

Request for Proposal

Selection of a Consultant as Local Implementing Agency (LIA)

for

Implementation of Project on

**Entrepreneurship Development in the
Holy City of of Kollur, Dist- Udupi, Karnataka**

Indian Institute of Entrepreneurship
Basistha Chariali, N.H-37 Bypass, Near Game
Village, Lalmati
Guwahati: 781029
Assam

Key Dates

Sr. No.	Item	Date
1	Start date for issue of RFP	21/12/2020
2	Pre-bid meeting*	29/12/2020 at 1100 Hrs
3	Last date & time of receipt of proposals	12/01/2021 at 1100 Hrs
4	Date & Time of opening of Technical bids	12/01/2021 at 1200 Hrs
5	Presentation to the Consultancy Evaluation Committee (CEC)	12/01/2021 at 1400 Hrs
6	Meeting of Consultancy Evaluation Committee (CEC) to Shortlist for the Financial Bid	13/01/2021 at 1000 Hrs
7	Opening of Financial bids	13/01/2021 at 1100 Hrs
8	Award of Contract	13/01/2021 at 1400 Hrs

***The Pre Bid meeting will be held through Zoom Video conferencing app. Those interested to join may write to us at director@iie.gov.in by 28th Dec 2020.**

For queries if any, please contact +91-7896747971

KEY FORMS

A	TECHNICAL PROPOSAL FORMS
Form 1	List of people and competency in the bidding organization
Form 2	Infrastructure of the bidding organization
Form3	Collaborative projects/assignments implemented by the bidding organisation during year 2015 – till date
Form4	Governing body of the bidding organization
Form5	Area of operation of the bidding organization
Form 6	Number of beneficiaries from projects of the bidding organisation during previous 10 years
Form 7	Compliance to regulatory requirements by the bidding organization
Form 8	Description of bidding organisation’s methodology, work plan and project organization structure as local implementing agency (LIA)
B	FINANCIAL PROPOSAL FORMS
Form Fin 1	Covering letter for Financial Proposal
Form Fin 2	Financial proposal

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DISCLAIMER

1. The information contained in the Request for Proposal (RFP) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Indian Institute of Entrepreneurship (IIE), is provided to Applicants on the terms and conditions set out in the RFP and such other terms and conditions subject to which such information is provided.
2. The RFP is not an agreement and is neither an offer nor invitation by the IIE to the prospective Applicants or any other person.
3. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.
4. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon the interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion in the law expressed herein.
5. IIE also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. IIE may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
6. The issue of the RFP does not imply that IIE is bound to select any Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and IIE reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.
7. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by IIE or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and IIE shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection Process.

Section - 1

Letter of Invitation

Ref.:M(199)/ Project/Kollur/2019-20/

Date :

To,

All interested and eligible Firms

Subject: Selection of a Consultant as Local Implementing Agency (LIA) for Implementation of Project on Entrepreneurship Development in the Holy City of Kollur

Dear Sir/Madam,

For and on behalf of the Indian Institute of Entrepreneurship, sealed bids are invited in two bid system for **Selection of a Consultant as Local Implementing Agency (LIA) for Implementation of Project on Entrepreneurship Development in the Holy City of Kollur.**

IIE shall select a Firm as per the procedure described in the Request For Proposal (RFP) which may be down loaded from IIE website <http://iie.gov.in/> You may submit your offer in a sealed cover, addressed to Indian Institute of Entrepreneurship Basistha Chariali, N.H-37 Bypass, Near Game Village, Lalmati, Guwahati: 781029 **on or before 12/01/2021; 1100 Hrs.** as per the attached RFP document.

Proposals can be submitted only by hand (To be dropped into specified Tender Box) or through Post/Courier. E-mailed proposals shall not be accepted. Proposals not received within stipulated date & time shall not be opened.

IIE shall not be responsible in any way for postal delays.

IIE reserves the right to reject all the offers/cancel the Tender without assigning any reasons thereof.

Yours truly,



(Dr. Abhijit Sharma)
Director

Section - 2

Instructions to Bidders

Instructions to Bidders

1. Definitions

- 1.1. Client or Employer or IIE means Indian Institute of Entrepreneurship who has invited bids for consultancy services with whom the selected Consultant signs the Contract for the Services and to whom the selected Consultant shall provide services as per the Terms and Conditions and Terms of Reference of the contract.
- 1.2. “Consultant” means any entity or person or associations of persons who have been shortlisted to submit their proposals that may provide the Services to the Employer under the Contract.
- 1.3. “Contract” means the Contract signed by the Parties for this assignment.
- 1.4. “Project specific information” means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.
- 1.5. “Day” means calendar day.
- 1.6. “Government” means the Government of India.
- 1.7. “Instructions to Consultants” means the document which provides short listed
- 1.8. Consultants with all information needed to prepare their proposals.
- 1.9. LOI means the Letter of Invitation being sent by Employer to the short listed consultants.
- 1.10. “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof.
- 1.11. “Proposal” means the Technical Proposal and the Financial Proposal.
- 1.12. “RFP” means the Request for Proposal prepared by the Employer for the selection of Consultants.
- 1.13. “Assignment/job” means the work to be performed by the Consultant pursuant to the Contract.
- 1.14. “Terms of Reference” (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.

