



Request for Proposal for Hiring Agency for Assessment and Analysis of 63 Nutrition Shops 'Bagan Bazars' in tea garden areas of Assam.

ASRLM invites Request for Proposal (RFP) from reputed Agencies to assess and analyse the functioning of the 63 Nutrition Shops 'Bagan Bazar' set up in tea garden areas of Assam and to provide a business model for the same.

The detailed Request for Proposal (RFP) for the proposed assignment may be obtained from the official website of ASRLMS www.asrlms.assam.gov.in. The Request for Proposal must be delivered in hard copy on or before 29/06/2017 up to 3:00 PM to the below mentioned address:- Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Panjabari, Guwahati-37. The details of Request for Proposal are stated below:-

| | |
|----------------------|---|
| REP NO | ASRLMS/BB/803/2017-18/01 |
| RFP on | Hiring an Agency for Assessment and Analysis of 63 Nutrition Shops 'Bagan Bazars' in tea garden areas of Assam. |
| Issued by | Assam State Rural Livelihoods Mission Society. |
| Issue Date | 29/05 /2017 |
| Pre-Bid Meeting. | 12/06/2017 at 11:00 AM. |
| Submission Last Date | 29/06/2017 at 3:00 PM. |

Nanda Akhanda

State Mission Director.
ASRLMS.
Sivanath Gogoi Path, Panjabari
Guwahati-37.

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1. REQUEST FOR PROPOSAL TERMINOLOGY

Throughout this document, the following definitions apply:

- a) "Applicant" means a party that submits, or intends to submit, a Proposal;
- b) "Work Order" means the written order resulting from this RFP issued by the Authority;
- c) "The Authority" means the Assam State Rural Livelihood Mission;
- d) "Must", or "mandatory" means a requirement that must be met in order for a Proposal to receive consideration;
- e) "Proposal" means a proposal submitted in response to this RFP;
- f) "RFP" means this Request for Proposal; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of RFP.

2. EXECUTIVE SUMMARY

Background:

Assam State Rural Livelihoods Mission (ASRLM) is an autonomous body formed under Panchayat and Rural Development Department, Govt. of Assam and registered under Societies Registration Act, 1864. It has been designated by Govt. of Assam to implement the Deen Dayal Antodya Yojana-National Rural Livelihoods Mission as well as the Deen Dayal Upadhaya Grameen Kaushalaya Yojana (DDU-GKY) – a programme for skill development and livelihoods opportunities for rural youth in the state.

ASRLM has been set up with the aim to reduce poverty among rural BPL through building strong grassroots institution of the poor. ASRLM has multi-pronged approach to strengthen livelihoods of the rural poor by promoting women SHGs, providing skill development and placement for youth for wage based occupations in different private/business organizations and imparting self-employment oriented training through banks.

It has been observed that, there are more than more than 1000 (one thousand) tea gardens in Assam where Tea and Ex-Tea Garden Tribes, who are recognized as Other Backward Classes by the Government reside who not only constitute a sizable chunk of the population in the State but also play a major role in tea production of the State (about 53% of the total tea production of the country) and this contributes to the economy of the State. Economically, they are quite backward and literacy level among these communities is extremely low. As per report, the health and hygiene condition of the tea garden labours are very poor because of which the infant mortality rate is significantly high and many of them suffer from malnutrition. The tea garden labourers mostly suffers from nutritional deficiency because of non-availability of supply of nutritious food and wholesome water as well as lack of purchasing power resulting rise in infant mortality rate among those people.

Keeping these in mind, ASRLM envisaged in coordination to Govt. of Assam, to provide nutritious food items at quick access and reasonable rate to the tea garden people. Nutrition shops under the banner “Bagan Bazar” were established within the premises of tea gardens; and run by Self Help Group (SHG) members of ASRLM. These shops are equipped with nutritional food items and Grocery items. Overall sixty three (63) Bagan Bazars were opened during the F.Y. 2015-16 and 2016-17 in two phases across the state. ASRLM provides handholding support to these SHG members running the shops and also helps them with Bank Credit linkages. Each of these SHGs is credited with a Cash Credit Loan of Three Lacs from Assam Gramin Vikash Bank (AGVB) as per the agreement with the SHG group, ASRLM and AGVB. Some of the SHG groups running the Bagan Bazar are also earning revenue as Customer Service Point (CSP) of AGVB, installed in the Bagan Bazar.

