



कार्यालय नगर निगम, देहरादून।



(फोन-0135-271407; फैक्स-0135-2651060; ई-मेल-nagarnigam.ddun@gmail.com)

पत्र संख्या 456 / IEC / SBM-NCAP / 2023

दिनांक- 27 जुलाई, 2023

Nagar Nigam Dehradun

Telephone: 0135-271407; Website-nagarnigamdehradun.com

Email- nagarnigam.ddn@gmail.com

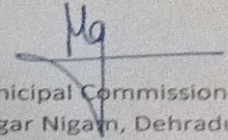
E-Tender Notice

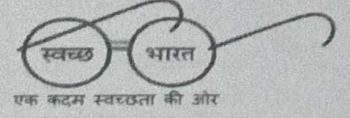
NND invites RFP for Selection of Agency for conducting IEC/BCC Activities in 50 wards under NCAP/SBM in Dehradun from eligible bidders having experience as indicated in the RFP document Interested bidders are requested to download the RFP document from e-tender portal Government of Uttarakhand from 28.07.2023, 02:00 PM onwards. Pre-bid meeting is scheduled on 04.08.2023 at 11:00 AM. Any Addendum/Corrigendum including date of extension will be uploaded only on www.uktenders.gov.in. The last date & time for online submission of bids is 12.08.2023 up to 2:00 PM.

Municipal Commissioner, Nagar Nigam Dehradun

Copy to:

1. Honourable Mayor Nagar Nigam Dehradun for kind information
2. Editor Daily News Paper Hindustan Hindi (Uttarakhand) Pioneer English (Uttarakhand & Delhi NCR) to publish the tender advertisement in minimum space as per reasonable rate for Nagar Nigam Dehradun
3. Sh. Manish Pant, IT Officer to ensure uploading the RFP document in official website of Nagar Nigam Dehradun and E-procurement portal of State Government


Municipal Commissioner
Nagar Nigam, Dehradun



Request for Proposal (RFP)
For
Selection of Agency for conducting
IEC/BCC Activities in 50 wards
under NCAP/SBM
in
Dehradun

NAGAR NIGAM DEHRADUN
(UTTARAKHAND)

Ph: 0135 - 2714074

E-mail : nagarnigam.ddn@gmail.com

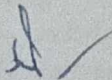
Website:www.nagarnigamdehradun.com

Disclaimer

The information contained in this Request for Proposal ("RFP") Document or subsequently provided to Bidder, whether verbally or in documentary form by or on behalf of the Nagar Nigam Dehradun, Government of Uttarakhand ("Government Representatives") or any of their employees or advisors or Uttarakhand Urban Development Directorate is provided to the Bidder on the terms and conditions set out in this RFP Document and any other terms and conditions subject to which such information is provided.

This RFP Document is not an agreement and is not an offer or invitation by the Government Representatives to any party other than the Applicants who are qualified to submit the Proposal (Bidders). The purpose of this RFP Document is to provide the Bidder with information to assist the formulation of their proposals. This RFP Document does not purport to contain all the information each Bidder may require. This RFP Document may not be appropriate for all persons, and it is not possible for the Government Representatives, their employees or advisors or Urban Development Directorate to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP Document and where necessary obtain independent advice from appropriate sources.

The Government Representatives, their employees, advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP Document. Some information and details are being given as per the already partially executed project by the previous concessionaire. Due diligence should be applied in examining the existing equipments, vehicles, bins, infrastructure etc fully or partially executed in the project. The Government Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.



NAGAR NIGAM DEHRADUN (NND)
1 Patel Road Dehradun (Uttarakhand) – 248001
Telephone – 0135 - 2714074

Website - www.nagarnigamdehradun.com E-mail - nagarnigam.ddn@gmail.com

RFP No.....

Date.....

Subject: RFP for Selection of Agency for conducting IEC/BCC activities in 50 wards under NCAP/SBM in Dehradun.

Tender Schedule

Date of downloading tender document	from 2:00 PM on 28.07.2023
Pre-proposal meeting	at 11:00 AM on 04.08.2023
Last date for seeking clarification, if any	up to 02:00 PM on 03.08.2023
Start date and time for uploading of proposal on e-Procurements platform	from 2:00 PM on 07.08.2023
Last date and time for uploading of proposals (both Technical and Financial) in e-Procurements platform	up to 2:00 PM on 12.08.2023
Time and date of opening of Technical proposal	at 3:00 PM on 12.08.2023
Time and date of opening of Financial proposal	To be intimated later
Place of Opening of proposals and Address for communication	Nagar Nigam Dehradun (NND) 1, Patel Road, Dehradun (Uttarakhand) – 248001

I. Instruction to Bidders (ITB)

1. NND invites Request for Proposals (RFP) through e-procurement portal for **Selection of Agency for conducting IEC/BCC Activities in 50 wards under NCAP/SBM in Dehradun** as per details given in this document as per Uttarakhand Procurement Rules - 2017 and subsequent revisions.
2. **Background of the project** – Nagar Nigam Dehradun (hereinafter referred to as “NND” or “the Authority”), is capital city and biggest ULB of Uttarakhand which attract tourist in huge numbers. The existing population of the NND is approx. 15 Lacs having 100 municipal wards spread in approximately 200 sq. km. NND delivers waste management and sanitation services in its jurisdiction.

ULBs face various new and second-generation issues related with health, sanitation, pollution, waste management which must be addressed in a time bound manner. Despite many efforts on the part of the government, desired output is still not achieved. One of the main reasons is lack of knowledge as well as awareness of scientific and environmentally sound waste management systems and techniques. **Hence NND plans an effective campaign to educate and popularize various environment friendly measures, create enabling environment to bring about an attitudinal and behavioural change.**

NND is looking for an agency for a period of one year that will not only help in ensuring effective compliances with respect to the above-mentioned rules/ acts/ notifications but also, contribute in building the city image as Green and Swachh (Hygiene) City, through rigorous public/ stakeholder consultation, undertaking IEC activities and various capacity building exercises besides other supporting activities related to Waste Management, Sanitation and Health.

