Government of India
Ministry of Development of North Eastern Region

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Dated 03.08.2020

Request for Proposal (RFP) for Conduct of ‘Study of Studies’

1. Introduction

North Eastern Region (NER) consists of eight States namely Arunachal Pradesh, Assam, Meghalaya, Manipur, Mizoram, Nagaland, Tripura and Sikkim. NER has an area of 2,62,179 Sq. km, which is 7.98% of total geographical area of the country with 118 districts. As per Census 2011, the population of the region is about 45 million (4.5 crore), constituting 3.78% of the total population of India. The region shares international borders of about 5483 km with several neighbouring countries, Nepal (99 km), Bhutan (516 km), China (Tibet) (1346 km), Myanmar (1643 km) and Bangladesh (1879 km). North East India is one of the most ethnically and linguistically diverse regions in India. The region has a high concentration of tribal population. Three States have ST population above 85%; these are Mizoram (94.43%); Nagaland (86.48%); and Meghayala (86.15%). The location and natural resources makes the region a potential powerhouse of India for its growth and development. The North Eastern states of India are endowed with the ingredients necessary to propel the growth and development of their natives and in driving the GDP growth of the country. Blessed with bounty of natural resource, exotic species and high literacy rates, North East offers a viable business platform for national as well as international investors. While the entire world is veering towards organic products, North East has been a stalwart in organic products, providing the country with best organic varieties of vegetables, fruits, tea, coffee and other medicinal herbs. The natural beauty coupled with cultural heritage of NER has always attracted travellers, scholars and researchers to learn about the life, food habits, culture, tradition, language and source of living among the tribes of the NER, which is inhabited by more than 200 tribes in the region.

2. Genesis of ‘Study of Studies’

In the past, many studies pertaining to North Eastern Region (NER) have been done by various organisations, agencies, Government, NGOs, individuals etc., in various sectors. While some for the studies are state / sector specific, others cover two or more NE States or even the entire region. However, there is no complete data bank / record of such studies available at one place. Despite many studies conducted for the region, still many proposals keep coming for further studies on similar or related subjects. Hence M/o DoNER, which is responsible for matters relating to planning, execution and monitoring of developmental programmes in NER, coordinating the efforts of various ministries / departments / organisations of Central Government to address the special needs of the region, ensuring optimum utilization of
earmarked resources by non-exempted Ministries / Departments, and is the only Ministry with territorial jurisdiction, proposes to engage an agency to compile and analyse all such studies conducted in the last 10 years.

3. **Objectives of the study**

The proposed study envisage to list out and compile various studies done so far in various sectors in the context of North East and analyse and compile the recommendations of such studies, which may be useful for various policy and decision making purposes.

4. **Scope of Study / work**

   i. To prepare a complete master database of the studies conducted during the last 10 years.
   
   ii. To categorise / organize these studies by subjects / sectors / states / areas of study / agencies who conducted study etc.
   
   iii. To study and analyse the actions taken on the recommendations of such studies / present status of implementations of such recommendations and reasons for non-implmentations etc.
   
   iv. To study and analyse the feasibility / practicability of implementation of the recommendations of such studies and list out implementable recommendations along with the pre-conditions required for implementing these and agencies responsible for implementation.
   
   v. To analyse the outcomes of these studies using appropriate statistical techniques.
   
   vi. To assess the usefulness of such studies.
   
   vii. To list out areas/sectors in which no worthwhile study (ies) have been conducted in the past 10 years and suggest such areas/sectors which require detailed study (ies) in future.

5. **Methodology**

The interested organisations may devise and indicate the methodology they are going to adopt in conducting such study which would be subject to acceptance by MDoNER. The assistance needed from MDoNER and other agencies / NE States may be clearly indicated.

6. **Eligibility for participation in RFP**

Broadly, the following types of organization/ institution can participate in the RFP:-

   i. Government agencies / institutions like IIPA, NIRD, NIPFP, NCAER, ASCI, State/Central Training Institutes like LBSNAA, Assam Administrative Staff College, etc.
   
   ii. International agencies / institutions like UNDP, ADB, World Bank etc.
   
   iii. Organisations like CII, FICCI, ASSOCHAM, PHD Chamber etc.
   
   
   v. Consulting organizations of national/international repute like Deloitte/KPMG/PWC/E&Y etc.
vi. Consortium of Joint Venture which is a legal entity is eligible to participate.

**Joint submission of proposal without formation of consortium of JV is not eligible.** The organizations should have the requisite expertise, knowledge and experience of conducting such studies and should be in a position to complete such study within the set time frame in accordance with the proposed terms and conditions of the RFP.

**Note:** The above list is indicative only. As is evident from above, only recognized/well established institutions/organizations/agencies/universities etc. are eligible to participate in the RFP. **Individuals are not eligible to participate in the RFP.** In case of organizations like universities, IIPA, etc. it would be permissible for a particular Department/Vertical etc of the organization to participate in the RFP.