2.2. CONTEXT:-

ASRLM has taken a special initiative to open up Nutritional Centres named "Bagan Bazar" in tea gardens with the following objectives:

1. To reduce the level of MMR & IMR and improve the general health condition of the tea garden community.
2. To make availability of nutritious food items for the tea tribe community in tea garden areas at a reasonable rate.
3. To provide livelihoods for members of SHGs of tea garden areas.
4. To provide financial services for the tea tribe community through CSP mode.

Since establishment of these Bagan Bazars, ASRLM has been handholding and monitoring their functioning. But, It has been observed that some of the Bagan Bazars are not performing to its optimal level. Therefore, it has been felt that an assessment and analysis of these Bagan Bazars is needed in order to fill the need based gaps so that these shops become financially viable.

3. TERMS OF REREFERENCE:-

A. Scope of Work:

The Scope of Work for the Agency shall be, but not limited to the following:-

1. Assessment of the 63 Bagan Bazars.
2. Gap analysis of Bagan Bazars.
3. Sustainability analysis of the individual Bagan Bazar.
4. Suggestive strategy and work plan to strengthen the Bagan Bazars.
5. Framework of a Business Model on Nutrition Shop "Bagan Bazars" in tea garden areas in order to replicate the same in the state.

B) Duration of the Assignment:

The duration of the assignment will be for a period of Three (3) Months.

C) Project Support:-

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

D) Reporting:-

The State Mission Director or any other assigned official of ASRLMS will be responsible for the review and monitoring of the progress of the assignment regularly.

4. Eligibility Criteria:

- a) The Agency must be incorporated & registered in India, under the Indian Companies Act /Societies Registration Act/Trust Act/any other Act in India and should be in operations in India for minimum of 5 years.

- b) The Agency should have minimum average annual turnover of INR Fifty Lakhs or above during the last financial years (2013-14, 2014-15, 2015-16).
- c) The Agency must have at least Three (3) prior project experiences / assignment in conducting impact assessment study in rural/community development sector project during last 3 years.
- d) The Agency should not have been barred by any PSU/Govt Dept in doing business with them. (Please submit declaration)

The Agency must submit copies of the following documents:-

- I. Name of the Firm/ Organization/ Institute.
(Detail of the organization (including Name, Complete Address, Phone No, Contact Person, Email ID, Brief Description of the organization etc.)
- II. Copy of the registration certificate from Competent Authority.
- III. Copy of the Service Tax Registration certificate.
- IV. Copy of Income Tax PAN Card No (Photocopy of the PAN Card to be submitted).
- V. Experience in Three (3) prior project experience / assignment in in conducting impact assessment study in rural/community development sector project during last 3 years. (Work Order/Completion Certificate to be furnished)
- VI. Copy of the Annual Audit Report have minimum annual turnover of INR 50 Lakhs or above during the last financial years (2013-14, 2014-15, 2015-16) .

5. RFP Process:

- i) The Authority is the Work Order issuing authority as relates to this RFP.
- ii) This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the Authority reserves the right to amend its requirements or the information contained in this document at any time during the RFP process.
- iii) The Authority offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage as relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP's information or any subsequent communication.
- iv) If the Authority decides to select an applicant for the services, at that time a detailed Work Order will be issued to the applicant selected. This Work Order will not be made available until the selection of a successful applicant.
- v) Neither the RFP document nor any other related document shall constitute a contract or agreement with Authority, except as where specifically referenced in ANNEXURE - 1.
- vi) The Authority reserves the right to disqualify any applicant who provides information which later proves to be incorrect, or which does not supply the information required by this RFP. The Authority will not be liable for any costs of any applicant participating in this RFP.
- vii) The submission of a response to this RFP by any applicant or potential applicant confirms the applicant or potential applicant's acceptance of all terms and conditions of this RFP.
- ix) Respondents to this RFP or their agents may not make any contact with any party employed or directly associated with the Authority as relates to this RFP. **Any query/**

requests for clarifications on the RFP by the Applicant should be sent via e-mail (only) to asrlms.india@gmail.com

