

**RFQ cum RFP**

**FOR**

**SELECTION OF CONSULTANT  
FOR PREPARATION OF SDG VISION DOCUMENT, SETTING UP &  
OPERATION OF SDG CELL AND INTEGRATION WITH OTHER  
POLICIES**

Department of Planning & Statistics, U.Ts. of Daman & Diu & DNH, invites ‘**Request for Qualification cum Request for Proposal (RFQ cum RFP)**’ from competent agency for “**Selection of Consultant for Preparation of SDG Vision Document, Setting up & operation of SDG Cell and Integration with other Policies separately for U.Ts. of Daman & Diu & DNH**”.

Professional Agencies having experience and expertise in similar work are requested to submit their proposal.

The detailed information is available on [www.daman.nic.in](http://www.daman.nic.in). The last date of submission of Proposal is on or before **30<sup>th</sup> November, 2018 by 17:00 hours** through RPAD, speed post or courier only at the address mentioned in RFQ cum RFP & financial proposal must be submitted online through <https://ddtenders.gov.in>

Sd/-  
Joint Director  
Department of Planning and Statistics  
Moti Daman, Daman

**Request for Qualification cum Request for Proposal**

**For**

**Selection of Consultant**

**for Preparation of SDG Vision Document, Setting up & operation of  
SDG Cell and Integration with other Policies**

**Department of the Planning and Statistics,**

Secretariat, Fort Area, Moti Daman - 396220.

**Letter of Invitation**

**Dated: 01-10-2018**

To,

**Sub: Selection of Consultant for Preparation of SDG Vision Document, Setting up & Operation of SDG Cell and Integration with other Policies.**

Dear Sir,

We are pleased to invite you to participate in the Bidding Process for the **"Selection of Consultant for Preparation of SDG Vision Document, Setting up & Operation of SDG Cell and Integration with other Policies separately for UTs. of Daman & Diu and DNH."** The RFQ cum RFP Document is enclosed herewith.

We look forward to your participation and professional services.

Thanking you,

Yours faithfully,

**Dr. S. D. Bhardwaj**  
**Joint Director**

**Department of the Planning and Statistics,**

Secretariat, Fort Area, Moti Daman - 396220

Email: dps-daman-dd@nic.in

Website: www.daman.nic.in

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## **Glossary**

Contract Agreement	As defined in Annexure 15
Applicant	As defined in Clause 2.1.1
Authority	As defined in Disclaimer
Bid Security	As defined in Clause 2.20
Conflict of Interest	As defined in Clause 2.1.9
INR, Re, Rs.	Indian Rupee(s)
Key Personnel	As defined in Clause 3.6
Lead Member	As defined in Clause 2.1.1
LOA	Letter of Award
RFQ cum RFP	As defined in Disclaimer
Sole Firm	As defined in Clause 2.1.1
TOR	As defined in Clause 3

The words and expressions beginning with capital letters and defined in this document shall, unless repugnant to the context, have the meaning ascribed thereto herein.

### **Disclaimer**

The information contained in this Request for Qualification cum Request for Proposal document (hereinafter referred to as **"RFQ cum RFP"**) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the **Joint Director, Department of the Planning and Statistics (hereinafter referred to as "DPS")**, (the **"Authority"**) or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFQ cum RFP and such other terms and conditions subject to which such information is provided.

The purpose of this RFQ cum RFP is to provide interested parties with information that may be useful to them in making their financial offers pursuant to this RFQ cum RFP (the **"Bid"**). This RFQ cum RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFQ cum RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFQ cum RFP. The assumptions, assessments, statements and information contained in this RFQ cum RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFQ cum RFP and obtain independent advice from appropriate sources.

Information provided in this RFQ cum RFP to the Bidder(s) 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 Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder 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 RFQ cum RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFQ cum RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ cum RFP or arising in any way in this Bid Stage.



The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFQ cum RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFQ cum RFP.

The issue of this RFQ cum RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the **Consultancy Services for Preparation of SDG Vision Document, Setting up & Operation of SDG Cell and Integration with other Policies separately for UTs. of Daman & Diu and DNH**. And the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

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

## **1. Introduction**

### **1.1. Background**

During September 2015, at the United Nations Sustainable Development Summit, about 193 countries including India agreed to adopt the 2030 agenda for Sustainable Development. The agenda paved way for integrated & balanced development of five components of sustainable development i.e. People, Planet, Prosperity, Peace and Partnership. It aims to achieve a just, rights-based, equitable and inclusive world.

UTs of Daman & Diu & DNH intends to prepare a Vision Document for the UT in the line of Sustainable Development Goals developed by UN need to be achieved by 2030. The Vision Document shall include the Targets of the indicators of respective sectors or each department which the UT wants to achieve in short run & long run and are under implementation and the existing/new Schemes which the UT would like to implement to achieve its objective towards the 2030 Vision for Sustainable Development.

The Sectors to be included in Vision 2030 would be Social Sectors like Health and Sanitation, Education, Rural Development, Tribal Development, Welfare and Poverty Alleviation etc.

Economic sector Sectors like Agriculture, Industrial Development, Industrial Estates, in Cottage, SME and Mega Industrial Sectors, Special investment Regions, Logistics, Ports, Power, Railways, Roads, Tourism, etc. Environment sector like Forest and Environment, Urban Development, Green Technology and the like. The list of Departments within the scope of work of the study is enclosed as Annexure.

Ministries of Government of India are implementing Central Sector Schemes and **UT is also implementing various Schemes** aligned with one or more Sustainable Development Goals. These goals may be developed for all the Government Departments enclosed as Annexure herewith and have to be bifurcated into short term, medium terms and long term goals, delineating the existing schemes and outcomes for each scheme as envisions by Government of India fructifying into Project Shelf for the Daman & Diu & DNH.

To prepare the above Vision Document, the Authority wants to select a leading, multi-discipline consulting firm having significant experience in preparing strategies and vision document along with formulating strategies for implementation.

1.2. **Schedule of the bidding process:**

Sl. No	Event	Period	Date	Time	Venue
1	Floating of RFQ cum RFP	(T)	<b>24<sup>th</sup> November,2018</b>	11:00 hrs	Through website, <a href="https://ddtenders.gov.in">https://ddtenders.gov.in</a> and advertisement.
2	Last Date of Receiving Queries (RFQ cum RFP)	T + 2 Days	<b>26<sup>th</sup> November,2018</b>	17:00 hrs	Through e-mail with covering letter and queries in Excel format as per Annexure 12 & 13 to [email : dps-daman-dd@nic.in]
3	Pre-bid Meeting of the Bidders (RFQ cum RFP)	T + 3 Days	<b>27<sup>th</sup> November,2018</b>	12:00 hrs	Department of Planning & Statistics, Secretariat, Fort Area , Moti Daman-396220.
4	Last Date of Submission of RFQ cum RFP	T + 6 Days	<b>30<sup>th</sup> November,2018</b>	17:00 hrs	Department of Planning & Statistics, Secretariat, Fort Area, Moti Daman-396220
5	Opening of Pre-qualification Bids	T + 7 Days	<b>1<sup>st</sup> December,2018</b>	13:00 hrs	Department of Planning & Statistics, Secretariat, Fort Area, Moti Daman-396220
6	PPT presentation (as part of Evaluation)	T + 13 Days	<b>7<sup>th</sup> December, 2018</b>		Date & venue will be communicate through email
7	Declaration of Technical Result	T + 16 Days	<b>10<sup>th</sup> December,2018</b>	11:00 hrs	Through e-mail.
8	Opening of Financial Bids	T + 17 Days	<b>11<sup>th</sup> December,2018</b>	13:00 hrs	Department of Planning & Statistics, Secretariat, Fort Area, Moti Daman-396220
9	Final Proposal Evaluation Result	T + 23 Days	<b>17<sup>th</sup> December,2018</b>	12:00 hrs	Through e-mail.

10	Issue of Letter of Intent	T + 26 Days	<b>20<sup>th</sup> December, 2018</b>	11:00 hrs	Through e-mail.
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**Note: The above schedule may be change as per Administration needs.**

## **2. Instruction to the Consultants**

### **A. General**

#### **2.1. General Terms of Bidding**

- 2.1.1. Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this Consultancy are specified in this RFQ cum RFP. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it can participate in the Selection Process only on individual bases, no kind of consortium or JV is allowed in response to this invitation. The term applicant (the "Applicant") means the Company / Firm as the case may be. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFQ cum RFP.
- 2.1.2. The Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFQ cum RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority's decisions are without any right of appeal whatsoever. An applicant is eligible to submit only one Bid combined for entire assignment. Applicants shall familiarize themselves with local conditions and take them into account in preparing their Proposals.
- 2.1.3. Notwithstanding anything to the contrary contained in this RFQ cum RFP, the detailed terms specified in the draft Contract Agreement shall have overriding effect; provided, however, that any conditions or obligations imposed on the Bidder hereunder shall continue to have effect in addition to its obligations under the Contract Agreement.
- 2.1.4. The Bidder should submit a Power of Attorney as per the format at **Annexure - 2**, authorising the signatory of the Bid to commit the Bidder.
- 2.1.5. The Bid should be furnished in the format at **Annexure - 10**, clearly indicating the bid amount in both figures and words, in Indian Rupees, and signed by the Bidder's authorised signatory. In the event of any difference between figures and words, the amount indicated in words shall be taken into account.
- 2.1.6. Any condition or qualification or any other stipulation contained in the Bid shall render the Bid liable to rejection as a non-responsive Bid.

2.1.7. The Bid and all communications in relation to or concerning the Bidding Documents and the Bid shall be in English language.

2.1.8. The Bidding Documents including this RFQ cum RFP and all attached documents are and shall remain the property of the Authority and are transmitted to the Bidders solely for the purpose of preparation and the submission of a Bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. The Authority will not return any Bid or any information provided along therewith.

2.1.9. A Bidder shall not have a conflict of interest (the "**Conflict of Interest**") that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority including consideration of such Bidder's proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise. Without limiting the generality of the above, a Bidder shall be considered to have a Conflict of Interest that affects the Bidding Process, if:

- (i) such Bidder (or any constituent thereof) and any other Bidder (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this qualification shall not apply in cases where the direct or indirect shareholding in a Bidder or a constituent thereof in the other Bidder(s) (or any of its constituents) is less than 1% of its paid up and subscribed capital; or
- (ii) a constituent of such Bidder is also a constituent of another Bidder; or
- (iii) such Bidder receives or has received any direct or indirect subsidy from any other Bidder, or has provided any such subsidy to any other Bidder; or
- (iv) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
- (v) such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Bid of either or each of the other Bidder;

2.1.10. A Bidder shall be liable for disqualification and forfeiture of Bid Security if any legal, financial or technical adviser of the Authority in relation to the Project is engaged by

the Bidder in any manner for matters related to or incidental to such Project during the Bidding Process or subsequent to the (i) issue of the LOA or (ii) execution of the Contract Agreement. In the event any such adviser is engaged by the Selected Bidder, after issue of the LOA or execution of the Contract Agreement, then notwithstanding anything to the contrary contained herein or in the LOA or the Contract Agreement and without prejudice to any other right or remedy of the Authority including the forfeiture and appropriation of the Bid Security or Performance Security, as the case may be, which the Authority may have there under or otherwise, the LOA or the Contract Agreement, as the case may be, shall be liable to be terminated without the Authority being liable in any manner whatsoever to the Selected Bidder for the same.

2.1.11. This RFQ cum RFP is not transferable.

2.1.12. Any award of Contract pursuant to this RFQ cum RFP shall be subject to the terms of Bidding Documents.

2.1.13. Further and other details of the process to be followed at the Bid Stage and the terms thereof are spelt out in this RFQ cum RFP.

2.1.14. Any queries or request for additional information concerning this RFQ cum RFP shall be submitted in writing or by fax and e-mail in the format at **Annexure 13** to the officer designated in Clause 2.12 below. The envelopes/ communication shall clearly bear the following identification/ title/ subject: "**Queries/Request for Additional Information: RFP– Selection of Consultant for Preparation of SDG Vision Document, Setting up & Operation of SDG Cell and Integration with other Policies.**"

## 2.2. **Cost of Bidding**

The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process. In the event of any contradiction between the details furnished in this RFQ cum RFP and the same obtained through Bidders' own means, the data provided in RFQ cum RFP will prevail.

### 2.3. **Bid Processing Fees**

The consultants would be required to pay **Rs. 20,000/- (rupees Twenty Thousand only)** as bid processing fees in the form of demand draft in favour of **Department of the Planning and Statistics payable at Daman**. The demand draft must be submitted along with the Proposal. Proposals not accompanied by bid processing fees shall be rejected outright as non-responsive. The bid processing fees is non-refundable.

### 2.4. **Site Visit and Verification of Information**

2.4.1. Bidders are advised to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, existing infrastructure facilities, location, surroundings, climate, availability of essential infrastructure (i.e. power, water, waste water etc.), access to site, weather data and ascertaining for applicable laws and regulations, and any other matter considered relevant by them.

