	Work Plan with Timelines.	15
Total Technical Score		100

9. In the second stage, the financial evaluation will be carried out as per this Clause Each Financial Proposal will be assigned a financial score (SF).
10. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows (S= 100 x FM/F (F = amount of Financial Proposal).
11. Combined and final evaluation: Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores (S = ST x Tw + SF x Fw).

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

12. The Selected Applicant shall be the first ranked Applicant (having the highest combined score). The second ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the RFP.
13. The bidder scoring Maximum Total Marks would be recommended for selection and called for negotiations. During negotiations the consultant must be prepared to furnish the detail cost breakup and other clarifications to the proposal submitted by them, as

may be required to adjudge the reasonableness of his financial proposal. If the negotiations with this consultant are successful, the award will be made to him. If negotiations fail, and if it is concluded that the contract with reasonable terms cannot be concluded with this consultant, the consultant with second highest score may be invited for negotiations. This process may be repeated until an agreed contract is concluded.

Section –III - Instructions to the bidders

1. **Collection of RFP Document:** Bid Documents for the Assignment can be collected by paying a non-refundable fee of Rs. 10000/- (Rupees ten thousand only) in the form of demand draft in favour of The Director, Rural Development Department, Himachal Pradesh. The RFP Documents can also be downloaded from the website. The applicable fee should be paid along with the RFP document at the time of submission of the same. The RFP document without requisite fee will be automatically rejected
2. **Format and signing of Proposal:** The Applicant shall provide all the information sought under this RFP. The Rural Development Department, Himachal Pradesh would evaluate only those Proposals that are received in the specified forms and complete in all respects. The applicant shall prepare one original set of the Proposal (together with originals/ copies of Documents required to be submitted along therewith pursuant to this RFP) and clearly marked "ORIGINAL". In addition, the applicant shall submit 1 (one) copy of the Proposal, along with Documents, marked "COPY". In the event of any discrepancy between the original and its copy, the original shall prevail.
3. **Proposal Submission:** Both the Technical Qualification bid and Financial bid shall be prepared in undeletable ink. They shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself and any such corrections must be initiated by the person or persons, who sign the document. An authorized representative of the firm is required to initial on all pages of both the bids – Technical Qualification bid and Financial bid. The representative must be an "Authorized Signatory".
 - i) Physical copies (one copy each) of both the bids must be submitted at the address specified in the Data Sheet.
 - ii) The Original copy of the Technical Qualification bid shall be placed in sealed envelop clearly marked "Technical Qualification bid."
 - iii) The Financial bid on Form F-6, in accordance with ToR, shall be placed in separate sealed envelope clearly marked "Financial bid".
 - iv) Third Envelope of Earnest money deposit (EMD) amounting to Rs. 1.00 lac in favour of the Director, Rural Development Department, Himachal Pradesh shall be placed in separate seal envelope.
 - v) Bids must be delivered (by post / courier / hand delivery) at the address given up to 16.00 Hrs on 15th July, 2011 upto 4.00PM. In preparing the Proposal, Consultants are expected to examine in detail the bid document. Material deficiencies in providing the information requested may result in rejection of a Proposal.
4. **Additional information and clarifications:** In order to obtain any first hand information on the assignment and the local conditions, it is considered desirable that a representative of the consultants/consultancy firms visit the office of the Director, Rural Development Department, Himachal Pradesh before the proposal is submitted.

5. **Right to reject any Bid:** The Principal Secretary (RD),to the Government of Himachal Pradesh as chairman of HPSRLM, reserves the right to reject any or all the bids without assigning any reason. Government rules and regulations issued from time to time will be binding to the bidders.
6. **Validity of the Proposals:** The proposals submitted by the Consultants must be valid for 6 months from the date of submission without changing the personnel proposed for the assignment and the proposed Price. The Rural Development Department, Himachal Pradesh will make its best efforts to select a consultant firm within this Period.
7. **Cost of preparing the Proposal:** Cost of preparing a proposal and of negotiating a contract including visits, if any, is not reimbursable as a direct cost of the assignment. Any bid received after the closing time for submission of bids shall be returned unopened.
8. **Bid Opening - Technical:** The Financial bids of the only technically qualified Consulting Companies will be opened in the office of the Director, Rural Development Department, Himachal Pradesh after opening of technical bids at 2.00 PM 16th July in the presence of bidders or their representatives who want to attend the opening of the bids.
9. **Bid Opening - Financial:** The date of opening of financial bid will be intimated in due course of time. Financial bid shall be opened publicly in the presence of the Consultant's representatives, who choose to attend. The name of the Consultants, the proposed prices shall be read aloud and recorded when the Financial bids are opened.
10. **Commencement of the Assignment:** Assuming that the contract can be satisfactorily concluded in two weeks after finalizing the consultant, it is expected that the works shall commence within two weeks.
11. **Earnest money deposit (EMD):** The bidder shall submit, along with their bid, EMD in the form of Demand draft for an amount of Rupees 1.00 lac drawn in favour of the Director, Rural Development Department, Himachal Pradesh payable at Shimla.
12. **Taxes:** The rates quoted by the bidders shall be inclusive of all taxes and duties however it will not include Service Tax. Service Tax will be paid in addition as per the prevailing norms.
13. **Proposal supporting data:** Failure to provide information such as Self-certification of past experience, by the authorized Signatory, Registration Certificate of the bidder, Turnover statement from a Registered Chartered Accountant showing turnover from advisory services only or any other document that is essential to evaluate the bidder's

qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the bidder.

14. **Late Proposals:** Proposals received by Rural Development Department, Himachal Pradesh after the specified time on Proposal Due Date shall not be eligible for consideration and shall be summarily rejected.