3. **Objective:**

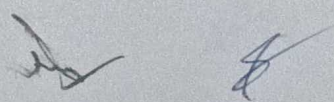
- a. The main objective of this project is to achieve 100% door to door collection in a segregated form (Wet, Dry, Sanitary & Domestic Hazardous)
- b. Prevention of open burning of waste
- c. Proper management of Horticulture/Green waste
- d. Elimination of Garbage Vulnerable Points (GVPs) and open dumping of waste
- e. Educating and sensitizing citizens regarding proper waste management habits
- f. Behavioural change leading to healthier and cleaner environment
- g. Training and capacity building of citizens and waste management staff

4. **Scope of work:**

- a) To ensure segregation (Wet, Dry, Sanitary, Domestic Hazardous) of solid waste at source as per the latest toolkit of Swachh Survekshan, CPHEEO norms 2016, SBM 2.0 guidelines and latest MoHUA guidelines through sensitization of citizens about the strict implementation of SBM guidelines and byelaws
- b) To educate citizens and staff of NND regarding ill effects of open burning of waste and train/inform them of ways to stop and avoid burning of waste by reporting on all incidents of open burning of waste to NND via Swachhata App or other relevant means, local composting of horticulture waste, conducting awareness event at incident sites to generate impact towards cleaner and greener lifestyles
- c) To educate citizens and staff of NND so that Horticulture/Green waste is disposed in decentralized manner in parks, local empty spaces and no burning of dry leaves take place. Promote home-composting and use of organic manure so produced, through citizen awareness and education through IEC activities and campaign
- d) Capacity Building of NND field staff
- e) To run effective IEC campaigns so that citizens and staff of NND are motivated and initiated for Monitoring of GVPs and open dumping spots to keep the area garbage free
- f) Conduct IEC campaigns for Promotion of Decentralized waste treatment and promotion of 5 R's (Refuse, Reduce, Reuse, Recycle and Recover) concept in allocated wards
- g) Monitoring and Reporting to NND about daily door-to-door waste collection in segregated manner, cleaning and maintenance of all the public and community toilets, urinals and sanitation work in the wards
- h) To undertake thematic cleanliness drives as per the guideline of Swachh Bharat Mission (Urban) in all slum and residential areas, schools, main markets, cinema halls, Malls, tourist hotspots, bus stations, railway stations, parks, hospitals, restaurants, religious places etc. under the jurisdiction of NND
- i) Plan and run extensive drives and campaigns to make single use plastic free city
- j) Mobilise residents, communities, RWAs and Commercial establishments to bring awareness to segregate the waste and not to throw or dump waste on roadsides, back-lanes and open plots. Awareness and training to the citizens and staff of NND, organize meeting in consultation with ward members and NND staff
- k) Assisting NND in various IEC activities related to Swachh Survekshan, Water +, ODF++ and GFC star rating
- l) Any other works as directed by Commissioner, Nagar Nigam Dehradun

Other Conditions:

- a) All the deployed staff will be wearing ID card while in NND premises or on field
- b) To develop an IEC cell with the help of NND within its premise, where the team can come and report, the data can be managed, supervised & monitored



- c) To record attendance of all the deployed staff and verify the same on daily basis. NND staff will also cross check attendance on routine basis.

Ensure other necessary legal compliances:

- a) There should not be any action that is indicated as inappropriate and negatively evaluated by the NND
- b) To maintain proper documents both in hard & soft form, which needs to be kept and updated regularly by the IEC team in the office
- c) The selected bidder shall at all times indemnify the NND against all claims, damages or compensation under the provisions but not limited to below rules, acts & order, passed by any prescribed authority for rendering such services:
- Environment Protection Act & Rules, made thereunder
 - Swachh Bharat Mission 2.0 Guidelines & Garbage Free City (Star Rating Protocol)
 - Payment of Wages Act, 1936
 - Employers Liability Act, 1938
 - The Workmen's Compensation Act, 1923
 - Motor Vehicle Act, 1988 & Emission Norms.
 - Uttarakhand minimum wages rules/ orders (if any)
 - Any other law applicable.

Integrating entire activities with IT/ICCC platform for effective monitoring, supervision & MIS:

- a) It is the responsibility of the selected bidder to maintain a computerized central monitoring control room for all IEC operation & management. NND will provide the necessary hardware.
- b) The Successful Bidder shall ensure 100% attendance of IEC team (hereinafter referred to as manpower) and equipment/tools at all the times and furnish performance MIS as per schedule directed by NND.

Minimum Team Composition & Qualifications for the IEC/Awareness: The management team of the agency shall be responsible for the overall planning and organizing of the project duration of 12 months. A core team of experienced project head and zonal head will guide the project implementation.

Sr.	Position	Qualification	No. of resource required
1	IEC Expert	1) Postgraduate 2) 5+ years of experience in IEC projects in Environment/Solid Waste management sector	1
2	Field managers	1) Graduate/ Postgraduate 2) 2+ years of experience in IEC projects in social sector	4
3	Community mobilizers	1) Intermediate pass or above	Up to 50 (one in each ward)
4	Office staff	As per requirement	

Initially the said work shall be implemented for 50 wards. (If required, NND may ask Agency to provide additional manpower on approved rates as per this tender document)