2.4.2. However, it shall be deemed that by submitting a Bid, the Bidder has:

- a. made a complete and careful examination of the Bidding Documents;
- b. received all relevant information requested from the Authority;
- c. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the Bidding Documents or furnished by or on behalf of the Authority relating to any of the matters referred to in **Clause 2.5.1** above;
- d. satisfied itself about all matters, things and information including matters referred to in **Clause 2.5.1** hereinabove necessary and required for submitting an informed Bid in accordance with the Bidding Documents and performance of all of its obligations there under;
- e. acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bidding Documents or ignorance of any of the matters referred to in **Clause 2.5.1** hereinabove shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from the Authority, or a ground for termination of the Contract Agreement; and
- f. agreed to be bound by the undertakings provided by it under and in terms hereof.

2.4.3. The Authority shall not be liable for any omission, mistake or error on the part of the



Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFQ cum RFP, the Bidding Documents or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.

**2.5. Right to accept and to reject any or all Bids**

2.5.1. Notwithstanding anything contained in this RFQ cum RFP, the Authority reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.

2.5.2. The Authority reserves the right to reject any Bid and appropriate the Bid Security if:

- (a) at any time, a material misrepresentation is made or uncovered, or
- (b) the Bidder does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Bid.

Such misrepresentation/ improper response shall lead to the disqualification of the Bidder. If such disqualification / rejection occur after the Bids have been opened and the Bidder gets disqualified / rejected, then the Authority reserves the right to:

- (i) take any such measure as may be deemed fit in the sole discretion of the Authority including annulment of the Bidding Process.

2.5.3. In case it is found during the evaluation or at any time before signing of the Contract Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if the Bidder has already been issued the LOA or has entered into the Contract Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFQ cum RFP, be liable to be terminated, by a communication in writing by the Authority to the Bidder, without the Authority being liable in any manner whatsoever to the Bidder. In such an event, the Authority shall forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority without prejudice to any other right or remedy that may be available to the Authority.

2.5.4. The Authority reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFQ cum RFP or the Bidding Documents. Failure of the Authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.

## B. Documents

### 2.6. Contents of the RFQ cum RFP

Request For Qualification cum Request for Proposal Document		
<b>Volume I</b>		Letter of Invitation
		Glossary
		Disclaimer
		Bid Summary
		Introduction
		Instruction to the Consultants
		Terms of Reference
		Evaluation of Bids
		Fraud and Corrupt Practices
		Pre-Bid Conference
		Miscellaneous
<b>Volume II</b>		<b>Annexure</b>
	Annexure 1	Proposal Submission Letter
	Annexure 1 (A)	Format for Pre-qualification Proposal (General Information)
	Annexure 1 (B)	Format for Pre-qualification Proposal (Technical Strength)
	Annexure 1 (C)	Format for Pre-qualification Proposal (Financial Strength)
	Annexure 2	Power of Attorney for signing of Proposal
	<b>Annexure 3</b>	<b>Not Used</b>
	Annexure 4	Firm's References
	Annexure 5	Approach Paper on Methodology and Work Plan For Performing the Assignment
	Annexure 6	Composition of the Team Personnel, And Task(S) Of Each Team Member
	Annexure 7	Format of Curriculum Vitae (CV) For Proposed Professional Staff
	Annexure 8	Time Schedule for Professional Personnel
	Annexure 9	Activity (Work) Schedule
	Annexure 10	Submission Letter of Financial Proposal <b><u>(to be submitted online)</u></b>
	Annexure 11	Break up - Total Price of the Services <b><u>(to be submitted online)</u></b>
	Annexure 12	Proforma Bank Guarantee for Performance Security
	Annexure 13	Format of Query (s) submission
	Annexure 14	Checklist for Submission
	Annexure 15	Draft Contract Agreement

### 2.7. Clarifications

2.7.1. Bidders requiring any clarification on the RFQ cum RFP may notify the Authority in writing or by fax and e-mail in accordance with **Clause 2.1.14**. They should send in

their queries before the date mentioned in the Schedule of Bidding Process specified in **Clause 1.2**. Authority shall endeavour to respond to the queries within the period specified therein, but no later than 15 (fifteen) days prior to the Bid Due Date. The responses will be sent by fax or e-mail. Authority will forward all the queries and its responses thereto, to all Bidders without identifying the source of queries.

2.7.2. The Authority shall endeavour to respond to the questions raised or clarifications sought by the Bidders. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.

2.7.3. The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by the Authority shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.

## **2.8. Amendment of RFQ cum RFP**

2.8.1. At any time prior to the deadline for submission of Bids, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFQ cum RFP by the issuance of Addenda.

2.8.2. Any Addendum thus issued will be sent in writing to all the Bidders.

2.8.3. In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, at its own discretion, extend the Bid Due Date after considering the time required by Bidders to address such amendment.

## **C. Preparation and Submission of Proposals**

### **2.9. Format and Signing of Bids**

- 2.9.1. The Bidder shall provide all the information sought under this RFQ cum RFP. The Authority will evaluate only those Bids that are received in the required formats and complete in all respects.
- 2.9.2. The Bid shall be typed or written in indelible ink and signed by the authorised signatory of the Bidder who shall also initial each page, in blue ink. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialled by the person(s) signing the Bid.

### **2.10. Sealing and Marking of Bids**

- 2.10.1. The Bidder shall submit the Bid in the format specified at Annexure 1 to 9 and Annexure 12 to 15 and seal it in an envelope and mark the envelope as “**RFP – Selection of Consultant for Preparation of SDG Vision Document, Setting up & Operation of SDG Cell and Integration with other Policies.**”
- 2.10.2. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the pre-qualification proposal and technical proposal along with the required documents and checklist. The technical proposal envelope shall contain the technical proposal along with the supporting documents and checklist in the format specified in Annexure 14.
- 2.10.3. The envelopes shall be marked as “**ENVELOPE A - PRE-QUALIFICATION PROPOSAL**”, “**ENVELOPE B - TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion;

#### **2.10.4. Envelope A - The Pre-Qualification Proposal**

- 1. The Pre-Qualification Proposal shall contain the following:
  - i) Proposal submission Letter in the format of Annexure 1.
  - ii) Bid Security and Bid Processing Fees to be enclosed.
  - iii) Pre-qualification Proposal (General Information) in the format of Annexure 1 (A).
  - iv) Pre-qualification Proposal (Technical Strength) in the format of Annexure 1 (B).
  - v) Pre-qualification Proposal (Financial Strength) in the format of Annexure 1 (C).

vi) Power of Attorney for signing of Bid in the format of Annexure 2.

vii) Checklist for Submission in the format of Annexure 14.

#### **2.10.5. Envelope B - The Technical Proposal**

1. The Technical Proposal shall contain the following:

- i) Experience of the firm (maximum two pages introducing the firm and associate firm(s) background and general experience, and listing maximum **relevant 20 projects** in each completed and on-going projects category in the format of Annexure 4 illustrating firm and associate firm(s) experience. No promotional material should be included). Only the on-going projects which have been completed up to more than 80% will be considered for evaluation.
- ii) General approach and methodology and work and staffing schedule (maximum 20 pages inclusive of charts and graphs) in the format of Annexure 5.
- iii) Experts' CVs (preferably should not exceed five (5) pages for each experts' CV) in the format of Annexure 6 & 7.
- iv) Time schedule for professional personnel in the format of Annexure 8.
- v) Activity (work) schedules in the format of Annexure 9.
- vi) A copy of the Contract Agreement with each page initialled by the person signing the Bid in pursuance of the Power of Attorney referred to in hereinabove.
- vii) Comments on terms of reference (no limit but should be concise and to the point. Copy of full TOR in comments will not be considered).
- viii) Checklist for Submission in the format of Annexure 14.

2. Any proposal containing vague and indefinite expressions will be disqualified.

- i). The Technical Proposal shall contain information indicated in the following paragraphs using the Standard Technical Proposal Forms provided in the Annexure 4 to Annexure 7. **Such information must be provided by the Consultant.**
- ii). A brief description of the organization and outline of recent experience of the Consultant on assignments of a similar nature is required in Annexure 4). For each assignment, the outline should indicate inter alia, the assignment,

estimated project cost and the Consultant's role & project status. Information should be provided only for those assignments for which the Consultant was legally contracted by the client as a corporate entity or as one of the major participating consulting firms within an association. Assignments completed by individual experts working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's Associate(s), but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

- iii). A concise, complete, and logical description of how the Consultant's team will carry out the services to meet all requirements of the TOR.
- iv). A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.
- v). A Staffing Schedule indicating clearly the estimated duration in terms of person-months and the proposed timing of each input for each nominated expert using the format shown in **Annexure 8**.
- vi). An organization chart indicating relationships amongst the Consultant and any Associate(s), the Client, and other parties or stakeholders, if any, involved in the assignment.
- vii). Comments, if any, on the TOR to improve performance in carrying out the assignment. Innovativeness will be appreciated, including workable suggestions that could improve the quality/effectiveness of the assignment. In this regard, unless the Consultant clearly states otherwise, it will be assumed by the Client that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule.
- viii). The Technical Proposal shall not include any financial information. Technical Proposals containing financial information may be declared non-responsive.
- ix). The name, age, nationality, background employment record, and professional experience of each nominated expert, with particular reference to the type of experience required for the project, should be presented in the CV format shown in Annexure 7.

2.10.6. A true copy of the technical proposal accompanying the Bid, as specified in Clause

2.11.3 above, shall be placed in hard binding and the pages shall be numbered serially. Each page thereof shall be initialled in blue ink by the authorised signatory. This copy of the documents shall be placed in a separate envelope and marked **"Copy of Technical Proposal"**.

2.10.7. If the envelope is not sealed and marked as instructed above, Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted.

2.10.8. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

**2.10.9. The Financial Proposal – to be submitted online**

i). The Financial Proposal must be submitted online through <https://ddtenders.gov.in> using the format shown in Annexure 10 and 11.

ii). The financial proposal should list the costs associated with the assignment. These should cover remuneration for staff, accommodation, transportation, printing of documents and other project related expenditures.

iii). The financial quote should be exclusive of all taxes.

iv). All the costs must be expressed in Indian Rupees only.

v). All information provided in Consultants' Financial Proposal will be treated as confidential.

2.10.10. The financial proposal shall be submitted online as specified in Clause 2.11.5 above.

2.10.11. If the envelope is not sealed and marked as instructed above, Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted.

2.10.12. Bids submitted in hard copy or by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.



## 2.11. Address of Communication

2.11.1. Each of the envelopes shall be addressed to:

ATTN. OF: **Dr. S. D. Bhardwaj**

Designation: **Joint Director of Planning & Statistics**

Address: **Department of Planning & Statistics, U.T. of  
Daman & Diu(DPSDD)**, Secretariat, Moti Daman, Daman-  
396210, Daman, India

Phone No: **91-0260-2230879**

E-mail: **dps-daman-dd@nic.in**

## 2.12. Bid Due Date

2.12.1. Applications should be submitted before 1700 hours IST by the Application Due Date mentioned in the Schedule of Bidding Process, to the address provided in Clause 2.12 in the manner and form as detailed in this RFQ cum RFP Document. Applications submitted by facsimile transmission, telex or email will not be accepted.

2.12.2. **All applications should be submitted through RPAD speed Post, Courier or by personal only. No applications after the due date shall be considered for the evaluation.**

2.12.3. The Authority may, in exceptional circumstances, and at its sole discretion, extend the Application Due Date by issuing an Addendum in accordance with Clause 2.9, uniformly for all Applicants.

## 2.13. Late Bids

2.13.1. Bids received by the Authority after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.

## 2.14. Rejection of Bids

2.14.1. The Authority reserves the right to accept or reject all or any of the Bids without assigning any reason whatsoever. It is not obligatory for the Authority to accept any Bid or to give any reasons for their decision.

2.14.2. The Authority reserves the right not to proceed with the Bidding Process at any time, without notice or liability, and to reject any Bid without assigning any reasons.

## **2.15. Validity of Bids**

- 2.15.1. The Bids shall be valid for a period of not less than 120 (one hundred and twenty) days from the Bid Due Date. The validity of Bids may be extended by mutual consent of the respective Bidders and the Authority.

## **2.16. Confidentiality**

- 2.16.1. Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to, or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority.

## **2.17. Confirmation of Receipt**

- 2.17.1. The Authority would appreciate you informing by facsimile / Email receipt of letter of invitation.

