

Government of India
Ministry of Development of North Eastern Region

Dated 19.09.2020

**Request for Proposal (RFP) for Third Party Evaluation of the Schemes
Implemented by Ministry of Development of North Eastern Region**

1. Introduction

Ministry of Development of North Eastern Region (MDoNER) is responsible for matters relating to planning, execution and monitoring of developmental programmes in North Eastern Region, consisting of eight states viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura, coordinating the efforts of various Ministries / Departments / Organizations of Central Government to address the special needs of the region, ensuring optimum utilization of earmarked resources. In order to achieve the desired goals, M/o DoNER implements different Schemes such as NESIDS; HADP; NLCPR; Special Packages of Assam; (BTC, KAATC & DHATC) SIDF, Interest free loan to NEDFi and NERSDS-EAP (earlier called NESRIP). **A brief note on these schemes, along with implementation status since inception, copy of schemes guidelines and other relevant details about these schemes is given in Annexure A.** MDoNER intend getting a Third Party/Independent evaluation of these schemes (schemes implemented by MDoNER only, **excluding** schemes implemented by NEC (viz. Schemes of NEC, NERSDS (Ministry funded), etc). However, for NLCPR, which has two components viz. State Component, which is implemented by MDoNER and Central Component which is implemented by NEC, both the components will be covered under the scope of study as these are part of one scheme.

2. Genesis of the Study

The schemes are approved by competent authority in consultation with M/o Finance (MoF) for a specific period, generally five years. For deciding on continuation of such schemes from one period to next, MoF insists on third party/independent evaluation of such schemes for the past period. Presently, these schemes have been approved upto March 31, 2020. For continuing these schemes beyond March 2020, approval of competent authority is required, for which an independent/third party evaluation of implementation of such schemes is a prerequisite. Hence, the need for such a study and strict time frame for completing the same.

3. Objectives of the study

- (i) To study and evaluate/appraise the impact of these schemes on the targeted beneficiaries/sectors/areas

- (ii) To undertake an output-outcome analysis of these schemes.
- (iii) To study the gaps in implementation, if any, qualitative aspects of implementation and suggest measures for improvement in future.
- (iv) To give suitable recommendation for continuation of these schemes beyond March 2020.
- (v) To give suitable recommendations for extension of scope in terms of sectoral coverage of the schemes.

4. Scope of Study / work

- i. Assess the socio-economic impact of projects funded under various schemes implemented by MDoNER.
- ii. Assess the **qualitative** and **quantitative** outputs and outcomes in respect of different schemes;
- iii. To assess whether scheme's structure, design, features, guidelines and targeted deliverables are appropriate to meet the developmental needs of the eight states of the North Eastern Region, aspirations of the people and present market demand.
- iv. To make an assessment of the current implementation arrangement and the efficiency of the delivery of the Scheme and to highlight the deficiencies of the Scheme in terms of its design, delivery mechanism, bottlenecks etc and to suggest schematic changes or procedural modifications.
- v. To determine the outreach and access of the Scheme in general with particular reference to the North-Eastern Region and suggest ways and means for improvement.
- vi. Identify good practices in the implementation of the schemes;
- vii. Identify gaps in the ongoing schemes and any other relevant issues and make recommendations accordingly;
- viii. To identify whether there is any overlap with other Schemes of Government of India/State Government.
- ix. To identify synergies with other Schemes/programmes of Government of India/State Government.
- x. To analyze whether measurable outcome have been defined for the scheme, and to suggest improvements in the same.
- xi. For NEDFi, the Performance of the scheme is based on the Memorandum of Understanding (MoU) signed between MDoNER & NEDFi where targets are fixed for the year and annual reviews are being done. Assessment may be done accordingly.
- xii. Any additional parameters to be covered which may emerge during discussion / interaction in the course of above work.

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.
- iv. Any other research / academic institution / organization / University (Private / Government / Semi-Government).
- v. Consulting organizations of national/international repute like Deloitte/KPMG/PWC/E&Y etc.

Notes: (i) Consortium of Joint Venture which is a legal entity is eligible to participate.

(ii) Joint submission of proposal without formation of consortium of JV is not eligible.

(iii) 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.

