



**Panchayati Raj & Drinking Water Department
Government of Odisha**

TENDER DOCUMENT

For

**Selection for Human Resource Service Provider
Agency to place Faculty & Support Staff for
DISTRICT PANCHAYAT RESOURCE CENTRE
(DPRC)
JAJPUR**

Important Dates

- 1. Pre-bid meeting of intending bidders: - 05.09.2019 at 3.00 PM in the DRDA Conference hall, Jajpur**
- 2. Last date for submission of RFP Documents: 13.09.2019 up to 5 P.M.**
- 3. Opening of RFP documents : 16.09.2019 at 3 P.M.(Technical Bid)**
- 4. Opening of RFP documents : 18.09.2019 at 3 P.M.(Financial Bid)**

**DISTRICT RURAL DEVELOPMENT AGENCY (DRDA),
JAJPUR**

Panchayati Raj Department

Govt. Of ODISHA

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1. FACT SHEETS:2

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Clause Reference	Topic
Method of Selection	Quality and Cost Based Selection (QCBS) method shall be used to select the Resource Providing Agency (RSP) for providing One Faculty, One Support Staff and One Assistant for 18 Districts covered under DPRC under RGSA Scheme. The Bidder has to submit the bid in two separate sealed envelopes marked Technical & Price bid. All the bidders will be evaluated on the basis of pre-qualification criteria. Technical evaluation will be done for only those bidders who satisfy all the pre-qualification criteria. Price bid of only those bidders shall be opened who qualify in Technical Bid. Technically qualified bidder, who quotes the least price, will be selected as Service Provider for the assignment. Consortium is not allowed.
Tender Fee	RFP can be Downloaded from the district administration website. The bidders are required to submit the document fee of Rs 5,000/- (Rupees Five Thousand) only in shape of Account Payee Demand Draft in favour of the Project Director, DRDA Jajpur, payable at Jajpur from any of the Nationalized/scheduled bank along with the Proposal.
Earnest Money Deposit (EMD)	Earnest Money Deposit of amount Rs 50,000/- (Rupees Fifty Thousand) only in shape of Account Payee Demand Draft or Banker's Cheque as suggested in guidelines circulated by Finance Department vide No.42280/F. Dt.26.09.2011 (in the format specified in Appendix I: Form 7) in favour of the Project Director, DRDA Jajpur, payable at Jajpur from any nationalized/scheduled commercial bank must accompany with the technical bid.
Scope of Work	Selected Service Provider is expected to implement and execute a MOU with DRDA Jajpur for a period of 1 year.
Project Timeline	6 month. The Timeline may be extended on requirement of Panchayati Raj Department and satisfactory performance of the Service Provider.
Language of Bid	The proposal should be prepared by the Bidder in English language only.
Currency of the Bid	The bidder should quote price in Indian Rupees only. The offered price must be exclusive of taxes and duties. The taxes as appropriate & applicable would be paid at the prevalent rates.
Validity Period	Proposals/ Bids must remain valid minimum for 180 days after the submission date.
Bid to be Submitted to	The proposal must be submitted to: The Project Director, DRDA Jajpur through registered post or speed post only. The tender paper, technical bid, tender fees and EMD shall be put in a sealed envelope with superscription as "Technical Bid". The price bid shall be put in a separate sealed envelope with superscription as "Price Bid". Both the envelopes shall be put in a separate envelope with superscription as "Proposal for Selection of Resource Providing Agency for District Panchayat Resource Centre, Jajpur".

2. PROPOSAL

Sealed tenders are invited from eligible, reputed and qualified organizations for the assignment as defined under the Terms of Reference section. This invitation to bid is open to all Bidders meeting the minimum eligibility criteria as mentioned in subsequent section of this RFP Document.

3. BACKGROUND INFORMATION

The District Rural Development Agency (DRDA) is set up by the Government of Odisha to oversee the planning, implementation and monitoring of programmes meant for the development of rural areas under the jurisdiction of Jajpur district. It invites TOR for expression of interest to provide Faculty, Support Staff and Assistant for DPRCs under RGSA Scheme on behalf of Panchayati Raj Department, Govt of Odisha. The DRDA, Jajpur proposes to engage service of qualified and experienced resource providing agency on outsourced basis. The Requirement for the outsourced staff is to continuously manage and monitor of Capacity Building & Training of Elected Representatives / Functionaries of Panchayats and modules for innovative and quality training will be prepared with partnering of NGOs.