## **2.18. Correspondence with the Bidder**

- 2.18.1. The Authority shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

## **D. Security Deposit**

### **2.19. Bid Security**

- 2.19.1. The Bidder shall furnish as part of its bid, a Bid Security of **Rs. 1,00,000/- (Rupees One Lakh only)** in the form of a demand draft issued by one of the nationalised/ Scheduled banks in India drawn in favour of **Department of the Planning and Statistics payable at Diu & Daman** (the “**Bid Security**”), must be submitted along with the Proposal.
- 2.19.2. Proposals not accompanied by Bid security shall be rejected outright as non-responsive.
- 2.19.3. The Authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.
- 2.19.4. No bank guarantee will be accepted as Bid Security.
- 2.19.5. The Bid Security of the unsuccessful bidders would be returned back within one month of issuance of LOA to the successful bidder. **The Bid Security of the successful bidder would be returned after submission of Performance Security as mentioned in Clause 2.21.**
- 2.19.6. The Applicant, by submitting its Application pursuant to this RFQ cum RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFQ cum RFP including the consideration and evaluation of the Proposal under the following conditions:
- i) If an Applicant submits a non-responsive Proposal;
  - ii) If an Applicant withdraws its Proposal during the period of its validity as specified in this RFQ cum RFP and as extended by the Applicant from time to time;
  - iii) If the offer is modified or varied in a manner not acceptable to JD-AVI after opening of the proposals during the bid validity period or any extension thereof;
  - iv) In the case of a Selected Applicant, if the Applicant fails to sign the Agreement or commence the assignment as specified in Clauses 4.7 and 4.8 respectively; or

- v) If the Applicant is found to have a Conflict of Interest as specified in Clause 2.1.9;

## 2.20. Performance Security

- 2.20.1. The Applicant, by submitting its Application pursuant to this RFQ cum RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, its Performance Security shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFQ cum RFP, including the consideration and evaluation of the Proposal, under the following conditions:
  - (a) If an Applicant engages in any of the Prohibited Practices specified in Clause 5.1 of this RFQ cum RFP;
  - (b) if the Applicant is found to have a Conflict of Interest as specified in Clause 2.1.9;
  - (c) if the Selected Applicant commits a breach of the Agreement;
  - (d) When the Selected Bidder fails to make complete supply services satisfactorily;
- 2.20.2. An amount equal to **5% (five per cent)** of the Consultant Agreement Value shall be deemed to be the Performance Security in the form of Bank Guarantee (BG) (as per Annexure 12) from any nationalised/scheduled commercial bank in India for the purposes of this Clause 2.21, which may be forfeited and appropriated in accordance with the provisions hereof.
- 2.20.3. The Selected Bidder shall provide Performance Security within 15 (fifteen) days of Letter of Award from the Authority.
- 2.20.4. The Performance Security shall be for the period of entire Services duration + 3 months and shall be refunded after approval of project provided there is no breach of contract on the part of Bidder. The Bank Guarantee (BG) shall be as per Annexure 11.
- 2.20.5. Failure of the Selected Bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the Performance Security;
- 2.20.6. Notice of reasonable time will be given in case of forfeiture of Performance Security;
- 2.20.7. Failure of the Selected Bidder to comply with the requirement of the contract shall

constitute sufficient grounds, to award the contract to the next highest ranked evaluated Bidder or call for new bids;

## 2.21. Eligibility Criteria

### 2.21.1. Pre – qualification/ Eligibility criteria for the applicants - General

The Consulting companies/ firms will be eligible to apply for the Pre-qualification Application only individually, any kind of Consortium / JV is not allowed.

The Applicant Company / firm must submit an undertaking for each of the following:

- The Company / Firm should not have suffered bankruptcy / insolvency in the last five years;
- The Company / Firm should not have been blacklisted by any Government/ Public Sector Organization;

### 2.21.2. Pre – qualification / Eligibility criteria for the applicants - Technical Strength

The company/Firm should have undertaken/ completed the following projects of similar nature carried out in India:

Category	Minimum Desired Experience
Project Management Unit Experience	Minimum 03 Projects Experience in working as Project Management Unit with minimum of two years Central Government/ U.T Administration Agencies and received fees of at least 30 lakhs during the assignment period;
Policy / Vision Document Preparation Experience	Minimum 02 Policy / Vision Document Preparation Experience in last seven years

### 2.21.3. Pre – qualification / Eligibility criteria for the applicants - Financial Strength

The Applicant should fulfil following eligibility criteria in terms of financial capacity from consultancy services:

Sl. No.	Financial Capacity	Requirement
1.	Average Annual Turnover of Company/ Firm for Previous 3 Audited Financial Years (2015-16, 2016-17, 2017-18)	Rs. 10 Crores
2.	Net worth last Audited Financial Year (2017-18)	Positive

**General Instructions:**

1. If audited financial sheets for FY 2017-18 are not available, in that case, the bidder has to un-audited financial sheets for 2017-18 certified by the chartered accountant. Failure to do so would be considered as a non-responsive bid.
2. Net Worth
  - For Company = (Subscribed and Paid-up Capital fund + Reserves + Share Allotment Money Already Received + Preference Shares (including Redeemable) + Convertible Debentures but excluding Warrants - (Revaluation reserves + Miscellaneous expenditure not written off)
3. The Applicant should clearly indicate the calculations and references in the financial statements in arriving at the above numbers in an attached worksheet.

### **3. Terms of Reference**

#### **3.1. General**

During September 2015, at the United Nations Sustainable Development Summit about 193 countries adopted the 2030 agenda for Sustainable development. The agenda paved way for integrated & balanced development five components of sustainable development i.e. People, Planet, Prosperity, Peace and Partnership. It aims to achieve a just, rights-based, equitable and inclusive world.

UTs of Daman & Diu & DNH intends to prepare a Vision Document for the UTs in the line of Sustainable Development Goals developed by UN need to be achieved by 2030. The Vision Document shall include the Targets of the indicators of respective sectors or each department which the UT wants to achieve in short run & long run and are under implementation and the existing/new Schemes which the UT would like to implement to achieve its objective towards the 2030 Vision for Sustainable Development.

The Sectors to be included in Vision 2030 would be Social Sectors like Health and Sanitation, Education, Rural Development, Tribal Development, Welfare and Poverty Alleviation etc.

Economic sector Sectors like Agriculture, Industrial Development, Industrial Estates, in Cottage, SME and Mega Industrial Sectors, Special investment Regions, Logistics, Ports, Power, Railways, Roads, Tourism, etc. Environment sector like Forest and Environment, Urban Development, Green Technology and the like. The list of Departments within the scope of work of the study is enclosed as Annexure.

Ministries of Government of India are implementing Central Sector Schemes and **UT is also implementing various Schemes** aligned with one or more Sustainable Development Goals. These goals may be developed for all the Government Departments enclosed as Annexure herewith and have to be bifurcated into short term, medium terms and long term goals, delineating the existing schemes and outcomes for each scheme as envisions by Government of India fructifying into Project Shelf for the Daman & Diu & DNH.

To prepare the above Vision Document, the Authority wants to select a leading, multi-discipline consulting firm having significant experience in preparing strategies and vision document along with formulating strategies for implementation.

**Hence, the Department of the Planning and Statistics, UTs of Daman & Diu and DNH, intends to hire the service of a professional consulting agency for preparation of Vision Document and for an initial period of two years (based on the performance of the consultant, the agreement can be extended for another one year based on the mutually negotiated terms and conditions) for Setting up & Operation of SDG Cell and Integration with other Policies.**

**The successfully bidder has to establish SDG cell separately in Department of Planning & Statistics , UT of Daman & Diu and Department of Planning & Statistics, Secretariat, Silvassa, U.T. of DNH.**

### **3.2. Objectives**

The key objectives for the Implementation, Monitoring and Evaluation of Diu and Daman & DNH Sustainable Vision 2030 in the union territory of Diu and Daman & DNH are:

- To provide professional expertise for preparation of Vision Document and for implementing, monitoring and evaluating the Diu and Daman & DNH Sustainable Vision 2030 implementation in the union territory of Diu and Daman & DNH;
- Assist the Authority in formulating institutional mechanisms for mainstreaming the vision strategies into Development Programs, Schemes, Missions and Budget Process in coordination with the departments of the union territories of Diu and Daman & DNH;

### **3.3. Scope of Work**

The scope of work of the consultant will be as follows, but not limited to

#### **Part I Preparation of SDG Vision Document 2030**

- a. Brief Development Context of Diu and Daman & DNH.
- b. Diu and Daman & DNH Vision & Sector Vision Statements with key priorities
- c. Review the Sustainable Development Goals and Targets of United Nations, Government of India and identify the Sustainable Development Goals and Targets applicable to Daman & Diu & DNH department wise;
- d. Identify and list the social and economic indicators that are essential for achieving sustainable development and inclusive growth pertaining to UTs of Daman & Diu & DNH. These social and economic indicators need to be in sync with the Government of India policies and citizen commitments;
- e. Identify the priorities of the UT Government to achieve the Sustainable Development Goals to be implemented in phase wise manner;



- f. Review the Targets of the Departments in achieving the Sustainable Development Goals whether in sync with/ ahead of the National and International related Targets;
- g. Examine and find out how far departments have reached in achieving the 2030 Sustainable Development Goals;
- h. Based on the above identification, the Consultant shall make an assessment of current socio-economic status of the UT and new Schemes which needs to be brought up to address the sustainable Development vision of the UT Government.
- i. Vision & action plan shall include, but not limited to sectors like, Ports, Roads, Rural Infrastructure, Energy, IT Infrastructure, Education, Health Skill Development, Green Technologies and Public Transport Systems including Urban Transportation, Water Supply, Sewerage, Sanitation, special Investment regions, Industrial Parks and agriculture etc;
- j. Take views of the common people of the UT through stakeholders' consultation meetings, their expectations and prepare short term, medium term and long term strategies to achieve the Targets of Sustainable Development Goals and Inclusive Growth
- k. Assess the position of public finances in the UT and compute and forecast its trajectory for 2022 and 2030 to support the resource mobilization strategy and plan. Forecasting the trajectory of public finance will include the business as usual scenario and the alternate scenario resulting from adoption of the various strategies identified
- l. Develop monitoring mechanism, monitoring parameters and institutional framework for monitoring the progress of the Targets.

## **Part II Review and Implementation of SDG Vision Document 2030**

1. Review of Present schemes/ programs of Government of Diu and Daman & DNH and analysing its relevance with the strategies finalised for achieving the union territory targets for 2030 in SDG Road map;
2. Restructuring or re-orientation of relevant schemes/ programs of Government of Diu and Daman & DNH to align those with the strategies and action plan of SDGs Road map;
3. Creating a mechanism for linking the strategies for achieving SDGs with the annual outcome budget so as to institutionalise the SDGs.
4. Linking the outlay of the relevant schemes/ programs of Government of Diu and Daman & DNH with the targets of each year;
5. Facilitating the departments in translating the identified macro outcomes into measurable indicators and linking them with the schematic target;
6. Creating a matrix that coordinates linkages between Indicators identified in Sustainable Development Goals, Indices applicable at National level.

7. Developing a online MIS system for tracking the progress of union territory towards achievement of U.T targets for 2030;
8. Ensuring quality control of Monitoring & Evaluation outputs by contributing to the design of monitoring methodology, operational research, data verification techniques and other technical evaluation and analytical tasks;
9. Ensuring mentoring of the Authority's Team and training to foster capacity building on Monitoring & Evaluation knowledge and reporting skills;
10. Monitoring strategy indicators' progress and activities across departments through online MIS;
11. Identifying capacity building needs and carrying out capacity building in Monitoring & Evaluation skills among various departmental staffs of the U.T Administration;
12. Coordinating with all the departments of Government of Diu and Daman & DNH, UN Agencies, NITI Aayog and other technical agencies and collect relevant information and report the progress of the schemes/ programs;

### 3.4. **List of Departments**

The Consultant will have to interact with the following departments:

- 1) Office of the Development Commissioner, DD / DNH
- 2) Bal Bhavan Board, DD / DNH
- 3) Child Development Project Officer (ICDS-CDPO), DD / DNH
- 4) Civil Supply Department, DD / DNH
- 5) Coastal Zone Management Authority, DD / DNH
- 6) Directorate of Education, DD / DNH
- 7) Planning & Statistics, DD / DNH
- 8) Directorate of Medical & Health Services, DD / DNH
- 9) District Industries Centre, DD / DNH
- 10) U.T Disaster Management Authority, DD / DNH
- 11) District Rural Development Agency, DD / DNH
- 12) Daman/Diu & DNH Municipal Councils
- 13) Electricity Department, DD / DNH
- 14) Finance Department, DD / DNH
- 15) Forest Department, DD / DNH
- 16) Fisheries Department, DD / DNH
- 17) Home Department, DD / DNH
- 18) Industrial Training Institute, DD / DNH
- 19) I.T. Department, DD / DNH
- 20) Labour and Employment, DD / DNH
- 21) National Health Mission, DD / DNH

- 22) Omnibus Industrial Development Corporation, DD / DNH
- 23) Pollution Control Committee, DD / DNH
- 24) Public Works Department (PWD), DD / DNH
- 25) Police Department, DD / DNH
- 26) Revenue Department, DD / DNH
- 27) Science and Technology Department, DD / DNH
- 28) Social Welfare Department, DD / DNH
- 29) Sports Department, DD / DNH
- 30) Technical Training Institute, DD / DNH
- 31) Tourism Department, DD / DNH
- 32) Town and Country Planning, DD / DNH
- 33) Tribal Sub Plan Cell, DD / DNH
- 34) Urban Development Department, DD / DNH
- 35) Veterinary Department, DD / DNH
- 36) Zonal Agriculture Office, DD / DNH
- 37) Samgra Shiksha Abhiyan, DD / DNH
- 38) District Panchayats / Daman & Diu and Planning Development Authority / DNH
- 39) Gram Panchayat (15 nos.) in Daman & Diu and (20) Gram Panchayat in DNH

### 3.5. **Data & Facilities to be provided by the client:**

- The various departments of UTs of Daman & Diu & DNH shall act as a facilitator as and when required.

