

**F.No. C-47/2013-MPLADS/WZ**  
**Government of India**  
**Ministry of Statistics and Programme Implementation**  
**MPLADS Division**

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Sardar Patel Bhawan,  
Sansad Marg, New Delhi-110001  
Dated:26.12.2014

**E - TENDER NOTICE**

**Sub:- E-TENDER FOR SELECTION OF INSTITUTION/ORGANISATION FOR UNDERTAKING THIRD PARTY PHYSICAL MONITORING OF MPLADS WORKS.**

The MPLADS Division in the Ministry of Statistics and Programme Implementation invites online tender under two bid system from reputed independent institution(s) / academic institution(s) /consultant(s) for undertaking the third party physical monitoring of MPLAD work for 50 districts in West Zone of the country during the year 2014-15.

2. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions provided in the 'Instructions to the Contractors / Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>'.

3. CRITICAL DATE SHEET

Published Date	26.12.2014
Bid Document Download / sale start Date	26.12.2014
Clarification Start Date	26.12.2014
Clarification End Date	15.01.2015
Pre bid meeting	15.01.5015
Bid Submission Start Date	26.12.2014
Bid Document Download end date	26.01.2015
Bid Submission End Date	26.01.2015

Technical bid opening date	29.01.2015
Financial bid opening date	To be notified later

4. Tender documents can be downloaded from Ministry's Website <http://www.mospi.nic.in> and CPPP portal and CPPP site <http://eprocure.gov.in/eprocure/app>.

Tenderer who has downloaded the tender from the BRO website <http://www.mospi.nic.in> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned for future.

#### **5. EMD Payment:**

Earnest Money Deposit of **Rs. 2,00,000/- (Rupees Two lakh only)** is to be deposited in the form of Demand Draft/ Pay Order favour of the **Pay & Accounts Officer, Ministry of Statistics & Programme Implementation**. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over.

Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

#### **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app> .

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrolment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in

which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 72232.

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**F.No. C-47/2013-MPLADS**  
**Ministry of Statistics and Programme Implementation**  
**MPLADS Division**  
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**E-Tender**

**Subject: Inviting proposals for undertaking third party physical monitoring of MPLADS works – RFP there for.**

The Ministry of Statistics and PI is implementing Members of Parliament Local Area Development Scheme (MPLADS) throughout the country. The Ministry intends to award the work of the third party physical monitoring of MPLADS works in the West Zone through online tender under two bid system. The Ministry intends to take up 50 districts (to be selected by the Ministry) from West zone for physical monitoring during 2014-15. The work of physical monitoring would be awarded enblock for 50 districts in each zone.

**2. Approach**

(a) The physical monitoring work would be awarded to the Institution(s)/Consultant(s) through online tender under two bid system. The Institution(s)/Consultant(s) having annual turnover of more than 5 crore for the last 3 years are required to submit the bids wherein technical and financial bids shall be submitted separately. The technical bid should include documentation proof of the following for assessment in the format prescribed at Annexure I:-

- i. Track record and previous experience of physical monitoring of Government schemes (Central/State).
  - ii. The existing Organizational Strength/Network and the modalities proposed to deploy personnel/teams for carrying out the physical monitoring.
  - iii. Availability of technical personnel with computer qualifications and experience (from engineering, accounting, social sector, computer background and the field experience, etc.)
  - iv. The infrastructures/ facilities available for compilation, data processing, analysis and report writing.
- (b) The selected institution(s) /consultant(s) would be required to perform the following functions:-
- (i) Devise appropriate schedules/proformas in consultation with Ministry/MPLADS Division for collecting the basic data on all MPLADS works undertaken since the year 2000 and getting details of the sample of works.
  - (ii) Select a sample of at least 50 works for indepth evaluation/assessment of these works, as per the following broad criteria for selection:-
    - (a) All work costing Rs.25 lakh and above would be selected.

- (b) Fifty works in which cost of work is Rs.5 lakh or more would be selected.(If such works are less than 50 or insufficient then works of lower cost denominations would be included.)
- (c) Atleast 10% of the sample work, i.e, atleast 5 works, should be in respect of works to Societies/Trusts (Non Governmental Organization).
- (d) The selected sample of the MPLADS work drawn in each administrative district should be judicious blends of various parameters like Cost of works, Year-wise works, MP wise works, works in the area of SC's/ST's, Sector wise works (Drinking water, education, electricity, health & family welfare, irrigation, non-conventional source of energy, roads bridges & pathways, sanitation & public health, sports and animal care, etc).
- (e) All the works of the scheme since 2000 are to be covered in the universe from which the sample would be drawn.
- (f) Physical Monitoring of MPLADS works will involve 50 districts per zone. The 50 districts in each zone to be monitored will be selected by the Ministry.