5. **Pre-Qualification criteria.**

- i) Should be a legal entity/firm/NGO/Voluntary Organisation as per Companies Act 2013/Societies Registration Act 1860 or any other relevant act as per Indian Law (Copy of Incorporation/Registration Certificate need to be attached)
- ii) JV's and Consortiums are not eligible
- iii) Should have submitted Tender Fee, Rs. 5000 + 18% GST = Rs 5900/- (Rs. Five Thousand Nine Hundred only) (Demand Draft needed)
- iv) Should have submitted Earnest Money Deposit Rs. 02 Lakh (Two Lakhs only) (Demand Draft/ FDR or Bank Guarantee needed)
- v) Should have GST registration. (Copy need to be attached), copy of GST Challan of last Financial Year (F.Y.) 2022-2023 month wise need to be submitted.
- vi) Should have ISO 9001:2015 Certification. (Copy need to be attached)
- vii) Should have PAN no. (copy need to be attached)
- viii) Self-attested copy of Certificate of registration in the Employee Provident Fund and ESIC Organizations; copy of EPF-ECR sheets and ESIC Challan of last three Financial Years (F.Y.) 2020-21, 2021-22, 2022-23 of March month need to be submitted
- ix) The Service Provider should not have been blacklisted as on the last date of proposal submission by any Ministry / Department / undertaking of Government of India or any State or Union Territory Administration/Autonomous body or Corporation. The bidder shall submit an affidavit on Rs. 100/- stamp paper duly attested by Notary Public/Oath Commissioner in support of the same as per Annexure - 11
- x) Self-Attested copy of the Income Tax return (ITR) filed by the Service Provider for the last three years (Assessment Year 2020-21, 2021-22, and 2022-23) in the Income Tax Departments need to be submitted
- xi) Should have achieved an Average Annual Turnover during F.Y. (2019-20, 2020-21, and 2021-22) of not less than Rs. 02 crores (Two Crores) along with the reports on financial standing of the bidder such as profit and loss statements, balance sheets, Net Positive worth and auditor's report for F.Y. (2019-20, 2020-21, and 2021-22), banker's certificate, etc.
- xii) A Power of Attorney for signing of proposal needs to be furnished in favour of the Authorized Signatory as per format provided in Annexure – 9
- xiii) Affidavits as per Annexure – 3, 8 and 12

6. **Qualification criteria:** The evaluation of Proposals satisfying minimum eligibility conditions as above shall be done. The Criteria, sub-criteria and point system for detailed evaluation shall be as follows:

Sr.	Evaluation parameter (Certificate/work order issued from Municipal Corporation will be considered for evaluation in all the marking criteria) Note:- Self certification will not be considered for any marking criteria	Max. Marks (100 marks)
I.	Specific experience of the Bidder firm relevant to the assignment/ job in Municipal Corporation having min. 10 Lac Population;	50 Marks
1.	Awareness activities (IEC)/ related to Swachh Bharat Mission (SBM) (Bidder should enclose /satisfactory ongoing/ satisfactory completion certificate or work orders issued from Municipal Corporation)	25 Marks
	Equal to 4 or more such satisfactory ongoing/completed projects	25
	Equal to 3 to 4 satisfactory ongoing/completed projects	15
	Equal to 1 to 2 satisfactory ongoing/completed projects	10

2.	Swachhata Survekshan 2022 million + city category Ranking	25 Marks
	Bidder serving the city comes under Top 5	25
	Bidder serving the city comes under Top 10	15
	Bidder serving the city comes under Top 15	10
II.	Permanent Professional Staffs (Certificate issued from bidder's statutory auditor/ company secretary/ HR Head for Number of permanent professional staff employed by them including their ESI/ PF details with registration no.)	25 Marks
	More than 150 regular employees	25
	Equal to 100 to 150 regular employees	20
	Equal to 50 to 100 regular employees	15
III.	Proposed methodology and work plan in response to scope of work (Qualified bidders will be invited for a PowerPoint presentation on proposed methodology and work plan)	25 Marks
TOTAL MAXIMUM MARKS (I + II + III)		100

Note: The price bids of only those bidders who qualify technically (above 70 marks) will be considered for financial evaluation.

7. The Bidders should submit along with the proposal, all relevant documents to establish their eligibility and also for meeting Pre-Qualification and Qualification Criteria.
8. Due diligence by bidders – bidders are encouraged to inform themselves fully about the assignment and the local conditions before submitting the bid by visiting project sites.
9. **Tender fee of Rs. 5,900 (Rs. 5,000 + 18% GST) should be paid in the form of Demand Draft in favour of Senior Finance Officer, Nagar Nigam Dehradun. The scanned copy of Tender fee shall be submitted with the e-tender along with original copies on or before the last submission date failing which the bid shall be deemed non-responsive.**
10. **Earnest Money:**
 - (i) **The Earnest Money of Rs. 2,00,000/= (Two lakhs only) should be submitted in the form of Demand Draft/ Bank Guarantee or FDR in favour of Senior Finance Officer, Nagar Nigam Dehradun. The scanned copy of EMD shall be submitted with the e-tender along with original copies on or before the last submission date failing which the bid shall be deemed non-responsive.**
 - (ii) The Earnest Money shall be returned to unsuccessful Bidders within a period of thirty (30) days from the date of announcement of the Successful Service Provider. The Earnest Money submitted by the Successful Bidder shall be released upon furnishing of the Performance Security.
 - (iii) The Successful Service Provider's Earnest Money will be returned upon the signing of the Contract Agreement and furnishing the Performance Security in accordance with the provisions thereof.
 - (iv) The Earnest Money shall be forfeited in the following cases:
 - (a) If the Bidder withdraws its proposal during the interval between the last date for proposal submission and expiration of the proposal Validity Period; and
 - (b) If the Successful Bidder fails to provide the Performance Security within the stipulated time or any extension thereof provided by NND
 - (v) Proposals of lesser value shall be summarily rejected as non-responsive

11. Proposal Preparation Cost:

The Bidders shall be responsible for all the costs associated with the preparation of its proposal and its participation in the bidding process. NND will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of bidding.

12. Clarifications:

Bidders requiring any clarification on the tender document may upload the queries on website: www.uktenders.gov.in or through e-mail (with subject- query processing plant RFP) to Health Section at nagarnigamddn.health@gmail.com prior to the time and date given in the Tender Schedule (Page – 3).

13. Amendment of Proposal:

- (i) At any time prior to the proposal due date, NND may, for any reason, whether at its own initiative or in response to clarifications requested by a Service Provider, modify the proposal through Addendum / Corrigendum which will be posted on the website: www.uktenders.gov.in only.
- (ii) In order to afford Bidders reasonable time to take an Addendum into account, or for any other reason, NND may, at its own discretion, extend the proposal due date.

14. Validity of Proposal:

- (i) The proposal shall be valid for not less than 120 (One hundred twenty) days from the last date for proposal submission (but excluding the day of proposal submission). Proposals of lesser validity shall be summarily rejected as non-responsive.
- (ii) Prior to expiry of the original Proposal Validity Period, NND may request that the Bidders to extend the period of validity for a specified additional period. A Bidders may refuse the request without forfeiting its Earnest Money. The proposal of any Bidders refusing to extend the Earnest Money shall be returned and shall not be included in the further proposal process. A Bidders agreeing to the request of extending the Earnest Money will not be allowed to modify its proposal but would be required to extend the validity of its Earnest Money for the period of extension.