### 3.6. **Project Team**

The Consultant would be required to form a multi-disciplinary Project Team for this assignment, consisting of the following key personnel:

Sl. No	Expert	No. of Positions	Experience
<b>1. Monitoring &amp; Evaluation Team</b>			
1	Public Policy cum Finance Expert <b>Team Leader</b>	01	<p>Relevant Masters' Degree having more than ten (10) years of relevant experience in</p> <p>(a) public policy research, policy making, social, rural and urban policy, good governance, tariff structure, implementing institutional development, change management, regulations and guidelines of Union and U.T Administration and</p> <p>(b) public finance management, project planning, re-structuring, analysis of expense and revenue, capital cost, business plan and appraisal of schemes, linking with budgets as well as identifying new schemes and reforms and</p>

Sl. No	Expert	No. of Positions	Experience
			<p>(c) macro-economic policy and economic analysis of programmes/ projects, social, rural and urban policy, urban governance and guidelines of Union and U.T Administration, economic modelling, etc.</p> <p>Experience of working in externally aided or bilateral/ multilateral projects is desirable.</p>
2	Social sector Expert	01	Relevant Masters' Degree in Public Health/ Rural Management having more than ten years of relevant experience in formulating strategies, reforms and management and Assessment of public health, nutrition, empowerment, social development, poverty, gender, equity, inclusion policies and planning etc.
3	Environment Sector Expert	01	Relevant Post Graduate qualification with more than ten years of relevant experience in formulating strategies, reforms and management and assessment of environmental impact and having knowledge of applicable legislation & policy guidelines of Union and U.T Administration.
4	Infrastructure (Urban & Industries) Sector Expert	01	<p>Relevant Post Graduate Degree in MBA with more than ten years of relevant experience in</p> <p>(a) manufacturing sectors and MSME sectors, research and planning in development of manufacturing &amp; MSME industries having knowledge of applicable legislation &amp; policy guidelines of Union and U.T Administration and</p> <p>(b) formulating strategies, reforms and management and Assessment of Urban Sector and infrastructures including water, sanitation, health, power, public transport, logistics, technologies, etc.</p>
5	IT Sector Expert	01	Relevant Post Graduate qualification with more than ten years of relevant experience in formulating strategies for e-governance and system design and development, operating geographic databases and multilayer/ multi-module GIS for large datasets and generating automated and query based maps and reports.
6	Monitoring & Evaluation Expert	01	Relevant Masters' Degree in MBA Finance and having more than ten years of relevant experience in designing and implementing the Monitoring & Evaluation System, including developing and overseeing the strategy level monitoring and evaluation plan, designing the monitoring and data verification techniques, monitoring of indicators progress and activities through MIS and online dashboards, preparing reports on performance and

Sl. No	Expert	No. of Positions	Experience
			attainment of targets.
<b>1. M&amp;E Supporting Team</b>			
1	M&E Support Team	02	<p><b>MBA</b> and having more than 5 years of relevant experience in developing and overseeing the strategy level as well as department wise monitoring and evaluation plan, designing the monitoring and data verification techniques, monitoring of indicators progress and activities through MIS and online dashboards, preparing reports on performance and attainment of targets.</p> <p>The M&amp;E Support Team shall be stationed in the Authority's Office throughout the Assignment Period and reports to the Authority and the Project Team.</p>

Only the Team leader and Project Coordinator (nominated by consultant) shall interact with the Authority/ and other government Agencies as and when required. The Team leader shall be required to remain present during every stakeholders meeting and the presentations to the higher Authorities. In addition to Key Personnel, the consultant is required to deploy adequate number of supporting technical staff. The consultant has to keep a site office in Daman for coordinating with the Client and Stake Holders.

### 3.7. Period of Assignment

The breakup of the period of Assignment as per the Terms of Reference is as follows:

Sr. No	Deliverable	Payment	Time span for Submission
1	<b>Signing of Contract Agreement along with team mobilization</b>	<b>10%</b>	<b>M</b>
<b>Part I Preparation of SDG Vision Document 2030</b>			
	<b>Desk Review</b>		<b>3 weeks</b>
	<b>Instream report</b>	<b>15%</b>	<b>1 week</b>
2	<b>Data collection and compilation and presentation to the key stakeholders on SDG Vision 2030</b>	<p>20% of the Total fees of Part I</p>	<b>08 (Eight) weeks from the date of acceptance of Final List of Schemes</b>

Sr. No	Deliverable	Payment	Time span for Submission
3	<b>Preparation and Submission of Draft SDG Vision Document 2030</b>	30% of the Total fees of Part I	06 (Six) weeks from the date of acceptance of data collected by the consultant
4	<b>Submission of Final SDG Vision Document 2030</b>	25% of the Total fees of Part I	04 (Four) weeks from the date of receipt of comments on the draft SDG Vision document by the consultant
<b>Part II: Implementation Support services of SDG Vision Document 2030</b>			
5	Alignment of Schemes	10% of the Total fees of after Acceptance	06 (six) weeks from the date of acceptance of Final List of Schemes
6	Development of Annual Outcome Budget	10% of the Total fees of after Acceptance	06 (six) weeks from the date of acceptance of Final List of Schemes
7	Development of Online MIS	30% of the Total fees of after Acceptance	08 (Eight) weeks from the date of acceptance of Alignment of Schemes
8	Monitoring and Evaluation of Schemes	50% of the Total fees of after Acceptance [to be released month wise after Acceptance of Monthly Report (Equally distributed among the remaining Period of the Assignment)]	04 <sup>th</sup> (fourth) of Each Month after Acceptance
<b>Total Payment</b>		<b>100%</b>	<b>weeks</b>

- The above table does not include the time taken for granting approvals by Government of Diu and Daman & DNH (GoDDD)/ Government of India (GoI). No compensation will be given to consultant if project gets extended under any reason except as agreed by the Authority.
- Acceptance means, after submission of reports and after the Consultant has made presentations to the Government of Diu and Daman & DNH (GoDDD)/ Authority/ Committee, the Authority will issue a letter of acceptance along with comments/ suggestions of the Authority on the report;

- The Consultant shall whenever required make presentations before competent authorities from time to time for securing approval from GoDD in connection with the Services and whenever advised by the Authority in consultation with the Consultant;
- The Consultant shall submit the final report within 2 weeks after issuing changes/modifications as per Authority/ Steering Committee/ U.T Administration suggestions;
- All invoices will be paid by the client within 2 weeks of the acceptance of submission of the same to the client by the consultant;

### **3.8. Deliverables: Reports/Documents**

The consultant has to submit 2 hardcopies along with soft copies of each deliverable for reviewing, comments and approval. The document shall incorporate all revisions deemed relevant following receipt of suggestions and comments from stakeholders and finalised by the Authority. The report shall be submitted within 2 (two) weeks from receipt of final suggestions and comments and acceptance letter from the Authority.

**A. Final List of Schemes:** Within 02 (two) weeks from date of agreement/ work order, the consultant shall submit but not limited to the following:

- In coordination with the Authority and the departments shall develop and finalise the list of schemes, programs and missions of Government of Diu and Daman & DNH which are relevant to the strategies to be adopted by the U.T for achieving the U.T Targets for 2030;

**B. Alignment of Schemes:** Within 06 (six) weeks from the date of acceptance of Final List of Schemes, the consultant shall submit but not limited to the following:

- Suggest new schemes in lines with the vision of the U.T Administration in coordination with the Authority and the departments;
- Align the schemes in accordance with the indicators and strategies finalised with the departments and the Authority to be adopted by the U.T for achieving the U.T Targets for 2030;

**C. Development of Annual Outcome Budget:** Within 06 (six) weeks from the date of acceptance of Final List of Schemes, the consultant shall submit but not limited to the following:

- Develop annual outcome budget indicator wise and strategy wise for the financial year 2017- 2018 in coordination with the Authority and the departments;

**E. Development of Online MIS:** Within 06 (six) weeks from the date of acceptance of Alignment of Schemes, the consultant shall submit but not limited to the following:

- Develop, modify and finalise the monitoring framework in coordination with the Authority and departments of the U.T Administration Government;
- Prepare and Facilitate in coordination with the Authority, the development of dynamic and interactive online MIS for tracking and monitoring the indicators and their performance for achieving the U.T Administration Targets for 2030;
- Make the online Dashboard interactive and completely error free and bugs free through Test run process and quality control;

**F. Monitoring and Evaluation of Schemes:** Till the end of the assignment period. The consultant shall undertake but not limited to the following:

- Develop, modify and finalise the formats for relevant information from the departments of Government of Diu and Daman & DNH indicator wise and scheme wise;
- Collect relevant information from the departments of Government of Diu and Daman & DNH indicator wise and scheme wise;
- Evaluate the performance of Schemes and Indicators on monthly basis for achieving the U.T Targets for 2030 including SDG indicators;
- Report the progress of the Schemes and Indicators on monthly basis and suggest the strategies which need to be relooked for achieving the U.T Targets for 2030 including SDG indicators;
- Recommend the changes required to be made in the strategies for achieving the U.T Targets for 2030 including SDG indicators;

Note: The Authority has formed a Steering Committee (SC) for this assignment and all the works and reports prepared by the Consultant will be discussed in the SC and on the basis of the recommendations of the SC, the Authority shall accord approvals to such works and reports with or without modifications.



### **3.9. Custody of Reports/ Data etc**

All documents received from the client, shall remain in the custody of the Consultant during the period of assignment only and shall be used exclusively in connection with the Services and shall not be made use of for any other purpose. These shall be carefully preserved by the Consultant till the completion of the job and shall be handed over to the client on preparation of final report or on termination of the contract.

### **3.10. Property of the Client**

- All work submitted to the client by or under the authorship and signature of the consultant shall be the professional responsibility of the consultant.
- All data collected, financial model developed for this assignment would be the property of the client and to be submitted to the client in soft copies and in hard copies, in whichever form it is available along with the final report.

### **3.11. Responsibilities of the Authority**

- The Authority shall approve the documents & reports submitted by Consultant within 15 days of submission;

### **3.12. Responsibilities of the Consultant**

- The Consultant shall be responsible for all the data, designs developed and graphs given by them;
- The Consultant shall collect all data, existing information, data at their own cost on the project for carrying out the assignment;
- The Consultant shall conduct independent studies at their own cost for all the inputs for carrying out the assignment;
- The Consultant shall be responsible for all the necessary instrument, equipment and software required to carry out the study at their own cost;
- The Consultant shall have to make their own arrangement for accommodation, equipment, software and stationary for carrying out the assignment. No office accommodation shall be provided by the Authority;
- The Consultant shall require to make necessary provision for housing their staff. No assistance shall be provided by the Authority;

- The Consultant shall have to make their own arrangements for necessary computer software and hardware and transportation facilities;

### **3.13. Penalty Clause**

- a. If the bidder fails to deliver the services mentioned in section 3.8 & 3.9 within the specified time schedule (without any consultation to Diu and Daman & DNH (Department of Planning & Statistics), then a sum equivalent to one percent (1%) of the total contract value shall be deducted from the payment for each calendar week of delay or part thereof.
- b. The amount of penalty for delay in delivery shall be subject to a maximum limit of 10% of the total contract value.

## **4. Evaluation of Bids**

### **4.1. Opening of Bids**

- 4.1.1. The Technical proposals shall be opened as per clause 1.2 of this document. If possible consultant may depute their representative to be present at the time of opening of proposals.

### **4.2. Test of Responsiveness**

- 4.2.1. Prior to evaluation of Bids, the Authority shall determine whether each Bid is responsive to the requirements of the RFQ cum RFP. A Bid shall be considered responsive only if:

- (a) it is received as per the format at Appendix 1 to 13;
- (b) it is received by the Bid Due Date including any extension thereof pursuant to Clause 2.13.3;
- (c) it is signed, sealed, hard bound and marked as stipulated in Clauses 2.10 and 2.11;
- (d) it is accompanied by the Bid Security as specified in Clause 2.21.1;
- (e) it is accompanied by the Power(s) of Attorney as specified in Clauses 2.1.4 and 2.1.4, as the case may be;
- (f) it contains all the information (complete in all respects) as requested in this RFQ cum RFP and/or Bidding Documents (in formats same as those specified);
- (g) it does not contain any condition or qualification; and
- (h) it is not non-responsive in terms hereof.

- 4.2.2. The Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bid.

### **4.3. Evaluation of Bids**

- 4.3.1. The proposals shall be evaluated as per the parameters set below and ranked accordingly.