4. INSTRUCTION TO BIDDER

4.1. General

- a) While sincere effort has been made to provide comprehensive and accurate background information, requirements and specifications, Bidders must form their own conclusions about the support needed to meet the requirements based on their past experience.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the DRDA on behalf Panchayati Raj Department.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by the Project Director, DRDA, Jajpur on behalf of the Panchayati Raj Department, Govt of Odisha. Any notification of preferred bidder status by the DRDA, Jajpur or Panchayati Raj Department shall not give rise to any enforceable rights by the Bidder. The Project Director, DRDA, Jajpur on behalf of Panchayati Raj Department may cancel this procurement at any time prior to a formal written contract being executed.

4.2. Pre-Bid Meeting

- i. The Bidders' designated representatives are invited to attend the Pre-Bid meeting at their own cost, which will take place at DRDA Jajpur *dt.05.09.2019* at 3.00PM in the conference hall of the DRDA, Jajpur.
- ii. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- iii. The prospective bidders are requested, to submit any queries in format Form 13 in advance to reach Project Director, DRDA Jajpur on or before *dt.04.09.2019* through e-mail of DRDA, Jajpur (ordjajpur@nic.in / pdjajpur@gmail.com) in only as it may not be practicable at the Pre-Bid meeting to answer all questions instantly. Any requests for clarifications received after the indicated date and time may not be entertained by the DRDA, Jajpur.
- iv. The Committee notified by Project Director, DRDA, Jajpur will endeavor to provide timely response to all queries. However, DRDA, Jajpur neither makes representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the agency undertake to answer all the queries that have been posed by the bidders.
- v. At any time prior to the last date for receipt of bids, Project Director, DRDA, Jajpur on behalf of Panchayati Raj Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender document by a corrigendum.

- vi. The corrigendum (if any) & clarifications to the queries from all bidders will be posted on district administration website i.e. www.jajpur.nic.in.
- vii. Any such corrigendum shall be deemed to be incorporated into this Tender.
- viii. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, Project Director, DRDA, Jajpur on behalf of Panchayati Raj Department may, at its discretion, extend the last date for the receipt of Proposals.

4.3. Compliant Proposals/ Completeness of Tender Paper

- i. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- ii. Failure to comply with the requirements of this paragraph or any clause of the RFP may render non-compliant and the proposal may be rejected. Bidders must:
 - include all documentation specified in this RFP;
 - Follow the format prescribed in this RFP and respond to each element in the order as set out in this RFP.
 - Comply with all requirements as set out within this RFP.

4.4. Key Requirements of the Bid

4.4.1. Right to Terminate the Process

- i. Project Director, DRDA, Jajpur on behalf of Panchayati Raj Department may terminate the Tender process at any time and without assigning any reason thereof. Project Director, DRDA, Jajpur or Panchayati Raj Department makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- ii. The submission of tender paper does not constitute an offer by Project Director, DRDA, Jajpur or Panchayati Raj Department. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

4.4.2. Cost of Tender Paper

- i. Tender document can be downloaded from the District website www.jajpur.nic.in. The bidders are required to submit the non-refundable tender document Fee of Rs 5,000/- (Rupees Five Thousand) only in shape of an Account Payee Demand Draft in favour of Project Director, DRDA and payable at Jajpur from any nationalized/ scheduled commercial bank along with the Tender Paper. Proposals received without or with inadequate fees shall be rejected.

4.4.3. Earnest Money Deposit (EMD)

- a) Bidders shall submit, along with their Technical Bids, EMD of Rs 50,000/- (Rupee Fifty Thousand) only in the shape of an Account Payee Demand Draft or Banker's Cheque as suggested in guidelines circulated by Finance Department vide No.42280/F. Dt.26.09.2011 (in the format specified in Appendix I: Form 7) from any Scheduled Commercial bank in favour of Project Director, DRDA, Jajpur payable at Jajpur, and shall be valid for 90 days from the due date of the tender / tender paper.
- b) EMD of all unsuccessful bidders would be refunded by the DRDA, Jajpur within 180 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be kept as part of Performance Guarantee till acceptance of final deliverable.

- c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d) The tender paper submitted without EMD, mentioned above, will be summarily rejected.
- e) The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity.
 - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
 - If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

4.4.4. Performance Bank Guarantee

- Bank Guarantee in the prescribed format [Form 12] in favor of the Project Director, DRDA, Jajpur shall be submitted by the successful bidder equivalent to 10% of the total amount quoted by the firm before execution of the agreement.
- The Bank guarantee shall be valid for a period of 6 months from the date of intimation to the selected bidder for execution of the agreement.
- Agreement shall be executed on confirmation of the Performance Bank Guarantee from the Concerned Bank.