(iv) 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 of the study

Schemes like NESIDS, NLCPR (Central and State Components) etc are implemented in all the States of North East. HADP, which is a sub-scheme of NESIDS is a pilot scheme being implemented in two districts of Manipur only. Special package like BTC, KAATC, DHATC etc. are being implemented in selected districts/areas of Assam falling within the jurisdiction of these autonomous councils. SIDF is implemented in all NE States and NERSDS-EAP in six (06) NE States (Assam, Manipur, Meghalaya, Mizoram, Sikkim and Tripura). Hence, the coverage of the study would be those areas/States of NER where the projects under the schemes have been sanctioned/ implemented.

8. Period for coverage of studies

Projects sanctioned under the respective scheme(s) since inception till September 2020, including the projects which have been completed or ongoing or yet to start. NLCPR is in operation since 1998 has since been discontinued w.e.f. 15.12.2017, but is continuing for limited purpose of meeting the committed liabilities. NESIDS is in operation since 15.12.2017, HADP since 2018-19. Special Packages since (BTC- Year 2003), KAATC- Year 2011) & (DHATC- Year 2012), NERSDS-EAP since 19.05.2011 and SIDF since 2008-09.

9. Time frame for completion of the study

Three months from the date of Award of Work, with following broad sub-timelines.

Sl. No.	Key Activities	Time Lines
1.	Working out a detailed methodology, study design, analytical framework, and activity wise time frame of the study in consultation with MDoNER.	10 days from the date of award of work
2.	Field work, interaction with stakeholders and other activities, as required (Note: At this point of time, limitations due to COVID-19 situation are well known to all, including the bidders. Hence, bidders should keep these factors in mind while submitting their proposals/bids. Field visits/physical inspection of projects can be undertaken to the extent possible interactions with stakeholders can be in person or over VC or through written questionnaires or combination of these.)	1½ month from award of work
3.	Submission of Draft Report to MDoNER with 3 hard copies (colour), along with soft copy and raw data/data files/other details collected in connection with study.	2 months from award of work
4.	Presentation before MDoNER/ seeking comments of MDoNER on the Draft Report	Within 15 days of submission of Draft Report to MDoNER
5.	Submission of Final report of 15 (fifteen) hard copies (colour) along with soft copies and all raw data/other details/data files collected in connection with the study.	15 days from receipt of comments from MDoNER

NOTES: Time is the ‘essence’ for completion of task, hence only those organisations 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.

10. Cost of Study/work(Financial Bid)

- In the financial bid (Annexure-II), the bidders should quote a lump sum amount towards cost of the study (covering all the schemes as stated in previous paras, in particular paras 1,7,8)
- Total cost of study quoted should be “**all inclusive**” lump sum cost for complete study of all the schemes covered under the scope of this study, as described 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 translation, printing, secretarial expenses and so on.

11. Payment Schedule

- i. 10% of total cost of study/work, as per work order, as interest free mobilisation advance;
- ii. 30% of cost of study/work, as per work order, on submission of Draft Report (soft copy + hard copies) along with requisite data files.
- iii. 40% of total cost of study/work, as per work order, less penalties/deductions, if any, on submission of Final Report (soft copy + hard copies) along with requisite data files.
- iv. Balance 20%, or amount calculated based on total amount payable as per work order and agreed terms & conditions minus amount already paid, on acceptance of final report/documents by MDoNER in full compliance of obligations on the part of bidder under the work order/agreed terms & conditions. MDoNER may also ask the selected bidder to make a presentation before MDoNER before acceptance of final report. These steps would generally be completed within one month of submission of final report.

12. Pre Bid Conference

Present RFP is the Draft Version. If the prospective bidders have any doubts or suggestions about this RFP, they may send an email to Shri A.K. Pandey, Under Secretary at akhilesh.pandey13@nic.in and Shri Ravindra Choudhary, Director at ravindra.c@nic.in latest by 28.09.2020. Wherever required, MDoNER will suitably clarify the doubts. Further, a pre-bid conference will be held on 06.10.2020 at 11 AM. Considering the prevailing situation with respect to COVID- 19, it will be a virtual pre-bid conference held through web room. Intending bidders, who wish to participate in this pre-bid conference, may send a request to MDoNER over email akhilesh.pandey13@nic.in and ravindra.c@nic.in. Requisite link for joining the said conference will be sent to these interested intending bidders to clarify various doubts of intending bidders. Minor changes can be made to RFP document and various terms and conditions mentioned in the preceding paras based on suggestions received over email and/or in pre-bid conference, and which are accepted by the Competent Authority. Final RFP document will be placed on the website of M/o DoNER (mdoner.gov.in) and Central Public Procurement Portal (CPPP) at www.eprocure.gov.in within about one week of Pre-bid conference. **Bid submitted based on final 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

