

# U. T. ADMINISTRATION OF DAMAN & DIU

Office of the Chief Executive Officer,  
District Panchayat, Dholar,  
Moti Daman

No. DP/DMN/RGSA/2017-2018/549

Date: 01/11/2017

## APPOINTMENT OF CONSULTANT/AGENCY FOR RGSA – EXPRESSION OF INTEREST

**HIRING SERVICES OF CONSULTANT/AGENCY FOR “RASTRIYA GRAM SWARAJ ABHIYAN (RGSA/RGPSA)” IN U.T. ADMINISTRATION OF DAMAN & DIU FOR THE PERIOD OF ONE YEAR, EXTENDABLE FOR FURTHER MAXIMUM PERIOD OF TWO YEARS, IF MUTUALLY AGREED UPON BY BOTH THE PARTIES**

District Panchayat, Daman invites ‘Expression of Interest’ (EOI) from CONSULTANT/AGENCY which meet all the conditions in the eligibility criteria listed below for guidance/assist in the scheme “Rastriya Gram Swaraj Abhiyan (RGSA)”, earlier known as Rajiv Gandhi Panchayat Sashatrikaran Abhiyan (RGPSA) and extendable for further two year, if mutually agreed upon by both parties, as per the Terms of Reference provided in the EOI. Minimum fees for the consultancy is Rs.3,50,000/-.

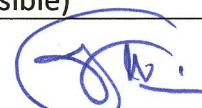
**Detailed EOI:** Detailed Expression of Interest (EOI) comprising Background, Terms of Reference (ToR) and Guidelines for submitting the proposal can be either downloaded from the website [www.daman.nic.in](http://www.daman.nic.in) or can be collected from the O/o Chief Executive Officer, District Panchayat, Daman between 11.00 am to 1.00 pm and 3.00 pm to 5.00 pm.

EMD:- Rs.10,000/- in form of Demand Draft of any Schedule/Nationalized Bank

Tender Fee Rs.1000/- in form of Demand Drat of any Schedule/Nationalized Bank

### Important Dates:

|   |  |
|---|--|
| Bid downloading start date              | 01.11.2017                               |
| Bid downloading end date                | 14.11.2017                               |
| Pre-bid Meeting                         | No Meeting                               |
| Last date and time for receipts of Bids | 20.11.2017 at 15.00 hrs                  |
| Opening of Bid                          | 20.11.2017 at 16.00 hrs                  |
| Date of opening of financial bid        | 20.11.2017 at 16.00 hrs<br>(if possible) |



(D.R.Damania)

Administrative Officer/BDO  
District Panchayat, Daman

### Copy to:

1. Notice Boards of the District Panchayat, Daman.
2. The SIO, Daman with a request to display the notice on official website of Daman & Diu.
3. The Chief Publicity Officer, Daman & Diu for publishing the advertisement in leading news papers.

# **Expression of Interest (EOI)**

**Appointment of CONSULTANT/AGENCY for**

**“U.T. ADMINISTRATION OF DAMAN & DIU”**

**FOR THE PERIOD OF ONE YEAR, EXTENDABLE FOR MAXIMUM PERIOD  
OF FURTHER TWO YEARS, IF MUTUALLY AGREED UPON BY BOTH PARTIES**

## **EXPRESSION OF INTEREST (EOI)**

District Panchayat, Daman, U.T. Administration of Daman & Diu invites Proposal from **CONSULTANTS/AGENCIES** meeting the minimum eligibility criteria for providing their services for the guidance/assist in the scheme “Rastriya Gram Swaraj Abhiyan (RGSA)”, earlier known as Rajiv Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA) for the period of one year, extendable for maximum further two years if mutually agreed upon by both the parties.

The details about the scope of work, terms of reference, and the eligibility criteria for selection of the Consultant/Agency are given in the following paragraphs.

### **Terms of Reference (ToR)**

#### **Background**

Rastriya Gram Swaraj Abhiyan (RGSA) is a Centrally Sponsored Scheme of Ministry of Panchayati Raj. The Funds is received through the UT Administration of Daman & Diu as well as from the Ministry of Panchayati Raj.

As per the guidelines issued by the Ministry for RGSA, following activities may be done under the Scheme.