7. **Coverage / studies to be included**

All studies done / sponsored/ funded by Central Government Ministries / Departments / Agencies, States, State agencies, international agencies like UN, UNDP, World Bank, ADB etc., non-governmental agencies like CII/FICCI/ASSOCHAM/ PHD Chamber, NGOs, private institutions / agencies, autonomous organisations, research / academic institutes, Universities and so on, in various sectors / areas; whether multi-sectoral or single-sector, entire NER, multi-state or single state but excluding thesis(s) done by students as part of their doctorate / M. Phil programmes. Further, research publications/ articles in journals or/and edited books should not form the part of this ‘Study of studies’. Newspaper articles are equally excluded from the coverage of this work.

8. **Period for coverage of studies**

i. Studies **completed** during last about 10 years (January, 2010 to June, 2020) i.e. those in respect of which Final report(s) have been submitted/are available at the time of preparation of report(s).

ii. Studies sanctioned during last about 10 years (January 2010 to June, 2020) which are yet to be completed in terms of submission of final report(s) at the time of preparation of report(s).

9. **Time frame for completion of study**

The study is **envisaged to be completed in two parts** as per following time lines

i. Collection and compilation of all studies /preparing a master data base of all studies and categorization / organizing these studies by sectors / subjects / areas/ states, agencies who conducted /sponsored / funded such agencies, time period etc.- **Submission of ‘Draft Report Part A’ – within 4 months of issuance of work order.**

ii. Seeking comments / advice of MDoNER on the Draft Report Part A – within 15 days of receipt of Draft Report Part A by MDoNER.
iii. Submission of ‘Final Report Part A’ – within 15 days of submission of comments / advice of MDoNER on draft report Part A (i.e. 5 months from the date of work order) (along with soft and hard copies and requisite data files / soft copies of studies compiled etc.).

iv. Analysis, compilation and consolidation of recommendations of such studies, sector / subject / area / State wise – Submission of ‘Draft Report Part B’ - within 3 months from the date of submission of ‘Final Report Part A’ (8 months from the date of issuance of work order).

v. Seeking comments / advice of MDoNER on ‘Draft Report Part B – within 30 days of receipt of Draft Report Part B by MDoNER.

vi. Submission of ‘Final Report Part B’ - within one month of submission of comments / advice of MDoNER on draft report Part B – i.e. 10 months from the date of work order along with soft and hard copies and requisite data files, soft copies of studies compiled etc.

(Total timeframe for submission of Final Report Part A and Final Report Part B along with soft and hard copies and related data files and soft copies of studies compiled etc. 10 months from date of work order).

NOTES: Time is the ‘essence’ for completion of task, hence only those who have the requisite manpower and other facilities and are willing / confident of completing such study in a set time frame need to apply / submit the proposal.

The successful bidder has to submit:

a. Soft copy of Draft and Final report(s) both Part A and Part B

b. 5 hard copies (colour printouts) of Draft and Final Report(s) Part A and Part B

c. Soft copy of meta / raw data created / collected / compiled for the study.

d. Soft copy of each of the study compiled (in pdf format), duly catalogued and named.

e. Such other details / data / information pertaining to the study, as required by MDoNER.

10. Cost of proposal / Study

Since the number of studies done in the region by various stakeholders is not known, it is desirable that the bidder should cover all the studies done in NER in last 10 years. Hence, rather than quoting lump-sum cost/amount for the ‘study of studies’, it is desired that the cost be indicated in terms of ‘Rate/unit cost’ for 100 (hundred) studies done by various agencies, which will be compiled and analyzed as per scope of the work of the RFP. The total amount payable to the successful bidder who is awarded the work will be based on number of studies actually covered in the ‘study of studies’ as explained in Notes below.

Notes:
i. Rate / Unit cost of study quoted should be “all inclusive” cost for 100 (hundred) number of studies, which may be included in the ‘Study of Studies’, as defined in the RFP, including all expenses, by whatever name called, like travelling expenses, out of pocket expenses etc., including all duties, taxes, levies, GST etc, costs pertaining to collection, compilation, and analysis of studies, translation, printing, secretarial expenses and so on.

ii. In case the number of studies included in the final report on ‘Study of Studies’ is less than 100 only proportionate amount of the quoted/ accepted Rate /unit cost for 100 studies will be paid. For studies exceeding multiple of 100, additional amounts for such number will also be paid in proportion to the quoted / accepted rate for 100 studies.

Examples
If the rate/unit cost quoted by the bidder for 100 studies is Rs. X, but the total number of studies included in the final report is 87 only, the total amount payable will be = Rs. $\frac{X \times 87}{100}$

Similarly, if the number of studies included in the final report is 537, the total amount payable will be Rs. $(5 \times X) + \frac{X \times 37}{100}$

iii. Studies referred to in para 8 (i) RFP will have Part A and Part B reports, studies referred to in para 8 (ii) will have only Part A of the reports. Hence, only for studies referred to in para 8 (i), 100% of Accepted ‘Rate/Unit Cost’ will be payable, for studies referred to in para 8 (ii), only 50% of Accepted Rate/ ‘Unit Cost’ will be payable.