- (i) After the final RFP is hosted on the website of MDoNER, 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 proposals is to be sent within three weeks of issuing the FINAL RFP. The last date of submission of proposal will be as mentioned in the final RFP.** The proposal may be sent in the name of Shri A.K.Pandey, Under Secretary, MDoNER Block-10, Level-IV, R K Puram, Sector-1, New Delhi in **two separate sealed envelopes. Envelope-1 superscribed as “Technical Bid” to conduct ‘Third Party Evaluation of various schemes implemented by MDoNER’ and Envelope-2 superscribed as “Financial Bid” for ‘Third Party Evaluation of various schemes implemented by MDoNER’ and both sealed envelopes be put in an outer sealed Envelope-3 superscribed “Proposal for Third Party Evaluation of various schemes implemented by MDoNER. The Sealed Envelope-3 proposal is to be sent to the above mentioned address by Post through Registered Post with Acknowledgement, or 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 on the bidder. Any deviation from the procedure or putting both Technical and Financial Bids in same envelop or giving financial bid in an unsealed envelop will lead to disqualification and non-consideration of such bids.**
- (ii) Late bid, 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.

Sl. No.	Criteria	Max. Marks
1	Past Experience	55
	i Conduct and <u>completion</u> 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)	20
	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 5 marks)	5

	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	5
	iv. Out of 1(i) above, number of studies having worth (awarded/completed cost) Rs. 20 lakh and above (one study = 0 mark, 1 mark for each additional study subject to a maximum of 10 marks)	10
	Out of 1(i) above, no. of studies pertaining to third party/external evaluation of schemes/programmes/projects implemented by Central Government Ministries/Departments/Organisations and/or State Governments/State Government Organisation, 1 mark for each such study subject to maximum of 10 marks	10
	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	5
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 = 2 marks, Rs 50 lakh to Rs.74.99 lakh = 3 marks, Rs.75 lakh to Rs.100 lakh = 6 marks, Rs.100 lakh & above = 10 marks)	10
3	Experience of Key Personnel	25
	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 (upto 2 = 1 marks, 0.2 marks for each additional manpower subject to a maximum of 7 marks.)	7

	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) (upto 3 = 1 mark, 0.5 mark for each additional studies subject to a maximum of 5 marks)	5
	iv. Out of 3(iii) above, no. of studies worth more than Rs.20 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)	5
4	Approach and Methodology – Presentation by the bidders before and evaluation by a Committee appointed by the Competent Authority of MDoNER	10
	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. #	10
	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 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 total cost of study quoted by him in the financial bid 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 October 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.

Bidder Name	Marks allotted in the detailed Technical Evaluation by TEC
B1	53
B2	79
B3	62
B4	85
B5	75

As at least three bidders have 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 total cost of study quoted by these three bidders in their financial bids is as follows:

Bidder Name	Total cost of study quoted in the financial bid
B2	Rs. 120
B4	Rs. 110
B5	Rs. 105

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:

$$B2 \quad - \quad 105/120 \times 100 \quad = \quad 87.5 \text{ points}$$

$$B4 \quad - \quad 105/110 \times 100 \quad = \quad 95.45 \text{ points}$$

$$B5 \quad - \quad 105/105 \times 100 \quad = \quad 100 \text{ points}$$

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

$$B2 \quad - \quad 79 \times 0.6 + 87.50 \times 0.4 \quad = \quad 47.40 + 35.00 \quad = \quad 82.40$$

$$B4 \quad - \quad 85 \times 0.6 + 95.45 \times 0.4 \quad = \quad 51.00 + 38.18 \quad = \quad 89.18$$

$$B5 \quad - \quad 75 \times 0.6 + 100.00 \times 0.4 \quad = \quad 45.00 + 40.00 \quad = \quad 85.00$$

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

$$B2 \quad - \quad 82.40 \text{ (H3)}$$

$$B4 \quad - \quad 89.18 \text{ (H1)}$$

$$B5 \quad - \quad 85.00 \text{ (H2)}$$

Bidder B4 having the highest combined score of 89.18 with the total cost of study 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 total cost of study 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:

Bidder Name	Marks obtained
B1	40
B2	73
B3	64
B4	35
B5	49

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:

Bidder Name	Marks obtained
B1	39
B2	50
B3	42
B4	30
B5	48

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:

Bidder Name	Marks obtained
B1	39
B2	48
B3	35
B4	37
B5	34

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/RFP/tender etc of the Ministry of Development of North Eastern Region and their name and fact of default will also be circulated to other Central Government Ministries/Departments.

