

REQUEST FOR PROPOSAL

FOR

**Selection of an Agency for Management of Working
Women's Hostel at Haridwar and Dehradun District
Supported by Dept. of WECD, Govt of Uttarakhand.**

December, 2021

Dir. of Public Health
Address: Near Nanda Ki Chauki, Suddhowala, Chakrata Road, Dehradun, Uttarakhand Mob.
9870933044 e-mail: dir.icds.ua@gmail.com, dir.icds.uk@gov.in.

Dir.

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DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to as "EOI") document provided to the Bidders, by the WOMEN EMPOWERMENT & CHILD DEVELOPMENT Uttarakhand (hereinafter referred to as "WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND") or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.

The purpose of this EOI document is to provide the Bidder(s) with information to implement the following assignment: **"Selection of an agency for Management of Working Women's Hostel at Haridwar and Dehradun District supported by Dept. of WECD, Govt of Uttarakhand.** This EOI document does not purport to contain all the information each Bidder may require. This EOI document may not be appropriate for all persons, and it is not possible for the WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND, their employees or advisors to consider the business/investment objectives, financial situation and needs of each Bidder who reads or uses this EOI document

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI document and wherever necessary obtain independent advice from appropriate sources. WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND, their employees and advisors make no representation or warranty and shall incur no liability under and law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI document.

WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND may, in its absolute discretion, but without being under any obligation to do so, update amend or supplement the information in this EOI document.


A

SECTION 1: LETTER OF INVITATION

Director

WOMEN EMPOWERMENT & CHILD DEVELOPMENT
UTTARAKHAND

Dear Bidder,

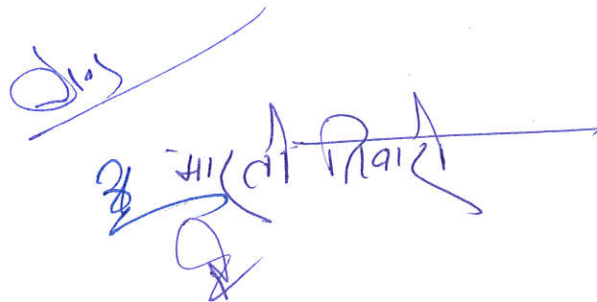
1. Director (WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND), invites proposal from reputed registered organization those having experience in operation and maintenance of hostels /shelters/boardings preferably for women and children for the Selection of an agency for "Management of Working Women's Hostel at Haridwar and Dehradun supported by Dept. of WECD, Govt of Uttarakhand. The details of the required scope of work and services expected from the Agency are provided in the **Section 5: Scope of Work & Terms of Reference** in this EOI document.
2. An Agency(s) will be selected as per **Quality and Cost Based Selection (QCBS)** criteria described in this EOI.
3. The EOI comprises the following sections:
 - Section 1 – Letter of Invitation.
 - Section 2 – Definitions.
 - Section 3 – Fact-Sheet.
 - Section 4 – Background and the need for Working Women's Hostel.
 - Section 5 – Scope of Works & Terms of Reference.
 - Section 6 – Instructions to Agencies
 - Section 7 – Qualification
 - Section 8 – Statutory Requirements
 - Section 9– Agency Responsibilities
 - Section 10 – Technical Bid Format Instructions.

**Director,
WOMEN EMPOWERMENT & CHILD
DEVELOPMENT UTTARAKHAND,**



SECTION 2: DEFINITIONS

- a) "WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND" means the Client
- b) "Client" is the Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND.
- c) "Agency" means any entity or person that may provide or provides the Services to the Client under the Contract.
- d) "Working Women's Hostel (WWH)" means the 200 bedded accommodations constructed by Dept. of WECD, Govt. of Uttarakhand locality of Haridwar and Dehradun district.
- e) "Day" means calendar day.
- f) "Instructions to Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
- g) "LOI" means the "Letter of Intent" being sent by the Client.
- h) "Personnel" means professional and support staff provided by the Agency and assigned to perform the Services or any part thereof.
- i) "Proposal" means Technical Proposal and the Financial Proposal.
- j) "EOI" means the Request for Proposal circulated by the Client for the selection of Agency(s).
- k) "Assignment/job" means the work to be performed by the Agency pursuant to the Contract.
- l) "Terms of Reference" (ToR) means the information included in the EOI which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s).
- m) "Competent Authority" means Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND .

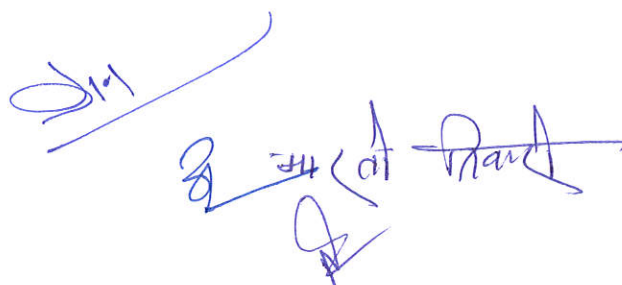


SECTION 3: FACTSHEET

Empanel related document made available to the applicants	18/12/2021
Last date for receiving	26/12/2021
Last date for receipt of Technical and Financial Proposals (Sealed Envelope)	26/12/2021
Opening of Technical Proposals	-
Letter of Award	To be intimated to the Selected Agency
Start Date	To be intimated to the Selected Agency
Method of Selection	Quality & Cost Based Selection (QCBS)
Contact Details	Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND

Note:

1. The Client reserves the right to change the above schedule by due intimation / information to the intended agencies. Please visit the website www.wecd.uk.gov.in/ regularly for the updates.
2. Proposals must be submitted on or before the prescribed date, time and venue mentioned in the Fact Sheet. Proposals received after cut – off date will be summarily rejected.
3. **Scope of work may increase / decrease. The Client reserves the right to cancel the EOI without citing any reasons thereof.**

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SECTION 4: BACKGROUND AND NEED FOR WORKING WOMEN'S HOSTEL

With the progressive change in the socio-economic fabric of the country, more and more women are leaving their homes in search of employment in big cities as well as in urban and rural industrial clusters. One of the main difficulties faced by such women is lack of safe and conveniently located accommodation. In order to address the problem, Government of Uttarakhand has constructed hostels for working women in several places. These hostels will promote availability of safe and conveniently located accommodation to working women who need to live away from their families due to professional commitments.

In this scenario, women from rural and tribal areas working in Haridwar and Dehradun city industrial cluster, especially from mining affected areas of the district, face difficulty in accessing safe accommodation within the city limits. Also, the rural women with children, desirous of working in Haridwar and Dehradun, find it difficult to avail economical accommodation with daycare centers. Considering the lack of such facility in the district, a 100 bedded working women's hostel with daycare center have been constructed at Haridwar and Dehradun city by Department of Women and Child Development & Mission Shakti, Government of Uttarakhand. As per the approved guidelines on WWH shared by Dept. of WECD, Govt. of Uttarakhand,

SECTIONS 5: SCOPE OF WORK & TERMS OF REFERENCE

A. Management of Working Women's Hostel:

A 200 bedded Working Women's Hostel has been constructed at locality of Haridwar and Dehradun district which shall be managed by the agency .

Objective of WWH:

- Promote availability of safe and conveniently located accommodation for working women, with day care facility creating a conducive environment for women to work in formal sector.

B. Scope of Work & Responsibility of Selected Agency:

1. The overall responsibility of day-to-day management of WWH lies with the Superintendent of the Hostel and the selected agency shall function as prescribed in the guidelines. And if not Specifically mentioned in the guideline then while taking decision best interest of the inmates shall be kept in mind.
2. For overall operational monitoring, supervision, compliance of the guideline and coordination, the agency shall form one Hostel Management Committee (HMC) for the hostel and ensure that HMC meets on a half-yearly and annual .
3. The agency / organization selected shall be responsible for the following –
 - 1) Appointment of staff and their capacity building initiatives.
4. Day to day management of the Centre including day to day maintenance, house-keeping, security services, office establishment, expenditure towards water and electricity charges and any other responsibility.
5. The agency shall ensure that the fees collected every month from WWH