Sr. No.	Qualification Criteria	Marks Allotment	Maximum Marks
<b>A</b>	<b>Eligibility criteria for the applicants - Technical Strength</b>	<b>40</b>	
A1	Projects Experience in working as Project Management Unit with minimum of two years Central Government/ U.T Administration Agencies and received fees of at least 30 lakhs during the assignment period;	15	
<i>I</i>	<i>3 to 5 Projects</i>		<i>5</i>
<i>II</i>	<i>6 to 8 Projects</i>		<i>10</i>
<i>III</i>	<i>Above 8 projects</i>		<i>15</i>
A2	Minimum 02 Policy / Vision Document Preparation Experience in last seven years	15	
<i>I</i>	<i>2 to 4 projects</i>		<i>10</i>
<i>II</i>	<i>5 and above projects</i>		<i>15</i>
A3	Average Annual Turnover of the company in three financial years (2014-15, 2015-16, 2016-17) from consultancy and professional services.	10	
<i>I</i>	<i>10 Cr.</i>		<i>2</i>
<i>II</i>	<i>11 Cr. To 15 Cr.</i>		<i>4</i>
<i>III</i>	<i>16 Cr. to 35 Cr.</i>		<i>6</i>
<i>IV</i>	<i>36 Cr. &amp; above</i>		<i>10</i>
<b>B</b>	<b>Qualification and Experience of Relevant Key Personnel (for Qualification – 30%; For Experience, number of eligible project for as per technical marking scheme – 70%)</b>	<b>40</b>	
<i>I</i>	Public Policy cum Finance Expert cum Team Leader ( Maximum number of projects considered for marking shall be 12)		15
<i>II</i>	Social sector Expert ( Maximum number of projects considered for marking shall be 10)		10
<i>III</i>	Environment Sector Expert ( Maximum number of projects considered for marking shall be 3)		7.5
<i>IV</i>	Infrastructure (Urban & Industries) Sector Expert ( Maximum number of projects considered for marking		7.5

Sr. No.	Qualification Criteria	Marks Allotment	Maximum Marks
	shall be 3)		
C	Adequacy of the approach and methodology based on presentation by the bidder	20	
	Total Marks	100	

## A. Technical Evaluation

4.3.2. The proposals shall be evaluated on the following parameter and the marks shall be given accordingly:

- As part of the evaluation, the Pre-Qualification Proposal submission shall be checked to evaluate whether the Applicant meets the prescribed Minimum Qualification Criteria. Subsequently, Applicants who meet the Minimum Qualification Criteria (the **"Shortlisted Applicants"**), shall be checked for responsiveness in accordance with the requirements of the RFQ cum RFP and only those Proposals which are found to be responsive would be further evaluated on the following parameter and the marks shall be given accordingly:

- Prior experience in carrying out similar and related assignments as per Annexure 4;
- Qualification and experience of the key personnel of the proposed team for the study;
- Approach paper on methodology proposed by the consultant to carry out the study, site appreciation, coverage of TOR, understanding issues, innovativeness, Time Schedule, Work Plan, etc;

4.3.3. Based on the above technical factors, each consultant would be assigned a technical score out of 100. Based on their ranking in technical score, the bidder scoring more than 70% would be referred to as **"Technically Qualified Bidders"** and shall be eligible for Financial Evaluation.

4.3.4. Bidders qualified in the technical evaluation will be called for Presentation.

## B. Financial Evaluation

4.3.5. The price bids of only technically qualified bidders would be opened for further consideration. The consultant (L1) who has quoted the lowest price will be given a score of 100. The consultants will be allotted score relative to the score of L1, which

will be as below:

$$S_f = 100 \times F_L / F$$

Where:  $S_f$  = The financial score of the Financial Proposal being evaluated

$F_L$  = The price of lowest priced Financial Proposal

$F$  = The price of Financial Proposal under consideration

### **C. Weightage of Technical and Financial Bid**

- 4.3.6. The score of technical proposals would be given 80% weightage and that of the financial proposals would be given 20% weightage. The weightage for technical proposal may be further segregated into 40% - qualification & experience of the project team; 40% - firm's experience; and 20% - approach methodology, time schedule & work plan. The weighted total score of both the Technical and Financial proposals shall be used to rank the Consultants.
- 4.3.7. Shortlisted agencies may call for the presentation against the Screening Committee as a part of the Technical Evaluation.
- 4.3.8. The detailed contents of each Financial Proposal will be subsequently reviewed by the Client. During the examination of Financial Proposals, the Client's staff and any others involved in the evaluation process will not be permitted to seek clarification or additional information from any Consultant who has submitted a Financial Proposal.
- 4.3.9. Financial Proposals will be reviewed to ensure that the figures provided therein are consistent with the details of the corresponding Technical Proposal.
- 4.3.10. Financial Proposals will be checked for computational errors, and prices will be corrected and adjusted as necessary.
- 4.3.11. The total price for each Financial Proposal will be determined.
- 4.3.12. The Client reserves the right to reject, at its sole discretion, any or all evaluated Financial Proposals and if necessary, calls for submission of new Financial Proposals.

#### 4.4. **Selection of Consultant**

- 4.4.1. Subject to the provisions of Clause 2.15.1, the Bidder whose Bid is adjudged as responsive in terms of Clause 4.2.1 and who scores highest in the Technical and Financial evaluation shall be declared as the selected Bidder (the “**First Ranked Bidder**”). In the event that the Authority rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.
- 4.4.2. The Client reserves the right to reject, at its sole discretion, any or all evaluated Financial Proposals and if necessary, calls for submission of new Financial Proposals.

#### 4.5. **Contacts during Bid Evaluation**

- 4.5.1. Bids shall be deemed to be under consideration immediately after they are opened and until such time the Authority makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting by any means, the Authority and/ or their employees/ representatives on matters related to the Bids under consideration.

#### 4.6. **Award of Contract**

- 4.6.1. After selection, a Letter of Award (the “**LOA**”) shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Applicant as mutually agreed genuine pre-estimated loss and damage suffered by the Authority on account of failure of the Selected Applicant to acknowledge the LOA, and the next highest ranking Applicant may be considered. The Client shall promptly notify the other Consultants who were not technically qualified and also the consultants who were technically qualified but were not selected finally, that they were unsuccessful. The Bid Security of such consultants will be refunded within 30 days after issue of LOA to the successful consultant.

#### 4.7. **Execution of Agreement**

- 4.7.1. After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall

execute the Agreement within the period prescribed in the LOA. The Selected Applicant shall not be entitled to seek any deviation in the Agreement.

**4.8. Commencement of assignment**

- 4.8.1. The Consultant shall commence the Services at the Project site within 7 (seven) days of the date of the Agreement, or such other date as may be mutually agreed.
- 4.8.2. If the Consultant fails to either sign the Agreement as specified in Clause 4.6 or commence the assignment as specified herein, the Authority may invite the second ranked Applicant to match the L1 Price. In such an event, the Bid Security of the first ranked Applicant shall be forfeited and appropriated in accordance with the provisions of Clause 2.20.6.

**4.9. Proprietary data**

- 4.9.1. Subject to the provisions of Clause 2.17, all documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. The Authority will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Consultancy shall be the property of the Authority.



## **5. Fraud and Corrupt Practices**

- 5.1. The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFQ cum RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFQ cum RFP, including consideration and evaluation of such Applicant's Proposal.
- 5.2. Without prejudice to the rights of the Authority under Clause 5.1 hereinabove and the rights and remedies which the Authority may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFQ cum RFP issued by the Authority during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 5.3. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- (a) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time

prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the Authority in relation to any matter concerning the Project;

- (b) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- (d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## **6. Pre-Bid Conference**

- 6.1. A Pre-Bid conference of the interested parties shall be convened at the designated date, time and place. A maximum of two representatives of each Applicant shall be allowed to participate on production of authority letter from the Applicant.
- 6.2. During the course of Pre-Bid conference, the Applicants will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

## **7. Miscellaneous**

- 7.1. The Bidding Process shall be governed by, and construed in accordance with, the **laws of India and the Courts at Diu and Daman** & DNH shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.
- 7.2. The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
- (a) suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
  - (b) consult with any Applicant in order to receive clarification or further information;
  - (c) pre-qualify or not to pre-qualify any Applicant and/ or to consult with any Applicant in order to receive clarification or further information;
  - (d) retain any information and/ or evidence submitted to the Authority by, on behalf of, and/ or in relation to any Applicant; and/ or
  - (e) independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Applicant.
  - (f) return the Bid Security and the Performance Guaranty received from the Bidders in case the bidding process is cancelled by the Authority.
- 7.3. It shall be deemed that by submitting the Application, the Applicant agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.

## **Annexure 1**

### **Proposal Submission Letter**

To,

**Joint Director**

**Department of the Planning and Statistics,**

Secretariat, Fort Area, Moti Daman - 396220

**Sub: Selection of Consultant for Preparation of SDG Vision Document, Setting up & Operation of SDG Cell and Integration with other Policies.**

Sir,

I / We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Qualification cum Request for Proposal dated -----.

We are hereby submitting our Proposal as per the prescribed formats sealed under separate envelopes. The envelope containing "Pre-Qualification Proposal" and "Technical Proposal" contains 01 original and 01 copy of the Pre-Qualification Proposal and Technical Proposal separately. **The Financial Proposal is submitted online.**

I/ We declare that:

- (a) I/ We have examined and have no reservations to the RFQ cum RFP document, including any Addendum and Corrigendum issued by the Authority.
- (b) I/ We do not have any conflict of interest in accordance with Clauses 2.1.9 and 2.1.10 of the RFQ cum RFP document; and
- (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 5.3 of the RFQ cum RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or U.T; and
- (d) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of Clause 5 of the RFQ cum RFP document, no person acting for us or on our

behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

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

We remain,

Yours sincerely,

Authorized Signature:

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Encl: (1) TECHNICAL PROPOSAL - (2 Copies) in separate envelope for each copy.

## Annexure 1 (A)

### Format for Pre-qualification Proposal (General Information)

Each applicant must fill up following summary sheet carefully, as this will be utilized for evaluation. Please ensure that information provided in this summary sheet be true and correct.

Sr. No.	Description	Information to provide by applicant
1.	Name of company / firm	
2	Legal status of the company / firm  (Private limited company/ proprietorship firm / partnership / Limited Liability Partnership/ public limited company / 100% owned subsidiary incorporated in India)	
6.	If 100% owned subsidiary incorporated in India, whether the applicant has an undertaking from the parent company that they will provide financial / technical support to subsidiary for, if awarded based on this document.	Yes / No / Not applicable
7.	Have you abandoned any work in last five years? (Please support with undertaking)	Yes / No
8	Have your company / firm suffered bankruptcy/ insolvency in the last five years?	Yes / No
9	Is your company / firm currently blacklisted by any government (Central, State, ULBs) / funding agencies (World Bank, ADB, JBIC, DFID, etc.) / Public Sector Undertaking?  (Please support with undertaking)	Yes / No

**Annexure 1 (B)****Format for Pre-qualification Proposal (Technical Strength)****Relevant Services Carried Out in the Last Seven Years That Best Illustrate Qualifications**

<b>Category</b>	<b>Minimum Desired Experience</b>	<b>Number of Projects submitted for Pre-qualification</b>
Project Management Unit Experience	Minimum 05 Projects Experience in working as Project Management Unit with minimum of two years Central Government/ U.T Government Agencies and received fees of at least 30 lakhs during the assignment period;	
Bid Process Management Experience	Minimum 05 Projects Experience in carrying out Bid Process Management on Public Private Partnership (PPP) mode for infrastructure sector in the last seven years	

**\*provide details separately for each project listed in the summary sheet in the following format.**

- Projects without the proof of experience [at least (for Completed Projects: Work Order / Agreement and Completion Certificate), (at least for on-going Projects: Work Order / Agreement)] will not be considered for evaluation.
- Authority reserves the right to verify the details and ask to furnish necessary proofs in this regard.
- In case fee was paid in currency other than Indian Rupees, the exchange rate should be considered based on TT buying rates as on date of submission of Bid for the purpose of conversion.



**(Details of all major consultancy works of similar nature executed during last seven years)****Name of Company / Firm:****Sector [please select one]: Project Management Unit Experience/ Policy / Vision Preparation Experience**

Sl. No.	Name of Work	Client Name, Telephone/ Fax no. and e-mail	Date of Award and Completion		Whether participated as individual consulting firm/ member or consortium, mentioned the consortium lead	Cost of consultancy work in Rs. Crores	Current status of the project	Project brief
			Date of Award	Date of Completion				

Note:

- The information to be given by the applicant separately.
- The list of work to be compiled as per the format above.
- Copy of supporting documents (experience proof) should be enclosed.

### **Annexure 1 (C)**

#### **Format for Pre-qualification Proposal (Financial Strength)**

All Values: INR in Crores

<b>Company Name (1)</b>	<b>Annual turnover</b>				<b>Net Worth</b>
	FY Year 1 2017-18	FY Year 2 2016-17	FY Year 3 2015-16	Average Annual Turnover	FY 2017-18

#### **Certificate from the Statutory Auditor**

This is to certify that [name of company] [registered address] has received the payments shown above against the respective years.