15. Pre-Proposal Meeting:

- (i) To clarify and discuss issues with respect to the work and the proposal, a pre-Proposal meeting will be held on the date, time and place indicated in the Tender Schedule given on Page no. 3 of this document. Attendance of the bidders at the Pre-Proposal meeting is not mandatory. **But it is highly recommended to attend for understanding the provisions of RFP and Selection process.**
 - (ii) During Pre-Proposal conference, the Bidders will be free to seek clarifications and make suggestions for consideration of NND. NND shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent, and competitive bidding process.
 - (iii) If there is any request, NND may permit participation through VC also. Link will be shared on request.
16. Bidders may note that NND will not entertain any deviations to the proposal at the time of submission of the proposal or thereafter. The proposal to be submitted by the Bidders will be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the proposal with all its contents including the Contract. Any conditional proposal shall be regarded as non-responsive and shall be rejected.
17. No interpretation, revision, or other communication from NND regarding this solicitation is valid unless posted on website: www.uktenders.gov.in.

18. Format and Submission of Proposal:

- i) Bidders would provide all the information as per this proposal and in the specified formats. NND reserves the right to reject any proposal that is not in the specified formats.
- ii) The proposal should be submitted in two folders as provided in the e-portal – Technical and Financial Proposals.
- iii) Covering Letter as per format given in Annexure – 2

- iv) Presentation also should be uploaded as part of Technical Proposal
- v) Technical proposal folder should include:

All the documents required as per this RFP except Financial Proposal.

No financial information like price should be given in the technical proposal, in which case the proposal shall be summarily rejected. Tender fee and EMD offline deposit scanned copy has to be uploaded along with technical proposal.

- vi) Financial proposal folder: As per BoQ in the financial folder
- vii) The Bidders shall prepare and submit online through website: www.uktenders.gov.in scanned copies of original documents comprising the proposal as described above
- viii) Proposals should be submitted / uploaded on the website: www.uktenders.gov.in only
Submission of Proposals through any other mode is not acceptable and shall be rejected. NND, at its sole discretion, may extend the last date for proposal submission proposal submission by issuing an Addendum on the website: www.uktenders.gov.in only
- ix) **Late Proposals:** It may be noted that the e-portal will not accept any proposal after the specified due time as per its server clock
- x) The Bidders is expected to examine all instructions, forms, terms, and specifications in the tender document. Failure to furnish all information required by the bidding documents or submission of a proposal not substantially responsive to the tender document in every respect will be at the Service Provider's risk and may result in rejection of its proposal
- xi) The **(a) Original Power of Attorney** (as per format) **(b) Original Contract Form Affidavit** (as per format). **No original documents are required at this stage. However, the successful bidder shall submit these original documents before signing of agreement**

19. Modification and Withdrawal of Proposals:

- (i) The Bidders may modify or withdraw its proposal on e-portal before the proposal due date and time. However, no proposal can be modified or withdrawn thereafter
- (ii) Withdrawal of a proposal during the interval between the proposal due date and expiration of the proposal Validity Period would result in forfeiture of the Earnest Money

20. NND reserves the right to reject any proposal which in its opinion is non-responsive and no request for modification or withdrawal shall be entertained by NND in respect of such proposals

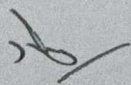
21. Conditional proposal shall not be considered. Any proposal found to contain conditions attached, shall be rejected

22. Proposal Opening:

- (i) Bidder's representatives who choose to be present may attend the proposal opening
- (ii) If the office happens to be closed on pre-proposal meeting or proposal opening day, same stands postponed to the next working day without any change in time or venue. **However, there will be no change in Proposal submission date on e-portal, unless it is also extended**

23. Confidentiality:

- (i) In case of the bidders, any act of interference or attempt to influence the personnel associated with the evaluation shall be viewed seriously; and may also result in declaring the proposal as invalid
- (ii) Information relating to the examination, clarification, evaluation, and recommendation shall not be disclosed to any person not officially concerned with the process. NND will treat all information submitted as part of proposal in confidence and will ensure that all who have access to such material treat it in confidence. NND will not divulge any such information unless it is ordered to do so by any Government authority that has the power under law to require its disclosure



24. Clarifications:

- (i) To assist in the process of evaluation of proposals, NND may, at its sole discretion, ask any Bidder for clarification including additional information and documents. In case of any additional documents, same can be accepted only if they are of historical nature i.e., either the documents or facts in the documents should have existed prior to be proposal submission time and same could be verified independently. However, no change in the substance of the proposal would be permitted by way of such clarifications. The request for clarification and the response shall be in writing or e-mail or by facsimile
- (ii) NND reserves the right to independently verify by a team of Officers of NND, the facts and figures provided in the documents submitted by the Service Providers; in addition to right to disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Service Provider
- (iii) Bidders shall fill up the required information as per the prescribed proposal forms. If any Bidder does not fill up the information properly, NND has a right to reject such proposals

25. Proposal Evaluation:

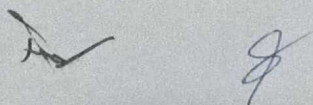
- (i) To assist in the examination, evaluation, and comparison of proposals, NND may utilize the services of consultant/s or advisor/s
- (ii) Evaluation of Proposals will be done in two stages – first the Technical Proposal i.e., the bidders, who meet pre-qualification criteria given above and who score not less than 70% of the qualification criteria test shall be considered as technically responsive:

Thereafter, only their financial proposals shall be opened

- (iii) *The Bidder who has submitted the lowest evaluated responsive proposal shall be deemed to be the preferred service provider. In case more than one Bidders has quoted same fee, the Bidder having higher score in qualification criteria will be declared as successful bidder. Further, if more than one bidder has scored same marks in the qualification criteria then the Bidder having the highest Annual average turnover of F.Y. (2019-20, 2020-21, 2021-22) will be declared as successful bidder*
- (iv) If, due to any reason, the L1 bidder is unable to provide the services to NND, then if the L2 bidder agrees, L2 bidder will be awarded the contract at same values as quoted by the L1 bidder
- (v) Proposal submitted with an adjustable price will be treated as non-responsive and rejected
- (vi) With regard to Pre-qualification criteria and qualification criteria; and bidders' responsiveness, the interpretation and decision of the Technical Evaluation Committee shall be final and binding on all bidders
- (vii) The Financial Bids of technically qualified Bidders will be opened on the prescribed date in the presence of Bidders' representatives
- (viii) Any conditional bid would be rejected
- (ix) Proposals shall be deemed to be under consideration immediately after they are opened and until such time NND makes official intimation of award/ rejection to the Bidders. While the Proposals are under consideration, Bidders and / or their representatives or other interested parties are advised to refrain from contacting NND and or their employees/ representatives on matters related to the Proposals under consideration by any means

26. NND's Right to Accept or Reject Proposal:

- (i) NND reserves the right to accept or reject any or all the proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of Work, without liability or any obligation for such acceptance, rejection or annulment
- (ii) NND reserves the right to reject any proposal including that of the Preferred Bidder if:



- (a) at any time, a material misrepresentation is made or uncovered; If a fraud or fraudulent practice adopted by any Bidder is established, the Bidder may be blacklisted and /or appropriate legal proceedings may be initiated against such Bidder as per the prevailing laws, OR
- (b) the Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the proposal
- (a) take any such measure as may be deemed fit in the sole discretion of NND, including annulment of the bidding process

27. Negotiation:

Ordinarily no negotiation shall be done. However, where price negotiation is necessary in the opinion of NND same shall be resorted to with the preferred Service Provider

28. Notifications:

- (i) Upon acceptance of the Financial Proposal of the Preferred Bidder with or without negotiations, NND shall declare the preferred Bidder as the successful Service Provider
- (ii) NND will notify the Successful Bidder by facsimile or e-mail and by a letter (Speed Post / Registered Post) that its proposal has been accepted

29. Acceptance of Notification of Award (NOA):

Within three (3) days from the date of issue of the NOA, the Successful Bidder shall confirm their acceptance of the NOA.

30. Execution of Contract:

- (i) The Successful Bidder shall execute the Contract within one (1) week of the issue of NOA or such time as approved by NND.
- (ii) NND will promptly notify other Bidders that their proposals have been unsuccessful, and their Earnest Money will be returned as promptly as possible in any case not later than 30 (thirty) days from the date of announcement of the Successful Service Provider

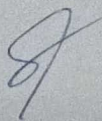
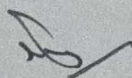
31. Performance Security:

- (i) Before signing of the Contract, the preferred bidder shall furnish Performance Security for an amount equal to 5% of contract value including GST by way of an irrevocable and unconditional Bank Guarantee (Annexure 4) issued by a scheduled bank located in India in favour of Nagar Nigam, Dehradun with validity for 60 (sixty) days beyond the performance of the Contract:
- (ii) The Performance security shall be forfeited and en-cashed in the following cases:
 - (a) If the Consultant withdraws midway during the work completion, or
 - (b) Any other act or acts of the Consultant which renders the work un-operational and Nagar Nigam, Dehradun establishes sufficient reasons to forfeit the Performance Security.
- (iii) Failure of the bidder to furnish the Performance Security shall constitute sufficient grounds for the annulment of the award in which event the Nagar Nigam, Dehradun may make the award to the bidder, who has submitted next higher Financial Proposal or call for new Proposals.

32. Blacklisting for failure to sign the Contract or its execution: Withdrawing the proposal or failure to sign the Contract or its execution after signing shall result in blacklisting of the bidder. The blacklisting shall be effective from the date of notice issued by NND for a period of three years except under *force majeure* circumstances, in addition to forfeiture of EMD and Performance Security, if already submitted.

33. Debriefing and Appellate:

- (i) Any bidder may request in writing to Municipal Commissioner, NND for debriefing after award of contract
- (ii) Any bidder may also choose to submit representation to Municipal Commissioner, Nagar Nigam Dehradun, who may take appropriate decision and action based on the merit of the case



34. Period of proposed contract:

The proposed period of contract is one year which can be extended for maximum one more year on the same terms. NND will review performance periodically at its discretion and at least once a quarter. At the end of contract period, extension may be given for further periods but not exceeding in aggregate one year.

35. Payment terms:

The payment shall be made as under for the bid proposed activities:

- a) Monthly payment based on after approval of submitted deliverables/ invoice to be raised on monthly basis
- b) The payment will be released at the earliest by NND after the vetting of Invoice by the concerning officer i.e., SNA (SBM) / CMOH

36. Time Schedule:

The successful Bidder shall adhere to the below time schedule set out in the table below or as decided by the NND for implementation of the project.

Sr. No.	Activity starting from date of award of contract	Time schedule (Max)
A.	Issue of Letter of Intent to the Successful bidder	5 days
B.	Submission of Performance Bank Guarantee	A+ 15 days
C.	Submission of ground assessment report	A+ 60 days
D.	Mobilization of the 25% IEC Team (as per given format)	A+ 20 days
E.	Mobilization of the 50% IEC Team (as per given format)	A+ 25 days
F.	Mobilization of the 75% IEC Team (as per given format)	A+ 35 days
G.	Mobilization of the 100% IEC Team (as per given format)	A+ 45 days
H.	Setting up of Office within the NND Premise with all necessary tools, equipment & IT gadgets required for effective operations	A+ 15 days

- NND will validate the achievement of above Schedule by the bidder.
- On account of failure in achieving the said time schedule compliance, penalty @5% of the monthly cost may be imposed by NND, which shall be recovered from very first Invoice of the bidder.

37. Reporting: The selected Agency must report daily to NND about the progress on the project as described in the Scope of Work as and when desired by NND and updated report in the approved format to be submitted. Bidder has to submit the monthly progress report to NND, in two (2) hard copies and one (1) soft copy in pen drive.