4.4.5. Submission of Proposals

- a) The bidders shall submit their tender paper as per the format given in this tender paper in the following manner
 - Technical Bid [Form 1 to Form 8] - in first envelope [Tender Paper, Technical Bid, EMD, Cost of Tender Paper]
 - Price Bid [Form 9, 10 & 11] - in second envelope
- b) The response to Technical Bid and Price Bid (As mentioned in previous paragraph) should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Price Bid" respectively.
- c) Please Note that Prices shall not be indicated in the Technical Bid but shall only be indicated in the Price Bid.
- d) The two envelopes containing copies of Technical Bid and Price Bid shall be put in another single sealed envelope clearly marked "Proposal for Selection of Resource Providing Agency for District Panchayat Resource Centre, Jajpur".
- e) The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, e-mail ID and fax number of the bidder.
- f) All the pages of the tender paper must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of bid.

- g) The original bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender paper.
- h) All pages of the bid shall be initialed and stamped by the person or persons who sign the bid.

4.4.6. Authentication of Bids

The tender paper shall be accompanied by a power-of-attorney in the name of the signatory of the proposal who can bind the Firm/ Company.

4.5. Preparation and Submission of Tender Paper

4.5.1. Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of tender paper, in providing any additional information required by the Panchayati Raj department to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. DRDA, Jajpur or Panchayati Raj department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.5.2. Language

The Proposal shall be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

4.5.3. Venue & Deadline for Submission of Tender Paper

Proposals, in its complete form in all respects as specified in the tender paper, must be submitted on or before the last date and time of submission of bid as mentioned on the cover page of the tender paper at the address specified below through registered post/ speed post [Indian Post] only. No other way of submission of tender paper including submission through courier shall be considered. DRDA, Jajpur shall not be responsible for any postal delay.

The bid along with documents may be submitted the Project Director, DRDA Jajpur:

Last Date & Time of Submission: Dt.13.09.2019 through registered / speed post only.

4.5.4. Late Bids

- a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b) The bids submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c) DRDA, Jajpur shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

- d) Project Director, DRDA, Jajpur reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments. Such amendments shall be hosted in the district administration website and shall be published in the same newspaper in which the tender call notice is published.

4.6. Evaluation Process

- a) Project Director, DRDA, Jajpur has constituted a Tender Evaluation Committee [Tender Committee] to evaluate the responses of the bidders.
- b) The Tender Evaluation Committee constituted by the Project Director, DRDA, Jajpur shall evaluate the tender papers and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence as specified in clause – 5.1 of tender paper may lead to rejection.
- c) The decision of the Committee in the evaluation of tender papers shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d) The Committee may ask for meetings with the Bidders to seek clarifications on their proposals
- e) The Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f) Each of the tender paper shall be evaluated as per the criteria and requirements specified in this tender paper.

4.6.1. Tender Opening

The Bids submitted up to the stipulated last date and time as mentioned on the cover page will be opened on scheduled date and time by the tender committee, in the presence of the Bidders or their authorized representatives, who may be present at the time of opening. The representatives of the bidders are advised to carry the identity card or a letter of authority from the tendering firms to identify their *bona fides* for attending the opening of the proposal.

4.6.2. Tender Validity

The offer submitted by the Bidders shall be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.

4.6.3. Tender Evaluation

- a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive and liable to be rejected. If tender papers;
- Are not submitted in as specified in the tender document
 - Received without the Letter of Authorization (Power of Attorney)
 - Are found with suppression of details
 - With incomplete information, subjective, conditional offers and partial offers submitted
 - Submitted without the documents requested in the checklist
 - Have non-compliance of any of the clauses stipulated
 - With lesser validity period
 - Received without Cost of Tender Paper/ EMD or both
- b) All responsive Bids will be considered for further processing as below.

Tender Committee will make scrutiny of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

5. Criteria for Evaluation

Proposals for this contract will be assessed in accordance with Quality and Cost-based Selection (QCBS) system. All bids will primarily be evaluated on the basis of eligibility criteria. The Tender Committee will carry out a detailed evaluation of the Technical Proposals, only those who qualifies all eligibility criteria by taking into account the following factors:

- Overall completeness and compliance with the requirement.
- Proposed work-plan which will demonstrate whether the bidder can achieve the performance standards within the time frame described in documents or not.
- Any other relevant factors, if any, listed in the document, or DRDA, Jajpur on behalf of the Panchayati Raj Department deems necessary or prudent to take into consideration

In order to facilitate the technical proposal evaluation, the technical criteria laid down have been presented in subsequent sections. Bidders satisfying all the pre-qualification criteria would be considered for technical evaluation. Bidders qualifying in the technical evaluation will only be considered for further financial bid evaluation. Bids of Tenders which don't possess the minimum specified documents will be considered technically non-responsive and hence debarred from being considered for further evaluation.

5.1. Pre-Qualification Criteria

All bids will primarily be evaluated on the basis of Pre-Qualification Criteria. The Tender Committee will carry out a detailed evaluation of the Proposals, only those who have submitted documents detailed below as relevant to the bidder.