2. Introduction

2.1. Indian Institute of Entrepreneurship wishes to engage services of a Consultant as Local Implementing Agency (LIA) for Implementation of **Project on Entrepreneurship Development in the Holy City of Kollur.**

2.2. The agency is broadly expected to do:

- Conduct a scoping study including mapping of economic activities, financial network, value chain studies etc
- Establish local project management unit and identify beneficiaries
- Support to the running enterprises and monitor and track the growth of the local entrepreneurs
- **To ensure that at least 300 entrepreneurs are benefitted under this project** (*the beneficiaries should preferably be people adversely impacted due to natural disasters and/or displaced due to developmental activities*)
- To suggest a way forward to IIE to improve and enhance the reach and performance of the scheme.

2.3. The Consultants are required to submit their proposals in Sealed Cover to: **Indian Institute of Entrepreneurship Basistha Chariali, N.H-37 Bypass, Near Game Village, Lalmati,, Guwahati : 781029 on or before 12/01/2021; 1100 Hrs.** If the day falls on a holiday for IIE, the immediate next working day shall be the date of tender submission.

2.4. Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals.

2.5. Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation.

2.6. The client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to award of the Contract without thereby incurring any liability to the Consultants.

3. Minimum Eligibility Criteria for Technical Bid

3.1. The Bidder should be a reputed agency/organization/institution which fulfills the following conditions:

- Experience of successfully completing at least 3 assignments of similar nature in previous 5 years.
- Minimum average annual turnover of Rs.1.5 Crore during the previous 3 financial years.
- Having qualified and experienced key personnel.

4. Clarification and Amendment of RFP Document

4.2 Bidders may request for clarification on any clause/condition of the RFP within the prescribed time period to the Employers' representative by post/e-mail. E-mail address for request of clarification is: director@iie.gov.in. Client

will respond in writing or by e-mail and post all such clarifications on its website.

- 4.3 At any time before the submission of proposals, the Client may amend the RFP by issuing an addendum in writing or by announcing it through its website. The addendum shall be binding on all Consultants. Consultants shall acknowledge receipt of all such amendments. To give the Consultant reasonable time in which to take an amendment into account in their proposals, the Client may, if the amendment is substantial, extend the deadline for the submission of proposal.

5. Conflict of Interest

- 5.1 The Employer requires that Consultants provide professional, objective and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.
- 5.2 Without limitation on the generality of the foregoing, Consultants and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited under any of the circumstances set forth below:

Conflicting Activities: A Consultant or any its affiliates selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project, if the consultancy or any its affiliates is found indulged in any such activities which may be termed as the conflicting activities by the Employer.

Conflicting Assignment/job: A Consultant (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Consultant to be executed for the same or for another Employer.

Conflicting Relationships: A Consultant that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

- 5.3 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its contract during execution of the assignment.

6. Unfair Advantage

If a shortlisted Consultant attempts to derive a competitive advantage from having provided consultancy assignment/job related to the assignment /job in question and which is not defined as conflict of interest as per para above, the Employer shall make available to all short-listed Consultants together with the RFP all information that would in the respect give such Consultant any competitive advantage over competing Consultants.

7. Proposal

One Consultant shall submit only one proposal for this project. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

8. Proposal Validity

Consultants' proposals must remain valid for 90 days after the submission date. During this period, Consultants shall maintain the availability of professional staff nominated in the proposal and also the financial proposal unchanged. The Client will make best effort to complete negotiations within this period. Should the need arise; however, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal during the extended period. Consultants who do not agree have the right to refuse to extend the validity of their Proposals. Under such circumstance, the Employer shall not consider such Proposal for evaluation.

9. Preparation of Proposal

- 9.1 The proposal as well as all related correspondence exchanged by the Consultants and the Employer shall be written in English language, unless specified otherwise.
- 9.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 9.3 Submission of the wrong type of Technical proposal will result in the Proposal being deemed non-responsive. **The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared as non-responsive.**

10. Financial Proposals

The Financial Proposal shall be prepared using the prescribed Forms enclosed with this document. It shall list all costs associated with the assignment/job, including (a) remuneration for staff and (b) reimbursable

expenses such as travel cost, applicable taxes etc. The financial proposal shall be rejected summarily, if found not in the prescribed format.