11. Payment Structure

i. Rs.3 lakh, on award of work order to the successful bidder as interest free mobilisation advance, which may subsequently be adjusted from the next payment. It is not prescribed in percentage terms as estimated cost of the project is not known initially.

ii. 20% of estimated cost on submission of Draft Report Part A (soft copy + hard copies) along with requisite data files / soft copy of studies compiled.

iii. 15% of estimated cost on submission of Final Report Part A (soft copy + hard copies) along with requisite data files / soft copy of studies compiled.

iv. 25% of estimated cost on submission of Draft Report Part B (soft copy + hard copies) along with requisite data files / soft copy of studies compiled.

v. Balance, calculated based on total amount payable as per agreed rate/ norms/ conditions of work order minus amount already paid, on submission of Final Report Part B (soft copy + hard copies), along with requisite data file / soft copy of studies compiled.
12. **Pre Bid Conference**

The doubts or suggestions about draft RFP were received from few organizations through email by 17.7.2020 and were replied through email subsequently. In the pre-bid conference held on 24.7.2020 at 11 AM through web room, about 41 participants attended and their queries were clarified. Based on the written and verbal queries, this RFP has been finalised. This RFP document is being placed on the website of M/o DoNER ([https://mdoner.gov.in/](https://mdoner.gov.in/)) and Central Public Procurement Portal (CPPP) at [www.eprocure.gov.in](http://www.eprocure.gov.in). **Bid submitted based on this RFP hosted in websites will only be considered for evaluation.**

13. **Minimum eligibility criteria**

(i) Proposals received from well established and recognized organizations having the requisite experience and manpower, and ability to complete the work in the set time frame only will be eligible for participation in RFP. Proposals received from individuals will not be eligible.

(ii) The organization should have **conducted and completed** (a) at least five studies in the last 5 years [2015-16 to 2019-20 (1st April, 2015 to 31st March 2020)], (b) out of which at least one should be for a Govt. Department/agency (Central or State or PSU) and (c) out of which at least one should be having awarded/completed cost of Rs.10 lakh and above. Proposals not fulfilling above stated conditions will not be taken up for detailed Technical Evaluation.

14. **Procedure for submission of proposal**

Interested bidders may send their proposals in the two separate envelopes. **Envelope-1** should contain **Technical bid as per Annexure-I** and **Envelope-2** should contain **Financial bid as per Annexure-II**. The last date of submission of proposal is **04.09.2020** by 5.30 PM. The proposal may be sent in the name of Shri Purushottam Verma, Deputy Secretary, Room No.267, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi (Tel: 011-23015184) in **two separate sealed envelopes**. **Envelope-1** superscribed as “Technical Bid” for conduct of ‘Study of Studies’ and **Envelope-2** superscribed as “Financial Bid” for ‘Study of Studies’ and both sealed envelopes be put in an outer sealed **Envelope-3** superscribed “Proposal for Study of Studies”. The sealed **Envelope-3** proposal is to be sent by Post Office through Registered Post with Acknowledgement, Speed Post or Courier, provided it is received in MDoNER before the timeline. Responsibility for delayed delivery by Courier as well as Postal Authority will rest solely in the bidder. Any deviation from the procedure or putting both Technical and Financial Bids in a same envelop or giving financial bid in an unsealed envelop will lead to disqualification and non-consideration of such bids.

(b) The bidder may quote the ‘all inclusive rate/unit cost’ for 100 (hundred) studies (including statutory taxes/levies if any as detailed in notes under para 10 of RFP). The **total amount payable to the successful bidder who is awarded the work will be based on number of studies actually covered in the ‘study of studies’ as explained in notes under para 10 of RFP.**
(c) Late bids, i.e. bids received after the specified date and time of receipt will not be considered for evaluation.

15. **Method of Selection**

    Quality and Cost Based Selection (QCBS) method of evaluation will be adopted for selecting the bidder. The technical proposals will be allotted weightage of 60% while the financial proposals will be allotted weightage of 40%.

16. **Technical Bid Evaluation Criteria**

(a) The following technical bid evaluation criteria would be followed.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Criteria</th>
<th>Max. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Past Experience</strong></td>
<td><strong>50</strong></td>
</tr>
<tr>
<td></td>
<td>i. Conduct and completion of studies in last 5 years (2015-16 to 2019-20) (upto 5 studies = 0 mark, 1 mark for each additional study beyond first five, subject to a maximum of 20 marks)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>ii. Out of 1(i) above, studies done for Government Deptt./Organisations (Central/State/PSU) one study = 0 marks, 0.5 mark for each additional study subject to a maximum of 10 marks</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>iii. Out of 1 (i) above, studies done pertaining to North East Region/States 0.5 mark for each study, subject to a maximum of 5 marks</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>iv. Out of 1(i) above, number of studies having worth (awarded/completed cost) Rs. 10 lakh and above (one study = 0 mark, 1 mark for each additional study subject to a maximum of 10 marks)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>v. No. of studies awarded/started/ being conducted but not completed yet upto 5 studies – 0 mark, 0.2 mark for each of the additional study subject to a maximum of 5 marks</td>
<td>5</td>
</tr>
</tbody>
</table>

