

## **Request for Proposal**

**REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF AN AGENCY FOR  
SETTING UP A PROJECT/PROGRAMME MANAGEMENT UNIT (PMU)  
FOR THEMATIC AREAS OF EDUCATION EMPOWERMENT PROJECTS  
LIKE PRADHAN MANTRI UJJAL RAHE (EARLIER NAI MANZIL), NAI  
UDAAN AND NAYA SAVERA**

**OF**

**MINISTRY OF MINORITY AFFAIRS  
GOVT. OF INDIA**

**Date:10.06.2021**

**Government of India**  
**Ministry of Minority Affairs**

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## **DISCLAIMER**

The information contained in this Request for Proposals document (“**RFP**”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Ministry, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Ministry to the prospective Applicants or any other person. The purpose of this RFP is to provide bidder with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Ministry in relation to the consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Ministry to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP, except for the purpose of this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct for all intents and purposes other than for limited purpose of giving a background of this scheme and should, therefore, conduct his own investigations and analysis and check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Ministry accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Ministry, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Ministry also accepts no liability whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFP. The Ministry may in its absolute discretion, but without being under any obligation to do so, update,

amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not further imply that the Ministry is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for consultancy and the Ministry reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Ministry or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Ministry shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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## **Section 1**

### **Letter of Invitation to RFP**

File No. FC-26/2/2020-FC-MOMA (Comp. No.125441)  
Government of India  
Ministry of Minority Affairs  
11th Floor, Pt. Deendayal Antyodaya Bhawan  
CGO Complex, New Delhi – 110003, India

### **Request for Proposal (RFP)**

**Date: 10.06.2021**

**Subject: Request for Proposal (RFP for Selection of an agency for setting up a Project/Programme Management Unit (PMU) for thematic areas of Education Empowerment projects like Pradhan Mantri Ujjal Rahe (earlier known as Nai Manzil), Nai Udaan and Naya Savera of Ministry of Minority Affairs, Govt. of India.**

The Ministry of Minority Affairs, Government of India, intends to engage a Consultancy firm/agency for setting up a Project/Programme Management Unit (PMU) for thematic areas of **Pradhan Mantri Ujjal Rahe (earlier known as Nai Manzil), Nai Udaan and Naya Savera of Ministry of Minority Affairs, Govt. of India**, details of which have been provided in the RFP document.

Proposals are invited from agencies which have the requisite experience in this field as detailed in the RFP. The salient features of the eligibility criteria and instructions on how to bid and other details are available in the RFP document uploaded on the website <http://www.minorityaffairs.gov.in/>. Important information & tentative dates are mentioned in section 1 of the RFP.

Interested applicants are requested to submit their response to the RFP in a sealed envelope through Speed Post/ Registered Post/Courier or deliver the same by hand super scribing “**Request for Proposal (RFP) for Selection of an agency for setting up a Project/Programme Management Unit (PMU) for Pradhan Mantri Ujjal Rahe (earlier known as Nai Manzil), Nai Udaan and Naya Savera of Ministry of Minority Affairs, Govt. of India**” on top of the envelope to the following address on or before 30.06.2021, 15:00 hrs.

The submission must be addressed to:

Under Secretary (Naya Savera )  
Ministry of Minority Affairs  
11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex,  
New Delhi – 110003.

## **SECTION 2: INTRODUCTION**

### **2.1 Introduction/Background**

**2.1.1.** The Nai Manzil scheme was a unique initiative of the Government, launched on 8th August, 2015, to benefit the minority youths who do not have a formal school leaving certificate, i.e. those in the category of school-dropouts, in order to provide them formal education and skills, and enable them to seek better employment and livelihoods in the organised sector. The Scheme has been approved with a 50% funding from the World Bank. This is the first World Bank supported programme for minority welfare in this Ministry. The scheme is also significant as it combines education with skills for school dropouts which will significantly enhance their employability.

The scheme is being implemented by the Project Implementing Agencies (PIAs) who provide non-residential integrated education and skill training for 9 to 12 months, of which a minimum of 3 months be devoted to skill training compliant with the National Skills Qualifications Framework (NSQF). After completion of skill training according to the defined framework, the beneficiaries will be placed in jobs appropriate to their qualifications. In such a scenario, it becomes imperative to have a Programme Management unit (PMU) to initiate processes to ensure proper monitoring, control and timely releases of the grants, to ensure that the scheme runs smoothly.

The impact evaluation report from the earlier phase of Nai Manzil suggests that the scheme has fulfilled its objectives of providing the opportunity of education and skill training certification which leads to employable opportunities to the vulnerable section of the society. The evaluation study of the Nai Roshni scheme has also shown that it is a unique scheme of its type, with the objective to empower and instill confidence amongst the minority women, including their neighbours from non-minority communities living in the same village/locality, by providing knowledge, tools and techniques for interacting with government systems, banks and other institutions at all levels. Though not implemented, one of Nai Roshni schemes aim of achieving economic empowerment of women was by providing short term skill training. The evaluation studies of both the schemes recommend continuation of the schemes. In view of the complementary objectives of both the schemes, it was decided to merge Nai Roshni into Nai Manzil scheme and also to develop a two-way linkage and synergy with Seekho aur kamao scheme. By combining both the

scheme of Nai Manzil and Nai Roshnai and removing skill component from the Nai Manzil, Pradhan Mantri Ujjal Rahe Yojana (PMURY) is going to lunch.

### **2.1.2 Free Coaching & Allied Scheme (Naya Savera):-**

The “Free Coaching and Allied Scheme” for the candidates belonging to “minority communities” was launched on 17th July 2007 by this Ministry.

The objective of the scheme is to assist students/candidates belonging to the six notified minority communities by way of special coaching for qualifying in competitive examinations for recruitment to Group ‘A’, ‘B’ & ‘C’ services and other equivalent posts under the Central and State Governments including public sector undertakings, banks, railways etc. or for admission in technical/professional courses.

As per the revised scheme, students / candidates belonging to the notified Minority Communities, having total family income from all sources not exceeding Rs.6.00 lakh per annum, is eligible for availing of the benefit of the scheme. The organisations/implementing agencies need to obtain income certificate from the concerned student/candidate issued by the competent authorities in the respective States/UTs. 30% of the numbers sanctioned for coaching have been earmarked for girl students/candidates. In case, the sufficient number of eligible female candidate/ students are not available the remaining slots can be filled by male students/candidates with prior permission/intimation to the Ministry.

Residential coaching was also added from 2013-14 for focused preparation of Minority Students at classes 11 & 12 with Science subjects viz (Physics, Chemistry, Biology and/or Mathematics) for Engg./Medical Entrance exams.

**2.1.3 Nai Udaan Scheme:-** It is being implemented by the Ministry of Minority Affairs since the financial year 2013-14. The said scheme is being implemented through online Portal i.e. [www.naiudaan-moma.gov.in/serviceonline.gov.in](http://www.naiudaan-moma.gov.in/serviceonline.gov.in). The applications along with some requisite documents are received only through online mode from the candidates of six (6) notified minority communities, who clear preliminary examination conducted by Union Public Service Commission, Staff Selection Commission and State Public Service Commissions etc. The total family income of the candidates from all sources should not exceed Rs.8.0 lakh per annum. The scrutiny of the applications are done as per guidelines of the Scheme. The cases of eligible applicants after scrutiny are placed before the Selection

Committee/Evaluation Committee and then financial support released to those recommended candidates, through DBT in PFMS.

**2.1.4.** The proposed Project Management Unit (PMU) is for three schemes Pradhan Mantri Ujjal Rahe Yojana (PMURY), Nai Udaan and Naya Savera under the thematic area of education empowerment.

A dedicated Project/Programme Management Unit (PMU) consisting of various domain specialists is proposed to be established within the Ministry for smooth functioning and day to day monitoring of the scheme. **The implementation, monitoring, inspection, publicity, communication service contract management, service delivery management, support in fund release and fund management would be the key responsibilities of the PMU. Apart from the aforementioned duties, support in augmenting the existing portal of the scheme and converting into web-based MIS by integrating several web-services, mobile-app shall also be the mandate of the PMU.**

## **2.2 Request for Proposals**

2.2.1 The Ministry invites proposals for selection of Consultancy firm/agency for setting up a Project/Programme/Programme Management Unit (PMU) for education empowerment schemes like **Pradhan Mantri Ujjal Rahe (earlier Nai Manzil), Nai Udaan and Naya Savera of Ministry of Minority Affairs, Govt. of India.**

2.2.2 The Ministry intends to select a Consultant to provide manpower for the PMU, through a competitive bidding through open invitation to bid, in accordance with the Quality cum Cost Based Selection (QCBS) method procedure set out herein.