11. Currency

Consultant shall express the price of their assignment/job in Indian Rupees (INR) only.

12. Earnest Money Deposit (EMD) and Performance Guarantee

12.1 Earnest Money Deposit

- i) An earnest money of Rs.15000.00 (Rupees Fifteen Thousand) only in the form of bank draft/demand draft of a Reserve Bank of India approved Bank in favour of Indian Institute of Entrepreneurship payable at Guwahati.
- ii) Proposals not accompanied by EMD shall be declared as non-responsive.
- iii) No interest shall be payable by the Employer for the sum deposited as EMD.
- iv) The EMD of the unsuccessful bidders would be returned back within one month of signing of the Contract.

12.2 Forfeiture of EMD

The EMD shall be forfeited by the Bidder in the following events:

- If the proposal is withdrawn during the validity period or any extension agreed by the Consultant thereof.
- If the proposal is varied or modified in a manner not applicable to the Employer after opening of Proposal during the validity period or any extension thereof.
- If the Consultant tries to influence the evaluation process.

13. Performance Guarantee

The selected Consultant shall be required to furnish a Performance bank Guarantee equivalent to 10% of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of Indian Institute of Entrepreneurship payable at Guwahati for the period of contract with 60 days claim period beyond the completion of all contractual obligations. The bank guarantee must be submitted after award of contract but before signing of the consultancy contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Consultant on

any account under the contract. On submission of performance guarantee and after signing of the contract, EMD would be returned.

14. Submission, Receipt and opening of Proposal

- 14.1 The original proposal, both Technical and Financial shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should be in the formats enclosed with this document.
- 14.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".
- 14.3 The Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL for Selection of Local Implementing Agency for implementation of Project on Entrepreneurship Development in the Holy City of Kollur**". Similarly the Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL for Selection of Local Implementing Agency for implementation of Project on Entrepreneurship Development in the Holy City of Kollur**".
- 14.4 The envelopes containing the Technical proposals, Financial Proposals and EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, and reference number clearly marked "DO NOT OPEN BEFORE TIME" as indicated above. The envelop should be clearly marked: "**Proposal for Selection of Local Implementing Agency for implementation of Project on Entrepreneurship Development in the Holy City of Kollur**"
- 14.5 The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This shall lead to rejection of the Proposal.
- 14.6 If the Financial Proposal is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 14.7 The proposals can be submitted in person/post/courier to the addressee indicated in the RFP not later than the time and the date indicated or any extension to this date.
- 14.8 Any proposal received by the Employer after the deadline for the submission shall be returned unopened. Technical Proposals will be opened on the date and time indicated in the RFP and in the presence of the representatives of the Consultants who wish to attend.

15. Bid Evaluation criteria and selection procedure

The evaluation of the submitted proposals shall be carried out in two stages, i.e. Technical and Financial.

15.1 Evaluation of Technical Proposal

70% of the weightage will be given to the Technical Proposal and presentation made before the evaluation committee. The Bidder shall submit the following information in format wherever specified for assessment of Technical proposal.

Checklist for submission of Technical Proposal

Sr. No	Information to be submitted	Document to be enclosed	Ref. format
1	VISION OF THE BIDDING ORGANISATION		
I	Documented Vision and Goal(s) approved by the Governing Board/Board of Governors/Board of Directors/Management	Yes	-
II	Documentary evidence of activities of previous 3 years that activities are in line with the Vision/Goal (Annual report/ work order or other relevant document)	Yes	-
2	MANAGEMENT OF THE BIDDING ORGANISATION		
I	Date of incorporation/registration of your organisation (Provide copy of registration document)	Yes	-
II	Organizational capability		
1	Provide a complete list of personnel (Full time, Part time, Contractual, empanelled).	-	Form: 1
III	Infrastructure		
1	Provide a complete list of your infrastructure (Land, building, vehicle, office equipment, ICT facilities, Backup power etc. as necessary)	-	Form: 2
IV	Relationship of the Bidder with Local Institutions, Government organisations, Financial Institutions		
1	Provide a list of collaborative projects/assignments implemented during previous 5 years	-	Form: 3
V	Members of the Governing Board		
1	Provide a list of members of your Governing Board	-	Form: 4
3	OPERATION OF THE BIDDING ORGANISATION		
I	Mode of operation		
1	Submit a list of projects/assignments implemented during previous 5 years	-	Form: 3
II	Area of operation (Location)		
1	Submit a self-declaration of your area of operation	-	Form: 5
III	Project planning, monitoring and control		
1	Provide a write up within 150 words on the quality management system of your organisation; enclose copy of any third party certification like ISO 9001 etc. if applicable. .	Yes	-
IV	Approach for project planning		
1	Provide a write up within 250 words on your organisation's methodology for project planning.	Yes	-

