



Request for Empanelment (RFE) of Agencies / Knowledge Partner for Organizing State Consultation Workshops and Capacity Building Workshops for Digital India Program

Ref No. 11/NeGD/A&C/SCW/2014-2017

**National e-Governance Division
Electronics Niketan,
4th Floor, 6 CGO Complex,
New Delhi 110003**

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Request for Empanelment (RFE) of Agencies / Knowledge Partner for Organizing State Consultation Workshops and Capacity Building Workshops for Digital India Program

The Department of Electronics and Information Technology, Government of India has formed the National e-Governance Division (NeGD) as an autonomous business division within Media Lab Asia, under the Ministry of Communication and Information Technology, Government of India, for supporting and assisting Department of Electronics and Information Technology in the Program Management of NeGP (e- Kranti) and supporting of Digital India Program, A&C & Capacity Building project.

This RFE document invites detailed proposals from reputed Industry Organizations (hereinafter referred to as “Agency”) to organize workshops on Digital India Program under the following categories. Please go through the full document available at <http://negd.gov.in/>

S.No.	Category	Nature of work
1	State Consultation Workshop	To provide platform to all state stakeholders to collect states specific issues, challenges related to Digital India Http://negd.gov.on/ implementation.
2	Capacity Building Workshops on	
a	Thematic	To sensitize all the state govt. Officials on project specific requirements.
b	Miscellaneous	To sensitize all the govt. officials on the domain specific requirements.

Applicants can apply for one or both Categories State Consultation/ Capacity Building workshops. The Applicants are required to submit separate applications (RFE response) for each category. However, only one application should be sent for each category by the agency.

Details on the services to be provided are mentioned in the Scope of work in this document.

Applicants eligible as per qualifying conditions will be short listed based on the information provided by them. The short listed organizations will be intimated to make presentation. The short listed agencies will be intimated individually and will be uploaded on the website <http://negd.gov.in/>

Proposal must be submitted at the NeGD, New Delhi office in one sealed envelope marked as “Application for the Empanelment of Agencies,” specifying the category for which the application is submitted (viz; State Consultation Workshops” or “Capacity Building Workshops”) for ‘Digital India Program’ containing the ‘Eligibility documents’ and ‘Technical bid’ in two separate envelopes as explained in the RFE document and Annexure (I to IV) of the RFE. The name and contact details of the firm should be on all the envelopes.

The agency will be selected as per the evaluation mechanism of this RFE.

The sealed envelope should reach by 14.01.16 (Till 3.00 PM) addressed to:

Sr. General Manager
National e-Governance Division
4th Floor, Electronics Niketan, 6 CGO Complex,
New Delhi 110003
e-Mail ID: sunil.sharma78@gov.in

Firms may contact Sr. General Manager, NeGD at 4th Floor, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi-110003, for any clarification on the RFE before 28.12.2015, by post or email sunil.sharma78@gov.in

NeGD reserves the right to reject any or all of the responses to this RFE without assigning any reason. NeGD takes no responsibility for delay, loss or non-receipt of response to RFE.

On the basis of scores given by the committee, it is envisaged to engage agencies for the services as per scope of work listed in this RFE.

Important dates:

S No.	Activity	Date
1	Release of RFE	18.12.15
2	Last date for submission of written queries (email or post only)	28.12.15
3	Pre bid meeting	4.10.16 (11.00 AM)
4	Release of responses to clarifications	11.01.16
5	Last date for submission of RFE	14.01.16 (Till 3.00 PM)
6	Date for Shortlisted agencies based on eligibility criteria	18.01.16
7	Technical presentation and selection	21 st & 22 nd Jan, 2016
8	Notification of Empanelment of agencies	Will be intimated and notified at www.negd.gov.in

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1 Background

Approved by the Government of India, Digital India is an ambitious program to ‘transform India into a digital Empowered society and Knowledge economy’, the focus is on being transformative to realize IT (Indian Talent) + IT(Information technology) = IT(India Tomorrow)

The program aims to benefit every section and sector of the country by creating an ecosystem for delivery of user centric and qualitative Digital Services. It is an umbrella program which envisages taking together both the Government and the private sector on a fantastic journey of creating Digital India.

It is an Umbrella Program that covers multiple Government Ministries and Departments. It weaves together a large number of ideas and thoughts into a single, comprehensive vision so that each of them is seen as part of a larger goal. Each individual element stands on its own, but is also part of the larger picture. Digital India is to be coordinated by DeitY and implemented by the entire Government. One of the key characteristics of Digital India is to have a common branding in order to ensure highest transformative impact. It is the responsibility of the Department of Electronics & IT (DeitY) to ensure this common branding for the Digital India Program.

The impact of the Digital India Program will be wide-ranging. For citizens across the country, DIGITAL INDIA will have a transformational impact which will improve the delivery and greater access to information and e-services. The Digital India program was formally launched by Hon’ble Prime Minister on 1st July 2015 in New Delhi. The Prime Minister in his speech emphasized the need to create a system of effective & economical Governance through this Digital India movement.

Industry, Academia and Research Institutions are the engines of economic growth of the country. Collaborating with them will help Government’s Digital India Strategy, embedding the growth narrative, reinforcing the whole of Government approach and increasing the range and quality of business partnering in promoting the products and services for the benefit of the nation.

Partnership with community groups, public and private sectors are an essential part of our efforts to deliver campaigns for the public good. They allow the public and communities to help shape and deliver policy and services. Working together will reduce duplication and unnecessary waste. It will also mean more focused communication with the public. Continuous dialogues with partners by way of conferences and events will help professional development of individuals, sharing of knowledge & encourage collaboration in project implementation.

2 State Consultation and Capacity Building Workshops

2.1 State Consultation Workshops

The National e-Governance Division (NeGD) an independent business division of Media Lab Asia, intends to partner with reputed industry bodies/ registered societies/trade association working in the field of IT/Governance/Advocacy or Public Policy domain at Pan India level having adequate expertise & logistical capabilities as Event & Knowledge partner.