- Administrative and Technical Support at Gram Panchayat level
- Construction and repair of Gram Panchayat building
- Capacity building and Training of ERs and Panchayat functionaries
- Institutional Structure for training at Gram Panchayat and UT level
- E-enablement of Panchayat
- Information Education Communication activities
- Strengthening of State Election Commission
- Programme Management

#### **Objective of services of consultant:**

1. The objective of the consultant/agency is to ensure the implementation of the scheme.
2. To get Technical support/ guidance/consultancy for RGSA at implementation level in the UT and develop yearly plans for the scheme.
3. Consultant will be responsible for field work, individual interaction with PRI Members, Gram/District Panchayat and Govt. officials for the plan development.
4. Necessary communication with MoPR will be done by the consultant.
5. Necessary facilitation will be provided to Nodal Officer, RGSA
6. Consultant will provide technical support/guidance.



7. At the end resource Person/Consultant/Agency must submit all the data in hard and soft copies.
8. All the activities will be for both the District i.e. Daman and Diu.
9. At least 4 visit of Diu is compulsory.
10. Resource person/consultant/agency will explain in detail with data collection tool for RGSA at Gram Panchayat, District Panchayat and Department level meetings.

**Note:-** MoU may be discontinued by the Department without any notice if the service is not satisfactory.

### **Scope of Work of the project in UT of Daman and Diu**

- 1) Technical support/Guidance for RGSA at implementation level.
- 2) Finalization of resource person/agency for capacity building
- 3) Develop Panchayat wise RGSA Plan
- 4) Provide guidance for Gram Panchayat Development Plan
- 5) Develop 2016- 2017, 2017-2018 and 2018-2019 plan for RGSA.
- 6) Provide technical support to establish Project Management Unit for e-Panchayat or to develop team to execute E Panchayat for Gram Panchayat Development Plan, Plan Plus and other software
- 7) Development of Resource Data Bank- experts in each area

### **Eligibility Criteria for the Consultant/ Agency**

1. Agency should have legal identity registered as a NGO/ Non Profit Company
2. Should have minimum three years of audited balance sheet
3. Consultant/Agency must qualify following minimum criteria:
  - I. Having experience in rural development, Panchayati raj, tribal development, Planning
  - II. Special area / specific experience with RGPSA/RGSA (Rastriya Gram Swaraj Abhiyan) and Panchayati Raj
  - III. Agency should have experience specially with Panchayati Raj, District Panchayat for last three years
  - IV. Capacity building experience with various Govt. Programs, and Panchayati Raj
  - V. Experience in grass root level Plan development with State and UT Govt.
  - VI. Agency provide necessary staff at local level

- a) Any consultant not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.
- b) **Supporting Documents for Eligibility Criteria:** Following supporting documents must be submitted by the firm along with the technical proposal:
  - i. For Sr. No. 1 above, the consultant/Agency must submit an attested copy of registration as NGO/Non Profit Company.
  - ii. For Sr. No. 2, the Consultant/Agency must submit, a copy of the balance sheet for the last three years otherwise a Certificate issued by any C.A. Firm may also be provided in this regard giving the break-up of Fees (Audit Fee, Taxation and Others).
  - iii. For serial No. 3 (I to V), the consultant/Agency must submit a copy of the appointment letters from the Organizations.
  - iv. The Consultant/Agency or any partners of the Agency should not be black listed by any Govt. or any other organization in respect of any assignment or behaviour. A certificate in this regard may be furnished on the letter-head of the firm and must be signed by the authorized person.

**Re -appointment: -**

As the consultant/agency once appointed can continue for two more years, subject to satisfaction of the performance by the District Panchayat, Daman, U.T. of Daman & Diu which wishes to re-appoint the same consultant/agency shall have to seek the approval of competent authority.

## **Guidelines for Submitting the Proposals:**

### **A. General Guidelines:**

Consultants/Agencies are required to submit the proposal as per the guidelines and formats detailed-out in the following paras:

- i. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked **"TECHNICAL PROPOSAL"** Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked **"FINANCIAL PROPOSAL"** followed by the name of the assignment, and with a warning **"DO NOT OPEN WITH THE TECHNICAL PROPOSAL"**. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked **"DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED"**. The District Panchayat shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be cause for rejection of proposal/bid. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above,



this will constitute grounds for declaring the Proposal non-responsive/invalid.

- ii. The consultant/agency shall give an undertaking that the team members are proficient in the UT's official language (both oral and written).
- iii. **Single Proposal:** A consultant/agency should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.
- iv. All consultant/agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- v. The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. All required copies of the Technical Proposal are to be made from original. If there are discrepancies between the original and the original and the copies of the Technical Proposal, the Original governs.
- vi. Financial proposals submitted by the consultant/agency should be valid for 6 months from the date of submission of the proposal by the firm.
- vii. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the Consultant/Agency.
- viii. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- ix. District Panchayat, Daman reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organization.
- x. The consultant/Agency shall give an undertaking that the team members are proficient in the State's/UT's official language (both oral and written).