**Note:** Only the studies included in the list under para 9.1 to 9.3 of Technical Bid, accompanied by requisite reasonable proof and relevant details shall be taken into account. Further, the cut-off of 5 years i.e. from 1st April 2015 to 31st March 2020 shall be strictly observed.

| 2      | **Financial strength of the Organization/ Deptt./ etc.**                                      | **10**     |
|        | Annual Turnover/Revenue Receipts from consultancy/research studies for each of last three years (2017-18 to 2019-20)* (0 to Rs. 24.99 lakh turnover = 0 mark, Rs. 25 lakh to Rs. 49.99 lakh = 5 marks, Rs 50 lakh & above = 10 marks) | 10         |

<p>| 3      | <strong>Experience of Key Personnel</strong>                                                              | <strong>25</strong>     |
|        | i. Number of Permanent Establishment (manpower) in continuity in the preceding 1 year from the date of RFP (Upto 10 = 2 marks, 0.2 marks for each additional manpower subject to a maximum of 8 marks.) | 8          |
|        | ii. Out of 3(i) above, number of manpower have 3 years of consultancy/ research experience    | 7          |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(upto 2 = 1 marks, 0.2 marks for each additional manpower subject to a maximum of 7 marks.)</td>
<td></td>
</tr>
<tr>
<td>iii. Number of Studies undertaken by Team Leader proposed for this assignment in last 5 years (2015-16 to 2019-20) (whether as Team Leader or Asstt/Deputy Team Leader or full time member of the team)</td>
<td>5</td>
</tr>
<tr>
<td>(upto 3 = 1 mark, 0.5 mark for each additional studies subject to a maximum of 5 marks)</td>
<td></td>
</tr>
<tr>
<td>iv. Out of 3(iii) above, no. of studies worth more than Rs.10 lakh. undertaken by Team Leader proposed for this assignment in last 5 years (2015-16 to 2019-20) (2 studies = 1 mark, 0.5 mark for each additional studies subject to a maximum of 5 marks)</td>
<td>5</td>
</tr>
</tbody>
</table>

**4 Approach and Methodology – Presentation by the bidders before and evaluation by a Committee appointed by the Competent Authority of MDoNER**

| Understanding of Approach and Methodology and other relevant aspects including presentation before Committee demonstrating its strength, capacity, experience, ability to complete as per time lines of RFP, etc. | 15 |
| Total                                                                                       | 100 |

Notes - *: If any bidder certifies that their accounts for 2019-20 have not been audited as on date of submission of bid, MDoNER may either consider that unaudited statements signed by CEO/Head of the Organisation or Accounts for previous three years.

#: The bids received within the due date and time, would be evaluated as per the minimum eligibility criteria as per para 13 of RFP. Those who qualify based on the minimum eligibility criteria, would be intimated a date for presentation, which would be held through web room.

(b) The minimum qualifying marks for technical qualifications will be 75 subject to condition that there are at least 3 technically qualified bidders who obtain a minimum of 75 marks. (If there are three or more bidders who obtain 75 or more marks, all will be declared as technically qualified.) In case, number of technically qualified bidders obtaining 75 or more marks is less than three, top three bidders, who have obtained 50 or more marks, shall be declared as technically qualified bidders. In case the number of technically qualified bidders obtaining 50 or more marks is two only, the competent authority of MDoNER, in its discretion, may decide to accept the two who obtain 50 or more marks as technically qualified bidders and proceed to next stage of opening financial bids of such technically qualified bidders or decide to cancel/ withdraw the RFP. In the exceptional situation of only one bidder obtaining 50 or more marks or no bidder obtaining 50 or more marks in the technical evaluation, the competent authority of MDoNER may in its discretion, consider lowering the minimum qualifying marks to 40 and declare a maximum of top three bidders obtaining 40 or more marks as technically qualified or decide to cancel/withdraw the RFP. In case only one bidder obtains 40 or more marks or no bidder obtains 40 or more marks, no further relaxation shall be done and the competent authority shall cancel / withdraw the RFP.

17. **Scrutiny/ Evaluation of Proposal and Selection of Bidder**
The scrutiny/evaluation of the proposals shall be carried out in two stages. At the first stage fulfillment of minimum eligibility conditions prescribed in para 13 will be checked. Proposals fulfilling these conditions will be taken up for detailed technical evaluation as per para 16. Evaluators of technical proposals shall not have access to the financial proposals until the technical evaluation is concluded. The envelope containing the financial proposals is not opened till the technical evaluation is complete. The financial proposal of only such bidders will be opened which obtain minimum qualifying marks prescribed for the technical proposal as detailed under para 16(b). The list of all eligible/technically qualified bidders would be published on the Ministry’s website within 3 to 5 working days from date of evaluation of technical bids. A ‘Technical Evaluation Committee’ (TEC)/Sub Committee will be notified by the competent authority of MDoNER for checking the minimum eligibility criteria and detailed technical evaluation on various parameters included under para 16(a).