38. Penalty:

- a) If the bidder fails to achieve the indicated milestones/ deadline, then penalty shall be imposed against the given deliverables based on the recommendation of the SNA(SBM) / CMOH to NND. This amount shall be deducted from the invoice raised by the Bidder against the said deliverables.
- b) If the Bidder fails to deliver the quantified deliverables, stipulated above, a penalty shall be imposed on the defaulted monthly invoiced value. This amount shall be deducted from the invoice raised by the Bidder in next subsequent month.

S.No.	Description	Penalty
1.	The successful bidder fails to deploy the team as per the time schedule on field, in accordance with the RFP conditions from the date of receiving the LOI and as per satisfaction of the NND officials.	@ 1% per week from the total performance bank guarantee amount shall be deducted from the fore coming bill of the successful bidder
2.	Any legal non-compliance noticed by NND officials	Rs. 1000/- per non-compliance in working of the agency, as identified by the NND officials, apart from the above indicated penalty points.

39. Termination Clause:

Termination clause on the Bidder will be applied accordingly mentioned below:

- a) NND without prejudice to any other remedy for breach of contract, by notice of default sent to the agency, may terminate the contract in whole or part
- b) If the agency fails to deliver any or all the services mentioned in scope of work within the time period specified in the contract or within extension thereof granted by NND
- c) NND may terminate the contract in whole or part. The Authority may terminate the contract, not less than 15 days after written notice of termination to the bidder, such notice will be issued after the occurrence of events specified for the termination of this agreement
- d) If the agency fails to perform any other obligation under the contract
- e) If the agency, in the judgment of NND, has engaged in corrupt or fraudulent practices while executing the project
- f) Any document or information submitted by the bidder in its proposal, based on which the agency was considered eligible or successful is found to be false, incorrect, or misleading

Termination clause by the Agency:

Agency may, by not less than 30 (thirty) days' written notice to NND, such notice to be given after the occurrence of any of the events specified under, terminate this Agreement if:

- i) NND fails to pay any money due to the Agency pursuant to this Agreement and not subject to dispute pursuant hereof within 15 days after receiving written notice from Agency that such payment is overdue
- ii) NND is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 15 days (or such longer period as Agency may have subsequently granted in writing) following the receipt by the Authority of Agency notice specifying such breach
- iii) as the result of Force Majeure, Agency is unable to perform a material portion of the Services for a period of not less than 30 days

CONDITIONS OF CONTRACT

Definitions

- 1.1 In this Contract, the following terms shall be interpreted as indicated:
- (a) "The Contract" means the agreement entered into between the NND and the Service Provider, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
 - (b) "The Contract Price" means the fees payable by the Service Provider under the Contract for the full and proper performance of its contractual obligations;
 - (c) "Services" means services required to be provided by the Service Provider covered under the Contract;
- 1.2 The Service Provider shall permit NND to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by independent auditors appointed by NND, if so decided.

2. Indemnity

- 2.1 The Service Provider shall undertake an insurance cover for an assured sum equivalent to the Contract Value including GST against third party liability
- 2.2 In addition, Service Provider shall indemnify NND against all third-party claims arising out of this Contract; and any legal and financial liabilities arising out of negligence or otherwise of the Service Provider's personnel
- 2.3 The Service Provider shall take all other appropriate insurance covers to protect its own property and employees
- 2.4 The Service Provider shall further insure for appropriate sum the users of its services as required under relevant Law of the State or India

3. Compliance to Statutes and Safety Standards:

- 3.1 The Service Provider shall comply with all applicable statutory provisions including guidelines issued by NGT or any other authority/ies with regards to environment protection, safety of the users and general public during the operation by the Service Provider
- 3.2 The Service Provider shall comply with all applicable statutory provisions with regards to Minimum Wages Act, PF, ESI, etc., for the personnel employed
- 3.3 The Service Provider has to register itself in Uttarakhand State for remittance of GST; if not registered earlier before commencement of services, if required under relevant law

4. Payment:

- 4.1 The payment due to Service Provider shall be paid on a monthly basis for the services rendered during the previous calendar month
- 4.2 The payment shall be made within 15 days from the date of submission of invoice with all the supporting documents required / acceptable to NND duly verified and approved by the designated officer.

5. Commencement of Services:

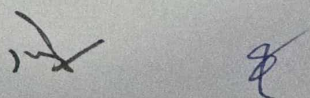
The Service Provider shall provide all the services agreed upon within 15 (fifteen) days from Signing of the Contract

6. Inspection and Acceptance:

In accordance with SWM Rules, 2016 and other relevant rules and guidelines in effect.

7. Period of Contract:

Initially for one year from signing of the Contract. It may be extended for one more year. However, during the entire Contract period performance of the Service Provider shall be reviewed periodically at the discretion of NND, at least once a quarter. At the end of tenure, NND may extend the Contract to ensure



continuity of services on same terms and conditions in which case such extensions shall not exceed one year in aggregate.

8. Contract Amendments:

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

9. Assignment:

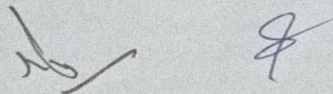
The Service Provider shall not assign, in whole or in part, its obligations to perform under the Contract, except with the NND's prior written consent.

10. Liquidated Damages:

If the service provider delays commencing the services beyond the agreed date of each timeline, then the liquidated damages @ 0.5% of Performance Security value per week with maximum up to performance security amount shall be levied. Thereafter, NND has the option to terminate the Contract.

11. Taxes and Duties:

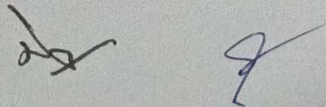
For services supplied, the Agency shall be entirely responsible for all taxes, duties, license fees, etc., levied by GoI and GoUKD incurred until delivery of the contracted services to NND. Agency shall follow all labour laws and shall submit PF & ESIC receipts along with invoice.