#### **B. Technical Proposal:**

- i. Letter of Transmittal
- ii. Eligibility criteria
- iii. Details of the Consultant/Agency along with Details of Partners
- iv. Details of Qualified Staff & Semi-qualified Staff
- v. Brief of relevant experience

#### **C. Financial Proposal:**

- i. The financial bid shall be submitted for the professional yearly fee to be charged by the consultant/agency. This fee quoted shall be **inclusive** of TA/DA and taxes as applicable.

## **Letter of Transmittal**

To,  
The Chief Executive Officer,  
District Panchayat,  
Opp. Collectorate, Dholar,  
Daman & Diu,  
Moti Daman – 369 220

Sir,

I/We, the undersigned, offer to provide the consultancy services for Rastriya Gram Swaraj Abhiyan (RGSA/RGPSA) [ District Panchayat, Daman, U.T. of Daman & Diu] in accordance with your Expression of Interest dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our proposal in association with: [Insert list with full name and address of each associate consultant]

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

The Fees quoted by us in the Financial Proposal are valid till 6(Six) months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that District Panchayat, Daman, U. T. of Daman & Diu is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Consultant/Agency] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

( )

**Form -2****Particulars/Details of the Consultant/Agency Firm**

| Sl. No. | Particulars   | Supporting Documents required to be submitted along with this Form  |
|---------|---|---|
| 1.      | Name of the Firm  |   |
| 2.      | Address of the Firm:  |   |
|         | Head Office   | Phone No:<br>Fax No:<br>Mobile of Head Office In-charge             |
|         | Branch Office 1,2,3...<br>(Particulars of each branch to be given)  | Phone No:<br>Fax No:<br>Mobile of Branch Office In-charge           |
| 3.      | Firm Income Tax PAN No.   | Attach copy of PAN card   |
| 4.      | Firm service Tax Registration No.   | Attach copy of Registration   |
| 5.      | Registration No.  |   |
| 6.      | No. of Years of Firm Existence & Date of establishment of Firm  | Attach copy of Partnership Deed                                     |
| 7.      | Turnover of the Firm in last three years  | Attach balance sheet of the last three years or a C.A. Certificate. |
| 8.      | Experience of the Firm:   | Copy of the Offer Letter & the Fee Charged.                         |
| 9.      | Details of Associate consultants:<br>Provide following details: <ul style="list-style-type: none"><li>• Number of Full Time Fellow Partners associated</li><li>• Name of each Partner</li><li>• Date of joining</li><li>• Qualifications</li><li>• Experience</li><li>• Their Contact Mobile No., email and full Address.</li></ul> |   |

**Note:**

1. Please refer “**Eligibility Criteria**” section for guidance/conditions and attach appropriate supporting thereto. The EOI inviting authority reserves the right to verify the statistics provided before awarding the contract.
2. The consultant/Agency shall give an undertaking that the team members are proficient in the State’s/UT’s official language (both oral and written).



**Brief of Relevant Experience:****A. Experience of various Programmes, RGPSA/RGSA, Panchayati Raj, District Panchayat, States/UT etc. in the last three years.**

| Sr.No. | Name of the Organization | Type/ Nature of Assignment | Scope & Coverage of the assignment | Duration Of Completion of Assignment | Proof of the letter of Work or Assignment awarded by the Organization (Pl attach a copy of the letter) |
|--------|--------------------------|----------------------------|------------------------------------|--------------------------------------|--|
|        |                          |                            |                                    |                                      |  |
|        |                          |                            |                                    |                                      |  |
|        |                          |                            |                                    |                                      |  |
|        |                          |                            |                                    |                                      |  |
|        |                          |                            |                                    |                                      |  |

## FORMAT FOR FINANCIAL BID

| Particulars  | Total Amount (in Rupees)  |
|--|---|
| One Year Fees ( <i>Inclusive</i> of TA/DA, Service Tax and Cess on Service tax and/or other taxes as applicable from time to time) | Both in Numeric and in Words.<br><br>Rs. _____/-<br><br>(Rupees _____<br><br>_____ Only). |

Note: In case of change in the rate of Service Tax the revised Service Tax shall be paid.

(                      )

Authorized Signatory,  
With Seal of the Firm