Name of Authorized Signatory:

Designation:

Name of firm:

Signature of Authorized Signatory:

Seal of Audit firm:

\* Note:

1. A Bidder consisting of a single entity should fill in details as per the row titled Single entity Bidder and ignore the rows titled Consortium Members.
2. The Bidder should provide details of its own Financial Capacity or of an Associate as specified in RFQ cum RFP.

Instructions:

1. The Bidder shall attach copies of the balance sheets, financial statements and Annual Reports for 3 (three) years preceding the Application Due Date. The financial statements shall:
  - a. reflect the financial situation of the Bidder;
  - b. be audited by a statutory auditor;
  - c. be complete, including all notes to the financial statements; and
  - d. correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
2. Net Worth shall mean (Subscribed and Paid-up Equity + Reserves) less (Revaluation reserves + miscellaneous expenditure not written off + reserves not available for distribution to equity shareholders).
3. Year 1 will be the latest completed financial year, preceding the bidding. Year 2 shall be the year immediately preceding Year 1 and so on. In case the Application Due Date falls within 3 (three) months of the close of the latest financial year.
4. The Bidder shall provide an Auditor's Certificate specifying the net worth of the Bidder and also specifying the methodology adopted for calculating such net worth in accordance with the RFQ cum RFP document.

## Annexure 2

### **Format for Power of Attorney for Signing of Proposal (On Rs. 100 Stamp paper duly attested by Notary Public)**

#### **POWER OF ATTORNEY**

Know all men by these presents, We \_\_\_\_\_ (name and address of the registered office<sup>1</sup>) do hereby constitute, appoint and authorize Mr./ Ms. \_\_\_\_\_ (name and residential address) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental for **Sub: Selection of Consultant for Preparation of SDG Vision Document, Setting up & Operation of SDG Cell and Integration with other Policies**, including signing and submission of all documents and providing information/ responses to Authority in all matters in connection with our Proposal.

We hereby declare that all acts, deeds and things done by our said attorney pursuant to this Power of Attorney shall always be deemed to have been ratified by us and done by us.

Dated this the \_\_\_\_\_ Day of 201\_\_

For

(Name, Designation and Address)

Accepted

\_\_\_\_\_  
(Signature)

(Name, Title and Address of the Attorney)

Date: \_\_\_\_\_

#### **Note:**

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
2. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
3. A certified copy of the appropriate resolution/ document conveying authority to the person signing this Power of Attorney shall be enclosed in lieu of the Power of Attorney.

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<sup>1</sup> In case of partnership firm : name and address of principal office of the partnership firm to be provided

**Annexure 3**

**Not Used**

## Annexure 4

### Firm's References Relevant Services Carried Out in the **Last Seven Years** That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

**The consultant shall show case completed and on-going project experience for all of the categories mentioned in (iii).**

(i)	Assignment Name	
(ii)	Name of Firm who carried out the study	
(iii)	Type of Study	<p><b>(a) Experience in working as Project Management Unit with minimum of two years Central Government/ U.T Administration Agencies and received fees of at least 30 lakhs during the assignment period; AND</b></p> <p><b>(b) Experience in carrying out Vision Plans/Business Plans/ Financial Operating Plans with Central Government/ U.T Administration Agencies/ Quasi Government Agencies.</b></p>
(iv)	Name & Address of the Client	
(v)	No of Person-Months	
(vi)	Time when the assignment was carried out : Start Date End Date	
(viii)	Has any member who worked on this project, been considered for this proposed assignment of Authority? If yes, provide name and role.	
(ix)	Narrative Description of the Scope of work of the Project	

(x)	Description of Actual Services provided by your Staff	
(xi)	Status of the Study [Completed/ On-going] (If the study is not completed, please mention what stage/s of the study has been completed so far).	

**IMPORTANT: Please provide a copy of certificate from the client or a copy of work order from the client.**

- Along with Work order copy and/ or Completion Certificate, the submitted testimonial MUST contain other documents which include detail description of work [Scope of Work, Terms of Reference, Total Project Cost carried out by the consultant;
- Only those studies would be considered for the evaluation for which the documentary proof, i.e Work order / agreement or completion certificate have been provided;
- The supporting document(s) claimed for firm's relevant experience placed immediately after firm's experience shall be considered only;

Firm's Name: \_\_\_\_\_

## **Annexure 5**

### **Approach Paper on Methodology and Work Plan For Performing the Assignment**

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1. Write up on Methodology to carry out this assignment. The Write up should cover, in detail, how the consultant would carry out the study, understanding the issues, site appreciation and innovativeness. The methodology for each head of the proposed Terms of Reference must be described.
2. Define various milestones for the study and specify time frame to complete each milestone. Also specify contents of reports at each stage of the study.



**Annexure 6****Composition of the Team Personnel, And Task(S) Of Each Team Member**

<b>1. Technical/Managerial Staff</b>						
<b>Sr. No</b>	<b>Name of the Member</b>	<b>Proposed Position</b>	<b>Name of Firm</b>	<b>Employment Status (regular / part time / others)</b>	<b>Education Qualification</b>	<b>No. of Years relevant experience</b>

<b>2. Support Staff</b>						
<b>Sr. No</b>	<b>Name of the Member</b>	<b>Proposed Position</b>	<b>Name of Firm</b>	<b>Employment Status (regular / part time / others)</b>	<b>Education Qualification</b>	<b>No. of Years relevant experience</b>

## **Annexure 7**

### **Format of Curriculum Vitae (CV) For Proposed Professional Staff**

- (i) Name of Person :
- (ii) Proposed position for this assignment : (Only one Candidate should be nominated for each Position as sought)
- (iii) Designation :
- (iv) Date of Birth :
- (v) Nationality :
- (vi) No of Years with present Employer :
- (vii) Education :

<b>Name of Degree (Graduate onwards)</b>	<b>College and University</b>	<b>Specialization</b>	<b>Year of Passing</b>

- (vii) Relevant Experience :

Please provide details of relevant assignments, with respect to task assigned for the proposed study (as mentioned in (ii) above). Kindly provide following information for each assignment:

<b>Name of Assignment</b>	<b>Name of Client</b>	<b>Time period</b>	<b>Description about assignment</b>	<b>Your role (Team/ Project leader, Sector Expert)</b>	<b>Time spent</b>

- (viii) Employment Record :

(Starting with present position, list in reverse chronological order, for every employment held.)

Name of Employer	Position held	Duration	Job Responsibility

(ix) Total No. of Years' Experience :

Total No. Of years in Consultancy Service	
Total no. of Years in services other than Consultancy services	
Total Experience	

### Annexure 8

#### Time Schedule for Professional Personnel

- Please provide PERT chart of the work schedule. Provide Completion dates of various milestones.
- Also provide staffing schedule, which should mention, detail schedule of each member of the proposed team, assignment which would be carried out by them, timeframe during which they will work etc.

				Months (in the form of a Bar Chart)												
Sl. No.	Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	...	18	Number of Person - Month	
1.															Subtotal (1)	
2.															Subtotal (2)	
3.															Subtotal (3)	
4.															Subtotal (4)	
<b>Grand Total of Person - Months</b>																

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_

Signature: \_\_\_\_\_  
 (Authorized Representative)  
 Full Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

## Annexure 9

### Activity (Work) Schedule

<b>A. Field Investigation and Study Items:</b>												
		<b>Week wise Program (in form of Bar Chart)</b> <i>[1st, 2nd, etc. are weeks from the start of assignment]</i>										
Sl. No.	Item of Activity (Work)	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th
	_____											
	_____											
	_____											
	_____											
	_____											

<b>B. Completion and Submission of Reports</b>	
<b>Reports</b>	<b>Programme: (Date)</b>

## **Annexure 10**

### **Submission Letter of Financial Proposal**

*(to be submitted online through e-**PROCUREMENT** in the letterhead of the firm)*

To,

**Joint Director**

**Department of the Planning and Statistics,**

Secretariat, Fort Area, Moti Daman - 396220

**Sub: Selection of Consultant for Preparation of SDG Vision Document, Setting up & Operation of SDG Cell and Integration with other Policies.**

Reference Authority, Letter no: \_\_\_\_\_ dt: \_\_\_\_\_

Sir,

I/ We, the undersigned, offer to provide the consulting services for “Selection of Consultant for Preparation of SDG Vision Document, Setting up & Operation of SDG Cell and Integration with other Policies.” in accordance with your Request for Proposal dated <date> i.e. the date of publication, and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is exclusive of Goods and Service Tax and other taxes and duties as applicable.

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same. Our Financial Proposal shall be binding upon us, up to expiration of the validity period of the Proposal, i.e. <Date>.

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

We remain,

Yours faithfully,

Signature\_\_\_\_\_

Full Name\_\_\_\_\_

Designation\_\_\_\_\_

Name of the Firm\_\_\_\_\_

Address\_\_\_\_\_

## **Annexure 11**

### **Break up - Total Price of the Services**

*(to be submitted online through e-**PROCUREMENT** in the letterhead of the firm)*

<b>SI No</b>	<b>Price Component</b>	<b>INR (in figures)</b>	<b>INR (in words)</b>
1	Person Month Rate		
2	No. of person Months x Person Month rate		
3	Out of Pocket Expenditure		
4	Any other Expense		
	<b>Total Price for the assignment</b>		

Note:

1. All the prices quoted above must be exclusive of Goods and Service Tax and other taxes and duties as applicable;
2. No escalation would be allowed due to changes in taxes and duties;
3. No conditions should be attached to the price proposal;
4. In case of any discrepancies in the prices mentioned in the figures and words, the prices mentioned in the words would be considered as final price;

**Signature**\_\_\_\_\_

**Full Name**\_\_\_\_\_

**Designation**\_\_\_\_\_

**Name of the Firm**\_\_\_\_\_

**Address**\_\_\_\_\_

## Annexure 12

### Proforma Bank Guarantee for Performance Security

[Date]

To,

**Joint Director**

**Department of the Planning and Statistics,**

Secretariat, Fort Area, Moti Daman - 396220

In consideration of **Department of the Planning and Statistics**, acting on behalf of the [Governor of Diu and Daman & DNH] (hereinafter referred as the “Authority”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) awarding to ....., having its office at ..... (hereinafter referred as the “Consultant” which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the Authority's Agreement no. .... dated ..... valued at Rs. .... (Rupees .....), (hereinafter referred to as the “Agreement”) the assignment for consultancy services in respect of the ..... Project, and the Consultant having agreed to furnish a Bank Guarantee amounting to Rs. .... (Rupees ..... ) to the Authority for performance of the said Agreement.

1. We, ..... (hereinafter referred to as the “Bank”) at the request of the Consultant do hereby undertake to pay to the Authority an amount not exceeding Rs. .... (Rupees ..... ) against any loss or damage caused to or suffered or would be caused to or suffered by the Authority by reason of any breach by the said Consultant of any of the terms or conditions contained in the said Agreement.

2. We, ..... (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Authority stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Authority by reason of breach by the said Consultant of any of the terms or conditions contained in the said Agreement or by reason of the Consultant's failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. .... (Rupees .....).



3. We, ..... (indicate the name of the Bank) do hereby undertake to pay to the Authority any money so demanded notwithstanding any dispute or disputes raised by the Consultant in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Consultant shall have no claim against us for making such payment.

4. We, ..... (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be required for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Authority under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Authority certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Consultant and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of one year from the date of this Guarantee, we shall be discharged from all liability under this Guarantee thereafter.

5. We, ..... (indicate the name of Bank) further agree with the Authority that the Authority shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by the Authority against the said Consultant and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant or for any forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Consultant or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).

7. We, ..... (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.

8. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. .... crore (Rupees ..... crore) only. The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in

accordance with Paragraph 2 hereof, on or before [..... (indicate the date falling six (6) Months after the completion of the Assignment)].

For .....

Name of Bank:

Seal of the Bank:

Dated, the .....day of ....., 20.....