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 completing the study and submitting the Reports (hard copies and soft copy) along with other data files etc, as per the timelines given in the work order **(3 months)** may entail imposition of penalties as decided by competent authority of MDoNER.

(b) Delay in Submission of 'Final Report along with all data files beyond time limit given in the work order (3 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 for the 1st 3 months of delay and @ 2% of the total cost of the contract for each month of delay or part thereof beyond 1st 3 months of delay (excluding the grace period, granted by competent authority, if any). 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 3 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 full satisfaction of the competent authority of MDoNER, **at least two weeks before the target date of completion i.e. within 2½ months from the date of award of work**, the competent authority may consider granting an incentive equal to 0.5% of the total amount of the contract (final amount payable as per terms & conditions of work order/contract).

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 total cost of study 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.

25. Other General/Standard Conditions to be observed

- (i) The Bidders are expected to examine all instructions, forms, terms and conditions, and specifications in the RFP and furnish all information as stipulated therein. This RFP together with all its attachments thereto, shall be considered as read, understood and accepted by the Bidders. Failure to furnish all Information required by the RFP or submission of a Proposal not substantially responsive to the RFP in every respect will be at Bidder's risk and may result in the rejection of his Proposal. Bidders must submit all documents listed in the RFP.

- (ii) It may be noted that the costs of preparing the proposal are not reimbursable and MDoNER is not bound to accept any of the proposals submitted.
- (iii) The bidders are required to provide professional, objective, and impartial service and at all times will hold the Ministry's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments.
- (iv) Bidders must observe the highest standards of ethics during the selection process and execution of the contract. MDoNER may reject a proposal at any stage if it is found that the bidder recommended for award has indulged in corrupt or fraudulent activities in competing for or in executing the contract in question, and may also declare the bidder ineligible or blacklist the firm, either indefinitely or for a stated period of time.
- (v) Prices should not be indicated in the proposal section addressing "Technical" and should only be indicated in the "Financial" proposal. MDoNER will select successful bidder, in accordance with the method of selection specified in RFP.
- (vi) The Bidders shall bear all costs associated with the preparation and submission of the Proposal, including cost of presentation and site visits for the purposes of clarification of the bids, if so desired by MDoNER, and Ministry will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

26. Termination: MDoNER may terminate the Contract/Agreement executed with successful bidder in case of the occurrence of any of the events specified below:

- If the successful bidder becomes insolvent or goes into compulsory liquidation.
- If the successful bidder, in the judgment of MDoNER, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- If the successful bidder submits to MDoNER false statement which has a material effect on the rights, obligations or interests of MDoNER.
- If the successful bidder places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to MDoNER.
- If the successful bidder fails to provide the quality services as envisaged under this Contract. Reasons for the same would be recorded in writing.
- In such an occurrence MDoNER, shall give a written advance notice of

07(seven) days before terminating the Contract of the successful bidder.

26.1 Jurisdiction: The court at New Delhi shall alone have exclusive jurisdiction.

26.2 Canvassing/Contracting:-

Any effort by a Bidder to influence MDoNER in its decisions on offer evaluation, offer comparison or Award of Contract may result in the rejection of the Bidder's Offer. No Bidder shall contact MDoNER on any matter relating to its offer, from the time of opening of Technical bid to the time the Contract is awarded.

27. Intellectual Property Rights of the Study / Data

The Draft/Final reports and the contents thereof would be the intellectual property of MDoNER and would not be published by the awarded agency without prior approval of MDoNER.

The raw data/processed data/findings should not be disclosed by the agency to any third party without prior approval of MDoNER.

(on letter head of the organization/its Deptt.)