- (iii) Inspect/visit the worksites, verify the assets with respect to the technical specifications and financial approval, assess basic quality, obtain feedback from the user agency/local community etc.
- (iv) Visit the District Nodal Office to assess implementation mechanism/ procedure, time taken in for sanction and execution, inspection mechanism, quality check mechanism, review mechanism and record maintenance etc. through discussion and perusal of records etc.
- (v) Compile and analyse information to prepare district-wise reports containing violation/shortcomings observed in implementation of the selected sample works. The report should also include implementation procedure, record maintenance, review mechanism etc. for each selected district. Each report should also have an executive summary.
- (vi) Prepare state level summary based upon physical monitoring of the districts would be prepared. This State level summary should also include an executive summary.
- (vii) Furnish any other requisite data / information / material in prescribed format if required by the Ministry on the basis of the information/assessment collected and compiled.

### **3. Time Frame**

The institution(s)/ consultant(s) will submit reports for 25 districts within a period of four months from the date of signing the contract, and the reports for the rest of 25 districts in the next four months.

### **4. Monitoring/Supervision of the Field work**

The institution(s)/consultant(s) should have mechanism for conducting check/ supervision on the field teams. Besides, the officers of the Ministry will also visit the districts under physical monitoring. The institution(s)/consultant(s) have to provide the inspection schedule in advance to the Ministry for this purpose.

### **5. Services to be provided by the client (MPLADS)**

The Ministry would advise/write to the State Governments/district authorities for rendering necessary assistance for undertaking the work. The MPLADS Division in the Ministry would provide any clarification / elucidation on the MPLADS Guidelines and the MPLAD Scheme. The Ministry would also provide the list of 50 districts to be monitored in each zone at the time of award of the contract.

### **6. Deliverables by the Nodal Agency**

The deliverables and the time-frame are laid down in para-3.

## **7. Evaluation Procedure**

**The following aspects will be considered while evaluating the bids:-**

**Evaluation Procedure:** - The Ministry would follow online two bid system wherein all the technical bids received from the institution(s)/consultant(s) would be evaluated in terms of the parameters mentioned in para 2(a). The **Combined Quality-cum-Cost Based System (CQCCPBS)**, as elaborated in the Manual for Engagement of Consultants issued by M/o Finance would be followed by the Ministry and the technical proposals will carry a weightage of 70% while the financial proposals will carry a weightage of 30% in the combined score. A Evaluation Committee of the Ministry constituted for the purpose will evaluate the technical proposals on each of the technical parameters mentioned in para 2(a) and will decide on the criteria of awarding marks to each of the technical parameters, so that the total score is 100. The Evaluation Committee will assign scores on each of the parameters to each technical bid. The institutions/organizations whose technical score is more than 50 (benchmark score) will qualify technically.

The Technical Committee will also evaluate the capacity of the bidders, in respect of the number of districts that a bidder would be capable of monitoring. Based upon this, a bidder who has been found successful in one or more zone(s), may not be considered for award of further zone(s) by the Committee if his capacity is deemed to have been exhausted.

## 7(A) Technical Bid Evaluation

The technical evaluation will be done in two steps.

(i) The bids will first be checked for eligibility in terms of turnover, Bid security (earnest money), prescribed certificates, separate technical and financial bids and all other aspects spelt out in this document for eligibility of the bids.

(ii) The eligible bid documents will be evaluated on the basis of content of the documentary proposal submitted by the bidders on the following criteria.

Criterion	Weightage
(a) Relevant experience/proven track record and previous experience in the field of physical monitoring of the development works under similar Government (Central/State) schemes preferably assets creation Schemes.(Based on information given against item no. (B) of Annexure I). Evaluation shall be done based on the documents submitted by bidder against each sub item (no. 3, 4, 5 and 6 of item (B) of Annexure I)	20
(b) Details of existing organization strength/network including details on the availability, qualifications and experience of the technical personnel engaged for undertaking the physical monitoring work. (As per information given against item no.(D) of Annexure I) The bidder should give a comprehensive detail of the above aspects against each sub-item (no. 9,10, 11, 12 & 13 of item (D) of Annexure I), to get a view of the quality of manpower which shall be deployed for undertaking the work.	20
(c) Availability of infrastructure facilities for compilation, data processing, analysis and report writing. (As per information given against point no.	20