Indian Institute of Entrepreneurship
Basistha Chariali, N.H-37 Bypass, Near Game Village, Lalmati,
Guwahati 781029

Sr. No	Information to be submitted	Document to be enclosed	Ref. format
V	Number of beneficiaries of the projects implemented by the Bidder during the previous 6 years		
1	Submit a self declaration on number of beneficiaries	-	Form: 6
4	COMPLIANCE TO REGULATORY REQUIREMENTS		
I	Filing of Statutory returns to Regulatory Authorities		
1	Submit copies of Audited Annual Reports of latest 3 years available.	Yes	Form: 7
II	Maintenance of Books of Accounts		
1	Submit a self declaration on maintenance of the Books of Accounts in your organisation.	-	Form: 7
III	Maintenance of other documented information		
1	Submit a self declaration on maintenance of Statutory and other Operational records.	-	Form: 7
IV	Payment of salary, statutory payments and bills of external products/service providers		
1	Submit a self declaration on regularity of payments as per commitment	-	Form: 7
5	GOVERNANCE OF THE BIDDING ORGANISATION		
I	Periodicity of Review Meeting(s)		
1	Submit a self declaration on regularity of Governing Body meetings, General meetings.	-	Form: 7
II	Recognition by any organisation of repute		
1	Submit a self declaration on Awards/Recognitions received during previous 5 years.	-	Form: 7
III	Information sharing		
1	Do you have your own website or publish annual reports or social media account etc. to share information about your activities, performance, achievements?	-	Form: 7
IV	Zero tolerance for unethical practices		
1	Do you have any documented policy on zero tolerance for unethical practices?	-	Form: 7
6	FINANCIAL STATUS/DISCIPLINE OF THE BIDDING ORGANISATION		
I	Transparency		
1	Submit self declaration if the audited accounts of your organization are available in public domain (Internet)?	-	Form: 7
2	Submit self declaration if any adverse observations of Auditor(s) in the Audit report(s) were recorded during previous 5 years	-	Form: 7
3	Submit self-declaration on how you make most of the payments.	-	Form: 7
7	Description of bidding organisation's methodology, work plan and project organization structure as local implementing agency (LIA)	Yes	Form: 8

- a. Consultants will have to present their proposals before the Consultancy Evaluation Committee (CEC).
- b. A proposal shall be considered unsuitable and rejected at the stage of Technical Evaluation if it does not meet the minimum technical standard as may be decided by the CEC.
- c. After completing of the technical evaluation, the Member Secretary of CEC shall notify the shortlisted Consultant(s).

15.2 Evaluation of the Financial Proposal

- i. Financial proposals of only those consultants which are declared technically qualified shall be opened, on the date and time specified in this document. If desired, consultants' representatives may be present at the time of opening the financial proposal.
- ii. The CEC will correct any computation errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition to the above corrections the items described in the technical Proposals but not priced, shall be assumed to be included in the prices of other activities of items. In case an activity of line items is quantified in the Financial Proposal differently from technical proposal, no corrections will be allowed to the Financial Proposal.

15.3 Method of Selection

In deciding the final selection of the Consultant, the technical quality of the proposal will be given a weightage of 70% on the basis of criteria for evaluation. The price bids of only those consultants who qualify technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 30%. For working out the combined score, the Employer will use the following formula:

Total points: $(0.7 \times T(s)) + (0.3 \times 100 \times \text{LEC/EC})$, where T(s) stands for technical score, EC stands for Evaluation Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required.

Example: if in response to this RFP, three proposals, A, B & C were received and the Consultancy Evaluation Committee awarded them 75, 80 and 90 marks respectively, all the three proposals would be technically suitable. Further, if the quoted price of proposals A, B & C were Rs.120, 100 & 110 respectively, then the following points for financial proposals may be given:

A: $100 \times 100 / 120 = 83$ points
B: $100 / 100 = 100$ points

A: $100/110 = 91$ points

In the combined evaluation, the process would be as follows:

Proposal A: $75 \times 0.7 + 83 \times 0.3 = 77.4$

Proposal B: $80 \times 0.7 + 100 \times 0.3 = 86$

Proposal C: $90 \times 0.7 + 91 \times 0.3 = 90.3$

Proposal C would be considered the H1 and would be recommended for negotiations, if considered necessary for approval.