## **2.3 Pre-qualification**

2.3.1 Technical and Financial Proposals must be prepared in the prescribed formats and submitted to the below mentioned address:

Under Secretary (Naya Savera)  
Ministry of Minority Affairs  
11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex,  
New Delhi - 110003 India



## **2.4 Due diligence by Applicants**

2.4.1 Applicants are encouraged to get informed about the assignment and the local conditions before submitting the Proposal by contacting or sending written queries to the Ministry's representative mentioned in Para 2.10 and attending a Pre-Proposal Conference on the date and time specified in Para 2.11.

2.4.2 Bidders shall bear all the costs associated with the preparation and submission of their proposals. The Ministry is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.

## **2.5 Availability of RFP Document**

2.5.1 The document can be downloaded from the Official Website of the Ministry (<http://www.minorityaffairs.gov.in/tender>), website and on CPP portal.

## **2.6 Validity of the Proposal**

2.6.1 The Proposal shall remain valid for a period of not less than 120 days from the Proposal Due Date (the "PDD") i.e. 29.10.2021.

## **2.7 Brief description of the Selection Process**

2.7.1 The Ministry will adopt a two-stage selection process (the "Selection Process") for evaluating the Proposals comprising the technical and financial bids, to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out as specified in Para 3.19. Based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in Para 3.20. In the second stage, a financial evaluation will be carried out as specified in Para 3.20. Proposals will finally be ranked according to their combined technical and financial scores as specified in Para 3.20. The first ranked applicant (the "Selected Applicant") shall be called for discussions while the second and third ranked Applicants will be kept in reserve.

2.7.2. Incomplete proposals or those received after the specified time and date or not fulfilling the specified requirement shall not be considered.

## **2.8 Currency for payment**

2.8.1 All payments to the Consultant shall be made in INR in accordance with the provisions of this RFP.

## **2.9 Schedule of Selection Process**

2.9.1 The scheduled selection process is given in Data-Sheet at Part-II of Section 3.

### **2.10. Pre-Proposal Queries**

Prospective Applicants may address their queries to the nodal officer specified below:

Under Secretary ( Naya Savera)  
Ministry of Minority Affairs  
11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex,  
New Delhi – 110003, India  
Email: suresh.yadav25@nic.in.in  
Phone: 011-24364310

### **2.11. Pre-bid/ Pre-Proposal Meeting**

The date, time and venue of Pre-Proposal Meeting shall be:  
Date: 18.06.2021  
Time: 15:00 hrs

Venue: Manthan, Ministry of Minority Affairs  
*11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan,  
CGO Complex, New Delhi – 110006 India*

Further details regarding the Pre-proposal meeting will be updated on the official website of the Ministry. Applicants may register for the same on or before **17.06.2021** by submitting the following details of the representative at the email address in Para 1.12: Name, Designation, Company, Mobile number, Email Address, Scheme of interest.

### **2.12 Communications**

2.12.1 All communications including the submission of Proposal should be addressed to:

Under Secretary ( Naya Savera )  
Ministry of Minority Affairs  
11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan,  
CGO Complex, New Delhi – 110003, India  
Email: suresh.yadav25@nic.in.in  
Phone: 011-24364310

2.12.2 All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

**Request for Proposal (RFP) for Selection of an Agency for setting up a Project/Programme Management Unit (PMU) for Pradhan Mantri Ujjal Rahe (earlier Nai Manzil), Nai Udaan and Naya Savera of Ministry of Minority Affairs, Govt. of India.**

## SECTION 3: INSTRUCTIONS TO BIDDERS

### PART-I

#### 3.1 Definitions

- (a) “Ministry” means the Ministry of Minority Affairs who has invited bids for **Selection of an Agency for setting up a Project/Programme Management Unit (PMU) for education empowerment schemes like Pradhan Mantri Ujjal Rahe (earlier known as Nai Manzil), Nai Udaan and Naya Savera of Ministry of Minority Affairs, Govt. of India**, with whom the selected agency will sign the Contract for providing the services as per the terms and conditions of the contract and Terms of Reference (TOR) of this RFP.
- (b) “Consultant” means any entity or person or associations of person who will be selected to provide the Services to the Ministry under the Contract.
- (c) “Contract” means the Contract signed by the Parties for this assignment.
- (d) “Project/Programme specific information” means such part of the Instructions to Consultants used to reflect specific Project/Programme and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the Government of India
- (g) “Instructions to Applicants” means the document which provides bidders with all information needed to prepare their proposals.
- (h) LOI means the Letter of Invitation being sent by Employer to the consultant.
- (i) “Personnel” means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof;
- (j) “Proposal” means the Technical Proposal and the Financial Proposal.
- (k) “RFP” means the Request for Proposal prepared by the Ministry for the selection of Consultant, based on the RFP.
- (l) “Assignment / job” means the work to be performed by the agency pursuant to the Contract.
- (m) “Terms of Reference” (TOR) means the document included in the RFP as Section 6 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.

### 3.2 Scope of Proposal

3.2.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant institution/agency possesses the requisite experience and capabilities, required for undertaking the Consultancy, it may participate in the Selection Process as an applicant, in response to this invitation. The terms “Applicant” implies a legal entity registered in India with valid GST registration and PAN number. The firm must be a Company, Partnership firm, LLP or Proprietorship; in existence from the last at least 5 years. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

3.2.2 Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by the Ministry through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed and no explanation or justification for any aspect of the Selection Process will be given and that the Ministry’s decisions are without any right of appeal whatsoever.

3.2.3 The Applicant shall submit its Proposal in the form and manner specified in Section 3 of the RFP. The Technical Proposal shall be submitted in the form at Section 4 of the RFP and the Financial Proposal shall be submitted in the form at Section 5 of the RFP. Upon selection, the Applicant shall be required to enter into an agreement with the Ministry, the details of the agreement will be provided after the selection of the agency.

### 3.3 Eligibility Criteria for the bidders

The Proposer should submit following documentary evidence on its eligibility/qualification criteria.

S.No	Parameter	Must Meet criteria	Documents to be attached
1.	The bidder must be a legal entity registered in India with valid GST registration and PAN number. The firm must be a Company, Partnership firm, LLP or Proprietorship; in existence for at least 5 years <b>AND</b> Bidder should have been in existence and operational continuously in India for last 5 years.	Must Meet	1. Certificate of incorporation or any other registration certificate; 2. GST registration certificate 3. Copy of PAN card

2.	The bidder should not currently be debarred and / or blacklisted and / or Suspended by any Central / State Government Department/ any multilateral agency nor should have any litigation or enquiry pending with regards to the works executed by it.	Must Meet	Undertaking to be submitted on letter head of the entity.
3.	Bidder should have an <b>average annual</b>	Must	A CA certificate on consultancy

S.No	Parameter	Must Meet criteria	Documents to be attached
	<b>turnover/receipt of minimum of Rs. 10 Crores in consulting services over three financial years</b> for FY 2017-2018, FY 2018-2019 and FY 2019-2020.	Meet	services turnover over the last three financial years including annual audited account to verify the turnover
4.	The bidder shall have minimum manpower strength of 200 persons on its rolls.	Must Meet	An undertaking from HR head of the company certifying the number of consultants and employees engaged by the bidder organization.
5.	The bidder must have experience in implementation of similar assignments/ Projects/ Programmes in Central/State Govt. Dept. Schemes  Bidder should have executed a minimum of 4 contracts of similar nature from Central/ State Government from distinct clients, over the past 3 years.	Must Meet	Copies of Work order, contracts or/and  Agreement or Letter from Client or copy of invoices raised to clients or/and  Completion certificate clearly mentioning the scope of work
6	An undertaking regarding actual availability of the key persons whose CVs are proposed, for the entire assignment duration to be submitted by the bidder.	Must Meet	Undertaking to be submitted on letter head of the entity.

### 3.4 Key Personnel and Support

3.4.1 The Consultant shall put together a multi-disciplinary team (the “PMU Team”) for undertaking this assignment. The PMU Team shall consist of the following key personnel\* (the “Key Personnel”). In case of any requirement during the assignment period, the agency shall provide additional staff as per the eligibility prescribed in Para 3.4 on the same cost, terms & conditions.