14 & 15 of item (E) of Annexure I)	
(d) Any other detail about organization/institution turnover, reach /network that may be relevant for the physical monitoring works and any other details of project undertaken, time of completion etc. the Modalities proposed for the study etc. (Based on information given in point no. 7 & 8 of Item (C) of Annexure I)	20
(e) Self-assessment of the capacity and willingness to undertake works in how many districts and zones. The proposed model of the bidder for undertaking the work with due justification of resource deployment and action plan for achieving the set defined target date of completion in due course. (Based on comprehensive information given in Annexure I and other detailed action plan enclosed).	20

## **7 (B) Financial Bid Evaluations**

The financial bids of qualified bidders will be opened and the following criteria will be followed for arriving at overall H1 bidder.

Overall Evaluation for the technical scores obtained by qualified bidders will be given 70% weightage for the final evaluation.

The financial bid will be given 30% weightage for final evaluation. For the same, the lowest quoted price (say FL) out of qualified bidders will be taken as the base price (i.e. equated to 30 marks). The higher quoted price (say FH) will be allotted marks in the inverse ratio as per the following formula:-

$$\frac{FL*30}{FH}$$

FH

The total score arrived at after giving 70% weightage to technical marks and taking financial marks will decide the overall H1 and H2 bidder. The work will be awarded to the H1 bidder as arrived above.

**8) Earnest Money Deposit /Bid Security and Performance Security Etc.**

- a. Earnest Money Deposit:** - Each bid would have to be accompanied by an Earnest Money Deposit of Rs.2 lakh per bid valid for six month for each zone in the form of Demand draft in favour of Pay & Accounts Office, Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, New Delhi from any of the scheduled banks in Delhi/New Delhi in acceptable form.
- b. Performance Security:-** The successful bidders will be awarded the contract for third party monitoring only after they deposit performance security for a value of 5% of the bid amount in the form of Bank Guarantee in favour of Pay & Accounts Office, Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, New Delhi from any of the scheduled banks in Delhi/New Delhi in acceptable form.
- c. Penalty Clause:** - In case, during the validity period, the offer is withdrawn by the bidder or the bidder fails to deposit performance security, earnest money so deposited shall be forfeited.

**d. Liquidated damages:** - In case of any delay wholly attributable to the institution (s)/ consultant (s) liquidated damages shall be recovered @ 0.5% per week (subject to the maximum of 2%) or part thereof without prejudice to other remedies available to MOSPI under contractual agreement.

**e. Payment Mechanism:-** Payment to the agency will be made in three installments :-

(i)	1st installment of 30% of the total amount.	On award of the contract as mobilization advance to be released against Bank Guarantee (Interest bearing) to be given by awardee.
(ii)	2nd installment of 30% of the total amount.	On receipt of reports for 25 districts.
(iii)	3rd installment of 40% of the total amount.	On receipt of reports for the rest of 25 districts and upon acceptance of all 50 district reports by the Ministry.

The first installment will be released against the Bank Guarantee of equal amount.

**f. Arbitration Clause:-** In the case of the dispute arising upon or in relation to or in connection with the contract between the MOSPI and the firm, which has not been settled amicably, either party can refer the dispute for Arbitration in accordance with the Rules of Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration will be New Delhi. The award made in pursuance there of shall be binding on parties.

## **9) Others**

- a. The Bid Security/Earnest Money Deposit would be refunded to the successful bidder on receipt of performance security.
- b. The Bid Security/Earnest Money Deposit of the unsuccessful bidders would be returned to them within 30 days of finalization of the bids. The performance security would remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the institution/consultant.
- c. The work requires that the institution(s) / consultant(s) should have expertise in physical monitoring and should have the capacity to accomplish the work in specified time frame. In view of the sensitivity of the MPLAD Scheme, it is important that the institution(s) / consultant(s) maintain confidentiality of the information collected and should have maintain high level of integrity.
- d. No outsourcing of the monitoring work by the successful bidders would be permitted.
- e. The visiting teams would not accept the hospitality of the District Authorities, Implementing Agencies and MPs etc.
- f. The rates quoted will remain in force for the full period of the contract. No demand for revision of rates on any account shall be entertained during the contract period.
- g. The data generated from the study would be the property of the MPLADS Division. It is for the MPLADS Division/Ministry to decide on the



dissemination of the reports. The institution(s) / consultant(s) will not divulge any information to any agency.