6. The rent collected from the inmates doesn't include user charges for mess, cafeteria, facilities like washing machine, amusement, sports, internet and computer services, laundry services etc. user charges shall be separately collected by the agency from the inmates of WWH.
7. The agency /Organization shall ensure that the building is used for which constructed and shall not be used for any other purpose without permission of the Dept. of WECD .
8. The agency shall prominently display on the building, the name of the Hostel and endorsement "Supported by the Department of Women and Child Development, Government of Uttarakhand, Hindi & English.
9. The Centre should be maintained clean and well ventilated.
10. The agency shall ensure display of various helpline numbers at the reception.
11. The agency shall keep itself updated of the contact details of all inmates with their emergency contact numbers.
12. The agency shall provide First Aid facility and ensure arrangements to reach to a doctor or nearest hospital in case of emergency.

C. Contract Duration:

The initial period of the contracts will be for a period of 5 year, which may be extended for a further period on satisfactory performance, as determined by the client.

Technical Bid Submission

- Letter of Proposal in the prescribed format (As Per Format 11.1)
- Particulars of the Bidder (Format 11.2)
- CA certified Consolidated Turnover for Last 3 Years (Format 11.3)
- Self- declaration by Bidder for not Being Blacklisted (Format 11.4)
- Experience (Format 11.5)
- Declaration & Letter of Authorization (Format 11.7)

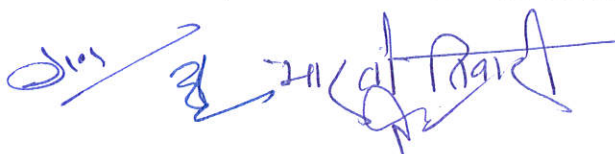
Envelopes shall be addressed to:

Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT
UTTARAKHAND,
E-MAIL ADDRESS:

.1 Site visit and verification of information:

The Bidders are encouraged to submit their respective Proposal after visiting the site and any other matter considered relevant by them. It shall be deemed that by submitting a Proposal, the Bidder has:

- ✓ Made a complete and careful examination of the Bidding Documents;
- ✓ Received all relevant information requested from the Authority;
- ✓ Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the Bidding Documents or furnished by or on behalf of the Authority relating to any of the matters above;
- ✓ Satisfied itself about all matters, things and information necessary and required for submitting an informed Proposal, execution of the Project in accordance with the Bidding Documents and



- performance of all of its obligations there under;
- ✓ Acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bidding Documents or ignorance of any of the matters shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from the Authority, or a ground for termination of the Service Agreement; and
 - ✓ Agreed to be bound by the undertakings provided by it under and in terms hereof.

The Authority shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to EOI, the Bidding Documents or the Bidding Process, including any error or mistake therein or in any information or data given by the Bidder.

.2 Rights to Accept/Reject any or all Bids:

Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND action.

.3 Language of Bid:

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc., being in a language other than English, a certified translation should accompany the documents as a part of the EOI. All proposals and accompanying documentation will become the property of Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND .

.4 Notifications of awards and Signing of Contract:

- Prior to the expiration of the period of bid validity, the Bidder will be notified in writing or by email that their bid has been accepted.
- At the time Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND notifies the successful Bidder that its bid has been accepted, Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND will send the Bidders the proforma for Contract, incorporating all clauses/agreements between the parties. The successful Bidder shall sign and date the Contract and return it to Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND .

.5 Failure to agree with the Terms and Conditions of the Bid/Contract:

- Failure of the Bidder to agree with the Terms and Conditions of the bid/Contract shall constitute sufficient grounds for the annulment of the award of contract, in which event the contract may be awarded to the next most responsive Bidder.

.6 Legal and Stationery Charges:

- The successful bidder will have to bear the legal & stationery charges at rates for preparing contract documents as per prevailing circular. The stamp duty payable for the contract shall be borne by the Implementation Agency.
- The successful Bidder shall enter into a contract agreement with Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND within 30 days from the date of issue of Work Order and the



same should be adjudicated for payment of Stamp Duty by the successful Bidder.

- All legal charges and incidental expenses in this respect shall be borne and paid by the successful Bidder.