(Signature, name and designation of the authorised signatory)

NOTES:

- (i) The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- (ii) The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

### Annexure 13

#### Format for Query (s) Submission

<b>Queries - Selection of Consultant for Preparation of SDG Vision Document, Setting up &amp; Operating a SDG Cell for Piloting the Adoption of the Road-Map for Achieving the SDGs in Diu &amp; Daman and Integration with Outcome Budget</b>							
<b>Sr. No.</b>	<b>Refer Document (RFQ cum RFP)</b>	<b>Page No.</b>	<b>Clause No.</b>	<b>Subject</b>	<b>As per Bidding document</b>	<b>Clarification sought</b>	<b>Clarifications to be given by the Authority</b>
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						
	RFQ cum RFP						

## Annexure 14

### Checklist for Submission

Bidder(s) are requested to organize their Proposals as per the following checklist in the manner set forth in the Article 2 of this document:

<b>Envelope A – Pre-Qualification Proposal</b>	<b>Tick (√)</b>
1) Proposal submission Letter in the format of Annexure 1.	
2) Bid Security.	
3) Bid Processing Fees.	
4) Format for Pre-qualification Proposal (General Information) in the format of Annexure 1 (A).	
5) Format for Pre-qualification Proposal (Technical Strength) in the format of Annexure 1 (B).	
6) Format for Pre-qualification Proposal (Financial Strength) in the format of Annexure 1 (C).	
7) Power of Attorney for signing of bid in the format of Annexure 2.	
<b>Envelope B – Technical Proposal</b>	
8) Experience of the firm in format of Annexure 4.	
9) General approach and methodology and work and staffing schedule (maximum 20 pages inclusive of charts and graphs) in the format of Annexure 5.	
10) Composition of the Team Personnel, And Task(s) of Each Team Member in the format of Annexure 6.	
11) Key Professional Staffs' CVs (no limit but preferably should not exceed five (5) pages for each experts' CV) in the format of Annexure 7.	
12) Time schedule for professional personnel in the format of Annexure 8.	
13) Activity (work) schedules in the format of Annexure 9.	
14) A copy of the Contract Agreement in the format of Annexure 15.	
15) Comments on terms of reference.	
16) Checklist for Submission in the format of Annexure 14.	
<b>Online submission – Financial Proposal</b>	
17) Submission letter of Financial Proposal in the format of Annexure 10.	
18) Break up – Total Price of the Services in the format of Annexure 11.	

## **Annexure 15**

### **Draft Contract**

This CONTRACT (hereinafter together with the Annexure (1.Terms of Reference, 2.Approach Paper on Methodology, 3.Work Plan for Performing the Assignment, 4.Time Schedule for Professional Personnel, 5.Activity (Work) Schedule, 6.Submission Letter of Financial Proposal, 7.Break up - Total Price of the Services, 8. Detailed Break up of Price attached hereto called the Contract) is made on the \_\_\_\_\_Day of \_\_\_\_\_2018, between **Joint** Director, Department of the Planning and Statistics, Secretariat, Fort Area, Moti Daman, India, on the one part (hereinafter called the **Authority**, which expression shall unless repugnant to the context, include its successors and assignees) and \_\_\_\_\_ a company / partnership firm incorporated under the Indian Companies Act, 1956 with its corporate office at \_\_\_\_\_, India (hereinafter called the Consultant, which expression shall unless repugnant to the context, include its successors and assignees).

WHEREAS,

(A) the Client has requested the Consultant to provide consulting services (hereinafter called the Services) necessary for “**Selection of Consultant for Preparation of SDG Vision Document, Setting up & Operation of SDG Cell and Integration with other Policies.**”

(B) The Consultants has agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the parties hereto hereby agree as follows:

#### **1.0 Services**

The Consultant shall perform the Services under this Contract in accordance with the Terms of Reference as mentioned in Section-3 of this RFQ cum RFP document hereto. The consultant will also be required to take into consideration all the suggestion made by Authority / Steering Committee during each stage of the study. The consultant will be required to address all such suggestions / queries as long as there is no major deviation from the Scope of Work and detailed TOR.

The Consultant would follow a methodology to carry out the proposed study. The methodology should be such as prescribed in his Technical bid and as finalised in the Inception Report.

Any modifications in the report or in plans and sections as are required due to reasons attributable to consultants or if any additional work relevant to the study (which is within the scope of the work) is required to be carried out for preparation of reports of high professional quality (as agreed in the terms of reference- Section-3 of RFQ cum RFP document) and acceptable to the approving authorities shall be carried out without any additional compensation.

## **1.2 Commencement Date**

The Consultant will commence the services as soon as possible but not later than 15 days after the Client has given to the Consultant notice to proceed with the Services (Letter of Intent).

## **1.3 Additional Work**

If, in the opinion of the Client, it is necessary to carry out any work outside of the Terms of Reference for the purposes of the Project in addition to the Services, the Consultant shall carry out such additional work and with the prior authorisation of the Client. The charge for the Personnel required for such additional work would be as per the Person-Month quoted by the bidder and mentioned in Annexure-11. Also, if there are any out of pocket expenses, such expenses would be paid as mutually agreed.

In case there is any dispute about determining whether any work proposed is within or outside the Scope of proposed TOR, the decision of client shall be final and binding on the Consultant.

## **1.4 Other Documents**

RFQ cum RFP document including any amendments made to it at the bidding stage, Consultant's bid offer documents, Terms of Reference, Inception Report, Interim Report, Draft final Report, Final Report, RFQ document, RFP document, Draft Concession Agreement, Bid evaluation reports and shall form part of the Contract.

## **2.0 Personnel**

### **2.1 Personnel**

- a) The Services shall be carried out by the personnel specified in Annexure - 6 hereof (hereinafter called the Personnel) for the respective periods of time indicated therein. The

Consultant may, with the prior approval of the Client, make minor adjustments in such periods as may be appropriate to ensure the efficient performance of the Services, provided that such adjustments will not cause payments made under the Contract to exceed the cost estimates referred to in Section 4.1.

- b) Except as the Client may otherwise agree, no changes shall be made in the Personnel. If for any reason beyond the reasonable control of the Consultant it becomes necessary to replace any of the Personnel, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience and which is found eligible and acceptable by the client. The consultant must take prior approval of client before the replacement takes place.
- c) If, any time during the study, it is found that the person, as mentioned in Annexure – 6, not performing the task which they were to perform, instead some other person/s are performing or if the consultant replaces any person without knowledge of the client, in such case the client may accept such a person if such a person is found of equal or more calibre. However, such a replacement would not be binding on the client and the client reserves the right to cancel the contract with a prior notice and after providing an opportunity of being heard to the consultant.
- d) In the event that any person specified in Annexure - 6 is found by the Client to be incompetent in discharging his assigned duties, the Client may request the Consultant to forthwith provide as a replacement a person with qualifications and experience acceptable to the Client. The decision of the client in this regard shall be final and binding on the consultant.

## **2.2 Project Manager**

The Consultant shall ensure that at all times during the fieldwork a resident Project Manager, acceptable to the Client, shall take charge of the operations of the Personnel in the field. The Project Manager shall be responsible for liaison in the field between the Consultant and the Client. The consultant has to keep a site office in Daman for daily coordinating of the project with the client.

## **3.0 Undertakings of the Consultant**

### **3.1 General Standard of Performance by the Consultant**

The consultant shall carry out the Services with due diligence and efficiency, and shall exercise such skill and care in the performance of the services as is consistent with recognized professional standards.

The Consultant shall act at all times so as to protect the interests of the Client.

### **3.2 Records**

During the subsistence of this Agreement and two years from the date of completion of the study, the Consultant shall permit the duly authorized representative of the Client, (after reasonable advance notice is served on the Consultant), from time to time to inspect its records and accounts relating to the Services and to make copies thereof and shall permit the Client or any person authorized by the Client, from time to time, to audit such records and accounts during and after the services.

### **3.3 Information**

The Consultant shall furnish the Client such information relating to the Services and the Project as the Client may from time to time reasonably request.

### **3.4 Assignments/ Sub-Contracting**

The rights and liabilities of the consultants shall not be assigned or transferred by the consultants, without the consent in writing of the client to any other persons, firm or organisation. The client may allow such assignment/sub-letting at his discretion. Such assignment/sub-letting shall not relieve consultants from any obligation, duty or responsibility under the contract. Any assignment as above without prior written approval of the client shall be void. The client, may, transfer its rights and obligations to any other person, firm or organisation only with the consent of the consultants.

If it is found that the consultant has assigned particular work to some other consultant / sub-contractor, without approval and notice of the client, the client reserves a right to reject any such work carried out. Even if the client accepts any such work, client reserves right to not to pay the amount which can be contributed to the amount of work done. The estimate of such amount can be made from Person-Month rate and Person-Months spend on the work and reasonable estimate of out of pocket expenses. The estimate made by the client in such case shall be final and binding on the Consultant.

In the event that any such independent consultant or sub-contractor is found by the Client to be incompetent in discharging his assigned duties; the Client may request the Consultant



forthwith either to provide as a replacement, a consultant or sub-contractor with qualifications and experience acceptable to the Client or to resume the performance of the Services itself. The decision of the client in this regard shall be final and binding on the consultant.

### **3.5 Confidentiality**

(a) The consultant shall treat all information, report and other submissions made by them as confidential, and shall take all reasonable precautions of those having access to such materials maintaining confidence. With respect to questionnaire and survey in project all information gathered should be treated as confidential.

(b) The Consultant shall use all the documents, drawings and other data and information of a proprietary nature received from the Authority or other concerned authorities, solely for the purpose of performing and carrying out the obligations on his part under the agreement and shall not disclose the same to any other person except to the extent required, in the performance of the work for the assignment and shall maintain the utmost secrecy. The consultant shall bind his employees who are involved in the study by a suitable secrecy agreement

(c) Except with the prior written consent of the Authority, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information disclosed to them for the purposes of the Services, nor shall the Consultant or the Personnel make public or inform any one, directly or indirectly, any such information received by them or any recommendations formulated in the course of or as a result of the Services. Confidential Information for the purposes of this clause means all information that has been marked as confidential at the time of disclosure.

(d) The Authority agrees with the Consultant that all information including to information relating to Consultant's trade secrets, know-how/technical data, research, products, strategies, internal procedures, employees and business opportunities and other proprietary information of Consultant as described specifically as "confidential information" belongs to the Consultant and shall not disclose or divulge such confidential information to any third parties or make use or allow others to make use thereof. These clauses, (a) and (b), shall survive the termination of this Agreement. However, the reports submitted by the consultants to the client, become property of the Authority and the Authority is free to use any / all information mentioned in the report, procedures specified in the report, suggestions / conclusions made in the report and any such other information based on the report.

### **3.6 Prohibition on Conflicting Activities**

The Consultant shall ensure that no member of the Personnel assigned to the Contract shall not engage, directly or indirectly, during the subsistence of this Contract either in his name or in the name of his close relative or through the Consultant, in any other business or professional activities which is likely to be conflict with the performance of his duties or assignment under this Contract.

### **3.7 Independent Contractor**

Nothing contained herein shall be construed as establishing or creating between the Client and the Consultant the relationship of master and servant or principal and agent, it being understood that the position of the Consultant and of anyone else performing the Services is that of an independent contractor.

### **3.8 Insurance**

The Consultant shall at its cost take out and maintain adequate professional liability insurance as well as adequate insurance against third party liability and loss of or damage to equipment purchased in whole or in part with funds provided by the Client.

The Client undertakes no responsibility in respect of any life, health, accident, travel and other insurance which may be necessary or desirable for the Personnel of its own or sub-contractors and specialists associated with the Consultants for the purposes of the Services, nor for any members of any family of any such person.

### **3.9 Notice of Delay/ Extension**

In the event that the Consultant encounters delay in providing the required services or facilities set forth in Section-3 for the conduct of the Services, the Consultant shall promptly notify in writing the Client of such delay, and may request an appropriate extension of time for completion of the Services. However, the client reserves the right to grant any such extension and the decision of the client in this regard shall be final and binding on the consultant.

### **3.10 Delays by the Authority**

If the services are impeded or delayed by the Authority so as to increase the quantum or duration of the services then;

- i) The consultant shall inform the Authority of the circumstances and probable effects including extension of time;
- ii) The Authority shall take the request into account, if genuine, and the time for completion of the services shall be increased accordingly;
- iii) Time taken by the Authority for approval of deliverables however shall be additional to reporting and time-schedule of consultant. Only after one deliverable is approved in written that the time period for next deliverable shall come into effect;

### **3.11 Ownerships of data, Information and Documentation**

All data collected, software developed, information generated and documentation prepared under the scope of this assignment shall be the property of the Authority. Any reproduction, in part or full of the submissions made would require permission of Authority.

### **3.12 Copyright**

The Authority shall retain copyright of all documents prepared by consultants and shall be entitled to use or copy them for the intended work and for this need not obtain the consultant's permission. Consultant shall need to take permission from the Authority for copying the documents mentioning the purpose for which they are intended.

## **4.0 Prices and payment terms**

### **4.1 Prices**

The total cost to carry out the study is: Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) exclusive of Goods and Service Tax and other taxes and duties as applicable.. The break-up of price is as follows:

<b>Sr. No.</b>	<b>Price Component</b>	<b>Rs. (In Figure)</b>	<b>Rs. ( In words)</b>
1.	Person-Month Rate		
2.	(No. of Person Months) x (Person-Month rate)		
3.	Out of Pocket Expenditure		
4.	Any other expenses		
<b>Total Price for the Assignment</b>			

The prices quoted are lump sum, firm and exclusive of all taxes and duties for the Scope of Work and Terms of Reference as agreed and mentioned in Annexure – I including all expenses for personnel services, visits, transport charges, cost of collecting required data, etc. and all the necessary services, materials, stationary, computer services, typing, printing, photocopying etc. to fulfils the requirement of the scope. No change in the prices will be allowed on any account except for changes in any taxes/duties.