Digital India is an umbrella program with varied stakeholders including various central ministries, state governments, academia, professional bodies etc. These stakeholders should be well connected with the overall framework of Digital India. This component of the project aims to hold advocacy workshops and events with various stakeholders. These events may be promotional events, facilitation programs, brainstorming workshops, consultation workshops etc. The expenditure on each event will be incurred as per the approved policy guidelines of NeGD/DeitY. It is proposed to organize approx 60 workshops across the country. A tentative list of workshops is listed in Annexure-I

2.2 Capacity Building Workshops:

NeGD is also the Central agency of Capacity Building Scheme which is aimed at providing technical and professional support to Central/State/UTs Government at policy and decision making bodies and to develop specialized skills for e-Governance including enhancing capacities of in-service government officials through training and workshops initiatives.

Digital India also aims to transform India into a knowledge based economy and aims to deliver good governance to citizens by synchronized and co-ordinated engagement with both Central government & State government. Digital India [Http://negd.gov.on/](http://negd.gov.on/) represents a paradigm shift and the key to implementing it right is ensuring that the right skills are made available in the various implementation teams across the nine pillars of Digital India.

This shift requires considerable enhancement of capacities for visualizing, conceiving and delivering projects aimed at transforming existing systems. This requires knowledge of domain as well as technical and techno-commercial-legal capabilities in different levels of government officials. Above all, it requires a basic change in the outlook and functioning of government, so that it becomes citizen-centric rather than process-centric.

To build such competencies and meet the objective of DI, in a limited timeframe, capacity building at large scale can only be done by leveraging technology and building partnerships with industry and academia.

(A) Thematic Workshops on Capacity Building:

As an initiative towards the Capacity Building of SeMT members and Officials of State/Central Government in the implementation of NeGP, National e-Governance Division has been conducting domain specific thematic workshops (eg DPR, RFP, change management etc).

(B) Miscellaneous Workshops on Capacity Building:

In-order to address specific state gap towards implementation of various e-governance projects in the State. Miscellaneous workshops planned at state level to sensitize the state on various project specific requirements in order to the bridge the gaps and enhance officials for better understanding and clarity for carrying out the project more effectively and efficiently.

3 Invitation for Proposal

3.1 RFE notice

This RFE document invites detailed proposals from the interested agencies to submit their pre-qualification criteria and technical documents for organizing State Consultation

Workshops and Capacity Building Workshops in accordance with the conditions and manner prescribed in this RFE document.

Agencies are advised to study this RFE document carefully before submitting their proposals in response to the RFE notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

4 Critical Information

S. No	Information	Details
1.	Bid inviting authority	NeGD
2.	RFE No. and Date	11/NeGD/A&C/2014-17 dated 18.12.15
	Cost of RFE document	The cost of RFE is ZERO.
3.	Last date for submission of written queries for clarifications	28.12.15 (5.0 PM) Email : sunil.sharma78@gov.in / shailsaxena@negp.gov.in
4.	Date of pre-bid conference	4.01.16 (11.00 AM)
5.	Release of response to clarifications and issuance of corrigendum	11.01.16
6.	Last date for submission of Bids	14.01.16 (5.00 PM)
7.	Technical presentation by Agencies	Technical presentation will begin on 21 st & 22 nd Jan, 2016 in alphabetical order of bidder name. Each bidder will be given ½ hour slot to present.
8.	Bid Validity Period	120 days from the last date (deadline) for submission of proposals
9.	Earnest Money Deposit (EMD)	Two EMD of Rs. 2.00 lakh (Rupees Two lakh only), one for State Consultation Workshops & 2 nd for Capacity Building workshop in the form of Demand Draft or Fixed Deposit Receipt (valid for a period of one year) from Nationalized/ Scheduled bank in favor of: “ Media Lab Asia-NeGD ”, payable at New Delhi.
10.	Contact Person for queries	Shri Sunil Sharma Senior General Manager, NeGD Electronics Niketan, Department of Information Technology 6, CGO Complex, New Delhi Phone +91-11-24301938 Email: sunil.sharma78@gov.in
11.	Addressee and Address at which proposal in response to RFE notice is to be submitted:	Shri Sunil Sharma Senior General Manager, NeGD Electronics Niketan, Department of Information Technology 6, CGO Complex, New Delhi Phone +91-11-24301938 Email: sunil.sharma78@gov.in

S. No	Information	Details
12.	Deadline/ last date for furnishing performance security	Within 15 days from the date of issue of Work Order.
13.	Performance security value (Performance Bank Guarantee)	After award of work.
17.	Performance security validity period	One years from the date of signing of the agreement
18.	Deadline / last date for signing agreement	Within 10 days of receipt of the Work Order

5 Eligibility Criteria

5.1 General Eligibility

The business entity must be incorporated under any of the following Acts – The partnership act 1932, or sole proprietorship firm or the limited liability partnership act 2008, The Companies Act 1956, Societies registration Act 1860. Along with the General Eligibility criteria, prescribed herein, the agency has to satisfy the following Pre-qualification criteria for selection.

5.2 Pre-Qualification Criteria

Sl. No	Pre-Qualification Criteria	Required Details
1	Agency should have been operating in India for a period of at least 3 years on the date of the proposal submission	Copy of registration certificate indicating date and incorporation
2	The bidder should have registration certificate, valid PAN /sales tax/VAT registration certificate/ Service tax registration certificate	Copy of certificates
3	Financial Turnover in last three years (2014-15, 2013-14, 2012-13), (Rs. 60 lakh P.A)	Audited balance sheets certified by the Statutory auditor /firm of Chartered Accountants. Turnover should be income from events/ workshops/ seminars related to services only.
4	The agency have completed/ongoing at least 20 events in the field of IT/ ITeS Electronics/Manufacturing/Technology/ e-Governance /Advocacy or Public Policy domain/ Capacity building	Copy of work order/Contract Document and completion certificate from the agency/organizer.
5	Agency must have Head Quarter/Branch office in Delhi/NCR (Ghaziabad, Gurgaon, Faridabad)	Telephone bill, Electricity bill, Legal document, Lease agreement etc.
6	Network of offices/Physical presence	Should have offices in metros (At least two offices)-Documentary evidence as point (5).
7	Manpower Strength (20 on roll employees)	Should have adequate personnel to handle Pan India level workshops. Supporting documents such as PF list of employee's etc or declaration by