Annexure-I

**“Technical Bid”
For
‘Third Party Evaluation of the Schemes Implemented by Ministry of Development of North
Eastern Region (MDoNER)’
(To be put up in a separate sealed envelope marked “Envelope – 1”)**

From: _____

To: Shri A.K. Pandey,
Under Secretary
Ministry of DoNER
East Block-10, Level-4,
R.K. Puram, New Delhi-110066.

Subject: ‘Technical Bid’ for conduct of the Study.

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

Sir,

With reference to RFP dated _____ 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

1.	Name of the Organisation/Institution/Agency/University etc. (hereinafter referred to as the Organisation) submitting the RFP	
2.	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.)	
3.	Name of the Department/Vertical/___ etc. of the organization (if any) submitting the RFP	
4.	Complete postal address of the organization along with telephone numbers, email, etc.	
5.	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.	
6.	Complete postal address of the Team Leader, along with mobile telephone no., office telephone no. & email address	
7.	Name, Designation, complete postal address, mobile no., office telephone no., email, etc. of the Assistant /Deputy Team Leader, if any	
8.	Nature of Activities in which the organization/its department/vertical submitting the RFP is engaged.	
9.	Past experience in conduct of studies	
9.1	No. of studies/research studies (hereinafter referred to as Studies) conducted and completed in last 5 years (1st April 2015 to 31st March 2020). (Time limits will be strictly observed)	
9.2	No. of studies underway (i.e. started but not completed yet) in the last 5 years	
9.3	No. of studies awarded in the last 5 years but yet to start	
9.4	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.	

Notes:	<p>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.</p> <p>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.</p> <p>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.</p> <p>iv. If any study pertaining to external/third party evaluation of schemes/programmes/projects of Govt.(Central/State) or its organizations (Central/State/PSUs), it should be specifically mentioned.</p> <p>iv. If any of the studies included in the list pertain to North-East, it should be specifically mentioned.</p> <p>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.</p>		
9.	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).	2017-18	
		2018-19	
		2019-20*	
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:	<p>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.</p> <p>ii. In absence of pay roll, statement of employment period and current designation by authorized signatory of the organization may be attached.</p> <p>CV of Team Leader and Asstt./Deputy Team leaders should also be enclosed.</p>		

a.	Permanent No. of persons	
b.	Temporary/adhoc/outsource No. of persons	

Note:		Attach list in the following format							
	Sl.No.	Name of person	Sex (M/F)	Age	Designation	Qualification	Total Experience (in years)	Since when working with the organisation/its Deptt/Vertical	Additional information (if any)
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)

(on letter head of the organization/its Deptt.)

Annexure-II

FINANCIAL BID

For

‘Third Party Evaluation of the Schemes Implemented by Ministry of Development of North Eastern Region (MDoNER)’

(To be put up in a separate sealed envelope marked “Envelope – 2”)

From: _____

To: Shri A.K. Pandey,
Under Secretary
Ministry of DoNER
East Block-10, Level-4,
R.K. Puram, New Delhi-110066.

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

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

Sir,

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

Total cost of study (Lump sum amount for all the schemes covered under the scope of this study)	Rs. _____ (in figures)	Signature of authorized officer signing this letter
	Rupees _____ (in words)	

Note:

- Total cost of study quoted should be “**all inclusive**” lump sum cost for complete study of all the schemes covered under the scope of this study, as described 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, translation, printing, secretarial expenses and so on.

- ii. 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.
 - iii. The quoted total cost of study should remain valid for a minimum of four months from the last date of submission of bids.
 - iv. In case of any deviation / difference in the amount quoted in the table above in figures and words, the amount quoted in words will be taken as the final.
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. 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)

A Brief Note on the various schemes implemented by MDoNER. including their implementation status till date

A. North East Special Infrastructure Development Scheme (NESIDS)

NESIDS was approved by the Government of India as a new Central Sector Scheme on 15.12.2017 restructuring the erstwhile NLCPR Scheme. Under the Scheme guidelines of NESIDS, 100% central funding is provided to the State Governments of North Eastern Region for the projects of physical infrastructure relating to water supply, power and connectivity enhancing tourism and Social infrastructure relating to primary and secondary sectors of education and health. The period of Scheme was 2017-18 to 2019-20. The funds are released in two installments of 40% and 60%. Initially, a token amount of Rs. 10 lakh are released and balance amount of first installment are released after receipt of letter of award of the work. The budget allocation for NESIDS was 1600.00 crore for the 3 years period i.e. 2017-18 to 2019-20. Later on, out of Rs.1600.00 crore, Rs.90.00 crore was approved for Hill Area Development Programme (HADP), a sub-scheme under NESIDS. So far 80 Projects Costing Rs. 2111.13 crore have been sanctioned for funding under the New Scheme of NESIDS for different States of North Eastern Region. The State wise sanctions of these projects are also available on MDoNER Portal (<http://nesids.mdoner.gov.in/>). The guidelines of the NESIDS are available on Website of MDoNER (<https://mdoner.gov.in/activities/nesids-guidelines>)