6. INSTRUCTIONS TO APPLICANT

A. General Requirements

- i) The response to RFP is required to address all technical requirements contained within this RFP.
- ii) Only proposals submitted strictly in accordance with the RFP Documents or as may be required by the Authority will be considered as valid proposals by the Authority.
- iii) The RFP is not a Work Order. A separate Work Order will be made available only after selection of the preferred applicant.
- iv) All information supplied by the Authority in connection with this RFP shall be treated as confidential.

B. Timetable

The RFP timetable is given below. The Authority retains the right to vary or discontinue the process or any part thereof at its absolute discretion. The summary of various activities with regard to this invitation of bids are listed in the table below:

| <i>Activity</i> | <i>Date</i> |
|----------------------------------|-------------------------|
| Issue of RFP Document | 29/05/2017 |
| Pre-Bid Meeting. | 12/06/2017 at 11:00 AM. |
| Deadline for Proposal submission | 29/06/2017 (3.00 PM) |
| Opening of Eligibility Criteria | 29/06/2017 (at 4:00 PM) |
| Opening of Technical Bid | To be Informed. |
| Opening of Financial Bid | To be Informed. |

C. Period of Bid Validity

The Bid Validity Period will be 90 days from the date of submission of Bids.

D. Submission of RFP

1. The Bidder must complete and sign the Undertaking at **ANNEXURE - 1**
2. Only one original form of proposal signed by the authorised signatory is required by the Authority. No typed or pencil signatures will be accepted.
3. The proposal submitted must be without any overwriting, corrections, double typing, etc.
4. The Bidder will upload their proposals in three parts. The first part will contain documents relating to **Eligibility criteria** and the second part will contain the documents relating to **Technical Bid**. The third part will contain the **Financial Bid**.
5. The Bidder shall submit the following documents containing the Eligibility Criteria, Technical Proposal and Financial Proposal in hard copy on or before **3.00 PM** dated **29/06/2017** to the following address:- Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Panjabari, Guwahati-37.

E. Preparation of RFP Document:

E.1 Eligibility Criteria:

- a) The Agency must be incorporated & registered in India, under the Indian Companies Act /Societies Registration Act/Trust Act/any other Act in India and should be in operations in India for minimum of 5 years.
- b) The Agency should have minimum annual turnover of INR 50 Lakh or above during the last financial years (2013-14, 2014-15, 2015-16).
- c) The Agency should have Experience in Three (3) prior project experience / assignment in conducting impact assessment study in rural/community development sector project during last 3 years. (Work Order/Completion Certificate to be furnished)
- d) The Agency should not have been barred by ant PSU/Govt Dept in doing business with them. (Please submit declaration)

E.2 Technical Bid:

The technical bid should contain :-

1. Concept & Approach of the proposed strategy for implementing the tasks to deliver the expected output(s).
2. Project experiences / assignment in conducting impact assessment study in rural/community development sector projects during last 3 years.
3. Work Plan {Outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones, and tentative delivery dates of the reports. The proposed work plan should be consistent with the Concept & Approach of the proposed strategy, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included.

(Format for Technical Bid is given at ANNEXURE II, III, IV,V)

E.3 Financial Bid:

The financial bid will be the Overall Cost for "*Hiring an Agency for Assessment and Analysis of 63 Nutrition Shops 'Bagan Bazars' in tea garden areas of Assam*" as per the Scope of Work as laid down in the Terms of Reference.

1. Bidder should provide all prices as per the prescribed format under this Form. Bidder should not leave any field blank. In case the field is not applicable, Bidder must indicate "0" (Zero) in all such field.
2. All the prices are to be entered in Indian Rupees INR (%age values are not allowed).
3. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
4. The final Financial Bid of the Bidder shall be inclusive of all Taxes, Duties and Levies including Service Tax, etc.
5. Authority shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.