SI No	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	<ul style="list-style-type: none"> • The bidder must be a Company registered under the Indian Companies Act, 1956 and be in business for more than 5 years in India as on last date of submission of bid. • The bidder must be registered with Service Tax, EPF, ESI, PAN and up-to-date IT return for last three years. 	Certificates of incorporation. <ul style="list-style-type: none"> • Service Tax Registration Certificate. • EPF Registration Certificate with number. • ESI Registration Certificate with number. • PAN copy. • IT Return for last 3 years.
2.	Average Annual Turnover and Positive Net-worth	<ul style="list-style-type: none"> • Average Annual Turnover during last three financial years (as per the last published Balance sheets), should be minimum Rs 25,00,000/- (Rupees Twenty Five Lakhs) only. • The Net worth of the Bidder must be Positive and it should be a profit making company as per the audited balance sheet during last three financial years. 	Copy of the Audited Balance sheet and Profit & Loss Account; Showing the relevant trade for last three FY (2014-15, 2015-16 and 2016-17)
3.	Consortiums	Not allowed.	

4.	Quality & Capability Certification	The bidder must be a CMM/ISO 9001/IEC 20000 certified company.	Copy of the CMM/ISO 9001/IEC 20000 certificate/s.
5.	Technical Capability	The bidder must have successfully undertaken at least one projects not less than the amount Rs 5,00,000/- (Rupees Five Lakhs) only in government sector in India primarily related to Project Management Consulting/ Supplying professional manpower/ Implementation of e-Governance solution (Other than supply of Hardware and Data Entry) in last three financial years	Work order from the client mentioning details of order and amount of claim.
6.	Local Presence of the bidder	The bidder's local presence is desirable but not essential.	Self-Certified letter on existence of local office along with necessary evidence.
7.	Blacklisting	Affidavit by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as of 31.03.2017 must be submitted on original letter head of the bidder with signature and stamp.	Affidavit in prescribed format [Form 6]
8.	Tender Fees	The Bidder must have submitted Rs. 5,900/- (Rupees Five Thousand Nine hundred Only) towards the cost of the Tender Document.	In shape of Account Payee DD from any Scheduled Commercial Bank.
9.	EMD	The Bidder must have furnished the EMD of Rs.50,000/- (Rupees Fifty Thousand Only).	In shape of Account Payee Demand Draft or Banker's Cheque as suggested in guidelines circulated by Finance Department vide No.42280/F. Dt.26.09.2011 (in the format specified in Appendix I: Form 7) from any nationalized / Scheduled Commercial Bank

5.2. Technical Evaluation

Bidders need to score minimum 70 Marks out of 100 marks for qualifying to next stage i.e. Financial Evaluation. Details technical evaluation will be done on following criteria:

CRITERIA	MAX MARKS
Specific experience of the bidder relevant to the assignment	20
Approach, Methodology, Work Plan and understanding of the assignment	30
Key Professional Staff Qualification and competency for the assignment	40
Financial strength of the bidder	10
Total	100

5.3. Financial Evaluation

The bidder must quote price exclusive of any taxes and duties. Arithmetical errors will be rectified on the following basis. Amount mentioned in word will prevail against the figure RFP for in case of any discrepancy in Financial Proposal. Technically qualified bidder quoting the lowest price will be declared as preferred bidder.

6. Appointment of Service Provider Agency

6.1. Award Criteria

PD, DRDA, Jajpur on behalf of Panchayati Raj Department will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

6.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s)

DRDA, Jajpur on behalf of Panchayati Raj Department reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals 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 such action.

6.3. Notification of Award

Prior to the expiration of the validity period, Project Director, DRDA, Jajpur on behalf of Panchayati Raj Department will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process/ public procurement process has not been completed within the stipulated period, DRDA, Jajpur may like to request the bidders to extend the validity period of the bid. In such case such extended period shall be accepted as mutually agreed upon.

Upon successful bidder's signing the contract, DRDA, Jajpur will notify each unsuccessful bidder and return their EMD.

6.4. Contract Finalization and Award

Project Director, DRDA, Jajpur on behalf of Panchayati Raj Department shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Price Evaluation. On this basis the draft contract agreement would be finalized for award & signing.

6.5. Signing of Contract

After notification by Project Director, DRDA, Jajpur on the successful bidder that its proposal has been accepted, Project Director, DRDA, Jajpur on behalf of Panchayati Raj Department shall enter into a contract, incorporating all clauses and the proposal of the bidder between the department and the successful bidder. The Draft Legal Agreement will be provided as a separate document.