B. The Non Lapsable Central Pool of Resources (NLCPR) Scheme

The scheme came into existence in 1998 under then Planning Commission. Subsequently, it was transferred to Ministry of DoNER in 2001. Since inception of the Scheme, various projects were sanctioned across sectors for development of North Eastern Region as per Scheme guidelines framed for the purpose and revised from time to time. The objective of NLCPR Scheme is to fill up the gap in infrastructure sector of the North Eastern Region through sanctioning the projects prioritized by the State Governments. Ministry gets Annual Budgetary Allocation from Ministry of Finance for funding the projects under NLCPR Scheme. Funds under the scheme are shared between the Central and State Governments on 90:10 basis. The approved funds under the scheme are released in three installments in the ratio of 40:40:20 for the projects sanctioned prior to the revised guidelines 2016 based on the commensurate physical and financial progress of the projects. Subsequent to the revision of NLCPR guidelines in 2016, the funds are released in two installments. The first installment of 40% of central share of assistance and second installment for the balance central share of 60%. A token amount of Rs. 10.00 lakh is also released by the Ministry as part payment of the first installment so that tender formalities could be initiated and finalized by the State Government. The balance of first installment of funds is released on submission of copy of work order/award by State Government.

Out of **1635** sanctioned projects worth **Rs.16233.79 crore**, sanctioned so far, **1179** projects worth **Rs.9198.39 crore** have been completed, while **456** projects worth **Rs.7035.4 crore** are ongoing and need to be funded till their completion. NLCPR Scheme has since been restructured as North East Special Infrastructure Development Scheme (NESIDS) w.e.f. 15.12.2017. Since then funding under the NLCPR scheme provided only for ongoing projects. The state-wise sanction of project are also available on MDoNER portal (<https://nlcpr.mdoner.gov.in/>) The guidelines of NLCPR are available on the website of MDoNER (<https://mdoner.gov.in/activities/nlcpr-guidelines>).

C. Hill Area Development Projects (HADP):-

This scheme is a Sub Scheme of NESIDS launched on pilot basis for 2 years i.e. 2018-19 and 2019-20, aims at holistic and inclusive development of hill districts of Tamenglong and Noney in Manipur. It strives to strengthen the state's efforts in addressing the physical and social infrastructure gaps and providing a technology-driven enabling ecosystem for delivery of public services. The objective of the Scheme was to harness the potential of identified local resources / natural endowments to improve production and value addition for enhancement of income of local population. Under this scheme 41 projects worth Rs. 90.00 crore have been sanctioned during. All these projects are ongoing. The guidelines of HADP are available on the website of MDoNER (<https://mdoner.gov.in/dashboard/files/hadp.pdf>)

D. Special Packages of Assam (BTC, DHATC and KAATC)

i. Bodoland Territorial Council (BTC):

Memorandum of Settlement (MoS) was signed between Central Government, Government of Assam and Bodo Liberation Tigers (BLT) on 10.02.2003, to accelerate the development of the region and to meet the aspirations of the people for which a package of Rs.500.00 crore was earmarked. Subsequently, additional package of Rs.250.00 crore was also announced in the year 2008 for the same purpose. Against the total package of Rs.750.00 crore, 65 projects costing Rs.749.63 crore have already been sanctioned and out of these, 51 projects costing Rs.570.19 crore have already been completed. The guidelines of BTC packages are available on the website of MDoNER. (<https://mdoner.gov.in/dashboard/files/btc.pdf>).

ii. Dima Hasao Autonomous Territorial Council (DHATC):

