



## REQUEST FOR PROPOSAL

RFP NO	ASRLMS/DDU-GKY/769/2016-17/19
RFP on	Hiring an Agency for conducting a market demand study of jobs in the state of Assam and related skills required under DDU-GKY.
Issued by	Assam State Rural Livelihoods Mission Society.
Issue Date	22/03/2017
Pre-Bid Meeting.	05/04/2017 at 11:00 AM
Submission Last Date	21/04/2017 at 3:00 PM
Contact Person	Mr Amrit Borah- Chief Operating Officer-Skills, ASRLMS.
Place of Submission.	Assam State Rural Livelihoods Mission Society. Sivanath Gogoi Path, Nabajyoti Nagar, Panjabari, Guwahati-37.

**Summary of Proposal:-** The Request for Proposal is issued by Assam State Rural Livelihoods Mission Society to obtain Proposals from Agencies/Firm for conducting a market demand study of jobs in the state of Assam and related skills required under DDU-GKY.

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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 Disaster Management Authority;
- 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:

Placement Linked Skill Development Training Program under Deen Dayal Upadhaya Grameen Kaushalya Yojana (DDU-GKY) in Assam is being implemented by the Assam State Rural Livelihoods Mission (ASRLMS) to cater to the challenges of creating a large number of Skill development and livelihood opportunities for the rural poor, occupational aspirations of the rural youth and to increase the income levels of rural poor in the State. ASRLMS is an autonomous body formed under the 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 in the state. As such, ASRLMS has been implementing DDU-GKY as a vertical under DAY-NRLM. The mandates of ASRLMS under DDU-GKY are:

- ) Mobilization of poor Rural Youth
- ) Training of rural youth for skill development and skill up-gradation
- ) Liaison with Skill providers, Corporate and Industries for training and placement support
- ) Capacity Building of professionals of DAY-NRLM across all levels, Panchayati Raj Institutions and Project Implementing Agencies (PIAs)
- ) Designing DDU-GKY promotional (IEC) strategies
- ) Documentation of best practices, success stories etc. (Knowledge Management)
- ) Placement and Post placement support including setting up of Migration Support Centers and Alumni Support Cell

Deen Dayal Upadhaya Grameen Kaushalya Yojana (DDU-GKY), the skill training and placement program of the Ministry of Rural Development (MoRD), occupies a unique position amongst other skill training programmes, due to its focus on the rural poor youth and its emphasis on sustainable employment through the prominence and incentives given to post-placement tracking, retention and career progression. Even as India moves towards becoming an international skills hub, there is a need to acknowledge the challenges preventing the rural poor from taking advantage of this momentous economic transition. Lack of formal education, marketable skills and other constraints imposed by poverty place significant entry barriers to today's job market. DDU-GKY is therefore designed to not only provide high quality skill training opportunities to the rural poor, but also to establish a larger ecosystem that supports trained candidates secure a better future.

The current target of the program in the state is to achieve training target of 78,508 rural youth by 2019. The key target beneficiaries of DDU-GKY are the rural youth from poor families. It gives priority to disadvantaged groups such as SC, ST, women, minorities and person with disability through its attention to market-led training programs to ensure employability, and its emphasis on partnership based skilling and placement delivery.

### 3. TERMS OF REFERENCE:-

#### A) Objective of the study:

Understanding the labor market and job opportunities is vital for a demand-driven skill development program like DDU-GKY. Therefore, a comprehensive market survey from skill sets with market demand to the types of jobs and employment opportunities available within Assam will help ASRLMS to customise the training program as per local needs and help PIAs employ people locally. The survey will also provide information on the quality of skill training required and skill courses demanded in the market.

#### B) Scope of work:

- i. Identify available employment opportunity for DDU-GKY trained candidates in the state of Assam. This should be classified into:
  - a. Specific type of jobs available in the market along with approximate monthly salary offered and percentage of Trades in which jobs are offered.
  - b. Level of skill sets required for the available jobs.
- ii. Identify the most employable skills training courses that can be offered under DDU-GKY in the state of Assam.
- iii. Identify issues and challenges related to employing DDU-GKY trained candidates and recommendations to overcome the challenges.
- iv. Recommendations on innovative trades that are in demand (with employment potential in organised sector) and are not covered under DDU-GKY in the state so far and/or are “new” to Assam that is worth exploring.

