

# **Invitation for Expression of Interest**

**From CSDCI/DGT Accredited Training Providers  
For Providing Onsite Training to Rural Masons  
Under Pradhan Mantri Awaas Yojna-Gramin**

**Director General  
IGPR& GVS,  
JLN Marg, Jaipur (Rajasthan)**

**Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan**  
**(State Institute Of Rural Development)**  
 Jawahar Lal Nehru Marg, Jaipur – 302 004  
 EPABX: 0141-2706577-78, 2706782, 2702784  
 Fax: 2704525/2706571  
 E-Mail: [eproc@igsrj.gov.in](mailto:eproc@igsrj.gov.in)

Eoi No **11919-21**

Dated: 08-03-2017

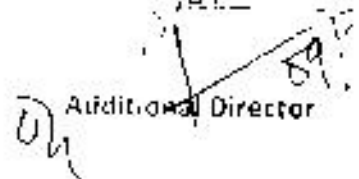
**INVITATION FOR EXPRESSION OF INTEREST (EOI)**

IGSR&GVS, invites Expression of interest (EOI) from the eligible CSDCI/SGE enlisted agencies/organizations/institutions for conducting onsite training of Rural Masees for the construction of houses under **PRADHAN MANTRI AWAAS YOJNA-GRAMIN**.

CSDCI/SGE enlisted agencies/organizations/institutions fulfilling the eligibility criteria can access and download the complete EOI document from the Institute's website: [www.igsrj.gov.in](http://www.igsrj.gov.in) or [www.spp.gov.in](http://www.spp.gov.in) or [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)

**THE MAJOR EVENTS UNDER SUBMISSION OF THE EOI PROCESS ARE :**

SR.No.	KEY EVENTS	IMPORTANT DATES
1	Name of work	Selection of T.Ps for providing training to Rural Masees under PMAY-G
2	EOI Publication	25.03.2017
3	Publishing Date	09.03.2017
4	Document Download/Sale Start Date	09.03.2017
5	Pre Bid meeting Date & Time	17.03.2017 / 10.00 AM
6	Bid Submission Start Date	09.03.2017
7	Bid Submission Closing Date & Time	25.03.2017 up to 12.00 PM
8	Technical Bid Opening Date & Time	25.03.2017 / 12.00 PM
9	Financial Bid Opening Date	To be intimated accordingly
10	Award of Contract	To be intimated accordingly

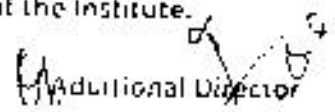
  
 Additional Director

**Address for Submission of Proposal**

Director General  
 IGSR & GVS, Jawahar Marg, Jaipur

**Copy for necessary action to:**

1. Director, D&PR, Jaipur (with CD) for the publication of this EOI in State level leading daily newspaper having circulation of fifty thousand copies and above and one all India level daily Newspaper.
2. Programmer, IGPR & GVS to upload the EOI and related Bid Document on SPP portal, eproc web site and Institute official website on 09.03.2017 mandatorily.
3. Store Keeper, IGPR & GVS for publishing the EOI on the Notice Board of the Institute.

  
 Additional Director

# Detailed Terms & Conditions of e-Bid for invitation of EOI

## INDEX

Sl. No.	Brief Description	Page No.
1	DATA SHEET	04-05
2	SECTION-I LETTER OF INVITATION (LOI)	06-07
3	SECTION-II INFORMATION TO THE ORGANIZATION	08-13
4	SECTION-III TERMS OF REFERENCE (TOR)	14-22
5	SECTION-IV PRE-QUALIFICATION PROPOSAL SUBMISSION FORM	23-29
6	SECTION-V TECHNICAL PROPOSAL SUBMISSION FORMS	30-40
7	SECTION-VI FINANCIAL PROPOSAL SUBMISSION FORMS	41-43
8	SECTION-VII ANNEXURES	44-50