Fraud and Corrupt Practices

Annexure – 1

- 1) The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, NND may reject an application without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- 2) Without prejudice to the rights of NND, if any Bidder is found by NND to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Bidder shall not be eligible to participate in any tender or proposal issued by NND or by any other Agency of Government of Uttarakhand during a period of 3 (three) years from the date such Bidders are found by NND to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 3) For the purposes of this Clause 4, the following terms shall have the meaning hereinafter respectively assigned to them:
 - (a) “**Corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of NND who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the Contract or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of NND, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) save and except as permitted under sub clause (d) of Clause 1.2.6, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Contract, as the case may be, any person in respect of any matter relating to the Work or the LOA or the Contract, who at any time has been or is a legal, financial or technical adviser of NND in relation to any matter concerning the Work;
 - b) “**Fraudulent practice**” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
 - (c) “**Coercive practice**” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
 - (d) “**Undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by NND with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
 - (e) “**Restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.



Format for Covering Letter ***

To
Municipal Commissioner
1 Patel Road
Nagar Nigam Dehradun,
Dehradun – 248 001

Dear Sir,

Ref.: Request for Proposal (RFP) For Selection of Agency for conducting IEC/BCC Activities in 50 wards under NCAP/SBM in Dehradun.

1. We have read, understood and accept all the terms and conditions given in the RFP including Fraud and Corrupt Practices (Annexure – 1) and Anti-Collusion Certificate (Annexure – 3) in respect of the captioned proposal and we hereby submit our proposal.
2. We have uploaded Technical and Financial Proposals appropriately on the e-procurement portal: www.uktenders.gov.in
3. We confirm that our proposal is valid for a period of 120 (one hundred and twenty) days from last date for proposal submission.
4. We hereby agree and undertake as under:
Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our proposal we hereby represent and confirm that our proposal is unqualified and unconditional in all respects and we agree to the terms of the Contract, a draft of which also forms a part of the proposal provided to us.

Dated thisDay of, 2023.

Name of the Service Provider

.....
Signature of the Authorised Person


Note:

*** On the Letterhead of the Service Provider.



Anti-Collusion Undertaking
(To be on letter head)

1. We hereby certify and confirm that in the preparation and submission of this proposal, we have not acted in concert or in collusion with any other Bidders or other person/s and also not done any act, deed or thing which is or could be regarded as anti-competitive.
2. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or Bidders in connection with the instant proposal.



(Form of Performance Bank Guarantee)

THIS DEED OF GUARANTEE executed on this the _____ day of _____ at _____ by _____ (Name of the Bank) having its Head/Registered office at _____ hereinafter referred to as "the Guarantor" which expression shall unless it be repugnant to the subject or context thereof include successors and assigns;

In favour of

Nagar Nigam Dehradun, Uttarakhand, Pin-248001 hereinafter referred to as "NND", which expression shall, unless repugnant to the context or meaning thereof include its administrators, successors, or assigns.

WHEREAS

By the Contract entered into between NND and _____, a company incorporated under the provisions of the Companies Act, 2013/ Societies Registration Act 1860 / registered under....., having its registered office/ permanent address at _____ ("the Service Provider"), has been granted the permission to **Request for Proposal (RFP) For Selection of Agency for conducting IEC/BCC Activities in 50 wards under NCAP/SBM in Dehradun** for a period of one year (hereinafter referred to as "the work").

A. In terms of the Contract, the Bidders is required to furnish to NND, an unconditional and irrevocable bank guarantee for an amount of Rs.....as security for due and punctual performance/discharge of its obligations under the Contract, relating to Work by the Service Provider.

B. At the request of the Service Provider, the Guarantor has agreed to provide bank guarantee, being these presents guaranteeing the due and punctual performance/discharge by the Bidders of its obligations relating to the work.

NOW THEREFORE THIS DEED WITNESSETH AS FOLLOWS:

1. The Guarantor hereby irrevocably guarantees the due and punctual performance by M/s. _____ (hereinafter called "the Service Provider") of all its obligations relating to the Work and in connection with achieving the work objectives by the Bidders in accordance with the Contract.

2. The Guarantor shall, without demur, pay to NND sums not exceeding in aggregate Rs. within seven (7) calendar days of receipt of a written demand thereof from NND stating that the Bidders has failed to meet its obligations under the Contract. The Guarantor shall not go into the veracity of any breach or failure on the part of the Bidders or validity of demand so made by NND and shall pay the amount specified in the demand, notwithstanding any direction to the contrary given or any dispute whatsoever raised by the Bidders or any other Person. The Guarantor's obligations hereunder shall subsist until all such demands are duly met and discharged in accordance with the provisions hereof.

In order to give effect to this Guarantee, NND shall be entitled to treat the Guarantor as the Principal Debtor. The obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Contract or other documents or by the extension of time for performance granted to the Bidders or postponement/non exercise/ delayed exercise of any of its rights by NND or any indulgence shown by NND to the Bidders and the Guarantor shall not be relieved from its obligations under this Guarantee on account of any such variation, extension, postponement, non-exercise, delayed exercise of any of its rights by NND or any indulgence shown by NND, provided nothing contained wherein shall enlarge the Guarantor's obligation hereunder.

This Guarantee shall be irrevocable and shall remain in full force and effect until _____ unless discharged/ released earlier by NND in accordance with the provisions of the Contract. The Guarantor's liability in aggregate be limited to a sum of Rs.

3. This Guarantee shall not be affected by any change in the constitution or winding up of the Bidders/the

Guarantor or any absorption, merger or amalgamation of the Bidders/the Guarantor with any other Person.
Guarantor has power to issue this guarantee and discharge the obligations contemplated herein, and the undersigned is duly authorised to execute this Guarantee pursuant to the power granted under _____.

IN WITNESS WHEREOF THE GUARANTOR HAS SET ITS HANDS HEREUNTO ON THE DAY, MONTH AND YEAR FIRST HEREINABOVE WRITTEN.

SIGNED AND DELIVERED

by _____ Bank
by the hand of Shri _____
its _____ and authorised official.

Format for Technical Proposal – Past Experience

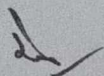
(To be provided on the Letterhead of the Bidders and to be signed by the Service Provider)

Sl. No.	Name of the Client	Contract no. and date	Contract value	Commencement date		Completion date	
				As per Contract	Actual	As per Contract	Actual
1							
2							
3							

The Bidders may submit more details / information to substantiate its claim for past experience.