.7 Bid Validity Period

The proposals shall be valid for a period of 90 days from the deadline of submission of Bids. On completion of the validity period, unless the Bidder withdraws proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws proposal.

.8 Rectification of Errors:

- Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened. All corrections, if any, should be initialed by the person signing the proposal form before submission, failing which the figures for such items may not be considered.
- Arithmetic errors in proposals will be corrected as per unit rates quoted.

.9 Bidder Qualification:

- The Bidder may nominate a duly Authorized Representative and shall submit a Certificate of authority. All Certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative.
- The authorization shall be indicated by written Power of Attorney (as per Agency's format) accompanying the Qualification Bid.

.10 Conflict of Interest:

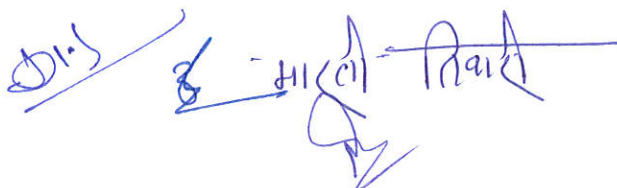
Client requires that Agency shall perform the required services, provide professional, objective, and impartial advice and at all times hold the Client's interest's paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work.

Without limitation on the generality of the foregoing, Agency and any of their affiliates, considered to have a conflict of interest shall not be engaged, under any of the circumstances set forth below:

.11 Conflicting Relationships:

- An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (a) the preparation of the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Conflict, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.
- No Agency or current employees of the Client shall work as Agency under their own ministries departments or agencies

.12 Unfair Advantage



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- If an Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies together with this EOI all information that would in that respect give such Agency any competitive advantage over competing Agencies.

.13 Fraud and Corruption

- It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

- a) Defines the terms set forth below as follows:
 - i. "Corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
 - ii. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - iii. "Collusive practices" means a scheme or arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;
 - iv. "Coercive practices" means harming or threatening to harm, indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract;
- b) Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question:

Applicant Agencies should be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.

Agencies shall furnish information on commission and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Agency is awarded contract.

.14 Only one Proposal:

An Agency may only submit one proposal. If any Agency submits or participates in more than one proposal, all such proposal shall be disqualified.

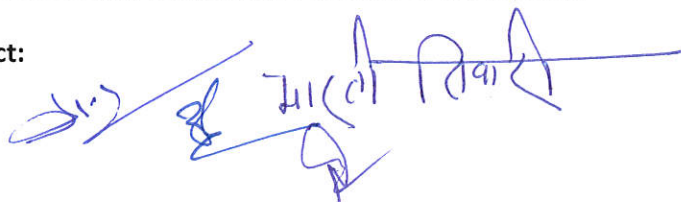
.15 Award of Contract:

- a) After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency, and promptly notify all Agencies who have submitted proposals about the decision taken.
- b) The Agency will sign the contract after fulfilling all the formalities/pre-conditions within 7 days of issuances of the letter of interest.

.16 Confidentiality:

Information relating to evaluation of Proposals and recommendations award shall not be disclosed to the Agencies 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 Agency for accessing confidential information related to the process may result in the rejection of its Proposal.

.17 Termination of the Contract:

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The competent authority may, by a written notice of termination to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension.

1. Shall specify the nature of the failure and
2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

.18 Competent Authority:

Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND, shall be the competent authority for this project. The powers of the Competent Authority will be as under:

- ✓ May amend EOI documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
- ✓ Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
- ✓ At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
- ✓ The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
- ✓ Any dispute in this regard shall be subject to jurisdiction only.