6.6. Failure to Agree with the Terms and Conditions of the Tender Paper

Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event Project Director, DRDA, Jajpur on behalf of Panchayati Raj Department may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, Project Director, DRDA, Jajpur shall forfeit the EMD of the successful bidder.

6.7. Period of Contract:

The period of contract shall be for a period of one year from the date of execution of agreement. The period may be extended purely on performance of the agency for further periods on mutual agreement by both the parties on similar terms and conditions.

7. Terms of Reference

7.1. Role and Responsibility of the Human Resource Service Providing Agency

The Resource Providing Agency (RPA) will be completely responsible to Project Director, DRDA, Jajpur and report to him for regular activities.

Following are the key responsibilities of agency.

- a) Must ensure that One Faculty, One Support Staff and One Assistant to be engaged by the agency in DPRC, Jajpur.
- b) Overall monitoring of staff deployed in DPRC, Jajpur.
- c) **Engagement and deployment of faculty and staff and timely payment of remuneration through on-line bank account transfer mode to the personnel deployed.**
- d) Consolidating the Monthly Performance Reports of all staff within the ambit and forwarding the same to Project Director, DRDA, Jajpur in the specified format.
- e) The Resource Providing Agency is expected to always keep available a reserve pool of resources that can be tapped for immediate deployment in district if vacancy arose. In case of any replacement, the outgoing resource must provide 2 weeks of handholding support to the fresh incumbent to ensure continuity and smooth knowledge-transfer. No post should remain vacant at any time.
- f) The Resource Providing Agency is expected to provide professional, objective and impartial advise and at all times hold the interests of the State Government paramount, strictly avoid conflicts with any other assignments/jobs or their own corporate interests and act without any consideration for future work.
- g) In case any of the proposed Faculty & Staff are found to be not performing or not meeting the expectations of the DRDA, Jajpur /PR Department, the Resource Providing Agency shall find a replacement for the Faculty & Staff. Project Director, DRDA, Jajpur will evaluate the replacement profile and indicate the acceptance / rejection of the profile.
- h) The Faculty & Staff will be exclusively deployed in DRDA, Jajpur as per the given assignments and will not work in any other assignments by themselves or by the resource providing agency.

7.2. Resource Providing Agency

DRDA, Jajpur is intended to provide management, technical and handholding support to ensure effective and timely implementation of activities of GP Planning, capacity building and others under RGSA. For incubating a culture of delivery at grass root level state & district wise full time professionals having extensive experience in capacity building, decentralised planning and other areas relating to rural development and Panchayati Raj are required to carry out following responsibilities through Outsourced Resource Centres . The list of key deliverables are to be performed are presented below for reference.

- To conduct a a large number of training programmes with focus on Flagship Programmes of the Ministries of Rural Development and Panchayati Raj were organized both in-house and in out-reach mode at district and block levels. The programmes in general were relatively short with two to three days duration. The major types and themes of the programmes included :
 - Induction Programmes for Village Extension Officer, Panchayat Secretaries and Elected representatives of PRIs

- Refresher courses on Agriculture, Animal Husbandry, Fishery, Rural Development, Rural Water Supply, School Education, Health & Family Welfare, Social Welfare, Backward Class Welfare, Women Development & Child Welfare.
 - Courses on Flagship Programmes of Rural Development – MGNREGA, NRLM, PMAY, PDS, Drinking Water and Sanitation, Watershed Management
 - Courses on IT / Computers / E-Commerce/ Mobile / Digitalization
 - Courses such as own resource mobilisation, maintenance of accounts, audit aspects etc.
- To support in conducting and organizing district & block level meetings, discussions, brain storming, workshop and related activities in the interest and agenda of district administration, Ministries of Rural Development and Panchayati Raj, SIRD & PR and PRI members and Functionaries.

To start with Districts will look for Faculty, Support Staff and Assistant to fulfill the assignments as envisaged below:

7.3. Eligibility and Responsibilities

Sl. No	Position	Qualification & Experience	Activities
01	Faculty in DPRC, Jajpur	<p>A. Educational Qualification : Master Degree in Rural Management, Rural Development, Social Work, Sociology, Anthropology, and Economics from a reputed institute. Proficiency in Odiya language is mandatory.</p> <p>B. Experience: Minimum Five years experience in coordinating and executing programme for Rural Development / Poverty Eradication / Tribal Development etc.</p> <p>C. Age Limit: 50 years. The age of applicant should not be more than 50 years as on 01/04/2017.</p> <p>D. Consolidated Remuneration: Rs.20, 000- Per Month</p> <p>E. Terms of Engagement on Contract basis for 11 Months.</p> <p>The position offered is on outsourced basis and do not envisage any form of regular appointment at DRDA, Jajpur in future.</p>	<p>The roles and responsibilities include but not limited to</p> <ul style="list-style-type: none"> ✓ Conducting training courses at district, block and GP level <ul style="list-style-type: none"> ✓ For PRI members, Functionaries and Participants nominated by PRI members and Functionaries. ✓ for other grassroots level workers in the village (ASHA worker, Anganwadi worker, schoolteachers, self-help groups, Mahila and Yuvak mandals etc.) on issues related to them. ✓ This can be through classroom training, hands on support in villages and exposure visits. • Preparing an Annual Activities Calendar mainly focusing on IEC and training activities and will be responsible for its implementation. • Helping the District, Block and GP in baseline surveys, sanitary survey of drinking water sources and systems falling within their jurisdiction • Helping in conducting social audits Coordination, advocacy and convergence must be done with the line department at district as well as at block level with respect to transfer of fund and functionaries to the lower level government • Interacting regularly with Panchayats, ASHA workers, anganwadi workers, NGOs, Self help groups, Mahila and Yuvak mandals to ensure that all Scheme and Programs by Ministry of Panchayati Raj get regular attention • Visiting schools to deliver talks to sensitize teachers and students to adopt and inculcate policies and schemes in true letter and spirit.

2.	Support Staff in DPRC, Jajpur	<p>A. Educational Qualification: Bachelor's Degree holder from a reputed institute. Adequate IT/ Computer / Mobile/Web Application knowledge. Proficiency in Odia language is mandatory.</p> <p>B. Experience: Minimum 5 years experience in coordinating and executing programme for Rural Development / Poverty Eradication / Tribal Development etc.</p> <p>C. Age Limit: 40 years. The age of applicant should not be more than 40 years as on 01/04/2017.</p> <p>D. Consolidated Remuneration: Rs.10, 000- Per Month</p> <p>E. Terms of Engagement on Contract basis for 11 Months.</p> <p>The position offered is on Outsourced basis and do not envisage any form of regular appointment at SIRD Odisha or NIRD & PR, in future.</p>	<p>The roles and responsibilities include but not limited to</p> <ul style="list-style-type: none"> • Supporting operation of DPRC & BPRC setup and its infrastructure and availability. • Ensuring proper utilization and upkeep of the centre. • Availability of training aids and kits • Supporting the Faculty in program planning and implementation. • Maintaining centre utilization log and prepare summary for authorities. • Help and Assist in all sorts of information support to visitors and guests of DPRC, BPRC & GP • Record all expenses, usage and pilferages
3.	Assistant in DPRC, Jajpur	Same as Support staff except - Consolidated Remuneration: Rs.8, 000- Per Month	Same as Support staff and further clerical and assistance to the institute.

7.4. Payment Terms

The Service Provider can raise claim on calendar month basis according to the number of manpower engaged in the project. The department will release the payment to the service provider within 15 days of their claim after acceptance of monthly deliverables. All claims will be submitted to following address:

7.5. Termination for Default

Department may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security by written notice of default sent to the Service Provider, terminate the work / task in whole or in part, after sending a notice to the Service Provider in this regard.)

- If the Service Provider fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the Tender Document.
- If the Company fails to perform any other **obligations under the terms and conditions.**

7.6. Force Majeure

- This clause shall mean and be limited to the following in the execution of the contract placed by the department.
- War / hostilities
- Riot or civil commotion
- Earth Quake, Flood, Tempest, Lightning or other natural physical disaster
- Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the consultant, which prevent or delay the execution of the order by the consultant
- The Service Provider shall advise the department in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, department

reserves the right to cancel the contract without any obligation to compensate the consultant in any manner for whatsoever reason, subject to the provision of clause mentioned.

7.7. Arbitration

- All disputes, differences, claims and demands arising under the contract shall be referred to the DRDA, Jajpur for final decision and the same shall be binding on all parties.
- Any other terms and conditions mutually agreed prior to finalization of the order / agreement shall be binding on the service provider.
- DRDA, Jajpur and the selected Service Provider shall make every effort to resolve amicably through direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matter the decision of which is specially provided for by the general conditions, such disputes shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering into the reference and the award of the arbitration or umpire, as the case may be. Shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or reenactment there of the arbitration proceeding shall be held in the respective district head quarter.

7.8. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Jajpur district only.

7.9. Liquidated Damages

The selected service provider must supply the required manpower within 15 days of signing the contract. Any delay in supplying manpower will invite a penalty @ Rs. 500 per manpower per day delay beyond the stipulated timeline. The same clause is also applicable for delay in replacement of manpower beyond the stipulated timeline of 15 days.

Appendix-I: Technical Bid

Form 1: Compliance Sheet for Eligibility Criteria

RFP NO: _____, Date: _____

Please check whether following have been enclosed in the respective covers, namely, letter of Technical Bid.