Sl. No	Pre-Qualification Criteria	Required Details
		HoD of organization
8	Should not be blacklisted/debarred/suspended/banned by any Ministry/ Department of State or Central Government/ PSU on the last date of filing of responses to this RFE	A Self Declaration stating to this effect is required to be signed by authorized signatory of the agency with seal. (Annexure-I)

6 Other Information

- The agencies may be required to interact with other line Ministries /Departments of Central/State government as and when required.
- The agencies may be required to work with or work for other line Ministries/ Departments of Central/State Government as and when required.
- The client servicing team of the agency must be available to NeGD office, New Delhi as and when required by NeGD.
- All empanelled agencies may be required to participate in all financial bids as and when advertised with respect to this project. Non participation in any financial bid may result in cancellation of their empanelment and blacklisted for future. NeGD may impose a penalty and a sum of 50% may be recovered from PBG.
- NeGD shall empanel agencies for one year. The empanelment duration may be extended by two years (one year at a time), at the sole discretion of NeGD on same terms and conditions. Services of empanelled agencies can be used for other projects and assignment by NeGD.
- NeGD also reserves the right to employ any agency outside of the list of empanelled agencies.

7 Instruction to Bidders

The entire proposal shall be strictly as per the format specified in this RFE including annexure. Bids with deviation from this format shall be rejected. The agencies must individually submit their pre-qualification and technical documents. **Consortium is not allowed.** The agencies are required to submit the bid in two separate envelopes as follows:

Envelop A: Pre qualification Criteria - 2 copies (Original and one copy).

Envelop B: Technical Bid - 2 copies (Original and one copy).

- Each copy of Pre-qualification criteria and Technical documents should be covered in separate sealed covers super-scribing "Pre-qualification Criteria" & "Technical documents" respectively. Each copy of each proposal should also be marked as "Original" & "First copy" as the case may be.
- Two copies of each bid should be put in a single sealed cover super-scribing "Pre-qualification criteria" and "Technical Bid" as the case may be.

- Please note that prices should not be indicated in the Technical Bid. It may lead to rejection of the bid.
- Two envelopes containing copies of Pre-qualification criteria and Technical Bid should be put in another single sealed envelope clearly marked “State level Consultation Workshops/ Capacity Building workshop for Digital India Program”
- These envelopes are to be super scribed with RFE Number and the wordings “DO NOT OPEN”.
- The cover thus prepared should also indicate clearly the name, address, telephone number, e-mail ID and fax number of the bidder to enable the bid to be returned unopened in case it is declared "Late".
- Each copy of the Bid should be a complete document and should be bound as a volume. The document should be page numbered and appropriately flagged and must contain the list of contents with page numbers. Different copies must be bound separately.
- Any deficiency or deviation in the documentation may result in the rejection of the bid.
- In case of any discrepancy observed by NeGD in the contents of the submitted original paper bid documents with respective copies, the information furnished on original paper bid document will prevail over others.
- As part of the bid, agencies should also provide the Pre-Qualification Criteria and Technical bid in soft copy format, in the form of a non-re-writeable CD (Compact Disc).
- Agencies must ensure that Technical Bid CDs do not contain any financial items/ prices.
- In case of any discrepancy between the soft copy and the hard copy versions of the proposal, the hard copy version will be considered as the final version and be evaluated accordingly.

7.1 Cost of RFE

The complete RFE document is available at the office of NeGD, Electronics Niketan, 6 CGO Complex, New Delhi – 110003 at no cost. The agencies can also download the RFE document from “www.negd.gov.in” and <http://www.deity.gov.in/content/negd-tender>.

7.2 Transfer of RFE

The RFE document is not transferable to any other bidder.

7.3 Bid Response

Agencies are advised to study all instructions, forms, terms, requirements and other information in the RFE documents carefully. Submission of bid shall be deemed to be done after careful study and examination of the RFE document with full understanding of its implications. The response to this RFE should be full and complete in all respects. Failure to furnish all information required by the RFE documents or submission of a proposal not substantially responsive to the RFE documents in every respect will be at the bidder's risk and

may result in rejection of its proposal and forfeiture of the bid EMD. The decision of NeGD in this regard is final and binding to all agencies.

7.4 Proposal Preparation costs

The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by NeGD to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. NeGD will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. This RFE does not commit NeGD to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award. All materials submitted by the bidder become the property of NeGD and may be returned at its sole discretion, provided, any materials which are identified as "Proprietary and Confidential Material of Bidder" shall remain the property of such bidder and the NeGD shall maintain confidentiality of such materials.

7.5 Signing of Communication to NeGD

All the communication to NeGD including this RFE and the bid documents shall be signed on each page by the authorized representative of the bidder and authority letter should be attached with the bid.

7.6 Bidder inquiries and NeGD responses

All enquiries / clarifications from the bidders, related to this RFE, must be directed in writing/ e - mail to the contact details notified in this RFE document. The preferred mode of delivering written questions to the aforementioned contact details would be through mail or fax or email. Telephone calls will not be accepted. In no event will NeGD be responsible for ensuring that bidders' inquiries have been received by NeGD.

7.7 Amendment of RFE Document

a) At any time before the deadline for submission of bids, NeGD may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFE document by an amendment. All the amendments made in the document would be circulated to the bidders through e-mail and will form part of RFE for purpose of bid evaluation. All the amendments made will also be available on website <http://negd.gov.in>.

b) The bidders are advised to be in contact with NeGD on regular basis for checking necessary updates. NeGD also reserves the right to amend the dates mentioned in this RFE for bid process.

c) In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, NeGD may, at its discretion, extend the last date for the receipt of bids by a reasonable period.