- 15.4. The final award shall be subject to the discussion on the Terms of Reference methodology, staffing, inputs of the CEC and various other terms & conditions of contract. The discussion, however, shall not substantially alter the original TOR and the final TOR shall form part of the contract.
- 15.5. The selected Agency will not be allowed to substitute core staff without the consent of the CEC. If it is established that the core staff were offered in the proposal without confirming their availability, the Consultant will be disqualified and the process will be continued with the remaining proposals. If the process, for whatever reasons, failed to result in an acceptance contract with the selected Agency, the CEC shall terminate discussion with that Agency and may make the selection from amongst the remaining proposals.
- 15.6. From the time the proposals are opened to the time the contract is awarded, the consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the consultants' proposal.
- 15.7. The CEC may cancel the bid and reject all proposals without assigning any reasons at any stage of the tender process.

16. Facilities to be provided:

IIE would use its good offices to assist the Agency in obtaining requisite information from the offices concerned of the State.

17 Negotiations

Negotiations, if considered necessary, shall be held only with the Consultant who shall be placed as H- 1 bidder after combined evaluation of the Technical and Financial Proposal. Under no circumstance, the financial negotiation shall result into an increase in the price originally quoted by the Consultant. Date and Time for negotiation shall be communicated to the H-1 Consultant. Representatives conducting negotiations on behalf of the Consultant must have the written authority to negotiate and conclude the contract.

18. Award of Contract

After completing negotiations the Employer shall issue a Letter of Intent to the selected Consultant and promptly notify all other consultants who have submitted proposals about the decision taken.

The Consultant will sign the contract after fulfilling all the formalities/pre-conditions (contract to be signed after the selection of Consultant), within 15 days of issuance of the letter of intent.

The Consultant is expected to commence the assignment/ job on the date of signing the contract.

19. Confidentiality

Information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of any information related to the process may result in the rejection of its proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

20. Payment Terms

The terms of payment would be linked to the deliverables of the project, and are specified in the other terms and conditions.

21. Period of Engagement

The Agency will be engaged for a period of **12 months** with effect from signing of MoU. If, the Agency does not fulfill the terms and conditions of tender, or, there is delay in submission of reports, or, there is lack of quality in work, the contract may be terminated at an earlier date.

22. Penalty Clause

If the Agency/organization/institutions is not able to complete the project in time as per contract the agency would be liable to be penalized @ 1% of the fee (excluding taxes) per week or part of it subject to maximum of 10% of contract value.

Section -3

Terms of Reference

Background Note:

The Ministry of Skill Development and Entrepreneurship, Government of India desires to implement a Project on Entrepreneurship Promotion and Mentoring of Small Businesses in the Temple town of Kollur.

1. Objective of the project

- 1.1. The primary objective of the proposed project is to improve livelihood of the residents of the Temple Town of Kollur through resumption of their existing livelihood activities and/or by engaging them in new entrepreneurial activities particularly if they have been affected by any natural calamities.
- 1.2. The expected **outputs** (entrepreneurial activities based upon locally available skills, market demand, induced skills etc.) at the end of the project are:
 - 1.2.1. Setting up and expanding Micro and Small enterprises in
 - 1.2.1.1. Manufacturing sector
 - 1.2.1.2. Service enterprises
 - 1.2.1.3. Trading etc.
- 1.3. The expected **outcome** of the project within a time frame of 2 years are:
 - 1.3.1. Growth of economic activities in the Temple Town of Kollur
 - 1.3.2. Growth of income & savings of the local residents
 - 1.3.3. Growth in employment opportunities
 - 1.3.4. Increased number of self-employment
 - 1.3.5. Growth in business of Banks and micro-financing institutions

2. Proposed Approach and Activities to be taken up

4.1 The enterprise segments can be broadly divided into four segments for the purpose of interventions

- 2.1.1. *Existing local businesses with credit history looking to scale-up:* There may be a set of local businesses with a credit history, affected/not affected by natural disasters. Focus on their growth would provide more local job opportunities. They would have typical needs and challenges for growth, for which appropriate customized solutions would be provided. A suitable model would be rolled out for scaling up the enterprises in the segment.
- 2.1.2. *Existing local businesses with credit history looking to resume economic activities:* There had been many local businesses with an established credit history which might have been affected by the natural disaster but wants to resume business. They have the requisite skills and can be started quickly. Some policy intervention would be required for restructuring bank loans, further bank loans etc.. Building up an effective mentoring and support services ecosystem would be the key for resumption of the enterprises in this segment.
- 2.1.3. *Existing local businesses with no credit history looking to resume:* This segment consists of local existing businesses with no credit history i.e. but have been working with their own funds. They have the will, business aptitude & exposure and can resume their business with support and credit. Policy

intervention that would be required is building up a financial product which would be conducive for this segment. The primary study here is to understand a bank/MFI's requirements to provide credit to this group and other associated supports.

- 2.1.4. *New entrepreneurs looking to set up enterprises:* This group will need extensive facilitation, credit support and mentoring. Local businesses with high demand will be identified through the project which could be taken up by the new entrepreneurs.