Further, the technically qualified bidders would be intimated a future date when the financial proposals shall be opened publicly in presence of the representatives of the qualified bidders who choose to attend. The name of the bidder and the quoted rate/unit cost shall be read aloud and recorded when the financial proposals are opened. The proceedings of the public opening will be minuted. This process will also be undertaken by the TEC. Decision of TEC will be final. Any bidder aggrieved by the report of TEC regarding technical evaluation, may within 3 days of posting of the report on the website of MDoNER, represent to Secretary MDoNER, with specific grounds/facts for such grievance. Decision of Secretary MDoNER shall be final on such representations. No representation shall be entertained, on any ground, whatsoever, after the opening of the financial bids.

18. An illustration of Quality and Cost Based Selection (QCBS) Method

Example 1

Suppose the last date/time for receipt of bids as per final RFP was August 01, 2020 at 5:00 pm. A total of 7 bids were received by this date/time (any bid received after this date/time shall not be considered). Technical Bids covers of these seven bidders were opened and subjected to 1st stage examination of checking the fulfillment of minimum eligibility criteria by TEC/Sub Committee of TEC. Two bids did not fulfill these conditions. Hence, the remaining 5 bids were taken up for detailed technical evaluation as per para 16 and TEC, after checking various documents/details submitted by the bidders, awarded following marks to these bidders.

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Marks allotted in the detailed Technical Evaluation by TEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>53</td>
</tr>
<tr>
<td>B2</td>
<td>79</td>
</tr>
<tr>
<td>B3</td>
<td>62</td>
</tr>
<tr>
<td>B4</td>
<td>85</td>
</tr>
<tr>
<td>B5</td>
<td>75</td>
</tr>
</tbody>
</table>

As last three bidders having obtained 75 or more marks, B2, B4 and B5, having obtained 75 or more marks shall be declared technically qualified. Financial bids of these three bidders will be opened on the notified date. Suppose the rate/unit cost quoted by these three bidders in their financial bids is as follows:
<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Rate/ unit cost per 100 studies quoted in the financial bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2</td>
<td>Rs. 120</td>
</tr>
<tr>
<td>B4</td>
<td>Rs. 110</td>
</tr>
<tr>
<td>B5</td>
<td>Rs. 105</td>
</tr>
</tbody>
</table>

Using the formula LEC/ EC, where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gave them the following points for financial proposals:

B2 - \( \frac{105}{120} \times 100 = 87.5 \) points

B4 - \( \frac{105}{110} \times 100 = 95.45 \) points

B5 - \( \frac{105}{105} \times 100 = 100 \) points

In the combined evaluation, the combined technical and financial score would be as under:

B2 - \( 79 \times 0.6 + 87.50 \times 0.4 = 47.40 + 35.00 = 82.40 \)

B4 - \( 85 \times 0.6 + 95.45 \times 0.4 = 51.00 + 38.18 = 89.18 \)

B5 - \( 75 \times 0.6 + 100.00 \times 0.4 = 45.00 + 40.00 = 85.00 \)

The three proposals in the combined technical and financial evaluation would be ranked as under:

B2 - 82.40 (H3)

B4 - 89.18 (H1)

B5 - 85.00 (H2)

Bidder B4 having the highest combined score of 89.18 with the quoted rate/ unit cost of Rs. 110 in the financial bid would therefore be declared as winner. MoU / Agreement will be signed between the Ministry and the B4 bidder awarding the contract to him at the rate/ unit cost quoted by him in the financial bid i.e. Rs. 110 as per terms and conditions mentioned in the final RFP.

Note: In case of tie, i.e. two or more bidders obtaining exactly the same marks, final selection will be made as per following criteria.

“Bidder who has quoted lower unit rate in the Financial bid shall be declared as winner. If still there is a tie, M/o DoNER will make the final selection by adopting a transparent and objective criteria in the presence of those tied up bidders.

**Example 2**

Suppose in the above example, marks obtained by the 5 eligible bidders in the detailed technical evaluation are as follows:
Bidder Name | Marks obtained
---|---
B1 | 42
B2 | 78
B3 | 61
B4 | 68
B5 | 51

As less than three bidders obtained 75 or more marks, top three bidders obtaining 50 or more marks viz. B2, B3 and B4 who obtained 78, 61 and 68 marks respectively shall be declared technically qualified. Rest of the process will be on the lines of Example 1.

**Example 3**

Suppose in the above example, marks obtained by the 5 eligible bidders in the detailed technical evaluation are as follows:

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Marks obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>40</td>
</tr>
<tr>
<td>B2</td>
<td>73</td>
</tr>
<tr>
<td>B3</td>
<td>64</td>
</tr>
<tr>
<td>B4</td>
<td>35</td>
</tr>
<tr>
<td>B5</td>
<td>49</td>
</tr>
</tbody>
</table>

As only two bidders having obtained 50 or more marks in this case (B2 and B3 obtained 73 and 64 marks respectively), Competent Authority of MDoNER, may in its discretion, decide to declare B2 and B3 as technically qualified or cancel / withdraw the RFP. In the case of selecting B2 and B3 rest of the process will be same as per Example 1.