7.8 Supplemental Information to the RFE

If NeGD deems it appropriate to revise any part of this RFE or to issue additional data to clarify an interpretation of provisions of this RFE, it may issue supplements to this RFE. The

same will be uploaded as corrigendum on www.negd.gov.in. Any such corrigendum shall be deemed to be incorporated by this reference into this RFE.

7.9 NeGD's right to modify submission deadline

NeGD may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an corrigendum or by intimating all bidders who have been provided the proposal documents, in writing or by facsimile, in which case all rights and obligations of the project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

7.10 NeGD's right to terminate the process

NeGD may terminate the RFE process at any time and without assigning any reason. NeGD makes no commitments, express or implied, that this process will result in a business transaction with anyone. This RFE does not constitute an offer by NeGD. The bidder's participation in this process may result in NeGD selecting the bidder to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by NeGD to execute a contract or to continue negotiations. The NeGD may terminate negotiations at any time without assigning any reason.

7.11 Earnest Money Deposit (EMD)

Agencies shall submit, along with their bids, two EMD of Rs. 2.00 lakh (Rupees Two lakh only), one for State Consultation Workshops & 2nd for Capacity Building workshop in the form of Demand Draft or Fixed Deposit Receipt (valid for a period of one year) from Nationalized/ Scheduled bank in favor of: "**Media Lab Asia-NeGD**", payable at New Delhi. EMD may also be given in the form of Bank Guarantee valid for the period of one year mentioning all the terms and conditions of forfeitures in this bank guarantee.

- The EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidder on the amount of the EMD.
- Unsuccessful bidder's EMD will be discharged/ returned within 60 days after the final selection procedure of empanelment of agency.
- The EMD shall be submitted with the technical bid in a separately sealed envelope. Bids submitted without EMD will be rejected.
- The EMD may be forfeited:
 - If a bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or
 - In the case of a successful bidder if the bidder fails to sign the contract for any reason not attributable to NeGD or to furnish Performance Bank Guarantee within specified time; or
 - During the bid process, if a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization; or
 - During the bid process, if any information is found to be wrong/ manipulated/ hidden in the bid.

- The decision of NeGD regarding forfeiture of the EMD amount and rejection of bid shall be final and binding to the bidder.

7.12 Authentication of Bid

The original and all copies of the bid shall be typed or written in indelible ink. The original and all copies (hard copies) shall be signed by the bidder or a person(s) duly authorized to bind the bidder to the contract. A letter of authorization shall be supported by a written power-of-attorney accompanying the bid. All pages of the bid, except for unamended printed literature, shall be initialled and stamped by the person or persons signing the bid.

7.13 Validation of interlineations in bid

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

7.14 Documents comprising the bid

The bids prepared by the agencies shall comprise of the following:

Envelop A: Pre- Qualification Criteria: The bid should comprise of Pre- Qualification Criteria along with all the supporting documents as mentioned in RFE.

Envelop B: Technical Bid: The bids prepared by the agency shall comprise of the following:

- An authorization letter of competent authority, the agency to sign / execute the proposal as a binding document and also execute all relevant agreements forming part of RFE. (Annexure-II)
- Declaration that the agency has not been debarred/ blacklisted by any State/Central Govt. / UT Administration/Semi-Government Organization / PSU, etc. for quality of services. (Annexure-I)
- Declaration by the agency about the projects currently undertaken and satisfactory execution of the project under NeGP/ Mission Mode Projects, and in such cases the complete details of the project value, project period, and current progress as on date should be provided. NeGD has the right to evaluate and counter check with the respective Government agency on the performance of the bidder.
- Team Composition – Proposed Team size, skill sets of people proposed to be engaged/ deployed for the projects. (Annexure-VIII)

7.15 Period and Validity of bids

The bid shall be valid for 120 days from the closing date of submission of the bid. In extreme circumstances, NeGD at its discretion may solicit the bidders consent to extend the period of validity. The request and the responses for the same shall be made in writing. The bid valid for shorter period shall be rejected as non responsive bid. In any case bid once submitted cannot be withdrawn.

7.16 Proposal Ownership

The proposal and all supporting documentation submitted by the bidder shall become the property of NeGD.

8 Scope of Work:

8.1 Agency/Knowledge Partner: State Consultation /Thematic/Miscellaneous Workshops

- To provide intellectual support for conducting these workshops.
- Organize the event in close association with SeMT members/State IT department.
- Prepare a calendar of events and finalize a suitable date time and venue for the workshop in the respective metros/cities. (As per Annexure-VI)
- Ensure participation from 100-150 relevant participants with a mix of government, academia and industry representatives.
- The agency will coordinate with SeMT and finalize all activities (e.g. Venue booking, local logistics, kit to participants: Brochure, hand outs, notepad, pen, ID card, Memento to speakers etc, Managing invitation at the state level with follow-ups, Design of all collaterals must be approved by NeGD.
- To create background document and other literature related to theme of the workshop, design backdrop, standee, and banner in consultation with DeitY/SeMT/State IT Department.
- Liaison with state media and promote the activity through social and digital media for wider coverage of the event
- The agency will be required to design and print backdrop, standee, stage arrangement, audio visual system etc.
- To prepare event report in a timely manner which comprises of records of the meeting, photographs, event report for each of the workshops within 10 days after the completion of event.
- Prepare 2 case studies for each event in desired format (Annexure- VII)
- To publish compendium of all case-studies.
- To create an online system for event registration that will be integrated to Digital India portal.

8.2 Deliverables/Expected Outcome of the Event Agency /Knowledge Partner:

- To organize approximately 60 State Consultation workshops and submit 120 case studies (i.e. 2 case studies per workshop)
- To conduct minimum 20 State Consultation workshops per year (North, North-East, South, East, & West).
- Prepare a Compendium of all Case Studies in a print ready format in a CD.
- Submit report of each event with all details (Agenda, presentations by invited speakers, copy of each document distributed in the meeting, photographs of the event, cuttings of news paper etc.
- Submit original bills of the expenditure on each event along with report, case studies, photographs, participants list data base
- To organize Capacity Building workshops on thematic themes and on miscellaneous themes in the region of (North East, North, East, West and south). The number of workshops will be depend on demand basis.