01/12/17
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SECTION 7- QUALIFICATION AND EVALUATION METHODOLOGY

Per Qualification Criteria

S. No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The Agency should be registered under <ul style="list-style-type: none">• Societies Registration Act 1860• Indian Trust Act 1882• Companies Act 1956	<ul style="list-style-type: none">• Certificate of Incorporation• Registration Certificate• PAN No.• TAN
2	Relevant Experience	The Agency must have minimum 5 years' of experience in HR Management, Management of Hostels or Similar Organization with any Government Department.	<ul style="list-style-type: none">• Details of relevant experience• Work order from Supporting Agency
3	Financial Capacity	The agency should have an annual turnover of at least Rs. 3 Crore each year for last three F.Y.s (2018-19, 2019-20 & 2020-21) and must have filed the ITR.	Last three F.Y.'s Audited Financial Statement duly signed by a Chartered Accountant ITR for the F.Y. –2018-19, 2019-20 & 2020-21 is required.
4	Consortium	No consortium/ Joint Venture / Associations or Subcontracting / Sub - letting shall be allowed for this project	Declaration of submitting as independent Agency from the Authorized Signatory.
5	Blacklist	The Agency should not have been blacklisted by any Central/ State Government or Public Sector Undertakings.	Affidavit by the Authorized Signatory stating not blacklisted.
6	Authorized Representative	A power of Authority/ Board Resolution in the name of the person signing the Proposal	Original Power of Attorney or Board Resolution Copy
7	Service Tax (GST)	Must be Registered under GSTN	Attach Regd. Certificate and GST No.

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, if and when required.

1. To qualify the technical evaluation stage, the bidder must score a minimum of 60 marks. Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND will open the Financial Bids of those Bidders who will achieve minimum score of 60 marks in technical evaluation
2. Documentary evidence (Citation, copy of completion / ongoing client certificate and work order / Contract) is required for all project experience.
3. In case project is on-going projects, a certificate to that effect should be furnished from the competent authority supported with Work Orders/ LoA.
4. Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND (or a nominated party) reserves the right to check/validate the authenticity of the information provided by the Bidder for Technical Evaluation criteria and the requisite support must be provided by the Bidder.

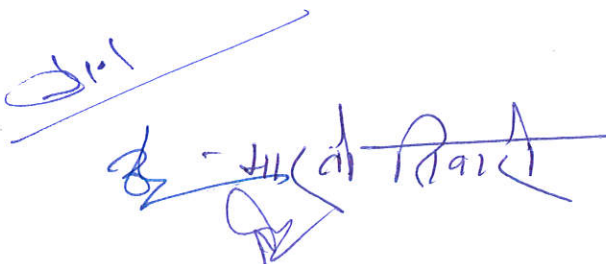
Section – 8 Bid Format Instructions

General Instructions

- a. Bid needs to be submitted offline (separate envelope) as per the instructions given in the EOI in
- b. The Agency needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items.
- c. The Unit Rate as mentioned in the following formats may be used for the purpose of 'Change Order' for respective items, if any. However, based on the market trends, Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND retains the right to negotiate this rate for future requirement
- d. The successful bidder shall not object to the upward or downward variation in quantities of any item within the variation limits.
- e. Payment for additional quantities within the variation limit shall be made at EOI rates and the EOI rates shall be valid for entire duration of the contract.
- f. No claim shall be entertained or become payable for price variation of additional quantities
- g. Agency should refer to the EOI for details on the technical/functional requirements of the system and the benchmark specifications for the items mentioned in the Financial Formats.
- h. Line items mentioned in the Financial Formats are for representation purpose and Agency may

Performance Bank Guarantee (PBG)

- i. The Agency shall, within 15 days after the receipt of Letter of Award from Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND furnish an unconditional, irrevocable and continuing Performance Guarantee to Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND for an amount equal to 1 % of the Contract Price from a Scheduled Bank in the format provided in the EOI. The Performance Bank Guarantee shall be valid for entire Term and six months thereafter. If the Performance Bank Guarantee is liquidated /en-cashed, in whole or in part, during the currency of the Performance Bank Guarantee, the Agency shall top up the Performance Bank Guarantee with the same amount as has been en-cashed within 15 days of such encashment without demur.
- ii. In the event of the Agency being unable to service the Agreement for whatever reason, Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND under the Agreement in the matter, the proceeds of the PBG shall be payable to Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND as compensation for any loss resulting from the Agency failure to perform/comply its obligations under the Contract. Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND shall notify the Agency in writing of the exercise of its right to receive such compensation within 30 days, indicating the contractual obligation(s) for which the Agency is in default.