3. Activities to be taken up by the Local Implementing Agency: roles and responsibilities

3.1. Pre-launch Activities – Conduct a scoping study which would include the following;

- 3.1.1. Map and prioritize of major economic activities in agriculture, manufacturing, and services sectors in the district.
- 3.1.2. Map the financial network available in the district including lead banking and extended banking services.
- 3.1.3. Study of the MUDRA/Standup loans extended in the region, identify economic clusters in the implementing area.
- 3.1.4. Conduct value chain studies to identify potential for value addition/ancillarisation of existing industries or clusters and also the sources of raw materials at arrive at an appropriate cost structure.
- 3.1.5. Identify natural clusters of economic activities that can be supported for potential scale up.

3.2. Implementing Phase

- 3.2.1. Establish a local project management unit (PMU) and block level physical presence to provide last mile mentoring support to existing and new entrepreneurs including capacity building, strategic advice, and legal compliance.
- 3.2.2. Identify beneficiaries including those who have been impacted by adverse conditions like natural disaster(s), displacement due to developmental activities etc., those whose business needs to be scaled up, and those who have potential for new entrepreneurship. The Implementing partner may short-list all potential beneficiaries and submit the same to a committee consisting of – A retired banker, representatives of a Knowledge Partner (if nominated by IIE) and an expert in the field of finance and entrepreneurship, representative from IIE or as advised by IIE during implementation of the project.
- 3.2.3. Assist in creating templates for business plans and project reports for enterprises.
- 3.2.4. Identify skill gap and link entrepreneurs to training providers.
- 3.2.5. Identify and help in creating vending zones in appropriate places in close coordination with the local authorities and district administration.
- 3.2.6. Help run training modules for entrepreneurs, municipal officials, banks, govt. officials or any other stakeholders relevant to the project.

3.3. Support to the Running Enterprises

- 3.3.1. Liaise with relevant licensing and regulatory authorities to facilitate compliance and certification for potential and existing entrepreneurs.
- 3.3.2. Liaise with banking and financial institutions to support entrepreneurs with

working capital and growth investment options.

- 3.3.3. Identify and maintain a data base of Business development partners- CA firms, legal firms, technology and management support teams who will provide back-office support to the entrepreneurs
- 3.3.4. Monitor and track the growth of entrepreneurs.
- 3.3.5. Conduct seminars, industry connects, road shows, and trade fairs to showcase entrepreneur products. This will be in the nature of exposing participants to best practices and sharing of knowledge and issues, besides providing them with access to market. It will explore the option of leveraging the existing social media platforms and e-marketing initiatives like Facebook, Amazon etc for better product acceptability.
- 3.3.6. Collaborate with IIE to digitize knowledge and provide an online platform.
- 3.3.7. The LIA shall ensure that a minimum number of 300 (Three Hundred) entrepreneurs (*including those who have been impacted by adverse conditions like natural disaster(s), displacement due to developmental activities etc.*) are benefitted by this project.

Section 4

Technical Proposal Formats

SUMMARY FACTS OF THE BIDDER ORGANISATION

Name:

Address:

Telephone Number:

Fax Number:

Email Address:

Web address (If any):

Name & designation of the Contact person:

Contact number of the Contact person:

Year of establishment of the organisation:

Legal status of the organisation:

Registration Number & date:

Geographical area of operation:

Turnover from Business (Rs. In Lakh)

FY 2019 – 2020	FY 2018 – 2019	FY 2017 – 2018

Vision statement of the organisation (If any):

Please state within 250 words, why your organisation should be selected as Local Implementing Agency (LIA) for the project:

**FORMAT FOR COVERING LETTER FOR SUBMISSION OF PROPOSAL ON
BIDDER'S LETTER HEAD**

Ref. No.:

Date:

To

The Director
Indian Institute of Entrepreneurship
Basistha Chariali,
N.H-37 Bypass, Near Game Village, Lalmati
Guwahati : 781029

Dear Sir,

We the undersigned, offer to provide the Consultancy assignment for Implementation of Project on Entrepreneurship Development in the Holy City of Kollur in accordance with your Request for Proposal Ref.: M(199)/Project/Kollur/2019-20/dated 21.12.2020

We hereby submit the hard copies of the proposal, which includes technical Proposal, the Financial Proposal in separate sealed envelopes with requisite EMD.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized signature (in full and details):

Name and Title of Signatory:

Name of Firm/entity:

Address:

FORM: 1

LIST OF PEOPLE AND COMPETENCY IN THE BIDDING ORGANISATION

Name of the Bidding organisation:

Name	Designation	Educational qualification	Core competency	Total work experience (Years)	Length of association with the Bidding organisation	Role in the Project, if any
Full time employees (Permanent)						
Part time employees (Permanent)						
Contractual employees (Full time/part time)						
Empanelled experts/consultants/data collectors/analysts etc.						