(The Financial Bid Summary Form is given at ANNEXURE – V)

7. EVALUATION OF PROPOSAL

The evaluation would consist of following phases:

Phase I: Evaluation of Eligibility Criteria.

Phase II: Evaluation of Technical Bids.

Phase III: Evaluation of Financial Bids.

Phase IV: Combined Evaluation of Technical and Financial Bids.

Phase I: Evaluation of Eligibility Criteria:

In this part the Agency will be evaluated for the fulfilment of the conditions specified in the Eligibility Criteria .

Phase II: Evaluation of Technical Bids:

1. In this part the technical bid of only those agencies who have qualified the Phase I i.e. Eligibility Criteria will be evaluated.
- 2) The technical bid will be analyzed and evaluated on the parameters shown in the table below and the technical bid marks shall be assigned to each bid on the basis of following evaluation matrix:-

| | Technical Score | Minimum Qualifying Score. |
|--|-----------------|---------------------------|
| Concept & Approach | 40 | 20 |
| Project experience/ assignment in conducting impact assessment study in rural/community development sector projects during last 3 years. | 40 | 20 |
| Work Plan | 20 | 10 |
| Total Score | 100 | 50 |

3. Analysis of technical bid

- i. In this part, the technical bid will be analyzed and evaluated and the technical bid marks (Stm) shall be assigned to each bid on the basis of following above evaluation matrix
- ii. Each competency group will have Minimum Qualification Score and only those Technical Bids receiving marks greater than or equal to cut-off marks in each competency group will be eligible for consideration in financial bids. If required, the Authority may seek specific clarifications from any or all Bidder(s) at this stage. The Authority shall determine the Bidder that qualify for the next phase after reviewing the clarifications provided by the Bidder(s). The bidder may be asked to make a presentation before the Purchase Committee to explain the points on the basis of which Technical bids will be evaluated.
- iii. Technical Bid Score: The Technical Bid Score 'St' of the Bidder shall be derived as under

$$St = (Stm / SH), \text{ where}$$

St is the Technical Bid Score

Stm = Total technical bid marks of the bid under consideration.

SH = Highest total technical bid marks amongst all evaluated bids.

- i. The Authority reserves the right to modify the evaluation process at any time during the RFP process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change. At any time during the process of evaluation the Authority may seek specific clarifications from any or all Bidder.

Phase III: Evaluation of Financial Bids:

In this phase, the Financial Bids of the Bidder, who are technically qualified in Phase II, shall be considered. Formula to determine the scores for the Financial Bids shall be as follows

$$Sf = (FL / F),$$

Where

Sf is the Financial Score

FL is the value of lowest Commercial Bid

F is the price quoted in the bid under consideration.

Phase IV: Combined Evaluation of Technical & Financial Bid

- i. The Total score of the Bidder will be determined as under
Total Score (Ts) = (70 x St) + (30 x Sf)
- ii. The Bid of the Bidder, who obtains the highest Ts value, will be rated as the best Bid. In the event of a tie, the bid with the highest technical score (St) will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion.
- iii. The Authority will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part.

9. Right to Vary Scope of work at the time of Award:

The Authority may at any time, by a written order given to the Bidder, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the agreed Price or delivery schedule, or both, and the Work Order shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within 15 days from the date of the Bidder's receipt of the Authority's changed order.

10. Right to accept any Bid and to reject any or all Bids:

The Authority reserves the right to accept any bid, and to annul the RFP process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected Bidder or Bidder or any obligation to inform the affected Bidder or Bidder of the grounds for the Authority's action.

11. Notification of Award:

Prior to the expiration of the period of bid validity, the Authority will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted.

12. Issuing the Work Order:

At the same time as the Authority notifies the successful Bidder that its bid has been accepted, the Authority will send the Work Order, incorporating its requirements including the conditions laid down in the RFP. Within 7 days of receipt of the Work Order, the successful Bidder shall sign and date the Work Order and return a copy to the Authority as a token of acceptance of the requirements laid down.

13. Performance Guarantee:

The successful agency will execute a Performance Guarantee for 5 % of the total value of the contract in the form of Account Payee Demand Draft or a Bank Guarantee from a Nationalized Commercial Bank in an acceptable form. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of the project.