8.3 Suggested Themes for State Consultation Workshop:

(9 Pillars of Digital India)

- **Broadband Highways:** Broadband to rural and urban community.
- **National Information Infrastructure:** Integrate the network and cloud infrastructure

in the country to provide high speed connectivity and cloud platform

- **Universal access to Mobile Connectivity:** Universal mobile connectivity to uncovered villages
- **Public Internet Access Program:** One CSC in each Gram Panchayats. Cover Post offices and CSC into multiservice centres.
- **E-Governance-Reforming Government through Technology:** Focus on Government Process Re-Engineering using IT to simplify process.
- **e-Kranti/NeGP 2.0- Electronic delivery of services-** Technology for education, health, farmers, security, financial inclusions, Justice, planning, cyber security.
- **Information for all:** Open and easy access to information for citizens, government shall proactively engage citizen through social media, online messaging to citizens on special occasions/programs
- **Electronic Manufacturing**
- **IT for Jobs**
- **Early Harvest [Http://negd.gov.on/s](http://negd.gov.on/s):** IT platform for message, government greetings to be e-greetings, biometric attendance, Wi-Fi in all universities, secure email within the Government, Public Wi-Fi hotspots, school books to be e-books, SMS based weather information, disaster alerts, National portal for lost & Found children.
- Capacity Building of DI, eGCF, Virtual cadre, LMS, KMS etc
- Common branding & Outreach
- Other evolving area and areas specific to state issues.

8.4 Suggested Themes for Capacity Building Workshop:

- Government Process Re-engineering (GPR)
- Business models
- Project Management, Change Management
- e-Governance Competency Framework (e-GCF)
 - Identifies and define a comprehensive set of Competencies critical implementation of e-Governance under Digital India/NeGP
 - Help in principle of “Deploy right - Deploy right talent for implementation Digital India/NeGP
 - Define 19 e-Gov job role covering all aspects of e-Governance project life cycle.
- Skill building in
 - Regulatory Frame work for e-Governance
 - Model in e-Governance Projects
 - Change Managements
 - Regulatory Framework for e-Governance implementation
 - Information Security Management
 - Communication and Presentation skills
 - Preparation of Detailed Project Report (DPR), RFP

8.5 Target Audience

8.5.1 State Consultation Workshops

- DeitY and Line Ministries/Departments
- Officers from state IT Department and key officers from state departments .ministries
- NIC-SIOs and other officials deputed at State/Districts
- Experts from Industry engaged in e-governance/ ICT for development projects

- Research Scholars/ Academic faculty of institutions
- Representatives of industry members involved in implementation of IT/e-Governance

8.5.2 Capacity Building Consultation Workshops (Thematic & Miscellaneous)

- Senior Administrator/Policy level-Central, State/UTs
- Middle level Director, Addl. Director, Joint Director
- Operational level-Section officer, Under Secretary
- Domain Specific members from Central/State/SeMT/PeMT
- Policy level, SeMT, PeMT, Department level Official associated with e-Gov initiative & Central/Line Ministries

8.6 Location for Workshops: (State Consultation/Capacity Building)

- Metros/ State Capital

9 The Bid Process

9.1 Pre-Bid Conference

- NeGD will host a pre-bid meeting on proposal as per the schedule mentioned in this RFE. If there would be any change in date, time and venue than the same will be informed to the agencies.
- The agency or its official representative will be invited to attend the pre-bid meeting.
- Agency may confirm their participation one day in advance.
- The purpose of the meeting is to provide information regarding the RFE and the project requirements, and to provide each agency with an opportunity to seek clarifications regarding any aspect of the RFE and the Project.
- The response of the pre-bid meeting shall be uploaded on the website: <http://negd.gov.on/>
- NeGD may make modifications to the RFE if necessary as a result of pre-bid meeting. All such modifications made to the RFE by NeGD will be issued as a corrigendum of the RFE shall be uploaded on the website <http://negd.gov.on/>
- NeGD reserves the right to hold the pre-bid meeting without assigning any reason.

9.2 Opening of bids

NeGD reserves the right to postpone or cancel the opening of the bid.

- The bidders' representatives, who are present at the time of opening of the bid, shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday, the bids shall be opened at the same time and location on the next working day. However if there is no representative of the bidder, NeGD shall go ahead and open the bid of the bidders.
- During bid opening preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.
- To assist on the scrutiny, evaluation & comparison of offers, NeGD may at its discretion ask some or all the bidders for clarification of the offer. The request of and response to such clarification and response shall be necessarily be in writing.

- The bidders shall be responsible for properly super-scribing and sealing of each envelope. Neither NeGD nor the Bid Evaluation Committee shall be responsible for accidental opening of envelopes that are not properly super-scribed and sealed.

9.3 Award Criteria

NeGD will award the empanelment letter to the agencies whose bid has been determined to be technically qualified as per the criteria set in RFE.

9.4 Award of work

After empanelment of the agencies, NeGD will request to all the empanelled agencies to submit financial bid for organising events. It is mandatory to all the agencies to participate in financial bid. If any agency fails to participate in two consecutive financial bids, NeGD shall reserve the right to debar that agency from empanelment and will declare black listed for future participation. The number of events will be decided as per the requirement of NeGD. NeGD shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked first by the Bid Evaluation Committee on the basis of best value to the project. If NeGD is unable to finalize a service agreement with the bidder ranked first, NeGD may proceed to the next ranked bidder, and so on.

9.5 NeGD Right to Accept/Reject Any or All Proposal

NeGD reserves the right to accept or reject any proposal, and to annul the bidding process and reject all bids at any time prior to award of contract, without assigning any reason.

10 Evaluation Process

10.1 Overall Bid Evaluation

Tender Evaluation Committee will evaluate and compare the bids determined to be substantially responsive.