Memorandum of Settlement (MoS) was signed between Central Government, Government of Assam and Dima Halam Daogah (DHD) on 08.10.12 to initiate time bound steps for devolution of power to grass root level in DimaHasao, and ensuring increased capacity building for developmental activities at all levels for which a package of Rs.200.00 crore was earmarked. Under the package 11 projects, costing Rs.170.82 crore have been sanctioned, and 4 projects costing Rs.29.00 crore have been retained for sanction. The guidelines of DHATC packages are available on the website of MDoNER (<https://mdoner.gov.in/dashboard/files/dhatc.pdf>).

iii. Karbi Anglong Autonomous Territorial Council (KAATC):

Memorandum of Settlement (MoS) was signed between Central Government, Government of Assam and United People's Democratic Solidarity (UPDS) on 25.11.2011, to initiate time bound steps for devolution of power to grass root level in Karbi Anglong, and ensuring increased capacity building for developmental activities at all levels for which a package of Rs.350.00 crore was earmarked. Under the package 20 projects costing Rs.187.27 crore have been sanctioned and 12 projects costing Rs.162.69 crore have been retained for sanction. The guidelines of KAATC packages are available on the website of MDoNER. (<https://mdoner.gov.in/activities/karbi-anglong-package>).

E. Social and Infrastructure Development Fund (SIDF):

The Social and Infrastructure Development Fund (SIDF) has been created in the Public Account for North Eastern Region, especially for Arunachal Pradesh and other remote, hilly, border areas with tribal population facing special problems that cannot be tackled through normal Schemes. Since inception, under SIDF, 37 projects costing Rs.587.16 crore were sanctioned and **20** projects costing **Rs.355.06 crore** were completed. The project details regarding SIDF is available on the website of MDoNER (<https://mdoner.gov.in/activities/projects-status>)

F. Interest Free Loan to North Eastern Development Finance Corporation Ltd. (NEDFi)

The annual budgetary support from the Govt. of India is being extended to NEDFi, through the Ministry of Development of North Eastern Region (MDoNER) as interest free loan. A memorandum of understanding (MoU) is being executed between NEDFi and the Ministry of DoNER every year with a view to record broad terms and conditions mutually agreed to, for utilization of interest free loan given to NEDFi. The Fund is utilised by NEDFi to promote the micro & small enterprises segment as well as microfinance projects in the North Eastern Region. NEDFi provides financial assistance up to Rs.1 crore for projects with aggregate cost up to Rs.2 crore, at a concessional rate of 8% p.a. (which is 3.75% lower than the Prime Lending Rate of NEDFi). In addition to providing direct financial assistance, NEDFi is also mandated to provide hand holding and mentoring assistance to the entrepreneurs to spread the entrepreneurship spirit in the region. The details regarding NEDFi is available on the website of MDoNER (https://mdoner.gov.in/dashboard/pages/nedfi_org.php).

The status of disbursement of MDoNER Fund during FY 2012-13 to 2018-19 (till September) and NEDFi's contribution to the Scheme is given below:

(Rs. in crore)

Year	Fund Received	Fund Disbursed	NEDFi's Contribution
2012-13	60	62.55	2.55
2013-14	60	65.42	5.42
2014-15	60	65.36	5.36
2015-16	30	60.83	30.83
2016-17	30	61.76	31.76
2017-18	30	50.02	20.02
2018-19	30*	67.39	37.39

* Rs.30 crore is to be received from MDoNER for the FY 2018-19.

G. North East Road Sector Development Scheme (NERSDS)-EAP [earlier called North Eastern States Roads Investment Programme (NESRIP)]:

ADB assisted North Eastern States Road Investment Programme (NESRIP), now renamed as North East Road Sector Development Scheme (NERSDS) was approved in 2011 by CCEA, envisaged construction/up gradation of total 433.2 Km long roads in 6 North Eastern States of Assam, Manipur, Meghalaya, Mizoram, Sikkim and Tripura with the initial project cost of Rs. 1353.83 Crores. Subsequently, the project cost was revised to **Rs. 2144.56 Crores** and Cabinet accorded approval for the same on **28th February, 2019** for implementation in two Tranches. MDoNER has sanctioned 12 projects costing Rs.2,144.56 crore in NE states. Two projects in Assam and one project of Meghalaya have already been completed and remaining projects are scheduled for completion by June 2021. The guidelines of NERSDS are available on the website of MDoNER(<https://mdoner.gov.in/dashboard/files/NERSDS.pdf>).