14. Confidentiality of the Document:

This RFP is confidential and anything contained in this RFP shall not be disclosed in any manner, whatsoever.

15. Rejection Criteria:

Besides other conditions and terms highlighted in the RFP document, bids may be rejected under following circumstances:

1. Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder.
2. Bids providing information that are found to be incorrect/ misleading at any stage / time during the RFP Process.
3. Bids in which the total lump sum price quoted by the Bidder is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges.
4. Bids made through Telex /Telegraphic / Fax/E. Mail.
5. Bids which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid.
6. Bids where prices are not firm during the entire duration of the contract and / or with any qualifications
7. Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this RFP.
8. Bids in which the Bidder seeks to influence the Authority's bid evaluation, bid comparison or contract award decisions.

16. General

i) Bidder shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondences from Bidder will not be considered.

ii) If at any stage of RFP process or during the currency of the Work, any suppression / falsification of such information is brought to the knowledge of the Authority, the Authority shall have the right to reject the bid or cancel the Work Order, as the case may be, without any compensation to the Bidder.

iii) The Bidder shall deem to have complied with all clauses in the RFP under all the sections/chapters of the Bidding document, unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.

iv) Any other point, which may arise at the time of evaluation, will be decided by Authority for assessment of the bids.

v) **Other important Information.**

a) The Authority is not bound to accept the lowest or any RFP or to assign any reason for non-acceptance. The Authority reserves its right to accept the RFP either in full or in part. Conditional Bids will be rejected outright.

b) The Authority reserves the Right to place an order for the full or part quantities under any items of work under Scope of work

c) The Authority reserves the right to cancel the Work Order of any agency/ agencies in case of change in the procedures or unsatisfactory services.

d) In the event of any dispute, the tribunals and courts in Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between the Consultant/Organization/Institute and the Authority.

UNDERTAKING

TO: The State Mission Director
Assam State Rural Livelihoods Mission Society
Panjabari, Guwahati-37

I/We

Of (insert business address)

Hereby, submit our proposal in response to the Request for Proposal (RFP) for *"Hiring an Agency for Assessment and Analysis of 63 Nutrition Shops 'Bagan Bazars' in tea garden areas of Assam"* and undertake to execute and complete the services as we will be reasonably required to be performed, in accordance with our proposal, the RFP requirements and the final work order to be issued by the Authority.

This RFP shall remain valid to be accepted by the Authority and shall not be withdrawn for a period of 90 days from date of submission of bids.

I/We understand that the Authority reserves the right to accept / reject any application and the selection is at their sole discretion.

Authorized Signature

Name in full:

Agency Name:

Title:

Date:

(On Company/Firm Letter Head)

TECHNICAL BID

REQUEST FOR Proposal for Hiring an Agency for Assessment and Analysis of 63 Nutrition Shops 'Bagan Bazars' in tea garden areas of Assam.

Form A: Technical Bid - CONCEPT & APPROACH OF THE PROPOSED STRATEGY.

Concept and Approach .{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the concept & approach you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}

f.

Annexure - III

Form B: Technical Bid - Project experience/ assignment in conducting impact assessment study in rural/community development sector project during last 3 years.

K.

Form B: Technical Bid - WORK PLAN.

Work Plan. {Outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones, and tentative delivery dates of the reports. The proposed work plan should be consistent with the Concept & Approach of the proposed strategy, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included.

h

(On Company/Firm Letter Head)

FINANCIAL BID

| SI No | Description | Value in INR |
|-------|---|--------------|
| 1. | Professional Fees..1 | |
| | Professional Fees..2 | |
| | Professional Fees..3 | |
| | Taxes | |
| A | Sub Total | |
| | Miscellaneous Expenses 1 | |
| | Miscellaneous Expenses 2 | |
| | Miscellaneous Expenses 3 | |
| | Taxes if any on Miscellaneous Expenses. | |
| B | Sub Total | |
| | Grand Total (A + B) | |

(The Bidders can add more rows, if required)

Authorised Signature:-

Name & Designation of Signatory:-

Address:-

Date:-

Seal of Organisation:-