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- iii. In case the Project is delayed beyond the Timelines as mentioned in EOI, the PBG shall be accordingly extended by the Agency till completion of scope of work as mentioned in EOI.

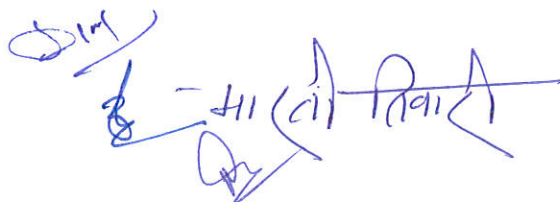
Statutory Requirements

- i. During the Term of this contract, the Agency shall refrain from indulging in activities which are in contravention of any law, act and/ or rules/ regulations, there under or any amendment thereof governing inter-alia customs, excise, taxes and levies, stowaways, foreign exchange etc. and shall keep Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND indemnified in this regard.
- ii. The Agency will ensure that an updated location-wise list of all assets deployed by the Agency for the purpose of the Project is available to Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND at all times. The Agency will seek Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND approval before installing any hardware at any location and will also not alter / change / replace any hardware component deployed for the purpose of the Project without prior consent of Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND.

Section – 09 : Agency Responsibilities

- i. Agency shall provide and deploy, on the site for carrying out the work, only those manpower resources who are skilled and experienced in their respective trades, deemed necessary for the prescribed Scope of Work in the EOI and who are competent to execute or manage/ supervise the work in a proper and timely manner.
- ii. The Agency would keep Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND updated with the details of the staff members deployed on the Project. The Agency will ensure that the roster schedule of all deployed manpower for each day at the required locations is made available to Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND for view by authorized Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND Staff. No change to the deployed manpower shall be done by the Agency without written approval from Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND except where such removal and/or replacement becomes necessary due to exceptional circumstances like disability, resignation, termination, death, etc. of the resource.
- iii. Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND may at any time request the Agency to remove from the work / site the Agency representative or any person(s) deployed by the Agency for professional incompetence or negligence or for being deployed for work for which he/she is not suited. The Agency shall accede to Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND request and shall not again deploy any person so objected to on the work or on the sort of work in question (as the case maybe) without the written consent of Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND .
- iv. The Agency shall maintain backup staff and shall promptly provide replacement of every person removed, pursuant to this section, with a substitute who is equally competent or higher in competence from the pool of backup personnel.

In case of change of any staff, the Agency shall ensure a reasonable amount of time-overlap in activities to ensure proper knowledge transfer and handover/ takeover of documents and other relevant materials between the outgoing and the new member. The Agency shall also ensure that such a change does not adversely impact the quality and timelines of the Project



Section- 10: Technical Bid Format Instructions

Instructions on Preparation of the Technical Proposal

- I. Bidders have to submit a very structured and organized technical bid, which will be analysed by the Technical Evaluation Committee for different compliances with regards to the requirements of the project. The document submitted must be searchable and well indexed without any handwritten material. Since the cut-off marks for Technical bid Score is 60, the quality and completeness of the information submitted by the Bidder will matter a lot. All the documents must be submitted in one file only.

- II. Bidder is expected to divide its Bid in following sections / documents:
 - a. **Bidder's Competence to execute the project**
 - This document should bring about the capability of the firm to execute this project. Some of the required documents are as follows:
 - Experience in Outsourcing projects
 - b. **Technical Proposal:** The technical proposal should specify the following:
 - Understanding of the Project
 - Clear articulation and description of the design and technical/functional solution.
 - Details of the complete solution proposed
 - Integration approach with existing Infrastructure
 - Reasoning for selection of the proposed technology over other options.
 - Strength of the Bidder to provide services including examples or case-studies of similar solutions deployed for other clients
 - Clearly articulate the Strategy and Approach and Methodology for Design, Implementation plan and Maintenance of Infrastructure components and Applications, if any, implemented in the project.
 - Approach and Methodology for Management of Agreement Requirements specified in the bid. Bidder is required to clearly articulate how the Agreement requirements would be adhered after signing of the agreement.
 - Detailed Project Plan with timelines, resource allocation, milestones etc. for supply, installation and commissioning of the various project components.
 - c. **Other Details**
 1. Preference will given to the Applicant registered as per order no 126/XXVII(7)32/2007 TC/2019 dated 12/07/2019 (Purchase Preference Policy 2019) .
 2. Relaxation in lease payment may be provided during epidemic and disaster situation