*[Handwritten mark]*

*[Handwritten signatures]*

## DATA - SHEET

EOI/PMAY-G/2016/.....11919-21 dt. 8/3/17

1	EOI Ref.No.:	EOI/PMAY-G/2016/.....11919-21 dt. 8/3/17
2	The name of the EOI is :	Selection of Organization to Provide onsite Training to Rural Mason to construct houses under PRADHAN MANTRI AWAAS YOJNA-GRAMIN IN RAJASTHAN (DISTRICTWISE/DIVISIONWISE)
3	The procuring entity is:	PRADHAN MANTRI AWAAS YOJNA-GRAMIN IGPR&GVS,
4	Contact Person for Queries and communication related to EOI	Prof. S.K. Agarwal, IGPR&GVS JLN Marg, Jaipur Tel No. 0141 - 2706571, 2706577& 78 (Ext. 206) (M)9414046040 Email Id : <a href="mailto:igprgvs@rajasthan.gov.in">igprgvs@rajasthan.gov.in</a> OR <a href="mailto:igprgvs@gmail.com">igprgvs@gmail.com</a>
5	Procuring Entity's Complete address	Director General, IGPR &GVS, JLN Marg, Jaipur - 302 004 Tel No. 0141 - 2706571 E-mail ID: <a href="mailto:igprgvs@rajasthan.gov.in">igprgvs@rajasthan.gov.in</a> OR <a href="mailto:igprgvs@gmail.com">igprgvs@gmail.com</a>
6	• EOI Bid Form Fees	Rs.2500/- In form of DD/Banker's Cheque in favour of Director General, IGPR & GVS, payable at Jaipur
	• Bid Security (refundable)	Of amount equal to the total of the Bid Security Amount/Amounts for the respective Division/Divisions for which the rates are offered, (please necessarily refer the list in Proforma -B.) In form of DD/Banker's Cheque in favour of Director General, IGPR & GVS, payable at Jaipur
	• E-processing fees	Rs.1000/- In form of DD favoring Managing Director, RISL payable at Jaipur
	All the three must be deposited within prescribed date and time in original/physical with the procuring entity otherwise the bids will not be accepted and the scanned copies of the same must be uploaded with the EOI document and all other Annexures.	
7	Bid Copies: Separate for Technical and Financials	Must be submitted online
8	Bidding Process	Two bids system (Technical & Financial)
9	Date, Time & Venue of the Pre-bid Conference	17/03/2017 at 16.00 hours at IGPR & GVS, (Ground Floor) JLN Marg, Jaipur
10	Deadline for Submission of EOI Online	25/03/2017 upto 13.00 hours
11	Technical bid Opening Date & Time Address	25/03/2017 15.00 hours Director General IGPR&GVS JLN Marg, Jaipur
12	Method of Selection	Only the technically qualifying firms shall be entering the Financial bid opening. For more details see section-II (Point no.5).
13	Opening of Financial Proposal of Technically Qualified Organizations	After Technical Evaluation to be intimated later.

Validity of the Proposal  
(Bid Validity)

15 For grievance handling  
procedure during  
procurement process

Proposals shall remain valid for a period of 90 days from the date of opening of the technical proposal. The procuring entity reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process within the bid validity period. The bid validity period may be extended on mutual consent.

- a. The designation and complete address of first appellate authority is Additional Chief Secretary, Rural Development & Panchayati Raj, Secretariat, Jaipur
- b. The designation and complete address of Second appellate authority is Principal Secretary, Finance Department, Secretariat, Jaipur

Note: In case of any discrepancy regarding the provision, terms and conditions stated in the Bidding document of the EO1, RTPP Act 2012 and subsequent RTPP Rules 2013, and its provisions thereof shall prevail.

**SECTION: I**

**LETTER OF INVITATION (LOI)**

*[Handwritten mark]*

*[Handwritten mark]*

*[Handwritten signature]*

*[Handwritten mark]*

## LETTER OF INVITATION (LOI)

Dated:

EOI No.