#### C) Methodology:

The agency is expected to come up with the best approaches for undertaking this job market survey. However, the following guiding principles should be taken into consideration:

- i. Desk review of secondary data including project proposals submitted by existing training providers (Project Implementing Agencies under DDU-GKY).
- ii. Assessments and review of previous skill demand study / skill gap study of Assam.
- iii. Interviews with private sector employers, relevant government departments and industries.
- iv. Extensive mapping of market needs/ available jobs in the market through primary data collection.
- v. Interviews with key staff undertaking the project in the PIAs as well as in ASRLMS.
- vi. Interviews with DDU-GKY trainees to know their aspirations.
- vii. Interview with DDU-GKY alumni to explore what trainings worked and what did not (i.e. could not provide employment to avoid those trades/ NOS-QPs in near future)
- viii. Any other methods applicable.

**D) Review of literature:** Desk study review of all relevant documents, including but not limited to the following, should be done by the agency:

- i.) DDU-GKY Guidelines and Standard Operating Procedures issued by the Ministry of Rural Development, Govt. of India.
- ii.) NRLM Implementation Framework issued by the Ministry of Rural Development, Govt. of India
- iii.) Skill Gap Studies conducted by different agencies of the Govt. of India and Govt. of Assam (if any)
- iv.) National Skill Development Policy, 2016.

#### **E) Key Deliverables and Time line:**

- i. Inception report: (Within 10 days receipt of Work Order/ Project Commencement Order). Detailing the methodology including the main research methods, the sampling framework, proposed sources of data, procedures for data collection and analysis, and a draft but detailed table of contents. The proposed research tools will be discussed and approved by the competent authority before data collection commences.
- ii. First Draft Final Report: (Within 45 days) - incorporating suggestions and recommendations from competent authority. A second round of revision may be required before the final version of the Final Report can be produced.
- iii. The Final report within 60 days after incorporating suggestions and recommendations from competent authority (one electronic copy in PDF Format and one in DOC format)
- iv. An electronic copy of all data collection tools and the job market study data set.
- v. A final presentation of the overall findings to the competent authority for validation (at the closure of the project).

#### **F) Duration of the Assignment:**

The duration of the assignment will be 60 days including days of travel to different locations within Assam for conducting the study.

#### **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 annual turnover of INR 25 Lakhs or above for the last financial years (2013-14, 2014-15, 2015-16) during the last three financial years.
- c) The Agency must have Three 3 years experience in doing similar works.
- d) The Agency must have on its pay - roll availability of technically qualified personnel in the area of consulting services.
- e) The Agency should not have been barred by ant PSU/Govt Dept in doing business with them. (Please submit declaration)

***Note: Agency must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned below:-***

- 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 need to be submitted).
- V. The Agency must have Three 3 years experience in doing similar work. (Work Order/Completion Certificate to be furnished.

- VI. Copy of the Annual Audit Report have minimum annual turnover of INR 25 Lakhs or above for the last financial years (2013-14, 2014-15, 2015-16) during the last three financial years.
- VII. The Agency must have on its pay-roll availability of technically qualified personnel in the area of consulting services. (Details of Employees to be furnished).

#### **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.
- viii) 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](mailto:asrlms.india@gmail.com)***

#### **7. 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	22.03.2017
Pre-Bid Meeting.	05.04.2017 at 11:00 AM.
Deadline for Proposal submission	21.04.2017 (3.00 PM)
Opening of Eligibility Criteria	21.04.2017 (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**

- i. Potential Applicant must complete and sign the Undertaking at **ANNEXURE - 1**
- ii. Only one original form of proposal signed by the authorised signatory in ink is required by the Authority. No typed or pencil signatures will be accepted.
- iii. Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word/PDF format. The printed copy of the documents will be taken to be correct if there is any inconsistency between the versions.
- iv. The proposal submitted must be without any overwriting, corrections, double typing, etc.
- v. Applicant will submit their proposal in three parts. The first part will contain documents relating to **eligibility criteria** and the second part will contain the documents relating to **technical proposal**. The third part will contain the **financial proposal**.
- vi. The documents containing the Eligibility Criteria, Technical Proposal and Financial Proposal should be submitted in three separate sealed envelope marked "**Eligibility Criteria**", "**Technical Proposal**" & "**Financial Proposal**".