.....
Name of the Bidder

.....
Signature of the Authorised Person




Similar Project Experience

S. No	Project Name	Scope of Work	Client Name	Client Authorized Person name

Project Performance Data Sheet

S. No	Project Name	Scope of Work	Area of project	IEC activities performed during the project time


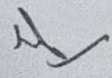
Handwritten marks/signatures

Format for Financial Capability

Financial Year	Amount (in Rs.)
2020-21	
2021-22	
2022-23	

Note:

1. The Bidder should provide the Financial Capability based on its own financial statements. Financial capability of the Bidder's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Bidder
2. This should be duly certified by CA along with his / her firm stamp and registration no. will be considered



Note:

1. To be given on Stamp paper of value not less than Rs. 100, and also should be Notarised.
2. Only in case of Proprietary firms and if signed by proprietor himself / herself, this Power of Attorney is not required.

Power of Attorney for signing of Application

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/ Ms (name), son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal to **Request for Proposal (RFP) For Selection of Agency for conducting IEC/BCC Activities in 50 wards under NCAP/SBM in Dehradun.**

Proposed by Nagar Nigam Dehradun, (the "NND") including but not limited to signing and submission of all applications, proposals and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to NND, representing us in all matters before NND, signing and execution of all contracts including the Contract and undertakings consequent to acceptance of our proposal, and generally dealing with NND in all matters in connection with or relating to or arising out of our proposal for the said Work and/ or upon award thereof to us and/or till the entering into of the Contract with NND.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF2.....

For
 (Signature, name, designation and address)
(Notarised)
(Name, Title and Address of the Attorney)

Accepted

(Signature)


Witnesses:
 1.
 2.

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
2. Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

For a Power of Attorney executed and issued overseas, the document will also have to be legalised

by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostle certificate.



(On Rs. 100/- stamp paper)

CONTRACT FORM

THIS AGREEMENT made theday of....., 2019 between..... (Name of NND) (Hereinafter called "the NND") represented byof the one part and..... (Name of Service Provider) of (Hereinafter called "the Bidders") represented by of the other part:

WHEREAS the NND is desirous that certain Goods and ancillary services viz., **Request for Proposal (RFP) For Selection of Agency for conducting IEC/BCC Activities in 50 wards under NCAP/SBM in Dehradun.** (Brief Description of Goods and Services) and has accepted a proposal by the Bidders for the same in the sum of (Contract Price in Words and Figures) (Hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

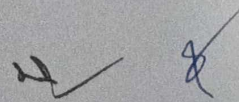
1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) Power of Attorney;
 - b) Affidavit;
 - c) Covering letter;
 - d) Price Schedule uploaded by the Service Provider;
 - e) Scope of Services;
 - f) Conditions of Contract;
 - g) Notification of Award;
 - h) Performance Security; and
 - i) Minutes of pre-contract negotiation meeting
3. In consideration of the payments to be made by the NND to the Bidders as hereinafter mentioned, the Bidders hereby covenants with the NND to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The NND hereby covenants to pay the Bidders in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the services which shall be provided by the Bidders are as under:

TOTAL VALUE:

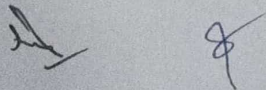
IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the
said (For the NND)
in the presence of:.....



Signed, Sealed and Delivered by the
said (For the Service Provider)

in the presence of:.....



(On not less than Rs. 100/- stamp paper)

AFFIDAVIT

1. I / We, who is / are Authorised to sign and submit the proposal against your tender [title and reference number of the Invitation for proposals] do hereby undertake as follows:
 - i. all the statements, documents, testimonials, certificates, etc., uploaded are genuine and the contents thereof are true,
 - ii. any of our personnel, representatives, sub-consultants, sub-Service Providers, service providers, Bidders and/or their employees will not directly or indirectly, engage in any activity that may intervene, interfere and/or influence the procurement process at any stage,
 - iii. indemnify and compensate the NND from any penalties and costs that may be incurred due to lapse/s on our part including incorrect / misrepresented / forged documents or statements,
 - iv. our firm / company, M/s. and our Principal M/s. are not blacklisted by any ministry / department / undertaking of Government of India, any State government and / or any Union territory administration in India as on the last date of proposal submission.

2. If we are found contravening this undertaking even after award of contract in our favour or anyone else, we accept disciplinary action by the NND including rejection of our proposal, annulment of contract and blacklisting.

Authorized signatory for the Service Provider

Signed: _____

Name: _____

Designation: _____

Date: _____

(Notarised)

(Name, Title and Address of the Attorney)

Accepted

.....

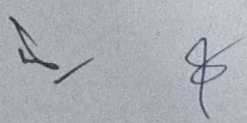
(Signature)

Witnesses:

1.

2.

Duly Authorised to sign this Authorization on behalf of: [insert complete name of Service Provider.]



Format for CV's of Key Personnel

1.	Proposed Position			
2.	Name of Firm			
3.	Name of Staff			
4.	Date of Birth		Nationality	
5.	Education			
6.	Year of Experience			
8.	Countries of Work Experience			
9	Languages	Speak	Read	Write
10	Employment			
	Record From			
	Employer			
	Position Held			
11	Detailed Task Assigned			

Financial Proposal Submission Form Format
(To be submitted online only)

NIT No.		Dated			
Name of the Bidder/ Bidding Firm / Company:					
PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)					
S. No.	Item Description	Quantity	Units	Basic Rate in Rs. (Per month)	Percentage Rate to be Quoted by the bidder as service charge
1	2	3	4	5	6
1	IEC expert / Project Manager	1	Nos.	60,000	
2	Field Managers	1	Nos.	30,000	
3	Community Mobilizer	1	Nos.	17,100	

Note:

- GST shall be paid Extra as applicable
- Minimum service charge of 10% shall be considered while quoting the financial bid
- Bidder has to quote the rate for service charge in the column no. 6 only
- The bidder shall bid **percentage rate for service charges**
- Negative bids shall be disqualified
- Basic Rate for Sr. No. 1 & 2 has been fixed as per qualification demanded and industry standards. Basic rates for Sr. no. 3 have been fixed based on wages of PRD in Uttarakhand @ Rs.570/day.