The composition of the core team of key personnel and their respective responsibilities are specified below:

<b>Position</b>	<b>Required Number</b>	<b>Desired Qualification and Work Experience</b>
Team Lead	1	MBA / Master's in Social Sciences / Social Work/ Development Studies / Rural Management or equivalent with over 15 Years-experience of working in Technical and Vocational Education and Training or Skill Development Sector. Experience of managing at least two skill development schemes at national/state level with an outlay of more than 100 crores.
Finance & Procurement Specialist	2	<p>CA/MBA(Finance)/ or equivalent Master (Finance and Accounts). Experience of working with the central/state PMU in development projects with at least 10 years of experience in Public Procurement and Financial/Fund management. Expertise in development of ToR and procurement documents for procurement of goods and services.</p> <p>Experience in designing, building and implementing financial management systems &amp; procedures including preparation of financial reports, and financial statements, including working with PFMS.</p> <p>Proven experience in appraising social development / any other investment projects and conversant with government accounting policies &amp; procedures and should be able to manage the banking transactions and Government Accounts. Proven experience of handling projects involving design and development of project appraisal tools, conducting project evaluations etc.</p> <p>Proven ability to prepare necessary financial reports including budget preparation, maintaining books of accounts, statement of expenditure etc., i.e. ability to establish recognized procedures to account for fund use</p> <p>Weightage will be given to candidates who are well-versed / experienced with government procedures and /or extensive Procurement and financial</p>



		management experience in result-based programs in particular financed by international development organizations.
IT & MIS Lead	2	B.Tech/B.E/MCA/or equivalent Masters with at least ITIL certification/Prince-2/PMP certification and Microsoft Certification are required. Over 10 years-experience of leading and managing large scale E-governance / citizen centric MIS application for central ministries (at least 5 projects) including at least one project implementation experience of SAS/R/Big data implementation required. Experience of designing and operationalization of data analytics, data visualization / dashboard is mandatory for this position. The resource must be familiar with MS-Excel and proficient in writing queries preferably in SQL RDBMS database besides a good knowledge of .NET. The resource must have experience and capacity of develop various technical documentation like SRS, FRS, DA, Situational Analysis, Feasibility Analysis, etc.
Education Specialist	2	Postgraduate degree in Social Science, Economics, Education, Statistics, Labor Economics, or any other related field. More than 10 years of professional experience of educational development projects preferably in open schools and distant learning, in social development and government sector. Specific experience of developing project implementation plan, budgeting, monitoring and supportive supervision and conducting various evaluation /assessments is needed. Proficiency in using statistical analysis software and Excel and Qualitative data analysis software will be an asset. The resource should have excellent proficiency in writing document, article, annual reports, parliamentary questions, RTI, reply of court-case, etc.

M&E Specialist	2	Postgraduate degree in Social Science, Economics, Management, Statistics, Labor Economics, Information Technology, or any other related field. More than 10 years of professional experience of designing monitoring frame works and establishing management information systems in the social and economic development sector. Specific experience of developing M&E frameworks for large scale projects and conducting impact evaluation assessments is needed. Proficiency in using statistical analysis software and Excel and Qualitative data analysis software will be an asset. Experience in using frameworks such as log frames etc. would be preferred.
Communication and Documentation Specialist	2	Master degree in Mass Communication/ Rural development/economics/ social work and MBA or equivalent. A minimum of 8 years of professional experience relevant in livelihood preferably in diversity and inclusion backdrop. Experience of working with SHGs/ microenterprises/ artisans/ clusters /other government schemes and industries etc. Track record in sustainable livelihoods promotion across wage and self-employment. On field experience of the above is desired. The resource should have excellent proficiency in writing document, article, annual reports, parliamentary questions, RTI, reply of court-case, etc.
System Analyst	2	B.E/B. Tech / MCA or similar with 8 years' experience in the software development with proven capacity of Mobile app development. Expertise in developing portal and web-site or mobile application for large-scale e-governance project including integration with PFMS, DBT, UIDAI, etc. <b>Knowledge working knowledge of net, Sql-Server, various mobile technologies, etc. are mandatory to know for this position.</b>

\* Initially only 13 resources are planned to be deployed. However, Ministry can request for deployment of additional resources at the man-month rates as quoted by bidder.

### **3.5 Conflict of Interest**

3.5.1 An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the “**Conflict of Interest**”). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Ministry shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Ministry for, *inter alia*, the time, cost and effort of the Ministry including consideration of such Applicant’s Proposal, without prejudice to any other right or remedy that may be available to the Ministry hereunder or otherwise.

3.5.2 The Ministry requires that the Consultant provides professional, objective, and impartial advice and always hold the Ministry’s interest’s paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Ministry. Violation of this clause shall make the consultant liable for any legal consequences arising out of the same.

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

- a) **Conflicting Activities:** A consultant or any of its affiliates selected as empaneled PIA to Nai Manzil or any other similar schemes of Ministry of Minority Affairs shall be disqualified for this assignment as this amount to conflict of interest.
- b) **Conflicting Assignment/job:** A Consultant (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Consultant to be executed for the same or for another Ministry.
- c) **Conflicting Relationships:** A Consultant that has a business or family relationship with a member of the Ministry staff who is directly or indirectly involved in any part of the Project/Programme shall not be awarded the Contract.

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

#### 3.5.5 Unfair Advantage:

If a Bidder could derive a competitive advantage from having provided consulting services related to the services in question and which is not defined as conflict of interest as per Para 5 above, the Ministry shall make available to all Bidders together with this RFP all information that would in that respect give such Bidder any competitive advantage over competing Bidders.

### **3.6 Number of Proposals**

3.6.1 RFP has been invited for Selection of an Agency for setting up a Project/Programme Management Unit (PMU) for thematic area of education empowerment scheme like Pradhan Mantri Ujjal Rahe Yojona (earlier known as Nai Manzil), Nai Udaan and Nai Savera and other related aspects for Ministry of Minority Affairs, Govt. of India. No Applicant shall submit more than one proposal.

3.6.2. Applicants will submit separate technical and financial bids under this RFP.

### **3.7 Cost of Proposal**

3.7.1 The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent discussion, visits to the Ministry etc. The Ministry will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

### **3.8 Verification of information**

3.8.1 Applicants are encouraged to submit their respective Proposals after verification of the scheme, guidelines etc. within the purview of this RFP and the applicable laws and regulations or any other matter considered relevant by them.

### **3.9 Acknowledgement by Applicant**

3.9.1 It shall be deemed that by submitting the Proposal, the Applicant has:

- a. made a complete and careful examination of the RFP;
- b. received all relevant information requested from the Ministry;
- c. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Ministry or relating to any of the matters referred to in Para 3.8 above;
- d. satisfied itself about all matters, things and information, including matters referred to in Para 3.8 herein above, necessary and required

for submitting an informed Application and performance of all of its obligations as it under ;

- e. acknowledged that it does not have a Conflict of Interest; and
- f. agreed to be bound by the undertaking provided by it under and in terms hereof.

3.9.2 The Ministry shall not be liable for any omission, mistake or inadvertent error , on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Ministry.

### **3.10 Right to reject any or all Proposals**

3.10.1 Notwithstanding anything contained in this RFP, the Ministry reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

3.10.2 Without prejudice to the generality of Para 2.10.1, the Ministry reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or discovered, or
- b) the Applicant does not provide, within the time specified by the Ministry, the supplemental information sought by the Ministry for evaluation of the Proposal.
- c) Misrepresentation/ improper and incorrect response by the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Applicant gets disqualified / rejected, then the Ministry reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Ministry, including annulment of the Selection Process.

### **3.11 Proposal Validity**

3.11.1 Clause 3.11 of the data sheet indicates that the proposal will remain valid for 120 days after the submission date. During this period, Consultants shall maintain the availability of professional staff reflected in the proposal and also agree to keep the financial proposal unchanged. The Ministry shall make its best effort to complete discussions/clarifications within this period. Should the need arise; however, the Ministry may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Key Personnel reflect in the Proposal and their financial proposal. Consultants could however, submit new staff replacement, which would be considered in the final evaluation for award of the contract. Consultants, who do not agree, have the right to refuse to

extend the validity of their respective Proposals. Under such circumstance, the Ministry shall not consider such proposals for evaluation.

### **3.12 Preparation of Proposal**

3.12.1 The proposal as well as all related correspondence exchanged by the Consultants and the Employer shall be written in English and Hindi language, unless specified otherwise.

3.12.2 In preparing their Proposals, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.12.3 While preparing the Technical Proposal, Consultants must give particular attention to the facts that, the proposal shall take into account a uniform working period of 36 months for each of the 13 resource personnel and agree to all other activities sought by the Ministry in the scope of work.

3.12.4 Submission of the non-compliant Technical proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information in the following Paras, as per (a) to (e) below, using the Forms mentioned in Section 4 of the RFP.

3.12.5 The format for submission of the Technical bid is furnished as Form TECH-1 of Section – 4 of the RFP.

a) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality /effectiveness of the assignment/job/ (Form TECH-2 of Section 4)

b) A description of the performing the assignment/job covering the following: Project/Programme organization and availability of experts, and transfer of knowledge/training. Guidance on the content of this section of the Technical Proposals is provided under Form TECH -3 of Section 3.

c) The list of the proposed Key Personnel, the position that would be assigned to each staff team member and their tasks to be provided in Form TECH-4 of Section 4.

d) CVs of the Key Personnel as mentioned in Para 3.12.4(c) above signed by themselves or by their authorized representative (Form TECH-5 of Section 4).

3.12.6 The Technical Proposal shall not include any financial information. A Technical Proposal containing any financial information SHALL be declared non-responsive.