- vii. The three separate sealed envelopes comprising Eligibility Criteria, Technical Bid & Financial should be submitted in one Single sealed envelope super scribed with the wordings “**Confidential RFP Document - Do not open**” and this envelope should be clearly marked “**Request for Proposal for Hiring an Agency for conducting a market demand study of jobs in the state of Assam and related skills required under DDU-GKY**”.
- viii. The cover thus prepared should also indicate clearly the name, address, e-mail id and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
- ix. The Eligible Criteria, Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.
- x. The sealed envelope containing the proposal must be received in the office of the State Mission Director, Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Panjabari, Guwahati-37 on or before **3.00 PM** dated **21.04.2017**. Envelopes /documents received after the stated time and date will be rejected.

## **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 25 Lakhs or above for the last financial years (2013-14, 2014-15, 2015-16) during the last three financial years.
- c) The Agency must have Three 3 years experience in doing similar works.
- d) The Agency must have on its pay - roll availability of technically qualified personnel in the area of consulting services.
- e) 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. Technical approach, and the methodology to be adopted for implementing the tasks to deliver the expected output(s).
2. 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 technical approach and methodology, 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.

3. Team Composition along with the CVs of Consultants required for this Assignment.

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

### **E.3 Financial Bid:**

1. The financial bid will be the Overall Cost for ***“Hiring an Agency for conducting a market demand study of jobs in the state of Assam and related skills required under DDU-GKY”*** as per the Scope of Work as laid down in the Terms of Reference.
2. 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.
3. All the prices are to be entered in Indian Rupees INR (%age values are not allowed).
4. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
5. The final Financial Bid of the Bidder shall be inclusive of all Taxes, Duties and Levies including Service Tax, etc.
6. Authority shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.

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

## 8. 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 fulfillment 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.
	Technical Approach & Methodology	50	25
	Work Plan.	10	5
	Team Composition for the assigned work and CV of the Consultants.	40	20
	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.**

4. 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 opened. 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. Technical Bid containing financial details
4. Bids that reveal prices in any form or by any reason before opening the Financial Bid
5. Bids not submitted in Two Bid systems in separate envelopes.
6. 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
7. Bids made through Telex /Telegraphic / Fax/E. Mail
8. Bids which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid.
9. Bids where prices are not firm during the entire duration of the contract and / or with any qualifications
10. Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this RFP.
11. 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 ownership of the Web Portal and all its elements will at all times vest with Authority and the agency will have no proprietary or other rights in respect of the same

b) 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.

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

d) After issue of the Work Order the Performance Guarantee will be forfeited in case of undue delays in performance by the agency.

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

f) 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

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Of (insert business address)

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Hereby submit our proposal in response to the Request for Proposal (RFP) for Hiring an Agency for conducting market demand study of jobs and related skills required under DDU-GKY 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 CONDUCTING A MARKET DEMAND STUDY OF JOBS IN THE STATE OF ASSAM AND RELATED SKILLS REQUIRED UNDER DDU-GKY.

### Form A: Technical Bid - TECHNICAL APPROACH & METHODOLOGY

***Technical Approach and Methodology.*** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology 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.}



## Annexure - III

### Form B: Technical Bid - WORK PLAN

***Work Plan.****{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Authority), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, 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 here. The work plan should be consistent with the Work Schedule Form.} Consultants are required to propose realistic work plan vis-à-vis deliverables, staffing and should adhere to the work plan to be prepared as per deliverables in Bar Chart.*

**Form C: Technical Bid**

**Team Composition for the assigned work along with the CVs of Consultants.**

(On Company/Firm Letter Head)

**FINANCIAL BID**

Sl No	Description	Value in INR
1.	Consultancy Fees.	
	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)	

Authorised Signature:-

Name & Designation of Signatory:-

Address:-

Date:-

Seal of Organisation:-