#### 4.2 Payment Terms:

Sr. No	Deliverable	Payment	Time span for Submission
1	Signing of Contract Agreement along with team mobilization	10%	M
<b>Part I Preparation of SDG Vision Document 2030</b>			
	Desk Review		3 weeks
	Instream report	15%	1 week
2	Data collection and compilation and presentation to the key stakeholders on SDG Vision 2030	20% of the Total fees of Part I	08 (Eight) weeks from the date of acceptance of Final List of Schemes
3	Preparation and Submission of Draft SDG Vision Document 2030	30% of the Total fees of Part I	06 (Six) weeks from the date of acceptance of data collected by the consultant
4	Submission of Final SDG Vision Document 2030	25% of the Total fees of Part I	04 (Four) weeks from the date of receipt of comments on the draft SDG Vision document by the consultant
<b>Part II: Implementation Support services of SDG Vision Document 2030</b>			
5	Alignment of Schemes	10% of the Total fees of after Acceptance	06 (six) weeks from the date of acceptance of Final List of Schemes
6	Development of Annual Outcome Budget	10% of the Total fees of after Acceptance	06 (six) weeks from the date of acceptance of Final List of Schemes

Sr. No	Deliverable	Payment	Time span for Submission
7	Development of Online MIS	30% of the Total fees of after Acceptance	08 (Eight) weeks from the date of acceptance of Alignment of Schemes
8	Monitoring and Evaluation of Schemes	50% of the Total fees of after Acceptance [to be released month wise after Acceptance of Monthly Report (Equally distributed among the remaining Period of the Assignment)]	04 <sup>th</sup> (fourth) of Each Month after Acceptance
<b>Total Payment</b>		<b>100%</b>	<b>weeks</b>

4.3 Acceptance means, after submission of reports and after the Consultant has made presentations to the Government of Diu and Daman & DNH (GoDDD)/ Authority/ Committee/ Government of India (GoI), the Authority will issue a letter of acceptance along with comments / suggestions of the Authority on the report;

4.4 Above payments shall be made after deduction of tax at source, whichever may be applicable, by the Acts prevailing at the time of making payment. Payment of all other tax and levies would be the responsibility of the consultant. All payments to the consultants would be made in Indian Rupees only.

4.5 In case, the client is not able to communicate the acceptance of report within 30 days of submission of the report, the client will release 50 % of the payment due at particular stage of study. The balance 50% of the payment will be released upon acceptance of the report by the client.

4.6 If the report submitted by the consultant is not acceptable to the Client, reasons for such non-acceptance should be recorded in writing; the client shall not release the payment due to the consultant. In such case, the payment will be released to the consultant only after it re-submits the report and which is accepted by the client.

4.7 The above table does not include the time taken for granting approvals by Government of Diu and Daman & DNH (GoDDD)/ Department of the Planning and Statistics/ Government of India (GoI). No compensation will be given to consultant if project gets extended under any reason except as agreed by Authority.

4.8 The Consultant shall whenever required make presentations before competent authorities from time to time for securing approval from GoDD / GoI in connection with the Services and whenever advised by Authority in consultation with the Consultant.

4.9 The consultant shall submit the final report within 15 days after receiving changes/modifications as per Authority/ Steering Committee/ U.T Administration suggestions.

4.10 All invoices will be paid by the client within 15 days of the submission of the same to the client by the consultant.

## **5.0 Time schedule for submission of reports**

The total time frame for carrying out the assignment would be **weeks** from start i.e. from the date of issue of LOI. The role of the consultant as an independent consultant during the project implementation period shall be treated separately. The details of work plan, timeframe for each stage of study is put up as per Annexure-5 & Annexure- 9 of RFQ cum RFP document. Time taken by Client in order to provide feedback/ comments will not be considered while calculating the time taken by consultants.

## **6.0 Reports**

All reports and recommendations and general correspondence from the Consultant to the Client prepared by the Consultant under this Contract shall be in the English language. The consultant shall submit phase wise reports as per Terms of Reference attached as Annexure.

## **7.0 Liquidated Damages for late submission**

### **7.1 Performance Security**

7.1.1 The Authority shall retain by way of performance security (the “**Performance Security**”), 5% (five per cent) of all the amounts due and payable to the Consultant, to be appropriated against breach of this Agreement or for recovery of liquidated damages as specified in Clause 7.2. The balance remaining out of the Performance Security shall be returned to the Consultant at the end of 3 (three) months after the expiry of this Agreement. For the avoidance of doubt, the parties hereto expressly agree that in addition to appropriation of the amounts withheld hereunder, in the event of any default requiring the appropriation of further amounts comprising the Performance Security, the Authority may make deductions from any subsequent payments due and payable to the Consultant

hereunder, as if it is appropriating the Performance Security in accordance with the provisions of this Agreement.

7.1.2 The Consultant may, in lieu of retention of the amounts as referred to in Clause 7.1.1 above, furnish a Bank Guarantee substantially in the form specified at Annex-12 of this Agreement.

## **7.2 Liquidated Damages for late submission**

7.2.1 In case the above reports are not submitted within the period stipulated as above due to reasons attributable to the Consultant, the consultants will be liable to pay at the discretion of the client, a liquidated damages to the client of 0.5% per week on the contract price subject to maximum of 10% reckoned on the contract value. Fraction of a week will be considered as a full week for the purpose of liquidated damages calculations.

7.2.2 In case the consultant does not submit the report within two months of due date, the client reserves the right to terminate the contract as per the provisions of Section 8.1.

## **8.0 Termination of the Contract**

8.1 The Client reserves the right to cancel the contract at any time if it is not satisfied with the services of the consultant or there is breach of any of the condition of this contract by the consultant, provided a period of 15 days has lapsed from the date of serving notice on the Consultant requiring it to remedy the breach and if the breach has continued up to the date of the termination. In this event, the work done till then by the consultant shall be taken over by the Client. Client reserves the right to appoint a new consultant and hand over to him the all the documents to complete the assignment. In such an event, the consultant shall not be entitled to receive any payments upon termination of the contract. In such case, upon termination, the client may also impose liquidated damages, up to maximum of 10% of the contract value. The consultant will be required to pay any such liquidated damages to client within 30 days of termination date.

8.2 The Client reserves the right to cancel the contract by giving 15 days' notice, subject to payment of the fees for the actual work done by the consultant for the project up to the date of cancellation of the contract as per Section 8.5.

8.3 The Consultant reserves the right to terminate the Agreement immediately upon situations arising due to non-compliance of the stipulations of this Agreement by the Client. The termination notice will be held valid only if it is preceded by a corresponding non-

compliance notice issued at least 15 days prior to the date of the termination notice and if the non-compliance has continued up to the date of the termination notice. The Client shall be liable to pay the Consultant fees for the actual work done by the consultant for the project up to the date of cancellation of the contract as per Section 8.5.

8.4 The parties also reserve a right to terminate this Agreement in the event any voluntary insolvency petition/ IP petition is filed by either party, or if any proceedings are instituted against either party, property or assets under any bankruptcy, insolvency, receivership, debtors relief, winding up rehabilitation, or similar statute or any effective resolution is passed for the winding up of that party or for any remedy under any such statute.

8.5 The payment of the fees will be determined based on the actual work carried out, actual Person-Months spent and Person-Month Rate as specified in Section 4.1 and reasonable amount of out of pocket expenses. In case of failure to decide compensation, Arbitrator as per the terms of the contract shall be appointed to decide the compensation.

## **9.0 Performance obligations**

Consultant shall have to be responsible for the soundness of services rendered. In the event of any deficiency in these services, consultants shall promptly re-do/remedy without any additional cost to the Client and to carry out such modifications and /or rectification as may be required.

## **10.0 Compliance with laws, statutes, rules and regulations of Government / local authority**

Consultants shall comply with all laws, statutes and rules & regulations of Central and U.T Administration or Local authorities that may be applicable from time to time in respect of any personnel deployed or engaged by consultants or their sub-contractor either directly or indirectly. With respect to their employees or assignees, consultants shall be solely responsible for strictly following all laws, industrial laws, factories act, minimum wages act and other such laws which are applicable from time to time, including but not limited to the modification, amendments or additions which are made to these laws during the period of contract. Consultant will also be responsible for the various levies of State/Central Governments and/or any Statutory Body. Consultants shall have to, at Consultant's expense, comply with labour laws and keep the client indemnified in respect thereof. Consultants shall be fully responsible for all matters arising out of the performance of the contract and shall



comply, at their own expenses, with all laws / acts / enactment / orders / regulations / statutory obligations, whatsoever of the Government of India U.T Administration, Local Self Government or any Statutory Authority.

### **11.0 Period of Agreement**

The agreement to be entered into between the client and the consultant shall be valid from the date of signing the contract till final approval of Joint Director, Department of the Planning and Statistics, is received.

### **12.0 Liability**

In no event shall either party be liable for any direct, indirect, incidental, special, consequential, reliance or cover damages, including, but not limited to, loss of profits, revenue, data or use, incurred by the other party. In no event however shall the total liability of the Consultant under this Agreement exceed the amount of fees received by the Consultant from the Client. However this clause will not prevent the client from levying the liquidated damages as per Clause 7 and 8.1.

### **13.0 Notices**

Any notice or request required or permitted to be given or made under this Agreement to either party shall be in writing. Such notice or request shall be deemed to have been duly given or made when it shall be delivered by hand, mail or fax to the party to which it is required or permitted to be given or made at such party's Head Office or Registered Office or Corporate Office or branch office addresses.

### **14.0 Arbitration**

In the event of any dispute or difference at any time arising between the parties relating to the construction, meaning or effect of this agreement or any other clause or any content of the rights and liabilities of the parties or other matters specified herein or with reference to anything arising out of or incidental to this agreement or otherwise in relation to the terms, whether during the continuance of this agreement or thereafter, such disputes or differences shall be endeavoured to be solved by mutual negotiations. If, however, such negotiations are anfractuous, they shall be decided by arbitration of two Arbitrators, one to be appointed by each party to the dispute or difference and to an Umpire to be appointed by

Arbitrators in writing before taking upon them the burden of arbitration. Such a reference shall be deemed to be a submission to arbitration under the provisions of The Arbitration and Conciliation Act, 1996 and of any modification or re-enactment thereof.

The venue of arbitration shall be Diu and Daman & DNH only, subject to the above, the Civil Courts in Diu and Daman/Mumbai only shall have exclusive jurisdiction in this matter. The expense of the arbitration shall be paid as may be determined by the Arbitrators.

### **15.0 Force Majeure.**

15.1 Force Majeure means such of the following factors which substantially affect the performance of the contract, such as:

- a) natural phenomena, including but not limited to floods, draughts, earthquakes and Epidemics;
- b) acts of any Government, domestic or foreign, including but not limited to war, declared or undeclared, , quarantines, embargoes;
- c) Illegal strikes and legal lockouts in respect of client's / consultant's scope of work provided;

Either party shall within fifteen (15) days from the occurrence of such a cause notify the other in writing of such causes.

15.2 The Consultants or the client shall not be liable for delays in performing their obligations resulting from any Force Majeure cause as referred to and/or defined above.

15.3 However if such an event lasts for a period of 90 days or more then either party shall have an option to terminate this Agreement forthwith without any liability after intimating the other party of the same. The consultant shall however be entitled to receive payments for all the services rendered by it under this Agreement prior to termination of contract. The payment shall be determined as per Section 8.5.

### **16.0 Custody of reports/data etc**

All documents received from the client, shall remain in the custody of the consultant during the period of assignment only and shall be used exclusively for this job and shall not be made use of for any other purpose. These shall be carefully preserved by the consultant till

the completion of the job and shall be handed over to the client on preparation of final report or on termination of the contract.

## **17.0 Indemnity**

Consultant shall indemnify the client and every members, officers and employees of the client, against all actions, proceedings, claims, demands, costs and expenses whatsoever arising out of or, in connection with various matters and against all actions, proceedings, claims, demands, costs and expenses whatsoever arising out of any negligent act or omission or failure by consultants in the performance of Consultant's obligation under this Agreement.

## **18.0 General clauses**

### **18.1. Entire Agreement & Amendments**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior written, oral or implied understandings between them on that subject matter. This Agreement may be amended, modified or supplemented only by the Authorised representatives of the parties in writing executed on behalf of both parties hereto.

### **18.2 Non Exclusive Agreement**

The Consultant shall be free to do similar business either for itself or for any other party or offer similar services to any third parties but without in any way affecting the services agreed to be offered by it under this Agreement and subject to clause 3.7.

### **18.3 Severability**

In the event that any provision or any portion of any provision of this Agreement shall be held invalid, illegal or unenforceable under applicable law, the remainder of this Agreement shall remain valid and enforceable in accordance with its terms.

### **18.4 Survival**

The clauses of this Agreement, which by their very nature ought to survive termination of this Agreement, shall so survive.

**Authorised Signatory**

On behalf of the Client

In witness of

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**Authorised Signatory**

On behalf of the Consultant

In witness of

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