Substantially Responsive bid: A substantially responsive bid is one, which confirm to all the requirements, terms, conditions and specifications of the Request for Proposal (RFE) without any material deviations. Deviations or objections or reservations to critical provisions such as those concerning performance security, warranty, applicable Law, taxes and duties will be deemed as material deviation and make the bid liable for rejection.

- NeGD's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. It is NeGD/ Bid Evaluation Committee's intent to select the proposal that is most responsive /advantageous to the project needs and each proposal would be evaluated using the criteria and process outlined in this section.
- If there is a discrepancy between words and figures, the amount in words will prevail. If the bidder does not accept the correction of the errors, its bid would be rejected and may result in forfeiture of EMD amount.
- The Bid Evaluation Committee may waive any minor infirmity, nonconformity or irregularity which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder. The Bid Evaluation

Committee reserves the right to reject any or all proposals on the basis of any deviations.

10.2 Evaluation of bids

Bid Evaluation Committee will carry out a detailed evaluation of the Technical bids received by it in order to determine whether they are substantially responsive to the requirements set forth in the RFE. In order to reach such a determination, Bid Evaluation Committee will examine the information supplied by the bidders, and shall evaluate the same as per the evaluation criteria specified in this RFE.

The Bid Evaluation Committee shall invite only shortlisted bidders to make a technical presentation. The purpose of such presentations would be to allow the bidders to present their proposed solutions to the Bid Evaluation Committee and the key points in their proposals.

10.3 Technical Bid Evaluation

The Objective of the Technical bid evaluation is to short list bidders who have the technical expertise/skills that are essential to establish / implement this activity as envisaged in the scheme.

The technical bids shall be evaluated by the Bid Evaluation Committee based on point system, assessing each bidder's ability to satisfy the requirements set forth in the RFE document. The Bid Evaluation Committee will evaluate the technical proposals by taking into account factors mentioned below. The information furnished by the bidders in the technical bid shall be the basis for this evaluation.

Each of the Technical bids shall be evaluated on a score of 100 points.

The technical evaluation of bids will be carried out using a points system. Agencies with score of 70 and above in the technical bid shall be considered as technically qualified

Each Proposal will be evaluated according to the following criteria, but not limited to:

- Project objective, scope of work and understanding along with past experience in projects executed of similar nature. Agencies must demonstrate their experience by submitting documentary proof.
- Capability of the Proposed Team: Experience and capability of the proposed team in similar projects which help in project delivery.
- In support of the different criteria, the bidder has to submit the applicable documents.
- An Evaluation Score (ES) shall be assigned to each prospective agency on the basis of the technical bid submitted. The technical evaluation score shall be based on the number of points that shall be awarded as per the following Evaluation Criteria.

Technical Bid Documents to be submitted

S No.	Criteria	Marks
1	Workshops/ Seminars/ Conferences/ Meetings organized at international, national & state level in last 3 years, as alone or in partnership (per year, no of participants, speakers, photographs/ videos etc)	International Upto 3 ----- 8 Above 3 -----10 National Upto 10 ----- 8 Above 10 -----10 State Upto 10 ----- 8 Above 10 -----10
2	Workshops/ Seminars/ Conferences/ Meetings organized in last three years, as alone or in partnership with ministry/ department/PSUs/Others (per year, no of participants, speakers, photographs/ videos etc)	Ministries/ Departments/PSUs (Central/State Govt.) Minimum 5 events-----8 Above 5 events----- 10 Educational Institute/Universities/ Research Organizations Minimum 5 events----8 Above 5 events-----10
3	Events organized specially in North-East in last three years, as alone or in partnership (per year, no of participants, speakers, photographs/ videos etc)	North-East Minimum 3 events ----- 5 Above 3 events-----10
4	No of Detailed Reports/Case studies/ Proceedings published in last three years (Attach proof)	Publication Upto 10 ----- 5 Above 10-----10
5	Signed CV of professionals to be deployed for organizing events, Project Leader having hand on experience of 10 years, Project Manager having more than 5 years of experience, Operational Manager/ logistic Manager having more than 5 years of experience in organizing events	Project Leader (1) ----- 2 Project Manager (1) ----- 2 Operational Manager (4) ----- 8
6	Technical Presentation: Approach/Methodology, planning & coordination for organizing events at Pan India level	18
	Total	100

11 Selection Procedure

11.1 Notification of Empanelment

- Prior to the expiration of the period of proposal validity, NeGD or its authorized person will notify the successful bidder in writing or by fax or email that the bid has been accepted.
- NeGD may empanel the successful bidders.
- The bidder shall acknowledge in writing to NeGD the acceptance of the empanelment within fifteen (15) days of receipt of the empanelment letter.
- The selected bidder shall not outsource the work to any other associate/franchisee/third party under any circumstances without the written prior approval of NeGD

11.2 Performance Bank Guarantee (PBG)

- The bidder shall submit Bank Guarantee of amount equivalent to 10% of the contract value as unconditional and irrevocable Performance Bank Guarantee (PBG) from the Nationalized/ Scheduled Bank in the name of NeGD. The Performance Bank Guarantee shall be valid till the end of March, 2017 from the signing the agreement. The Performance Bank Guarantee shall be returned to the bidder only on completion of all work satisfactorily after March, 2017.
- In the event of the bidder being unable to provide services for whatever reason, NeGD would evoke the PBG.
- NeGD shall also be entitled to make recoveries from the bidder's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction.

12 General Terms and Conditions of Agreement

12.1 Fraud & Corruption

- NeGD requires that Agency selected through this RFE Document must observe the highest standards of ethics during the performance and execution of awarded project (s). The following terms apply in this context:
- NeGD will reject the application for empanelment, if the applicant recommended for empanelment, has been determined by NeGD to having been engaged in corruption, fraudulent, unfair practices, coercive or collusive.