**Example 4**

Suppose in the above example, marks obtained by the 5 eligible bidders in the detailed technical evaluation are as follows:

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Marks obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>39</td>
</tr>
<tr>
<td>B2</td>
<td>50</td>
</tr>
<tr>
<td>B3</td>
<td>42</td>
</tr>
<tr>
<td>B4</td>
<td>30</td>
</tr>
<tr>
<td>B5</td>
<td>48</td>
</tr>
</tbody>
</table>

As only one bidder having obtained 50 or more marks viz. in this case the Competent Authority of MDoNER, may in its discretion lower the qualifying marks to 40 or cancel / withdraw the RFP. If it is decided to lower the marks to 40, B2, B3 and B5, who obtained 50, 42 and 48
marks respectively, will be declared technically qualified. Rest of the process will be same as per Example 1.

Example 5

Suppose in the above example, marks obtained by the 5 eligible bidders in the detailed technical evaluation are as follows:

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Marks obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>39</td>
</tr>
<tr>
<td>B2</td>
<td>48</td>
</tr>
<tr>
<td>B3</td>
<td>35</td>
</tr>
<tr>
<td>B4</td>
<td>37</td>
</tr>
<tr>
<td>B5</td>
<td>34</td>
</tr>
</tbody>
</table>

As only one bidder having obtained 40 or more marks viz. B2, the RFP process shall be cancelled / withdrawn, and no further relaxation in qualifying marks shall be given.

19. Withdrawal of RFP

The Ministry of Development of North Eastern Region on its sole discretion, may at any stage of the bidding process, cancel the same, without assigning any reasons thereof.

20. Bid Security

Ministry of Development of North Eastern Region is not assigning any bid security in this RFP. However, in place of bid security, if the bidders withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to take up the contract, they will be debarred for next two years w.e.f. 2020-21 from participating in any bids of the Ministry of Development of North Eastern Region.

21. Performance Security

To ensure due performance of contract, the successful bidder need to submit a Performance Security of Rs. 50,000/-.

Performance Security may be furnished in the form of an Account Payee Demand Draft drawn in favour of PAO, Ministry of Development of North Eastern Region or fixed deposit receipt from a Commercial Bank or Bank Guarantee from a Commercial Bank. The Performance Security amount would subsequently be deducted from the first payment to be made to the successful bidder and retained by the Ministry. The Performance Security obtained in physical form by way of Fixed Deposit/ Bank Guarantee would be released thereafter. The Performance Security would be finally released 60 days after completion of all contractual obligations. However, institutions/ organisations under the administrative control of Government are exempted from furnishing the Performance Security.
22. **Penalty**

(a) Any delay in each of the milestones indicated in para 9 may entail imposition of penalties as decided by competent authority of MDoNER. However, if the agency/organization completes all the milestones within overall 10 months, even if there is delay in completion of intermediate milestones in time, competent authority of MDoNER, may in its discretion, decide not to levy any penalty for any delay in the intermediate milestones. In case, the Ministry takes more time in giving its comments/advice than expected as in para 9, then the timelines for completing the remaining parts of work will be accordingly extended.

(b) Delay in Submission of ‘Final Report Part B’ beyond one month of submission of comments/advice of MDoNER on ‘Draft Report Part B’ (10 months from the date of work order) would entail penalty at the rate of 1% of the total cost of the contract for each month of delay or part thereof. However, the competent authority, may in its discretion, for valid reasons to be recorded, grant a grace period not exceeding one month, for submission of all reports/documents/files etc beyond ten months from date of work order without imposition of any penalty. In this situation, the penalties clause will start from the end of the grace period so granted.

23. **Incentives for early completion**: In case the selected bidder submits all reports/files/documents etc, complete in all respects as per the terms & conditions of the work order/contract, and to the satisfaction of the competent authority of MDoNER, at least two months before the target date of completion i.e. within 8 months from the date of award of work, the competent authority may consider granting an incentive equal to 2% of the total amount of the contract (final amount payable as per terms & conditions of work order/contract). In case of early completion by one month only, i.e. 9 months from the date of award of work, an incentive equal to 1% of total amount of contract may be considered by Competent Authority of MDoNER.

24. **Miscellaneous**: If any minor inadvertent mistakes are noticed in the proposal submitted and/or some minor details/information/documents is found lacking/missing, it would be permissible for M/o DoNER to seek such minor/additional details/documents from the bidder or allow him to correct minor inadvertent mistakes which have no bearing on the quoted rate/unit price in the financial bid or other crucial information in the technical bid. The bidder shall submit such clarifications or additional details/documents etc. within the prescribed time limit, failing which he will be disqualified and his bid will not be taken up for detailed technical evaluation.
From: ____________________________

______________________________

______________________________

To: Shri Purushottam Verma
    Deputy Secretary
    Ministry of DoNER
    Vigyan Bhawan Annexe, Maulana Azad Road,
    New Delhi - 110011

Subject: ‘Technical Bid’ for conduct of Study of Studies

Ref.: RFP dated 03.08.2020 issued by M/o DoNER

Sir,

With reference to RFP dated 03.08.2020 issued by M/o DoNER, we hereby submit our ‘Technical Bid’ for the said RFP.