3.12.7 The **Financial Proposal** shall be prepared using the prescribed Forms (Section 4). It shall list all costs associated with the assignment/job, including (a) remuneration for staff and (b) reimbursable expenses. If appropriate, these costs should be broken down by activity. The financial proposal shall be rejected summarily, if not found in the prescribed forms.

**3.12.8 Taxes** – The Consultant shall fully familiarize themselves about the applicable domestic duties and taxes on amounts payable by the Ministry

under the Contract. **All such duties and taxes must be included by the consultant in the financial proposal itself to avoid rejection of bid.**

### **3.13 Currency**

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

### **3.14 Earnest Money Deposit (EMD) and Performance Guarantee**

#### **3.14.1 Earnest Money Deposit**

- a. An earnest money of Rs.20,00,000 (Rupees Twenty lakh only) in the form of bank draft/demand draft/bank guarantee in favor of PAO (Sectt.), Ministry of Minority Affairs payable at New Delhi must be submitted.
- b. Proposals not accompanied by EMD shall be declared as non-responsive.
- c. No interest shall be payable by the Employer for the sum deposited as EMD.
- d. The EMD of the unsuccessful bidders would be returned at the earliest after expiry of the final bid validity and latest on or before one month of signing of contract by the successful bidder in terms of Rule 170(ii) of GFR 2017.
- e. The agency (the successful bidder) who will be selected will furnish a performance bank guarantee @ 5% of the total contract amount in the form of a bank guarantee from a scheduled commercial bank for the duration of the empanelment or extended period, if any in favor of PAO, Ministry of Minority Affairs. On receipt of Bank Guarantee, EMD will be refunded without any interest.

### **3.15 Forfeiture of EMD**

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

- a. If the proposal is withdrawn during the validity period or any extension agreed by the Consultant thereof.
- b. If the proposal is varied or modified in a manner not applicable to the Ministry after opening of Proposal during the validity period or any extension thereof.
- c. If the consultant tries to influence the evaluation process or in case of any misrepresentation of facts are observed.

### **3.16 Performance Guarantee**

3.16.1 The selected consultant for the schemes shall be required to furnish a Performance bank Guarantee equivalent to 5% of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favor of PAO, Ministry of Minority Affairs at New Delhi for the period of contract, with 120 days claim period beyond the completion of all contractual obligations. The bank guarantee must be submitted after award of contract but before signing of the consultancy contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Consultant on any account under the contract. **On submission of performance guarantee and after signing of the contract, EMD would be returned.**

### **3.17 Submission, Receipt and opening of Proposal**

3.17.1 The original proposal, both Technical and Financial shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should be in the format of TECH-1 of Section 4, and FIN-1 of Section 5 respectively.

3.17.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

3.17.3 The original and one copy of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Project/Programme. The envelopes containing the Technical proposals, Financial Proposals and EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, and reference number clearly marked "DO NOT OPEN BEFORE TIME (time and date of the opening indicated in the data sheet)". The Ministry shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This may lead to rejection of the Proposal. If the Financial Proposal is not submitted in a sealed envelope duly marked as indicated above, this will constitute a ground for declaring the Proposal non-responsive.

3.17.4 The proposals must be submitted in person to the addressee indicated in the Data Sheet and received by the Ministry not later than the



time and the date indicated in the Data Sheet, or any extension to this date in accordance with the Para 3.11. **Any proposal received by the Ministry after the deadline for the submission shall be returned unopened.** Technical Proposals will be opened on the date and time indicated in Data Sheet in the presence of the representatives of the applicants who wish to attend.

### **3.18 Proposal Evaluation**

3.18.1 From the time the proposals are opened to the time the contract is awarded, the applicants should not contact the Ministry on any matter related to its Technical and/ or Financial Proposal. Any effort by applicants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the applicants' proposal forthwith.

3.18.2 The Ministry shall constitute a Bid Evaluation Committee (BEC) for selection/short listing of the proposal.

3.18.3 Evaluation of Technical Proposals: The BEC shall evaluate the Technical Proposals with reference to the Terms of Reference taking into account the evaluation criteria and sub- criteria in Section 3: Instructions to Bidders. In the first stage of evaluation, a proposal shall be rejected if it is found deficient. Only complete proposals satisfying all the criteria shall be further taken up for further evaluation. Evaluation of the technical proposal will be considered initially and the financial bids shall remain unopened, at this stage. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined below.

### **3.19 Criteria for Evaluation of Technical Proposal**

3.19.1 The criteria defined in Section 3: Instructions issued to the Bidders shall be taken into account for the purpose of evaluation of technical proposals. Only those applicants obtaining a total score of minimum 70 (out of 100) or more on the basis of criteria for evaluation given below would be declared technically qualified.

3.19.2 Financial proposals of only those Bidders/applicants which are declared technically qualified shall be opened publicly, on the date and time specified in the Datasheet (contained in Section 3, Part II), in the presence of the Bidder's/applicant's 'representatives who choose to attend the same. The name of the Consultants, their technical score (if required), and their Financial Proposal shall be read aloud.

### **3.20 Method of Selection**

3.20.1 In deciding the final selection of the consultants, the technical quality of the proposal will be given a weightage of 80% on the basis of criteria for evaluation. The price bids of only those consultants who are

found to be technically qualified shall be opened. Out of the Proposals which are found to be technically qualified, the proposal with the lowest bid value will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 20%. For working out the combined score, the employer will use the following formula:

Total points:  $(0.8 \times T(s)) + (0.2 \times 100 \times \text{LEC}/\text{EC})$ , where T(s) stands for technical score, EC stands for Evaluation Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Proposal.

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

This methodology is sought to be explained through an example, as under:

Example: If in response to this RFP, three proposals, A, B & C were received and the Bid Evaluation Committee awards them score as follows: Proposal A - 75, Proposal B - 80 and Proposal C - 90 marks respectively, in Technical bids, all the three proposals would be technically accepted. Further, if the quoted price of the proposals A, B & C were Rs.120, 100 & 110 respectively, then the following points for financial proposals may be awarded:

A:  $100/120 = 83$  points

B:  $100/100 = 100$  points

A:  $100/110 = 91$  points

In the combined evaluation, the process would be as follows: Proposal A:  $75 \times 0.8 + 83 \times 0.2 = \mathbf{76.6}$

Proposal B:  $80 \times 0.8 + 100 \times 0.2 = \mathbf{84.0}$

Proposal C:  $90 \times 0.8 + 91 \times 0.2 = \mathbf{90.2}$

Proposal C would be considered as H1 and would be recommended for further discussions/clarifications, if considered necessary for approval. The short-listed Consultants will be invited to present their proposals before the BEC.

3.20.2 The BEC shall be authorized to correct any computation errors by the bidder, in the financial bid. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition to the above corrections the items described in the technical Proposals but not priced, shall be assumed to be included in the prices of other activities of items. In case an activity of line items is quantified in the Financial Proposal differently from the technical proposal, no corrections will be allowed to the Financial Proposal.

3.20.3 After opening of the financial proposals of the technically qualified bidder, the bidder with the highest score (H1) will be declared eligible for award of the contract. This selected consultant will then be invited for discussions/clarifications, if considered necessary.

### **3.21 Discussions/clarifications**

**3.21.1 Financial Discussions/clarifications:** Discussions/clarifications, if considered necessary, shall be held only with the bidder/applicant who shall be placed as H-1 bidder after combined evaluation of the Technical and Financial Proposal. Date and Time for discussion shall be communicated to the H-1 bidder/applicant. Representatives conducting discussions/clarifications on behalf of the bidder must have the written authority to discuss and conclude the contract.

### **3.22 Award of Contract**

3.22.1 After selection, the Ministry shall issue a Letter of Intent (LOI) to the selected Consultant and promptly notify all other Bidders who have submitted proposals about the decision taken. The LOI shall be issued, in duplicate, by the Ministry to the selected consultant, who shall, within 7 (Seven) days of the receipt of the Letter of Intent, sign and return the duplicate copy of the LOI in acknowledgement thereof. In the event the duplicate copy of the LOI duly signed by the Selected Consultant is not received back by the stipulated date, the Ministry may, unless it consents to extension of time for submission thereof on request of such consultant within the aforesaid stipulated time, appropriate the EMD of such Bidder as Damages on account of failure of the Selected Consultant to acknowledge the LOI. In no case, any bidder except H1 shall be awarded the contract.

3.22.2 The selected consultant will sign the contract after fulfilling all the formalities/pre- conditions mentioned in the standard form of contract in Section-7, within 5 days of receipt of the signed copy of letter of intent (LOI) from the bidder to the Ministry.

3.22.3 The selected Consultant is expected to commence the assignment/job within one week from the date of signing of the Contract.

3.22.4 The PMU shall be constituted initially for a period of three years but extendable by one year at a time with mutual consent between the parties without any price escalation, on the same terms and conditions, as existing, at the end of the third year.