These terms are defined as follows:

- a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of NeGD or any personnel during the tenure of empanelment.
- b) "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to NeGD, and includes collusive practice among applicants (prior to or after the proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive NeGD of the benefits of free and open competition
- c) "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was agreed to.

- d) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation during the period of empanelment.
- e) "Collusive practices" means a scheme or arrangement between two or more applicants with or without the knowledge of the NeGD, designed to establish prices at artificial, non competitive levels.
- NeGD will reject an application for award, if it determines that the applicant recommended for award has, directly or through an agent, engaged in corruption, fraudulent, unfair, trade, coercive or collusion practices in competing for any assigned project during the empanelment.

12.2 Confidentiality

Information relating to evaluation of application and recommendations concerning awards shall not be disclosed to the applicants who submitted the applications or to other persons not officially concerned with the process. The undue use by any applicant of confidential information related to the empanelment process may result in the rejection of their application.

12.1 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

12.2 Governing Language

The bids and all correspondence and documents relating to the bids, shall be written in the English language. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English language. In case of ambiguity, the English version of the bid shall be considered final and binding. There should be proper page numbering on every page of bid for proper referencing.

12.3 Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Delhi, India only.

12.4 Indemnity

The applicants will indemnify NeGD against any misuse of DeitY/NeGD Name, Brand Name-DIGITAL INDIA and logo. For any misuse of Digital India name and logo, the applicant themselves will be held responsible. NeGD will take necessary legal and other actions for such cases. NeGD will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the applicant.

12.5 Termination/Withdrawal

Without prejudice to any other right or remedy it may have, either party may terminate this agreement at any time by giving three months notice in writing to the party.

- a. NeGD reserves the right to withdraw/terminate contract of applicant in any of the following circumstances:
 - i. Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant' organization
 - ii. Information provided to NeGD is found to be incorrect;
 - iii. Empanelment conditions are not met within the specified time period;
 - iv. Misleading claims about the empanelment status are made.
 - v. Clear evidence is received that bidder has breached copyright laws/plagiarized from another source
- b. If the bidder does not execute the contract to the satisfaction of the NeGD, then NeGD may invoke any or all of the following clauses:
 - Forfeit the Performance Guarantee Amount
 - Terminate the contract without any liability of NeGD.

12.6 Payment Schedule

After scrutinizing the work done as mentioned in the work order, Dir (A&C)/ Sr. G M (A&C) of NeGD will certify the deliverables & bills. The payment to the selected bidder will be made within one month after the receipt of the invoice/bill. No advance payment will be made.

12.7 No obligation:

Empanelment with NeGD does not guarantee that any or all applicants shall be awarded any project/assignment as a result of this empanelment.

These general conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them. For interpretation of any clause in the Bid Document or Contract Agreement, the interpretation of the NeGD shall be final and binding on the Agency.

12.8 Validity of Proposals

Proposals shall remain valid for a period of 120 (one hundred twenty days) after the date of Proposal opening prescribed in RFE Document. A Proposal valid for shorter period may be rejected as non-responsive. NeGD may solicit the Respondent's consent to an extension of Proposal validity (but without the modification in Proposal).

12.9 Standards of Performance

The Agency shall perform the services and carry out their obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The Agency shall always act in respect of any matter relating to this contract as faithful advisor to NeGD. The Agency shall always support and safeguard the legitimate interests of NeGD in any dealings with the third party. The Agency shall abide by all the provisions/Acts/Rules etc. of Information Technology prevalent in the country. The Agency shall conform to the standards laid down in RFE Document in totality.

12.10 Pre Proposal Queries

The prospective Respondent, requiring any clarification on RFE document may notify the same in the form of query to the NeGD by email sent to sunil.sharma78@negp.gov.in NeGD

response as well as the clarifications sought (including an explanation of the query but without identifying the source of inquiry) will be uploaded to the NeGD website for all the prospective respondents by 11.01.16.

12.11 Liquidate Damages

If any of the services performed by the agency fail to conform to the specifications of the work assigned, due to indifferent, non supportive attitude of the Agency, and the National e-Governance Division decides to abort the contract because of such failure, then a sum up to 50% of the value of the work order shall be recovered PB as liquidated damages from the agency.

All empanelled agencies may be required to participate in all financial bids as and when advertised with respect to this project. Non participation in any financial bid may result in cancellation of their empanelment and blacklisted for future. NeGD may impose a penalty and a sum of 50% may be recovered from PBG.

12.12 Force Majeure

- Notwithstanding anything contained in the RFE Document, the Agency shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.
- For purposes of this clause "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of the NeGD, regarding Force Majeure shall be final and binding on the Agency.
- If a Force Majeure situation arises, the Agency shall promptly notify to the NeGD in writing, of such conditions and the cause thereof. Unless otherwise directed by the NeGD in writing, the Agency shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

The Agency shall fully familiarize themselves about the applicable domestic taxes (such as VAT, Sales Tax, Service Tax, Income Tax, duties, fees, levies etc.) on amount payable by NeGD under the contract. The Agency, sub Agencies and personnel shall pay such domestic tax, duties, fees and other impositions (wherever applicable) levied under the applicable law.

12.13 Notice

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice ,request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Contract Agreement.

Annexure-I: Declaration (On the Respondent's Letter Head)**DECLARATION**

- i. I, _____ (Name & Designation) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be debarred from selection.
- ii. I permit NeGD to inspect my records to ascertain the above facts.
- iii. I permit NeGD to cross check the above facts from any other source.
- iv. I or my authorised representative, if required by NeGD, would make a presentation before the duly constituted Committee at my own cost.
- v. I will abide by the decision of NeGD regarding Selection.
- vi. I have read & understood the RFE and agree to all the terms & conditions stated therein.
- vii. I declare that our company is not blacklisted by nay Central/State Government/PSU in the last three years.