2. We have gone through the contents of RFP and fully understood various aspects and terms and conditions, and undertake to fully abide by the same.

3. We hereby declare that to the best of our understanding we are eligible to participate in the said RFP. We further declare that we have not been blacklisted by any Govt. Department or agency in the past three years. We also understand that furnishing of any wrong information or declaration by us will lead to our disqualification from participation in RFP/Conduct of study at any stage of the process.

4. We hereby declare that we have the requisite manpower and other facilities and are willing/ confident of completing such study in a set time frame as per the scope given in the RFP.
# Technical Bid

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<table>
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<tbody>
<tr>
<td>1</td>
<td><strong>Name of the Organisation/Institution/Agency/University etc. (hereinafter referred to as the Organisation) submitting the RFP</strong></td>
</tr>
<tr>
<td>2</td>
<td>Nature of the organization (e.g. company registered under Companies Act or a Society registered under Societies act, etc.) (Attach copy of relevant bylaws/rules/MoA etc.)</td>
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<tr>
<td>3</td>
<td><strong>Name of the Department/Vertical/_ etc. of the organization (if any) submitting the RFP</strong></td>
</tr>
<tr>
<td>4</td>
<td>Complete postal address of the organization along with telephone numbers, email, etc.</td>
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<tr>
<td>5</td>
<td><strong>Name and complete designation of the main authorized person/ Team Leader (hereinafter referred to as Team Leader), authorised to submit the RFP by the organization.</strong></td>
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<tr>
<td>6</td>
<td>Complete postal address of the Team Leader, along with mobile telephone no., office telephone no. &amp; email address</td>
</tr>
<tr>
<td>7</td>
<td>Name, Designation, complete postal address, mobile no., office telephone no., email, etc. of the Assistant /Deputy Team Leader, if any</td>
</tr>
<tr>
<td>8</td>
<td>Nature of Activities in which the organization/its department/vertical submitting the RFP is engaged.</td>
</tr>
<tr>
<td>9</td>
<td><strong>Past experience in conduct of studies</strong></td>
</tr>
<tr>
<td>9.1</td>
<td>No. of studies/research studies (hereinafter referred to as Studies) <strong>conducted and completed</strong> in last 5 years (1&lt;sup&gt;st&lt;/sup&gt; April 2015 to 31&lt;sup&gt;st&lt;/sup&gt; March 2020). (Time limits will be strictly observed)</td>
</tr>
<tr>
<td>9.2</td>
<td>No. of studies underway (i.e. started but not completed yet) in the last 5 years</td>
</tr>
<tr>
<td>9.3</td>
<td>No. of studies awarded in the last 5 years but yet to start</td>
</tr>
<tr>
<td>9.4</td>
<td>Out of above (9.1 to 9.3), list of studies conducted/being conducted/allocated to the Team Leader proposed for the present RFP, along with requisite details, including his role/capacity in which associated, (whether as team member or as team leader etc.) cost of study, etc.</td>
</tr>
</tbody>
</table>
Notes:

i. Requisite list of all such studies, (separate lists for studies under 9.1, 9.2 and 9.3) along with name of client for whom done, awarded cost of study/completed cost of study, name of Team Leader, Asstt./Deputy Team Leader (by whatever name called) and such other relevant details and a reasonable proof of having completed (under 9.1), awarded and started (under 9.2) and awarded (under 9.3). Such studies must be enclosed along with Technical Bid, failing which will lead to non consideration/rejection of the technical bid. Requisite marks in technical evaluation will be based on verification of relevant proof/documents.

ii. Please note that only such studies be included in the list which have been awarded in the name of organization/its Department/vertical submitting the RFP. Only such studies will be taken into account for technical evaluation.

iii. If any of the studies included in the list have been awarded by any Govt. Department/Ministry (Central or State) or any Govt. Agency/PSU etc (Central or State), it should be specifically mentioned.

iv. If any of the studies included in the list pertain to North-East, it should be specifically mentioned.

v. If any of the studies included in the list have been done by the present Team leaders as Asstt./Deputy Team leader of present RFP, whether as a member of team or as team leader or Asstt./Deputy Team leader (by whatever name called) it should be specifically mentioned.

<table>
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<tr>
<th>9.</th>
<th>Annual turnover/Revenue Receipt for consultancy/research study work for last 3 years, duly certified by authorized offices of the organizations/ Deptts. and/or supported by audited statement of the organization (Rs lakh).</th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20*</th>
</tr>
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</table>

Note: Govt. institutes/ Departments or Universities/Verticals of big institution participating in the RFP may furnish revenue receipts from consultancy/research studies, duly certified by the competent authorized officer of the organization, instead of balance sheet.