### **3.23 Confidentiality**

Information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of any information related to the process may result in the rejection of its proposal and blacklisting. The successful bidder and personnel shall not either during the term or after expiration of contract disclose any proprietary or confidential information relating to the services, contractor business or operations of Ministry of Minority Affairs without the prior written consent of the Ministry of Minority Affairs. The successful bidder shall ensure that no information about the software, hardware, and database or policies of the Ministry or any other confidential or proprietary information of the user Ministry/Department is removed or taken out in any form including electronic form or otherwise, from the work site by the manpower posted by them.

### **3.24 Reporting**

3.24.1 For all purposes the Project/Programme Management Unit will be reporting to the Joint Secretary/Additional Secretary in charge of the respective scheme and to the representatives authorized there under. The consultant will generate quarterly and yearly progress report highlighting the accomplishment against the agreed operational plan, No files, data or information shall be shared in public domain by the consultant or the staff of this consultant.

### **3.25 Payment Terms**

3.25.1 The terms of payment would be linked as per the deliverables and timelines of the PMU & shall cover the following conditions -

1. The payment has been envisaged based on the scope of work for which the work order has been placed with the empaneled Bidder(s).
2. All payments shall be subject to deduction of TDS as per the Income Tax Act, 1961 and other applicable taxes including but not limited to Goods and Services Tax (GST), as per applicable laws.
3. All payments shall be made subject to adjustment of applicable penalties.
4. No TA/DA will be admissible for the first placing of the professional. However, a professional would be entitled to TA/DA if s/he is asked to go on tour for project work from her/his project site.
5. TA/DA will be reimbursed on production of original documents. Each work order will be considered a project and TA/DA should not exceed 10 (ten percent) of the work order value.
6. The payments will be released against pre-receipted bills in the name of Ministry accompanied with Performance Report/Project Review

Report duly put up and approved by concerned Additional/Joint Secretary. Payment will be made within 30 (thirty) days of submission of completed documents.

7. The successful bidder would submit pre-receipted bills in the name of Ministry on a quarterly basis or any other mode as may be agreed between Bidder and Ministry and shall be endeavored to be processed within 30 (thirty) days of receipt, if they are complete in all respect.

### SECTION 3:

#### INSTRUCTIONS TO BIDDERS PART-II

#### DATA SHEET (PROJECT/PROGRAMME SPECIFIC INFORMATION)

Clause No.	Particulars of data sheet
3.1 (a)	<b>Name of the Authority:</b> Ministry of Minority Affairs Government of India
2.2.1	<b>Name of the Assignment/job:</b> Request for Proposal (RFP) for Selection of an Agency for setting up a Project/Programme Management Unit (PMU) for thematic areas of education empowerment like Pradhan Mantri Ujjal Rahe Yojana (earlier Nai Manzil), Nai Udaan and Naya Savera of Ministry of Minority Affairs, Govt. of India
2.11	<b>Date of Pre-bid Meeting:</b> 18.06.2021 at 15:00 hrs. <b>Venue:</b> Manthan, Ministry of Minority Affairs, 11 <sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi – 110003, India
3.17	<b>Last date &amp; time and address for submission of proposal:</b>  (If due to any unforeseen reason, any holiday is declared on any of the due dates, then the due date will be the next working day.) Date: 30.06.2021 Time: 15:00 hrs. Under Secretary (Naya Savera) 11 <sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex, New Delhi – 110003
3.17	<b>Opening of Technical Proposal</b> Date: 01.07.2021 Time: 15:00hrs. 11 <sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex, New Delhi – 110 003
3.17	<b>Opening of Financial proposal</b> Date: 19.07.2021 Time: 15:00hrs. 11 <sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex, New Delhi – 110 003
3.11	<b>Proposal validity:</b> Proposals must remain valid for 120 days after the last date of submission i.e. 29.10.2021

3.19	Evaluation Criteria	
	<b>Criteria, sub criteria and point system for evaluation to be followed under this procedure is as under:</b>	
	<b>Criteria &amp; Sub Criteria</b>	<b>Points</b>
<b>1.</b>	Specific experience of the Consultant (as a firm) relevant to the Assignment:	<b>30</b>
1.1	Experience in providing services of providing resource personnel or setting up PMU in Central/State govt. sponsored Project/Programmes. More than 12 projects: 12 points 10 to 12 projects : 8 points 7 to 9 projects: 6 points 4 to 6 projects : 4 points	12
1.2	Aggregate contract value of all assignments as PMU/PMC/TSA in educational empowerment or skill development and livelihoods sector for Central/State Government or its department /mission/ Govt. Undertaking, in the last 3 years preceding the date of bid submission. * Maximum of 10 projects will be considered in this criteria.  <ul style="list-style-type: none"> <li>• Less than 5 projects = 2 marks</li> <li>• 5-8 Projects = 4 marks</li> <li>• 8-10projects = 6 marks</li> <li>• More than 10projects = 8 marks</li> </ul> Bidder must provide relevant extracts of bidder's signed agreement with the client, supporting the contract value cited for each project	8
Clause No.	Particulars of data sheet	
1.3	The average annual turnover of the agency in last 3 financial years i.e. (FY 2017-18, FY 2018-19, FY 2019-20 from Government consulting.	10

	<ul style="list-style-type: none"> <li>• &lt;30 crores = 4 marks</li> <li>• ≥40 crores = 6 marks</li> <li>• ≥60 crores = 8 marks</li> <li>• ≥100 crores = 10 marks</li> </ul>	
<b>2</b>	<p><b>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)</b></p> <p><i>The Ministry will assess the proposal submitted, in terms of quality and clarity of methodology, suitability to the TORs, realistic and implementable work-plan; quality, experience and balance of the team proposed with appropriate skill mix. The Ministry may request the bidders shall for a presentation on the technical proposal.</i></p>	<b>30</b>
<b>2.1</b>	Technical Approach and Methodology	10
<b>2.2</b>	Work Plan	5
<b>2.3</b>	Organization and Staffing	5
<b>2.4</b>	Technical Presentation	10
<b>3</b>	<p><b>Key Personnel (as per para 3.3 of section 3)</b></p> <p>Qualitative assessment. Key personal profiles will be evaluated on the basis of educational qualification (50%) and Experience (50%)</p>	<b>40</b>
<b>3.1</b>	<b>Mandatory – Manpower cost for 36 months</b>	
	Team Leader (1) – (Full Time)	10
	Finance & Procurement Specialist (2) – (Full Time)	3+3
	IT & MIS Lead (2) – (Full Time)	3+3
	M&E Specialist (2) – (Full Time)	3+3
	Education Specialist (2) – (Full Time)	2+2
	Communication and Documentation Specialist (2) – (Full Time)	2+2
	System Analyst (2) – (Full Time)	2+2



4.	<b>Method of selection:</b> In deciding the selection of the Consultant, the technical quality of the proposal will be given a weightage of 80%. The method of evaluation of technical qualification will follow the procedure given in para 14 of Part 1. The price bids of only those consultants who qualified technically will be opened. The financial proposal shall be allocated a weightage of 20%.	
5.	Expected date of commencement of consulting assignment/job:	August/September, 2021

\* Only Contracts/Work order signed with ministries and departments of either Govt of India and/or State Govts are eligible. These projects can be supported by any external donor agency. Ongoing projects with at least two years of existence is/are eligible subject to an undertaking issued by the concerned ministry or department.

## **SECTION 4: TECHNICAL PROPOSAL FORMS**

### **FORM TECH – 1**

#### **LETTER OF PROPOSAL SUBMISSION**

Location:

Date:

To,

Under Secretary (Naya Savera)

*Ministry of Minority Affairs  
11<sup>th</sup> Floor, Pt. Deendayal Antyodaya  
Bhawan CGO Complex,  
New Delhi -  
110003 India*

Dear.....

We the undersigned, offer to provide the Consultancy assignment for setting up a Project/Programme/Programme Management Unit (PMU) for thematic area of Pradhan Mantri Ujjal Rahe Yojana (earlier Nai Manzil), Nai Udaan and Naya Savera of Ministry of Minority Affairs, Govt. of India, in accordance with your Request for Proposal dated (*Insert Date*). We are hereby submitting hard copies of the proposal, which includes this technical Proposal, and a Financial Proposal sealed in a separate envelope and requisite EMD.