- h. Neither any capital cost would be incurred under the fee money for the study nor any liability created for the MPLADS Division, beyond the original fee sanctioned to the institution(s) / consultant(s).
- i. The MPLADS Division reserves the right to terminate the contract with the institution(s)/consultant(s) at any point of time without assigning any reasons. In such an eventuality, the awardee shall have to refund the amount released by the government together with a penal interest of 18% per annum computed on monthly basis. Any dispute in this regard would be subject to jurisdiction of courts in Delhi.

#### **9(A). Pre-Bid Meeting & Clarifications**

- (a) MOS&PI shall hold a pre-bid meeting with the prospective bidders on 15<sup>th</sup> January, 2015 at 11.00 hrs in the Conference Hall of the Ministry of S&PI, 2<sup>nd</sup> Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.
- (b) All those interested in participating in the pre-bid meeting may intimate the same by e-mail/Fax by 12<sup>th</sup> January, 2015 at 1730 hrs. along with their queries to:-

Shri Chandra Mohan Negi,  
Under Secretary (MPLADS)  
Ministry of S&PI,  
Room No. 220,  
2<sup>nd</sup> Floor, Sardar Patel Bhawan,  
Sansad Marg,

New Delhi-110001.  
Tele fax: 011-23364197  
E-mail: [mplads@nic.in](mailto:mplads@nic.in)

- (c) MOS&PI shall not be responsible for ensuring that the bidder's queries have been received by the Department. Any requests for clarifications after the indicated date and time may not be entertained.

## **10. How to Bid**

The Institution(s)/Organisation(s) having annual turnover of more than Rs. 5 crore during last three years have the option of submitting bids either for a single zone (each zone will have 50 districts for monitoring) or for more than one zone.

The bid document should contain the technical bid and the financial bid. The format for the technical bid, financial bid and the certificate to be enclosed are at Annex I, II and III respectively. The financial bid should indicate the total bid amount for the whole work of a zone, which the bidder is willing to undertake.

The last date of receiving online bids will be 26<sup>rd</sup> January 2015. The bids would be opened at 03.00 PM on 29<sup>th</sup> January 2015 in the Conference Hall of Ministry of S & PI, 2<sup>nd</sup> Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi.

## **Annexure-I**

### **The information shall be used for technical assessment of the bidder**

(evaluation based on documents submitted by firm for each item )

#### **(A) Format for Technical Bid**

S.No	Details	
1.	Name of Agency/Firm	
2.	Year of Inception	
<b>(B) Track Record and Previous Experience</b> (evaluation based on documents submitted by firm for each item )		
3.	Total number of works/studies conducted ( details to be given by bidder)	
4.	Number of similar works /studies conducted	
5.	No. of multi-states projects	
6.	Experience in MPLADS Monitoring work	
<b>(C) Organizational Strength and the modalities proposed for study</b>		
7.	Turnover of last three years	
8.	Reach/network of organization, if any (Indicate office location to appreciate spread of network of organization)	
<b>(D) Quality and Experience of Technical Personnel</b>		
9.	Quality of leadership of organization (documents supporting Consultancy or Research Oriented organization be enclosed)	
10.	Experience of leaders	
11.	Availability of Qualified & Experienced Professionals	
12.	Availability of Experts in Social sectors Projects	
13.	Experience of Staff/Total Staff (e.g staff with computer skills etc.)	
<b>(E) The infrastructure capability of organization</b>		

14.	Infrastructure facility /organizational setup (to analyze the bidder capability to undertake the proposed work)	
15.	Availability of sufficient Quantity and quality of machine/computers to undertake the field work and data compilation work. (minimum 50 desktops & 20 laptops etc.)	

**(F) Self-assessment of the capacity and willingness of the bidder to undertake works** in how many districts and zones. (comprehensive information to be given by firm). The bidder shall propose the model for undertaking the work with due justification of resource deployment and action plan for achieving the set defined target date of completion.

**Annexure II**

Price/Financial Bid

S.No	Items	Price (all inclusive except service tax) (in Indian Rupees)	Service tax (in Indian Rupees)	Total Price (in Indian Rupees)
		(A)	(B)	(C)
<u>1.</u>	<u>Price for the Zone</u>			

Total Price in words.....

Authorized Signatory

Seal of Company

**CERTIFICATE**

It is certified that:

The information given above is TRUE to the best of my knowledge. The organization shall stand liable if any information given above is later found to be FALSE, including the forfeiture of any payment due to it.

The professional, staff, equipment and all requisite infrastructure facilities mentioned in this bid shall be made available for this study in due time.

I am competent to sign this Certificate.

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

Authorized

Signatory\_\_\_\_\_

Place:\_\_\_\_\_

Name\_\_\_\_\_

Seal of the organization

Designation\_\_\_\_\_