Sl. No.	Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation		
2	Copy of Service Tax Registration Certificate and GST compliance if applicable		
3	Copy of PAN		
4	Copy of Audited Balance sheet and Profit & Loss Account; Showing the relevant trade as proof of Annual Turnover of last three FY as of Mar 31, 2014		
5	Tender Paper Cost (DD No.: _____, Amount: _____, Bank: _____, Date: _____)		
6	Earnest Money (DD No.: _____, Amount: _____, Bank: _____, Date: _____)		
7	Bid Letter (Technical Bid) [In Form 2]		
8	Particulars of the Bidder [In Form 3]		
9	List of Projects Executed [In Form 4] [Certificate from the client as per clause 5.1]		
10	Project Citation of each Project listed in Form 4 [In Form 5]		
11	Affidavit of not be under Ineligibility(In Form 6)		
12	Copy of Power of Attorney in the name of the Authorized signatory		
13	Self-Certified letter on existence of local office in Odisha along with necessary evidence		
14	Copy of the CMM/ISO 9001/IEC 20000 certificate/s.		
15	Approach & Methodology[In Form 8]		

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Form 2: Bid Letter (Technical Bid)

RFP NO: _____, Date: _____

<Location, Date>

To

**The Project Director
DRDA
Jajpur**

Subject: Submission of the Technical bid for supply of manpower for Faculty, Support Staff and Assistant for DPRC at District.

Dear Sir/Madam,

We, the undersigned, offer to provide our services to the Project Director, DRDA, Jajpur with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the financial bid sealed in separate envelopes.

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

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

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

Yours sincerely,

Authorized Signature [*In full and initials*]: Name and Title of Signatory:

Name of the Firm:

Address:

Location:

Date:

Form 3: Particulars of the Bidder

RFP NO: _____, Date: _____

1. Name of the Organisation:

2. Status of Registration of Orgn.

3. Address of Office

4. Telephone No Fax No

5. Email Address

6. Website

7. Registration No & Date

8. No. of employees :

Technical	Managerial	Support	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. No. of years of proven experience of providing similar Services in India:

10. No. of years of proven experience of providing similar Services in Odisha:

11. Annual Turnover of the company (in last three years)

Financial Year	Amount (₹)		
	PBT	PAT	ATO
2015-2016	<input type="text"/>	<input type="text"/>	<input type="text"/>
2016-2017	<input type="text"/>	<input type="text"/>	<input type="text"/>
2017-2018	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company Seal

Form 4: Format for List of Projects Executed

RFP NO: _____, Date: _____

Sl. No.	Name, Address of the Client	Name of the Project	Project Period		Total Project Cost	I this Project Similar to Current Assignment
			From	To		(Yes / No)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note: The information provided in the above table must supported by relevant work order copy.

Form 5: Project Citation Format

RFP NO: _____, Date: _____

I. Client Details

1. Name of the Client :

2. Sector of the Client (Put a tick Mark [☑]): a. Govt. in India b. Govt. in Odisha
c. PSU in India d. Others

3. Detail of concerned officer of the client (Name, Designation, Address, Phone, e-mail):

II. Project Detail

4. Name of the Project:

5. Work Order No & Date

6. Project Start Date: Completion Date:

7. Project Cost(Excluding Tax in INR):

8. Type of Project: a) Supply of Manpower b) Project Management Consulting
c) E-Governance Project Implementation d) Other

9. No. of skilled Professionals involved in the project:

10. Implementation Coverage : a) State Level b) District Level c) Block/ Taluk Level

11. Brief details about scope of the project:

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Form 6: Affidavit of not be under Ineligibility

Before the Executive Magistrate/ Notary Public Sri _____

AFFIDAVIT

I, Sri/Smt. _____ aged about _____
S/o./D/o./W/o. _____ Proprietor/Partner/ Director of
M/s. _____ At- _____ Po-
_____, P.S- _____, Dist- _____ do hereby solemnly affirm and
state as follows:

- 1) That pursuant to the tender call notice dt. _____ of Panchayati Raj Department for Supply of manpower for District Resource Centre, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That I/my firm/company not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization/department.
- 5) That this affidavit is required to be produced with tender paper before the Director, SIRD, BBSR on behalf of Panchayati Raj Department, Government of Odisha.
- 6) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Advocate

The above deponent being present before me & duly identified by Sri _____ Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

Executive Magistrate/

***Strike out whichever is not applicable.**

Notary Public _____

Form 7: Bank Guarantee for Earnest Money Deposit

RFP NO: _____, Date: _____

To

**Project Director,
DRDA
Jajpur**

Whereas <<Name of the bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP # <<RFP Number>> dated <<Date>> for Supply of Manpower for District Panchayat Resource Centre (hereinafter called "the Bid") to Project Director, DRDA, Jajpur.