S/S

Dr. Jitendra Prasad

Bidding Format Check-list

Sr. No.	Documents required	Submitted (Y / N)	(Page No.)
1	Annexure- A for Technical Proposal Cover Letter		
2	Annexure- B for Particulars of the Bidder		
3	Annexure- C Bidders Average Turnover for last 3 Financial Years		
4	Annexure- D Self Declaration of Non-Blacklisted		
5	Annexure- E Experience		
6	Annexure- F Declaration & authorization letter		
7	Annexure- G Description of Approach, Methodology and WorkPlan for Performing the Assignment		

5/11

8 → 11/11/11
Rajendra Singh

: Format for Technical Proposal Cover Letter

Date: DD/MM/YYYY

To

**Director WOMEN
EMPOWERMENT &
CHILD DEVELOPMENT
Uttarakhand(Uttarakhand)
Pin 248001**

Sub: Submission of Technical Compliance Proposal

Ref: Selection of an agency for Management of Working Women's Hostel at Haridwar and Dehradun city of District supported by Dept. of WECD, Govt of Uttarakhand . (EOI No: _____ Dated: __/__/__)

Sir/ Madam

Having examined the EOI, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to product and services as required and outlined in the EOI. We attach hereto our responses to Technical Compliance Criteria.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to Director, WOMEN EMPOWERMENT & CHILD DEVELOPMENT UTTARAKHAND is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the EOI document and also agree to abide by this EOI response for a period of 90 days from the date fixed for bid opening.

We hereby declare that in case we are chosen as successful bidder, we shall submit the PBG in the form prescribed in the EOI. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the EOI and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the EOI response with or without assigning any reason whatsoever.

It is hereby confirmed that I am entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.

The image shows a handwritten signature in blue ink, followed by a blue ink stamp. The stamp contains the text 'श्री' (Shri) at the top, and 'श्री' (Shri) and 'श्री' (Shri) in the middle, with a large 'A' or similar symbol to the right. The signature is written over the stamp.

Format for Particulars of the Bidder

Details of the Bidder (Company)		
A	Name of the Bidder	
B	Address of the Bidder	
C	Year of Incorporation	
D	Registration Number & Registration Authority	
E	Legal Status (Public/Private)	
F	Name & Designation of the Authorized person to whom all references shall be made regarding this EOI	
G	Telephone No. (with STD Code)	
H	E-Mail of the Contact person:	
I	Website	
K	Financial Detail (Organization's turnover of last three financial years)	FY 18-19:
		FY 19-20:
		FY 20-21:
L	GSTIN Number	
M	PAN	
N	GST, EPF & ESIC Registration	
O	PURCHASE PREFERENCE POLICY REGISTRATION CERTIFICATE	

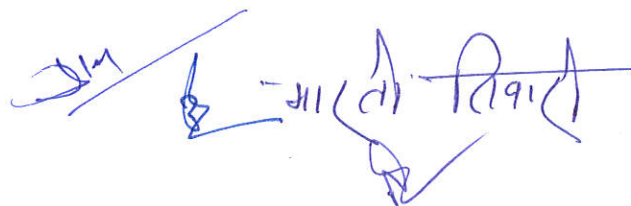
Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:



Bidders Average Turnover for last 3 financial years

Date: DD/MM/YYYY

The Average Annual Turnover statement of..... <name of the organization>, at.....<address of the organization >, for the last three financial year are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in lakhs (₹)
1	2018-19	
2	2019-20	
3	2020-21	
	Average annual turnover statement	