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

2. We understand that the Ministry is not bound to accept any proposal received without due diligence.

Name of agency

Yours sincerely, Authorized signature (in full and details): Name and Title of Signatory:

**DESCRIPTION OF METHODOLOGY, WORK PLAN, ORGNANIZATION  
FOR PERFORMING THE PRESENT ASSIGNMENT**

The Consultant must present his/her Technical Proposal divided into the following four components:

- a. Information regarding the applicant/bidder's organisation :
- b. Experience of Bidder as per Criteria & Sub Criteria stated under Section 3:
- c. Availability of experts (please provide an overview on senior leadership experience and commitment, highlighting expertise) :
- d. Technical Approach and Methodology, Work Plan, Organization for performing the assignment

**TEAM COMPOSITION AND TASK ASSIGNMENT/ JOBS****Key Personnel****Mandatory – Manpower cost for 36 months**

<b>S. No .</b>	<b>Name of Staff</b>	<b>Position</b>	<b>Area of Expertise</b>	<b>Abridged Information on work experience (in less than 200 Words)</b>	<b>Rationale for suitability in reference to TOR</b>
<b>1</b>		Team Leader (1) – (Full Time)			
<b>2</b>		Finance & Procurement Specialist (2) – (Full Time)			
<b>3</b>		IT & MIS Lead (2) – (Full Time)			
<b>4</b>		M&E Specialist (2) – (Full Time)			
<b>5</b>		Education Specialist (2) – (Full Time)			
<b>6</b>		Communication and Documentation Specialist (2) – (Full Time)			
<b>7</b>		System Analyst (2) – (Full Time)			

**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

1. Proposed Position:

[For each position of key personnel, separate form Tech-4 will be prepared]

2. Name of Institution/agency:

(Insert name of consultancy proposing the staff):

3. Name of Staff:

(Insert full name):

4. Date of Birth:

5. Nationality:

6. Education:

7. Membership of Professional Associations:

8. Other Training (In detail):

9. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since first employment, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To [Year]:

Employer:

Name of Assignment/ job or Project/Programme:

Location:

Main Project/Programme features:

Positions held:

Activities performed:

10. Undertaking:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of Consultant proposed in the CV]

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND  
DECLARATION**

1. Are there any activities carried out by your Organization or group of company which are of conflicting nature as mentioned in Para-5 of Section-2 of RFP. If yes, please furnish details of any such activities.
2. If no, please certify, as under:

We hereby declare that our firm, our associate / group firm are not indulged in any such activities which can be termed as the conflicting activities under Para-5 of the Section-2. We also acknowledge that in case of misrepresentation of the information; our proposals/contract shall be rejected/ terminated by the Employer which shall be binding onus.

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



## SECTION 5: FINANCIAL PROPOSAL FORMS

### FORM FIN – 1

[Location,  
Date]

To,

*UnderSecretary(Naya Savera)  
Ministry of Minority Affairs  
11<sup>th</sup> Floor, Pt. Deendayal Antyodaya  
Bhawan CGO Complex,  
New Delhi -  
110003 India*

Dear .....

We the undersigned, offer to provide the Consultancy assignment for setting up a Project/Programme Management Unit (PMU) for Education Empowerment projects of **Pradhan Mantri Ujjal Rahe Yojona (earlier known as Nai Manzil), Nai Udaan and Nai Savera of Ministry of Minority Affairs**, Govt. of India, in accordance with your Request for Proposal dated (Insert Date). Our attached Financial Proposal for the scheme/s inclusive of all taxes and duties are as under:

Name of Scheme

Bid amount (in Rs.)

2. We hereby confirm that the financial proposal/s is/are unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

2. Our Financial Proposal/s shall be binding upon us subject to the modifications resulting from Contract discussions/clarifications, up to expiration of the validity period of the Proposal, i.e., before the date indicated in Part II Data Sheet.
3. 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  
Consultancy:

Address:

## FORM FIN – 2

### SUMMARY OF COST- Price Bid format

S. No.	Particulars/Items	Man rates (in Rupees)	Man month requirement	*Annual increment, if any (in Rupees) (mention the % change here)	Total Amount per position (in Rupees)
1	Remuneration Key Personnel and Support staff)				
<b>Mandatory – Manpower cost for 36 months</b>					
1.1	Team Leader (1) – (Full Time)		36		
1.2	Finance & Procurement Specialist (2) – (Full Time)		36		
1.3	IT & MIS Lead (2) – (Full Time)		36		
1.4	M&E Specialist (2) – (Full Time)		36		
1.5	Education Specialist (2) – (Full Time)		36		
1.6	Communication and Documentation Specialist (2) – (Full Time)		36		
1.7	System Analyst (2) – (Full Time)		36		
	<b>Sub Total (in digits)</b>				
	(Sub Total in words)				

2	<b>Reimbursable expenses &amp; cost estimates (Indicate) ***</b>				
a					
b					
c					
d					
e					
f					
g					
h					
i					
	<b>Sub Total (in digits)</b>				
	(Sub Total in words)				
3	<b>Taxes and duties</b>				
3.1	CGST				
3.2	SGST				
3.3	Other Taxes (Indicate, if any)				
	<b>Total Cost of Financial Bid (including applicable Taxes)</b>				

\*Annual Increment for rate of the key personal's fee (if any) is to be included by the bidder in the price bid.

\*\*It is mandatory to fill the cost for all 13 positions.

\*\*\* It is hereby clarified that Desk tops for each team member of the PMU and printers/fax/copier, and their consumables, as per functional requirements shall be made available by the Ministry. In case the bidder wishes to provide any other capital items like laptops / mobile phones/consumables etc, or any other perks, besides the ones mentioned above, the same shall not be reimbursed by the Ministry.

Authorized

Signature:

Name:

tion:

Designa

Address:

**FORM FIN – 3****BREAKDOWN OF REMUNERATION**

(For details please refer to Note below)

S . No .	Name of Staff	Pos itio n	Man mont h rat e for 1 <sup>st</sup> to 12 <sup>th</sup> Mont hs	Year ly in cre ment (if any)	Man mo nth rat e for 13 <sup>th</sup> to 24 <sup>th</sup> h Mont hs	Yearl y inc reme nt (if any)	Man mont h rat e for 24 <sup>th</sup> to 36 <sup>th</sup> Mo nths	Total Amou nt in Rupee s
			( A 1 )	( B 1)	A2 (A1+B1)	B2	A3 ( A2+B2)	12 ( A1+ A 2 + A 3 )
1								

1. Key Professionals are to be indicated by name.

**Total Remuneration =** \_\_\_\_\_ **Amount in** \_\_\_\_\_ **Amount in**  
**Rupees** (Rupees) (Amount Only) in Words):

**Notes:**

1. Professional Staff should be indicated individually; Administrative cost (if any), will be indicated in form FIN-2.
2. Positions of Professional Staff (Key Personnel) shall coincide with the ones indicated in Form TECH-4 & 5.
3. Indicate separately man-month rate for each staff member,

Authorized  
Signature:  
Name:

tion:

Designa

Address:

## **Section 6**

### **TERMS OF REFERENCE**

#### **FOR SETTING UP A PROJECT/PROGRAMME MANAGEMENT UNIT (PMU) FOR THEMATIC AREA OF EDUCATION EMPOWERMENT SCHEMES OF PRADHAN MANTRI UJJAL RAHE (EARLIER NAI MANZIL), NAI UDAAN AND NAYA SAVERA OF MINISTRY OF MINORITY AFFAIRS, GOVT. OF INDIA**

##### **1. Introduction/Background of Nai Manzil**

###### **a. Importance of the scheme in terms of National Priorities**

The Government of India (GoI) classifies six religious communities, viz. Muslims, Christians, Sikhs, Buddhists, Jains, and Zoroastrians (Parsis) as Minorities. Together Minorities comprise almost 18% of India's population, or about 225 million people. The development indicators for Minorities are lower than the national average. Muslims, constituting more than 75% of all Minorities, have lower labor market participation, earnings, and educational attainment compared to the other Minorities. Many from the marginalized communities are yet to benefit from economic growth and some groups have continued to lag behind other groups in their access to a range of opportunities, despite focused government attention to promote inclusion. In the other hand, the status of women in the country, particularly those from the disadvantaged sections of the society, is unfavorable. A girl child suffers from discrimination even before birth and also after birth in the allocation of household resources such as food, education, access to health care and at puberty, sometimes coerced into early marriage. Most women in the rural areas suffer from double burden of carrying out less quantifiable work like cooking, fetching water, feeding cattle, milking cows, etc., while the men folk perform economically entrepreneurial activities like selling milk and grains produced by the household.

A report of the high-level Committee on the social, economic and educational status of the Muslim community of India (popularly known as the Sachar Committee Report) had highlighted the fact that India's largest minority group, the Muslims numbering 13.83 Crore, have been left out of the development trajectory and within this group women from the minority communities suffer a double jeopardy. They are not just a minority, but a 'marginalized majority' and are sidelined in decision making in the family, usually cut off from decision making of the community and from an equal share in the rewards from social and economic institutions. In this context, empowerment of women per se is not only essential for equity, but also constitutes a critical element in our fight for poverty reduction, economic growth and strengthening of civil

society. Women and children are always the worst sufferers in a poverty-stricken family and need hand holding. Empowering women, especially mothers, is critical for the society as she nurtures and moulds the character of her entire family and offspring.