**NAME OF THE ASSIGNMENT:** Provide onsite Training to Rural Mason to construct houses Under Pradhan Mantri Awaas Yojna-Gramin in Rajasthan

- 1) Pradhan Mantri Awaas Yojna-Gramin, IGPR&GVS, invites EOI from the eligible Agencies/Organizations/Institutions under the selection process of service provider to Provide onsite Training to Rural Mason to construct houses under Pradhan Mantri Awaas Yojna-Gramin in Rajasthan. More details on the proposed assignment is provided at Section-III: Terms of Reference (ToR) of this EOI Document.
- 2) Organizations/Training Providers will be selected as per procedure as prescribed in this EOI Document in accordance with the policies and procedures.
- 3) Bid form fee Rs. 2500/- & Bid Security (Refundable) of amount equal to the total of the Bid Security Amount/Amounts of the respective Division/Divisions for which the rates are offered, ( please necessarily refer the list in Proforma -B.) in form of DD/Banker's Cheque in favour of Director General, IGPR & GVS, payable at Jaipur should be deposited with the procuring entity in physical / original within the prescribed date and time.
- 4) The last date and time for submission of proposal complete in all respect is 25.03.2017 up to 13.00 hours and the date for opening of the technical bid is 16.00 hours of 25.03.2017 in the presence of the Organization's representative at the specified address mentioned in the Data Sheet. Representatives of the Organization may attend the meeting with due authorization letter on behalf of the Organization.

1) This EOI includes the following sections:

**A) (Cover-I) Required Documents)**

- a) Letter of Invitation (Section-I)
- b) Information to the Organization (Section-II) (with Required annexures)
- c) Terms of Reference (ToR) (Section-III)
- d) Pre-Qualification Proposal Submission Forms (Section-IV)
- e) Technical Proposal Submission Forms (Section-V)
- f) Annexures (Section-VII)

**B) (Cover-II) Financial proposal submission BoQ Section-VI ( for reference purpose only)**

- 5) While all information/data given in the EOI are, to the best of the procuring entity's knowledge, accurate within the consideration of scope of the proposed assignment, procuring entity holds no responsibility for accuracy of information and it is the responsibility of the Organization to check the validity of information/data included in this document. The procuring entity reserves the right to accept/reject/all proposals/cancel the entire selection process at any stage without assigning any reason thereof.

*[Handwritten signatures and initials]*

**SECTION-II**  
**INFORMATION TO THE ORGANIZATION (ITO)**

**1) Pre-Qualification Criteria:-**

To participate in the selection process, the eligible Organization must possess the following specified criteria and to this effect must produce supportive documents /information as part of their pre-qualification proposal:

- a) **Status: Only Single entity legally registered & accredited by CSDCI/DGT (Govt.) Consortium or Joint Venture is not allowed.**
- b) **The Organization should be registered under Society Registration Act - 1860/Indian Trust Act/Indian Company Act etc. as applicable**
- c) **The Organization should preferably have an established office (HQ/Branch/ Coordination) in the geographical area of Rajasthan.**
- d) **The Organization should have an audited (with seal) statement of accounts for the last three consecutive Financial Year (FY-2013-14, 2014-15 & 2015-16).**
- e) **The Organization shall not be black listed or debarred by any Govt. Departments or similar organizations.**
- f) **The Agency should have a proven track record of at least three years' experience in implementation of On-site mason training.**
- g) **The Agency should have a team of Trainers & supervisors with relevant qualification & experience of providing onsite mason training.**
- h) **Organization must have training Supervisors with minimum experience of 3 years in performing similar nature of work.**
- i) **The Agency should have ownership of required logistics for training infrastructure including Institution building with class room, laboratory, workshop etc.**

**2) Requisite Documents to be submitted along with the Pre-Qualification Proposal:**

The Agency has to furnish the following documents duly signed in along with their Pre-qualification proposal:

- a) Copy of CSDCI Accreditation/DGT registration with current validity
- b) Filled in EOI submission check list in original (Annexure- A).
- c) Covering letter (PRE QUAL FORM-1) on Organization's letterhead requesting to participate in the selection process.
- d) Proposal/Bid forms fee & Bid Security and e-processing fee in favour of MD, RISL as applicable.
- e) Copy of Certificate of Incorporation/ Registration.
- f) Copy of PAN / TAN.
- g) Copy of Service Tax Registration Certificate.
- h) Copies of IT return for the last three financial years (FY 2013-14, 2014-15, 15-16).
- i) General details of the Agency (PRE QUAL FORM - 2).
- j) Financial details of the Agency (PRE QUAL FORM- 3) along with all the supportive documents as mentioned. The annual Financial Turnover of the Organization has to be 25 Lakhs for the last 3 financial years. Audited certified financial statements for the last three FYs (2013-14, 2014-15, and 2015-16); Submission of audited and certified copies of Profit & Loss Statement and Balance sheet for the respective financial years is mandatory along with PRE-QUAL FORM - 3)
- k) Power of Attorney (PRE QUAL FORM- 4) in favour of the person signing the bid on behalf of the Agency
- l) List of previous assignments of similar nature (Past Experience Details) (PRE QUAL FORM -5)
- m) List of previous contracts /work orders from previous performing entities



m) Undertaking for not have been black-listed by any Central / State Govt./Any other autonomous bodies during the last 3 years as per (PRE QUAL FORM -6).

Failure to submit any one of the documents as mentioned above along with the Pre-Qualification Proposal will result in outright rejection of the proposal.

Proposal/Bid forms fee & Bid Security (refundable) in the form of DD / bankers cheque in favour of Director General , IGPR & GVS and e-processing fee in favour of MD, RISL as applicable must be deposited in physical / original.

3) Submission of Proposals: - Bid must be submitted online in Cover I & II on eproc portal ([www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)) the agencies / firms /organizations are expected to upload EOI documents and all other requisite forms after self attestation with seal.

#### 4) Opening of the Proposal:-

The cover-I containing "PRE-QUALIFICATION AND TECHNICAL PROPOSAL" will be opened online in the initial stage by the procuring entity in presence of the Agency's representatives at the location, date and time specified in the Data Sheet. The procuring entity will constitute an Evaluation Committee (EC) to evaluate the proposals submitted by agencies. Only one representative with proper authorization letter from the participated Organization shall be allowed to attend the technical proposal opening meeting. The cover-II containing "FINANCIAL PROPOSAL" only of the technically qualified agencies shall be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal shall be intimated accordingly.

#### 5) Evaluation of Proposals:

A three stage process will be adopted as explained below will be followed in evaluating of the proposals during the overall selection process.

Technical Bid opening (1st Stage):- Preliminary scrutiny of pre-qualification proposals will be done to determine whether the proposals are generally in order & complete and the requisite documents have been properly furnished by the Organization or not. Proposals not conforming to the preliminary requirements will be rejected from further selection process.

a) Technical Evaluation (2nd Stage):- Technical proposals will be opened and evaluated of those Organizations only. Who qualify the pre-qualification stage. The technical evaluation of the pre-qualified proposal shall be done in respect to the parameters and the respective weightage allocated against each criteria as specified in the table below :

Sr.No.	Evaluation Indicators/Parameters	Maximum Marks
1	Total number of Trainees provided Mason Training during last 3 successive years For each 50 trainees : 1 Mark	25
2	% passing of Trainees (Average of last 3 successive Years) :- For each 5 % : 1 Mark	25

The agencies, whose technical proposal secure a score above the minimum qualifying mark of 30 in the technical evaluation stage, will be qualified for opening of the financial proposal. The procuring entity can also develop some sub-criteria's within the indicators given in, wherever required within the above indicator while evaluation stage.