10. **Details of manpower availability** in continuity in the preceding one year from the date of bid submission.

Note:

i. Attach relevant documentary proof for the same by way of pay roll/salary slip/such other acceptable proof; along with proof of their consultancy/research experience. Requisite marks in technical evaluation will be based on verification of relevant proof/documents.

ii. In absence of pay roll, statement of employment period and current designation by authorized signatory of the organization may be attached. CV of Team Leader and Asstt./Deputy Team leaders should also be enclosed.

a. **Permanent**
   - No. of persons

b. **Temporary/adhoc/outsource**
   - No. of persons
Note: **Attach list in the following format**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of person</th>
<th>Sex (M/F)</th>
<th>Age</th>
<th>Designation</th>
<th>Qualification</th>
<th>Total Experience (in years)</th>
<th>Since when working with the organisation/its Dept/Vertical</th>
<th>Additional information (if any)</th>
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11. A brief note/write up about understanding of approach and proposed methodology (Not exceeding 1000 words/ about 2 pages) (may be attached as Annexure)

12.

13.

14.

15. I hereby declare that I am authorized to submit the Technical & Financial bid on behalf of the organization/its Department/vertical (relevant authorization attached)

* Note = If any bidder certifies that their accounts for 2019-20 have not been audited as on date of submission of bid, MDoNER may either consider that unaudited statements signed by CEO/ Head of the Organization or Account for previous three years.

Thanking you,

Yours sincerely,

Sign

Date:

(________)  
(Full Name, designation, address, mobile no. office tele no.& email of the competent authorized person submitting the RFP)
FINANCIAL BID

For

Conduct of ‘Study of Studies’
(To be put up in a separate sealed envelope marked “Envelope – 2”)

From: ____________________
____________________
____________________

To: Shri Purushottam Verma
Deputy Secretary
Ministry of DoNER
Vigyan Bhawan Annexe, Maulana Azad Road,
New Delhi- 110011

Subject: ‘Financial Bid’ for conduct of Study of Studies.

Ref.: (i) RFP dated 03.08.2020 issued by M/o DoNER
(ii) Technical Bid submitted by us for the said RFP.

Sir,

With reference to the RFP dated 03.08.2020 issued by M/o DoNER and the Technical Bid dated ______ submitted by us for the said RFP, we hereby submit our Financial Bid for the said RFP.

<table>
<thead>
<tr>
<th>Rate / Unit cost for 100 number of studies</th>
<th>Rs._______ (in figures)</th>
<th>Signature of authorized officer signing this letter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rupees__________________ (in words)</td>
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</tbody>
</table>

Note:

i. Rate / Unit cost of study quoted should be “all inclusive” cost for 100 (hundred) number of studies, which may be included in the ‘Study of Studies’, as defined in para 10 of RFP, including all expenses, by whatever name called, like travelling expenses, out of pocket expenses etc., including all duties, taxes, levies, GST etc, costs pertaining to collection, compilation, and analysis of studies, translation, printing, secretarial expenses and so on.

ii. In case the number of studies included in the final report on ‘Study of Studies’ is less than 100 only proportionate amount of the quoted/ accepted Rate /unit cost for 100
studies will be paid. For studies exceeding multiple of 100, additional amounts for such number will also be paid in proportion to the quoted / accepted rate for 100 studies

**Examples**

(If the rate/ unit cost quoted by the bidder for 100 studies is Rs. X, but the total number of studies included in the final report is 87 only, the total amount payable will be = Rs. \( \frac{X}{100} \times 87 \).

Similarly, if the number of studies included in the final report is 537, the total amount payable will be Rs. \( (5 \times \frac{X}{100}) + \frac{X}{100} \times 37 \).

iii. Studies referred to in para 8 (i) RFP will have Part A and Part B reports, studies referred to in para 8 (ii) will have only Part A of the reports. Hence, only for studies referred to in para 8 (i), 100% of Accepted ‘Rate/Unit Cost’ will be payable, for studies referred to in para 8 (ii), only 50% of ‘Unit Cost’ will be payable.

iv. No cuttings/corrections should be done to the amount given in the box above; any such action will make the financial bid liable for rejection.

v. The quoted rate/ place should remain valid for a minimum of four months from the last date of submission of bids.

2. We have gone through the contents of RFP and fully understood various aspects and terms and conditions, and undertake to fully abide by the same.

3. We hereby declare that to the best of our understanding we are eligible to participate in the said RFP. We further declare that we have not been blacklisted by any Govt. Department or agency in the past three years. We also understand that furnishing of any wrong information or declaration by us will lead to our disqualification from participation in RFP/Conduct of study at any stage of the process.

4.  
5.  
6.  
7. I hereby declare that I am authorized to submit the Technical & financial bid on behalf of the organization/its Department/vertical (relevant authorization attached).

Thanking you,

Yours sincerely,

Sign

Date:

(Full Name, designation, address, mobile no. office tele no.& email of the competent authorized person submitting the RFP)