Keeping this in view, the Ministry of Minority Affairs reformulated the scheme in 2011-12 and renamed it “Nai Roshni- The Scheme for Leadership Development of Minority Women”. The implementation of the Scheme started in 2012-13. The objective of the scheme is to empower and instill confidence among minority women, including their neighbours from non-minority communities living in the same village/locality, by providing knowledge, tools and techniques for interacting with Government systems, banks and other institutions at all levels.

Empowerment of women from the minority communities involves emboldening them to move out of the confines of their home and community and assume leadership roles and assert their rights, collectively or individually. This helps them in accessing services, facilities, skills and opportunities besides claiming their due share of development benefits of the Government for improving their lives and living conditions. This includes economic empowerment of the trainee women so that they ultimately become independent and confident members of the society.

## **B. Objective**

The objective of the scheme is to assist Minorities in completion of basic education, thereby helping them in opting for higher NSQF level skill training under the skill development schemes of the Government in general and the Ministry in specific and engage in self-employment by encouraging entrepreneurship & making micro credit available. Besides, another objective of the new scheme is to empower and instill confidence amongst minority women as well as ensuring their socio-economic upliftment. It is a unique and integrated scheme named as Pradhan Mantri Ujjawal Rahen Yojana (PMURY).

The Pradhan Mantri Ujjawal Rahen Yojana (PMURY) launched to bridge the education programmes for school dropouts from EWS (Economic Weaker Section including 15 % for Non- EWS) Minority youth who do not possess a formal certification for Class VIII, X or XII or the beneficiaries who have done a skill-course from any other scheme run by Ministry like Seekho Aur Kamao from Target year 2019-20 onwards. The already trained youth leaders under Nai Roshni leadership scheme will be used as community mobilisers for this scheme.

In the course of the educational bridge course, the trainees shall also be exposed to entrepreneurship related modules based on entrepreneurial empowerment including starting basic entrepreneurial activities like



registration in Udyog Aadhar, GST registration, PAN card registration, opening of bank accounts, methods to discover, develop and evaluate opportunities for potential business and overall marketing -particularly in the context of local demand - including product, price, place and promotion. Post educational certification, all women beneficiaries will further be trained for two weeks (10 days) on leadership empowerment covering topics like educational empowerment, Health and Hygiene, Swachh Bharat, Financial Systems, Life Skills, Legal Rights, Digital Literacy and Advocacy module. The women centric entrepreneurial projects having demand and potential in the local areas also shall be identified by the PIAs.

The primary catchment area of this scheme would be MCAs (Minority Concentration Area) as defined by Ministry of Minority Affairs (MoMA). At least 80 % of the beneficiaries shall be selected from the MCAs.

The beneficiaries who have successfully completed any skill courses from the existing skilling-oriented scheme of the Ministry like Seekho Aur Kamao, Ustaad, etc. will be given preference to join this integrated course for their further career development. After the educational certification under this scheme, the Ministry shall take steps to link these beneficiaries to the skilling schemes under MoMA and other Ministries also namely – PMKKK (earlier known as Seekho Aur Kamao), USTAAD, PMKVY, DDU-GKY, who are willing to undertake skilling courses as per their educational qualification. Maximum two-opportunities shall be given to any one particular beneficiary for these cross linkages within the Ministry, under this scheme. Candidates interested in starting their own enterprise shall be linked with financial institutions like NMDFC for providing credit and guidance and women beneficiaries who have undertaken the leadership cum women empowerment programme, post education shall be used as community leaders / master trainers for various social issues.

**The objectives of the earlier Nai Manzil scheme were as follows:**

The objective of the earlier Nai Manzil scheme is to improve completion of secondary education and market-driven skills training for targeted youth from Minority communities. The scheme will primarily be implemented by the Project Implementing Agencies (PIAs) who will provide non- residential integrated education and skill training for 9 to 12 months, of which a minimum of 3 months will be devoted to skill training compliant with the National Skills Qualifications Framework (NSQF). The main instrument for implementing the scheme will be results-oriented Performance Agreements between the MoMA and PIAs.

- i. Provide support to eligible Minority youth to enroll in open schooling and undertake training and assessment as per applicable guidelines
- ii. Provide additional education support/bridge programs designed to help students obtain open schooling certification
- iii. Impart high-quality skills training, including soft skills, leading to productive employment

- iv. Provide post-placement support to assist in obtaining sustainable employment for those students who enter the labour market.

**The main objectives of the PMURY scheme are as under:**

- i. Provide support to eligible Minority Youth from EWS (Economically Weaker Sections), to enroll in open schooling for class 8th, 10th and 12th and undertake education training and assessment from nationally recognized institutes like NIOS (National Institute of Open School), various State-run open school or board, pre-university education and any other institutions approved by the Ministry. 15% non-EWS and 15% non-minority beneficiaries can be enrolled under this scheme to maintain inter-community solidarity and overall, 50% female beneficiaries are mandatory to be enrolled under this scheme by all PIAs.
- ii. Provide additional education support/bridge program designed to help students obtain formal education certification from the above-mentioned institution along with imparting high quality entrepreneurship development training modules besides soft skills, leading to market-linkages for which a module shall be developed by the Ministry on entrepreneurial empowerment including basic English for employability, plan for basic entrepreneurial activities etc.
- iii. Leadership Development module based on educational empowerment, Health and Hygiene, Swachh Bharat, Financial Systems, Life Skills, Legal Rights, Digital Literacy and Advocacy module for women beneficiaries for a period of 2 weeks after the completion of education component with an intent to develop community leaders and create awareness about various social issues.
- iv. Provide career counseling to the beneficiaries to either:
  - v. Further opt for suitable higher education without scheme support or
  - vi. Assist in applying for suitable skill training under Seekho Aur Kamao, Ustaad or any other scheme of this Ministry or any other Ministry, or
  - vii. Provide post-placement counselling (non-financial) to assist the beneficiaries in finding sustainable employment, if interested in entering the labour market or
  - viii. Provide support and establish linkages with financial institutions like NMDFC for credit support to promote self-employment and 'Atama-Nirbhar Bharat'.

**2.A. About Naya Savera Scheme –**

- The “Free Coaching and Allied Scheme” for the candidates belonging to “minority communities” was launched on 17th July 2007 by this Ministry.

The objective of the scheme is to assist students/candidates belonging to the six notified minority communities by way of special coaching for qualifying in competitive examinations for recruitment to Group 'A', 'B' & 'C' services and other equivalent posts under the Central and State Governments including public sector undertakings, banks, railways etc. or for admission in technical/professional courses.

As per the revised scheme, students / candidates belonging to the notified Minority Communities, having total family income from all sources not exceeding Rs.6.00 lakh per annum, is eligible for availing of the benefit of the scheme. The organisations/implementing agencies need to obtain income certificate from the concerned student/candidate issued by the competent authorities in the respective States/UTs. 30% of the numbers sanctioned for coaching have been earmarked for girl students/candidates. In case, the sufficient number of eligible female candidate/ students are not available the remaining slots can be filled by male students/candidates with prior permission/intimation to the Ministry.

- Residential coaching was also added from 2013-14 for focused preparation of Minority Students at classes 11 & 12 with Science subjects viz (Physics, Chemistry, Biology and/or Mathematics) for Engg./Medical Entrance exams.

The Scheme is being implemented through empanelled Project Implementing Agencies selected as per provisions of the Scheme.

## **2 B. Objective of Naya Savera scheme-**

The objectives of the scheme are to assist students belonging to the notified minority communities by way of special coaching for the following:-

- (i) Qualifying examinations for admission in technical/ professional courses such as engineering, medical, law, management, information technology etc. and language/aptitude examinations for seeking admission to foreign universities and
- (ii) Competitive examinations for recruitment to Group 'A', 'B' and 'C' services and other equivalent posts under the Central and State governments including public sector undertakings, banks, insurance companies as well as autonomous bodies.

### **3A. About Nai Udaan Scheme**

National Commission on Religious and Linguistic Minorities in its report has highlighted that all communities and groups should have equal share in economic opportunities and employment. It envisages proactive measures for those communities that lag behind and become increasingly marginalized. Hence interventions in the form of Government programs need to help these communities, with earmarking of targets on (1) Self-employment and Wage employment and (2) Recruitment to State and Central Services. It is being implemented by the Ministry of Minority Affairs since the financial year 2014-15. The said scheme is being implemented through online Portal i.e. [www.naiudaan-moma.gov.in./serviceonline.gov/in](http://www.naiudaan-moma.gov.in/serviceonline.gov/in). The applications along with some requisite documents are received only through online mode from the candidates of six (6) notified minority communities, who clear preliminary examination conducted by Union Public Service Commission, Staff Selection Commission and State Public Service Commissions etc. The total family income of the candidates from all sources should not exceed Rs.8.0 lakh per annum. The scrutiny of the applications are done as per guidelines of the Scheme. The cases of eligible applicants after scrutiny are placed before the Selection Committee/Evaluation Committee and then financial support released to those recommended candidates, through DBT in PFMS.