The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.

Signed by Authorised signatory

Seal

Name:

Designation:

Date:

FORM: 2

INFRASTRUCTURE OF THE BIDDING ORGANISATION

Name of the Bidding organisation:

Note: Please include office, transport, training, ICT and other infrastructure relevant to the present project

Sr. No.	Name of infrastructure	Quantity	Own or hired

The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.

Signed by Authorised signatory

Seal

Name:

Designation:

Date:

FORM: 3

**COLLABORATIVE PROJECTS/ASSIGNMENTS IMPLEMENTED BY THE
BIDDING ORGANISATION DURING YEAR 2014 – TILL DATE**

Name of the Bidding organisation:

Sr. No.	Title of project/assignment	Name of sponsoring/funding organisation	Name of collaborating organisation, if any	Period of project/assignment

The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.

Signed by Authorised signatory

Seal

Name:

Designation:

Date:

FORM: 4

GOVERNING BODY OF THE BIDDING ORGANISATION

Name of the Bidding organisation:

Sr. No.	Name of the person	Designation in the Governing Body	How long the person is holding the position (Years)	Is the person related to any other person in this list (Yes/No)

The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.

Signed by Authorised signatory

Seal

Name:

Designation:

Date:

FORM: 5

AREA OF OPERATION OF THE BIDDING ORGANISATION

Name of the Bidding organisation:

Sr. No.	Name of State	Name of Districts within the State	Name of local collaborating NGOs/ Institutions, if any	Whether you receive fund directly for project or through collaborating organization

The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.

Signed by Authorised signatory

Seal

Name:

Designation:

Date:

FORM: 6

**NUMBER OF BENEFICIARIES FROM PROJECTS OF THE BIDDING
ORGANISATION DURING PREVIOUS 10 YEARS**

Name of the Bidding organisation:

Sr. No.	Name of State	List of key projects/ assignments	Approximate number of beneficiaries	Short description of benefits accrued

The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.

Signed by Authorised signatory

Seal

Name:

Designation:

Date:

FORM: 7

COMPLIANCE TO REGULATORY REQUIREMENTS BY THE BIDDING ORGANISATION

Name of the Bidding organisation:

Statement	Response
Do your organisation file Tax Returns, submit reports under Societies Acts etc. as applicable on time? If yes, state the dates as applicable	2019-20 2018-19: 2017-18:
When was the latest Internal and Statutory Audits of the Books of Accounts carried out?	Internal audit: Statutory audit:
Please state the dates of the latest 5 (Five) Governing Body meetings and latest 2 (Two) General Body meetings of your organisation.	
Please list names of Awards/Recognitions received since year 2015, if any, along with the name of the provider organisation.	
Please specify the name of the website, social media site address etc. of your organisation, if present. If there is regular Annual Report or other published material enclose photocopy.	
Does your organisation have documented Policy on zero tolerance for unethical practices? If yes, enclose Photocopy.	
Does your organisation upload Annual Reports, Balance sheets to Internet?	Yes/No (If yes, name of the site)
Were there any adverse reports from Auditors during previous 5 years?	Yes/No (If yes, how many and what corrective actions did your organisation take?)
How does your organisation make most of the payments? mode	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Digital

The above information is complete and true to the best of my knowledge. Information found to be not true at any time might lead to disqualification of our offer and contract if we are selected.

Signed by Authorised signatory
Name:
Designation:
Date:

Seal

**DESCRIPTION OF BIDDING ORGANISATION'S METHODOLOGY, WORK PLAN
AND PROJECT ORGANIZATION STRUCTURE AS LOCAL IMPLEMENTING
AGENCY (LIA)**

1. **Methodology:** Bidding organisation should explain their proposed methodology to function as the Local Implementing Agency (LIA) for the Project within the scope of work as defined under the section Terms of Reference.
2. **Work plan:** Bidding organisation should provide work plan to function as the Local Implementing Agency (LIA) through PERT/CPM Network or Gantt Chart. Work plan should indicate mile stone events and critical activities to ensure that the project is completed as scheduled.
3. **Project organisation structure:** Bidding organisation should provide its proposed organisation structure to function as the Local Implementing Agency (LIA) specifying clearly designation, communication channel and number of persons proposed to be employed. The profile of the people proposed to be engaged should be submitted as per the following format.