Signature

Full name and Designation

Date

(Seal of organization)

Phone No:

Email Id:

Annexure-II: Covering Letter with the proposal in response to RFE notice

(To be submitted on the Letterhead of the responding firm)

< Place >

< Date >

To,
Shri Sunil Sharma
Sr. General Manager
National e-Governance Division, 4th Floor,
Electronics Niketan, 6 CGO Complex
Lodhi Road, New Delhi-110003

Subject: Submission of proposal in response to the RFE for “Empanelment of Agency/Knowledge Partner for organizing Consultation Workshops and Capacity Building Workshops for Digital India Program”

Dear Sir/Madam,

1. Having examined the RFE document, we, the undersigned, herewith submit our proposal in response to your Ref No dated..... for “Empanelment of Agency/Knowledge Partner for organizing State Consultation Workshops and Capacity Building Workshops for Digital India Program”, in full conformity with said RFE document.

2. We have read the provisions of the RFE document and confirm that these are acceptable to us. We further declare that additional conditions, variations, if any, found in our proposal shall not be given effect to.

3. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the RFE selection process or termination of the contract during the project.

4. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.

5. We agree to abide this proposal, consisting of this letter, the detailed response to the RFE and all attachments, for a period of 120 days from the date of submission of the bid.

6. We hereby declare that our proposal submitted in response to this RFE is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

< Applicant's Name with seal >

Name: << Insert Name of Contact >>

Title: << Insert Title of Contact >>

Signature: << Insert Signature >>

Annexure-III: Details of the Responding Firm

S.No.	Particulars	Details to be Furnished
1	Details of the Responding Firm	
	Name	
	Address Corporate Office, Local Office	
	Telephone	
	Fax	
	Website	
	e-Mail	
2	Details of the Authorized person for the bid	
	Name	
	Designation	
	Telephone	
	Fax	
	e-Mail	
3	Status of the firm/Company (Public /Pvt. Ltd.)	
	Details of Registration	
	ROC Ref No	
	Date	
4	Number of Professionals Project Leader, Project Manager, Operational/Logistic Manager (Attach CV indicating Qualification, No of Years Experience, Projects executed/ handled	

Annexure-IV: List of documents to be submitted along with proposal

	Basic Requirement	Documents Required	Provided	Reference & Page No.
1	Agency Details: Name of the agency Phone No (land line/Mobile) Fax No, Email address	Copy of registration indicating date of registration.	Yes / No	
2	The bidder must have a minimum turnover of Rs.60 lakh per year in the last three financial years. Copy of Profit & Loss Statement and Balance Sheet duly signed by Chartered Accountant must be furnished as document copy	Audited balance Sheet of last 3 years (2012-15)	Yes / No	
3	The bidder(s) must have at least 3 years of experience in the field and should have successfully undertaken similar work in reputed organizations (Government/Cooperate). Projects Completed by the agencies	Copy of Work Orders/ Certificate of Completion by agencies	Yes / No	
4	Two EMD of Rupees Two Lakh Only (one for State Consultation and one for Capacity Building Workshops) in favour of Media Lab Asia –NeGD	Draft/FD/Bank Guarantee	Yes / No	--
5.	Has the agency been blacklisted/ debarred/suspended/ banned from business dealing by any Ministry/ Department of State/Central Government / PSU as on date of filling the response of this RFE.	Submit declaration duly signed by authorises signatory (Annexure-I)	Yes/No	

Annexure- V: Format of sending Pre-bid queries**Ref: RFE Notification no <xxxx> dated <dd/mm/yy>**

Name of the Bidder- <<>>

Contact no & Address of the Agency- <<>>

Email: <<>>

Sr. No.	Section No.	Page No.	Query	Remark
1				
2				
3				
4				

Signature:

Name of the Authorized signatory:

Company seal:

Annexure-VI: Proposed list of State Consultation Workshops

PROPOSED STATE CONSULTATION WORKSHOPS			
S No	State	No of workshops proposed	Zone
1	Andaman & Nicobar Islands	1	South
2	Andhra Pradesh	2	South
3	Arunachal Pradesh	1	North East
4	Assam	1	North East
5	Bihar	1	East
6	Chhattisgarh	2	East
7	Dadra & Nagar Haveli	1	West
8	Daman & Diu	1	West
9	Delhi	1	North
10	Goa	1	South
11	Gujarat	2	West
12	Haryana	2	North
13	Himachal Pradesh	1	North
14	Jammu & Kashmir	2	North
15	Jharkhand	2	East
16	Karnataka	2	South
17	Kerala	2	South
18	Lakshadweep	1	South
19	Madhya Pradesh	4	North
20	Maharashtra	4	East
21	Manipur	1	North East
22	Meghalaya	1	North East
23	Mizoram	1	North East
24	Nagaland	1	North East
25	Odisha	2	East
26	Puducherry	1	South
27	Punjab & Chandigarh	1	North
28	Rajasthan	4	West
29	Sikkim	1	North East
30	Tamil Nadu	3	South
31	Telangana	1	South
32	Tripura	1	North East
33	Uttar Pradesh	4	North
34	Uttarakhand	2	North
35	West Bengal	3	East
	Total	60	

Total No of Works per Zones:

North- 17 North East- 8 South- 13 East- 14 West- 8

Annexure-VII: Format for Case Studies for State Consultation Workshops

1. Problem
2. Solution
3. Implementation
4. Outcomes
5. Challenges
6. Road Ahead

Annexure VIII: Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position:** [Only one candidate shall be nominated for each position]
2. **Name of the Firm:** [Insert name of firm proposing the staff]
3. **Name of Staff:** [Insert full name]
4. **Date of Birth:** Nationality
5. **Education:** [Indicate college/university and other relevant specialized education of staff member, giving names of institutions, degree obtained and dated of obtainment]
6. **Employment Record:** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment, date of employment, name of employing organization, positions held, project handled]

From [Year] To [Year]

Employer:

Position Held

Detailed Tasks Assigned	Work undertaken that illustrates capability to handle the task assigned
List all tasks to be performed under this assignment	Among the assignments in which the staff has been involved

Staff is resident/native of:

Certification:

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

Date:

[Signature of staff member or authorized representative of the staff] day/month/year

Full name of authorized representative.