### **3. B. Objective of Nai Udaan Scheme –**

The objective of the Scheme is to provide financial support to the candidates clearing prelims conducted by Union Public Service Commission, Staff Selection Commission and State Public Service Commissions to adequately equip them to compete for appointment to Civil Services in the Union and the State Governments and to increase the representation of the minority in the Civil Services by giving direct financial support to candidates clearing Preliminary Examinations conducted by Union Public Service Commission (UPSC); State Public Service Commissions (SPSCs) for Group A and B (Gazetted and non-Gazetted posts Staff Selection Commission (Combined Graduate Level), CAPF for Group 'B'(Non Gazetted posts).

### **Status of schemes at present**

Presently, the Nai Manzil scheme is being implemented by 84 Project/Programme Implementing Agencies (PIAs) on the ground. With the target of 100,000 minority BPL youth beneficiaries who are undergone 6 months education classes and enrolled in NIOS/SOS and further completed skill courses and entered into job-market.

Naya Savera scheme was started in year 2007-08. The Scheme is implemented through the PIAs empaneled under the Scheme. During 2017-18, 130 PIAs were empaneled for the period of three years which

was extended upto 2020-21. Since 2014-15, about 70,000 minority students have been benefited/allocated. Nai Udaan scheme was launched in the year 2013-14 and since 2014-15 financial assistance to 7695 minority candidates have been provided. These Schemes are under revision for their continuation during the period 2021-22 to 2025-26.

#### **4. Scope of Work and Key Tasks of the PMU**

The Project/Programme Management Unit (PMU) will fully support the Ministry of Minority Affairs (MoMA) to implement educational empowerment projects like **Pradhan Mantri Ujjal Rahe yojana (earlier known as Nai Manzil), Nai Udaan and Naya Savera** through the following major domain interventions as may be required:

- a. Inputs for Policy and Strategy Development for enabling quality, inclusion and institutional linkages
- b. Project/Programme Management for effective progress achievement, monitoring, and reporting and striving for excellence
- c. Monitoring and evaluation that is evidence based and result oriented, using latest IT tools available.
- d. Technology integration (mainly mobile technology) within the scheme operations and service delivery
- e. Checking calculations and financial data, and assisting in processing files for release of grants
- f. Work can be allocated to any member on geographical/operational basis, irrespective of her/his specialization based on the exigencies of work.
- g. Service Contract Management and Service Delivery Management
- h. Financial Management including Monitoring and control mechanisms
- i. Resolving the challenges and implementation issues in the scheme, listed above
- j. Fully assist the Ministry in programme related matters including procurement, short- listings and selections
- k. Conduct quarterly capacity building and handholding meetings with the PIAs and other stakeholders on scheme related issues, based on data analytics.
- l. Work within the Ministry and be engaged on a full-time basis
- m. Any other related issue or working on any other project as may arise from time to time

## 5. Proposed PMU Structure

Proposed PMU Structure:

	<b>Positions</b>	<b>Duration</b>
1	Team Lead (1) – (Full Time)	For the entire period of 36 months
2	Finance & Procurement Specialist (2) – (Full Time)	
3	IT & MIS Lead (2) – (Full Time)	
4	M&E Specialist (2) – (Full Time)	
5	Education Specialist (2) – (Full Time)	
6	Communication and Documentation Specialist (2) – (Full Time)	
7	System Analyst (2)- (Full Time)	

(1) The PMU will be hired in the Ministry for a period of 3 years and would play a critical role in Program implementation. The details of PMU structure, designation wise required qualification and experience and key roles of personnel have been provided in Section 3.4 of the RFP.

(2) Upon successful completion of the term (3 years) or depending upon the project requirement, the contract may be extended for further duration without any further escalation on the basis of the man month rates of the 3<sup>rd</sup> year and other entitlements as mentioned in the contract, subject to approval by the competent authority at MoMA.

(3) The PMU team (members) will have full time engagement with this assignment. During their period of engagement with MoMA, any similar engagement or assignment with any other organisation/ministry by any of the individual PMU team members will not be allowed.

(4) Ministry may decide to conduct formal interview/s of any of the proposed team members before setting of the PMU.

(5) Anytime during the 3 years period of engagement, if any of the PMU team members to be replaced, the ministry may ask the consultant (agency) to propose the replacement, with minimum a 3 CVs matching the same level of qualification as described in the table under

### 3.4.1 of Section 3: Instruction to the Applicants' of this RFP

In case of non-satisfactory performance of resources deployed under any of the above-mentioned positions, the client will seek the replacement of these resources without any additional cost and within a defined timeframe of 30

days. Personnel being proposed as replacement should be either equivalent or better than the ones being replaced. Mandatory reduction in man month cost will be affected if a person other than promised is deputed.

## **6. Reporting Mechanism of PMU**

For all purposes the Project/Programme Management Unit will be reporting to the Joint Secretary or the representative appointed by the Ministry of Minority Affairs (MoMA), Government of India or his/her designee. The Team Lead will directly report to Ministry on day-to-day basis about the Project/Programme development and progress. The PMU will generate Quarterly Progress Reports highlighting the accomplishment against the agreed operational plan.

## **7. PMU Performance Review Meeting (bi-annually)**

A bi-annual PMU performance review meeting will be conducted in every six months to be attended by the CEO/Partner of the consultant, JS and any other official as may be required.

The consultants will be assessed by the Team Lead for their performance. Monthly reports will be submitted to the Ministry and if any specific consultant is found to be under-performing, she/he will be replaced after giving one month's notice time with an equivalent replacement. The Ministry will interview the candidate prior to the replacement. The candidate replaced shall meet all the requirements as per the RFP for the post.

Assess and recommend the time period and man power efforts for the project assignment to the consultants.

Supervise the project progress as per the timelines & suggest improvements.

Assess the quality of deliverables and to accept or reject any part of the assignment or work assigned.

Decide on levying appropriate liquidated damages or penalty if the assignment is not carried out as per the assigned work order and/or if the quality of services is found inferior.

For anytime slippages or to avoid delay, the agency can provide additional resources at their own cost to meet the time schedules.

### **7.1 Penalty**

Project or process delays or any delay within the scope of work will attract a penalty of 1% per week of the total project value up to six weeks.

Thereafter work order will be treated as cancelled and cancellation charges of 10% of work order value will be levied. In addition, security money/BG will be forfeited and the Ministry will be free to get the job done from an alternate source at the risk and cost of the defaulting agency.

## **8. PIA Review Meeting and Capacity Building Trainings**

**Review:** Based on Program outputs, feedback received and monthly data, review meetings will be conducted every month by the PMU with the PIAs and the beneficiaries, as required.

**Training:** PMU will be responsible for conducting Quarterly Capacity Building & Hand Holding meetings/workshops with PIAs and other stake holders on scheme related issues.

PMU Team lead will ensure timely submission of the findings/report of such meetings/trainings to the JS within 5 days from the date of the meeting/training.

## **9. Deliverables and Timelines**

The Project/Programme management agency will be hired initially for a period of 3 years. Upon successful completion of the term or depending upon the Project/Programme requirement the contract may be extended for further duration subject to approval by competent authority. Following the award of contract, the timelines expected are as follows:

All the key experts should be on board within 30 days of the signing of the Contract

## **10. Facilities provided by MoMA**

1. Make available all program documents including scheme documents, program appraisal reports, program implementation plan, etc.
2. Facilitate the availability of key staff/project team for discussions whenever needed
3. Ministry will also provide seating space to the PMU. However, agency will have to make its own arrangement for providing computer/laptop, printers & other IT support etc. to the experts deployed.

## **11. Payment Terms**

The payment shall be made to the consultant by MoMA subject to the receipt of quarterly invoices of resource persons deployed during the period, deliverables achieved and fulfillment of terms and conditions and



**the payment of consultants will be linked to the attendance which will be monitored by bio-metric monitoring system.**

Reimbursable expenses will be paid as per actual and entitlements (whichever is applicable)

The consultants deployed are entitled for 15 (fifteen) days annual leave with maximum three (three) days at a time and 15 (fifteen) days of training similarly. The leave will be calculated on pro-rata (1.25 per calendar month) basis for period less than a year. The leave shall be sanctioned only with by prior approval of JS/AS.

## **12. Field trips & other expenses**

A quarterly travel plan of the all PMU team members will be submitted to the reporting officer, subject to approval by the competent authority.

Field trips/Air Ticket/Train Tickets: The tickets will be paid on actual following GoI norms. The consultants will be entitled for the Grade pay level 13 of GoI, for the travel and stay for official outstation field trips.

Local Travel: No separate payment shall be made for local travel request to be undertaken within the municipal limits of NCR. The HQ's of the staff would be deemed to be Delhi for the purpose of this project.

\*\*\*\*\*End of Document\*\*\*\*\*