FORMAT FOR PROFILE OF PROPOSED PROJECT TEAM

1. Name of the person:
2. Designation:
3. Proposed responsibility:
4. Educational qualification:
5. Experience (Brief description):
6. Age (As on 1st December 2020):
7. Proposed duration of engagement in the Project:

Section 5

Other Terms and Conditions

Other Terms and Conditions

1. The other general terms and conditions applicable to each assignment under this Project will be:
 - (i) The assignment should be completed within the time stipulated in the agreement. Delay in submission of the report beyond the stipulated time will attract penalty. For factors beyond the control of the institution given the assignment, suitable extension in time may, however, be granted at the request of the institution.
 - (ii) The Government shall not pay any extra amount for any escalation in the cost of the assignment beyond the time period stipulated in the agreement.
 - (iii) The total fee for the study as agreed with the organization will include service tax and other tax, if any, and the liability of payment of the tax will be the Consultant.
 - (iv) During the assignment period Government may modify the TOR and other terms and conditions of the assignment, if necessary, in order to strengthen / deepen its scope / coverage.
 - (v) The draft/final reports and the contents thereof would be the intellectual property of IIE and would not be published by the institution concerned without prior approval of IIE.
 - (vi) In case of the change of Consultant/team leader during the currency of study, the new Consultant/team leader may be appointed by the Institution with the prior approval of IIE.
 - (vii) The raw data/processed data finding should not be disclosed by the Institution to any third party without prior approval of IIE.

2. Budget/Payment Schedule :

Schedule for release of payments will be as under:

- (a) **First Installment:** 30% of the quoted fee on signing of the agreement shall be made at the time of acceptance of this proposal.
- (b) **Second Installment:** 40% of the quoted amount after successfully 'grounding' at least 300 entrepreneurs.
- (c) **Third and Final Installment:** Balance 30% on submission of the final report and a presentation on the report to be made before the Ministry of Skill & Entrepreneurship Development at New Delhi and subject to acceptance.

3. The Consultancy Organization will utilize the above amount only for the purpose for which it is sanctioned.

4. The Consultancy Organization shall maintain a separate account of the money received for this purpose from IIE and have the final accounts audited by statutory auditors at the Consultant's cost, if required.
5. The Consultancy Organization shall neither accept nor apply for financial assistance from any other source towards this project.
6. The Consultancy Organization will not purchase or acquire any fixed assets like photocopiers, computers, etc. out of the sanctioned amount.
7. The Consultancy Organization also agrees to carry out the assignment with high professional standards of competence and integrity having due regards to the nature and purpose of the assignment and to ensure the staff assigned to perform the services under this Agreement will conduct themselves in a manner consistent therein.
8. The Consultancy organisation and its members shall not divulge any restricted data/information they might have access, nor publish any research paper/article etc. using data of the assignment in any media or in any form without written consent of IIE.

Section- 6

Financial Proposal Forms

FORM: FIN – 1

(On organisation's letter head)

Covering letter for Financial Proposal

Ref. No.:

Date:

To,

The Director
Indian Institute of Entrepreneurship
BasisthaChariali,
N.H-37 Bypass, Near Game Village, Lalmati
Guwahati: 781029

Dear Sir,

We, the undersigned, offer to provide the consultancy assignment/ job for Implementation of Project on Entrepreneurship Development in the Holy City of Kollur in accordance with your Request for Proposal dated (). Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all taxes and duties. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal (as given in para 8 of Section 2 i.e. Instruction to the Consultant).

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized signatory:

Seal

Name and Designation of Signatory

FORM: FIN – 2

FINANCIAL PROPOSAL

(Project duration: 1 Year)

Sl. No.	Item	Unit	Rate (INR/Unit)	Quantity	Amount (INR)
(1)	(2)	(3)	(4)	(5)	(6) = (4)x(5)
1	Project launching meeting including publicity through print, electronic and social media	1 Number of event	LS	-	
2	Remuneration of Local Implementing Agency (LIA) Head	Man-month			
3	Remuneration of Data Collectors	Man-days			
4	Remuneration of Trainers	Man-days			
5	Cost of organizing Entrepreneurship Motivation cum present Project Awareness programmes (Excluding cost of Trainers)	No. of programmes			
6	Cost of organizing Entrepreneurship Skill Development programmes for targeted beneficiaries of the Project (Excluding cost of Trainers)	No. of programmes			
7	Remuneration of Consultancy staff	Man-month			
8	Remuneration of Mentors for beneficiary Entrepreneurs	Man-days			
9	Development of digital platform for providing facilitation services to entrepreneurs	-	LS	-	
10	Travel expenses	-	LS	-	
11	Local conveyance expenses	-	LS	-	
12	Board & Lodging expenses	-	LS	-	
13	Office expenses	-	LS	-	
14	Documentation expenses	-	LS	-	
	Contingency	% of total (1-14)			
	Sub total				
	GST				
	Total				

(Total in words: _____)

Signature of Authorized signatory:

Seal

Name and Designation of Signatory