Know all Men by these presents that we <<Name of the Bidder>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <<Nodal Agency>> (hereinafter called "the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
 - a) Withdraws his participation from the bid during the period of validity of bid document; or
 - b) Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)
- II. This Bank Guarantee shall be valid up to <<insert date>>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

Form 8: Approach & Methodology

RFP NO: _____, Date: _____

Describe about Approach, Methodology, Work Plan and understanding of the assignment, Key Professional of the Bidder, Staff Qualification and competency for the assignment in this form.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Appendix-II: Financial Bid

Form 9: Compliance Sheet for Financial Proposal

RFP NO: _____, Date: _____

Please check whether following have been enclosed in the respective covers, namely, Financial Bid.

- a. Bid Letter (Financial)
(In the format attached at Form 10) Yes/No

- b. Financial Proposal
(In the format attached at Form 11) Yes/No

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Form 10: Bid Letter (Financial Bid)

Location, Date>

To

**Project Director,
DRDA, Jajpur.**

Subject: Submission of the financial bid for Supply of manpower for District Panchayat Resource Centre.

Dear Sir/Madam,

We, the undersigned, offer to provide our services for *supply of manpower for District Panchayat Resource Centre in Odisha* in accordance with your Request for Proposal << RFP No. >> dated <<Date>> and our Proposal (Technical and Financial Proposals). Our Financial Proposal is attached in Form 11. This amount quoted is exclusive of any taxes and duties.

1. PRICE AND VALIDITY

All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period 180 days from the date of opening of the Bid.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

2. UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3. TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.

4. QUALIFYING DATA

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

5. BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the RFP. These prices are indicated Commercial Bid attached with our Tender as part of the Tender. 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.

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

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,
Yours sincerely,

Authorized Signature:
Name and Title of Signatory:

Name of Firm with Address

Form 11 (A): Bid Analysis Form

RFP NO: _____, Date: _____

Proposed Position & Unit Rate	Name of Bidders	Legal / Statutory Compliance (Yes / No)	Technical Score as per 5.2	Services Charges (in Rupees)	Remarks Qualified / Disqualified
(A)	(B)	(C)	(D)	(E)	(F)
Faculty @ 20000/ Month Support Staff @ 10000 / Month Assistant @ Rs.8000 / Month	1.				
	2.				
	3.				
	4.				
	5.				

Legal / statutory compliance includes all compliance mentioed in Pre-Qualification Criteria Under 5.1 in the document plus GST and other directiives from time to time as directed by the Government.

Prepared By : Officer from PD DRDA, Jajpur

validated by : PD DRDA, Jajpur

Date:

Date:

Place:

Place:

Office Seal

Form 11 (B): Financial Proposal

RFP NO: _____, Date: _____

All the prices quoted below are exclusive of any taxes and duties.

Sl. No.	Proposed Position	Unit Rate per month in	No of Positions	No of Months	Value in
(A)	(B)	(C)	(D)	(E)	(E=C X D X E)
1	Faculty	20,000	1	1	To be calculated by the respective DRDA, Jajpur
2	Support Staff	10,000	1	1	
3	Assistant	8,000	1	1	
Total Charges towards remuneration of consultants per month					

SL	Particulars	Rate in %	Value in `
A	Total Charges towards remuneration of Outsourced staff for one month	NA	
B	Service Charge		
C	Total Quoted Price exclusive of taxes (A+B)		
Quoted Price (C=A+B) in words:			
D	Taxes As Applicable		

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company Seal

Appendix III: Other Formats

Form 12: Performance Bank Guarantee

To
The Project Director,
DRDA, Jajpur.

Whereas, <<name of the supplier and address>> (hereinafter called "the Bidder") has undertaken, in pursuance of contract no. <<insert contract no.>> dated <<insert date>> to provide services for <<name of the assignment>> to **The Project Director, DRDA, Jajpur** (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <<name of the bank>> a banking company incorporated and having its head /registered office at <<address of the registered office>> and having one of its office at <<address of the local office>> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.<<insert value>> (Rupees <<insert value in words>> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs .<<insert value>> (Rupees <<insert value in words>> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>)

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs<<insert value>> (rupees <<insert value in words>> only).
- II. This bank guarantee shall be valid upto<<insert expiry date>>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>>) failing which our liability under the guarantee will automatically cease.

Seal & Signature of the authorized officer of the Bank

Name & Designation of the Officer

Date:

Seal, Name & address of the bank & address of the branch

Form 13: Bidder's Query

(To be sent through official e-mail of the authorized representative of the bidder only)

Sl. No.	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of clarification
1.			
2.			
3.			