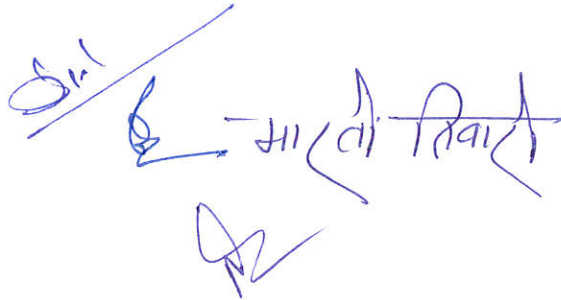
Date:

Signature of Chartered Accountants

Place:

Seal:

Membership No:



Format for Self-declaration by Bidder for not being blacklisted

[ON BIDDERS LETTERHEAD]

To

**Director WOMEN
EMPOWERMENT & CHILD
DEVELOPMENT
Uttarakhand(Uttarakhand) Pin
248001**

Sub: Declaration of no valid ineligibility for corrupt or fraudulent practices or blacklisted by Government (Central or State)/Semi-Govt. or PSU as on 15-12-2021.

Ref: Selection of an agency for Management of Working Women's Hostel at Haridwar and Dehradun District supported by Dept. of WECD, Govt of Uttarakhand.

Sir/ Madam,

In response to the above-mentioned EOI I, _____, as _____
<Designation>_____of M/s_____, hereby declare that our Company / Firm
_____has not been declared blacklisted or ineligible to participate for bidding by any
State/Central Govt., Semi-Govt. or PSU in last____years from the date of submission of bid.

Date:

Signature of Authorized Representative

Name of Agency:

Full Address:

Telephone No.:

Handwritten signature in blue ink, appearing to be "Shikha Rana" with a date "12/12/21" written above it.

Experience

Sl No	Name of Work	Year of Work	Current Status

Please check (√) on the supporting documents enclosed:

- Work Order received from Client
- Agreement signed between Bidder and Client
- Client Certificate/ others (if any)

21.1
Rajendra Singh
R

Declaration & Authorization Letter
(ON BIDDER'S LETTER HEAD)

(RFP No: _____ / Dated: _____)

1. I, _____ (Name of the authorized person) hereby declare that all the information provided in this bid form / proposal are true to the best of my knowledge and that we shall be bound by the acts of duly constituted attorney.

2. I also hereby declare that all matters related to bid be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent authority.

3. Mr/Ms./Smt. _____, whose signatures are appearing below, is /are the authorized representative of the firm.

4. I/We also undertake the responsibility to communicate changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

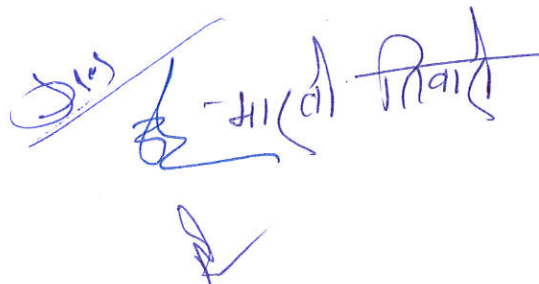
5. I/we have read and understood all the Terms and Conditions mentioned in this document and consciously agree to abide by them.

Signature of Authorized Person: _____

Place: _____

Signature of Authorized Representative: _____

Date (with Firm's Seal): _____

A handwritten signature in blue ink, appearing to be in Hindi or a similar South Asian script, written over a horizontal line. The signature is slanted and includes some additional scribbles below it.

Annexure- G

Description of Approach, Methodology and Work Plan for Performing the Assignment



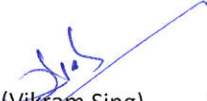



Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) **Technical Approach and Methodology,**
- b) **Work Plan, and**
- c) **Organization and Staffing**

- a) **Technical Approach and Methodology:** In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan:** In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, **showing understanding of the TOR** and ability to translate and implement **each of the objectives, scope of work** into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.
- c) **Organization and Staffing:** In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given.

Note 1: Information provided in the form should correspond to the Technical Presentation.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

 (Neetu Phulara) CDPO Member	 (DR. Akhilesh Mishra) Programme Officer Member	 (Vikram Sing) Programme Officer Member	 (Mohit Choudhary) Chief Probationary Officer Member	 (Bharti Tiwari) Programme Officer Member	 (Sanjeev Kumar. Singh) Finance controller Member
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Signature