- b) **FINANCIAL BID OPENING & FINANCIAL EVALUATION (3<sup>rd</sup> STAGE)** : The financial proposals of the technically qualified Organization only shall be opened at this stage in the presence of the Organizations representative who wishes to attend the meeting with due authorization letter. The name of the Organization along with secured technical scores and the quoted financial proposal prices will be announced during the meeting.

#### 6) Performance Bank Guarantee (PBG) :

Within 15 days of notifying the acceptance of proposal for the award of contract, the qualified Organization shall must have to furnish a Performance Security in form of a Bank Guarantee/NSC/FDR amounting to 5 % of the contract value in favour of "Director General, IGPR & GVS" and the same shall be returned at the time of release of final payment subject to successful completion of the contract.

#### 7) Contract Negotiation:

Contract Negotiation will be held at the date, time and address as intimated to the selected Organization. The invited Organization will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the Organization must have written authority to negotiation and conclude a contract. Negotiation will be performed covering technical negotiation, financial negotiation, Availability of proposed professionals etc.

#### 8) Award of Contract:

After completion of the contract negotiating stage, the procuring entity will notify the successful Organization in writing by issuing a letter of Intent (LoI) for signing of the contract and promptly notify the all other Organizations about the result of the selection process. The successful Organizations will be asked to sign the contract after fulfilling all formalities within 15 days of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for 12 months from the date of effectiveness of the contract and will be extended on mutual consent as per Rules. Sub-contracting is not allowed under this assignment.

#### 9) Conflict of Interest:

Conflict of interest exists in the event of:

- (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible Organization;
- (ii) Organizations, agencies or Institutions (individuals or organizations) who have a business or family relation with the Procuring entity directly or indirectly;
- (iii) Practices prohibited under the anti-corruption policy of the Government of India and Government of Rajasthan. The Organizations are to be careful so as not to give rise to a situation where there will be any conflict of Interest with the procuring entity as this would amount to their disqualification and breach of contract.

#### 10) Disclosure:

- a) Organizations have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Organization or termination of its contract.
- b) Organizations must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Organization, including but not limited to appointment of any officer such as a receiver in relation to the Organization's or of any other similar proceedings.
- c) Organizations must disclose if they have been convicted of, or are the subject of any proceedings relating to :
  - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct:
  - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract:
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

#### 11) Anti-corruption Measure:

- a) Any effort by Organizations(s) to influence the procuring entity in the evaluation and ranking of financial proposals. And recommendation for award of contract may result in the rejection of the proposal.
- b) A recommendation for award of Contract shall be rejected if it is determined that the recommended Organizations has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the procuring entity shall blacklist the Organization either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for said period.

#### 12) Language of Proposals:

The proposal and all related correspondence exchanged between the Organization and the procuring entity shall be written in the Hindi/English language. Supporting documents and printed literature that are part of the Proposal may not be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

*[Handwritten signature]*

**23) Cost of bidding:**

The Organization shall bear all costs associated with the preparation and submission of its proposal. The Procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

**14) Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Jaipur only.

**15) Governing Law and Penalty Clause:**

The rights and obligations of the Procuring entity and the Organization under this contract will be governed by the prevailing laws of GoR/ Govt. Failure on Organization's part to furnish the deliverables as per the agreed time line will enforce a penalty as per the rules and laws of GoR (RTPP Act and subsequent rules).

**16) Confidentiality:**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Organization's who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Organization of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the procuring entity's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the procuring entity, the Organization or its personnel shall not at anytime communicate to any person or entity any confidential information acquired in the course of the contract.

**17) Amendment of the EOI Document:**

At any time before submission of proposals, the Procuring entity may amend the EOI by issuing an addendum on the SPP portal and e-proc website and official website of IGPR & GVS respectively. Any such addendum will be binding on all the Organization's. To give Organization's reasonable time in which to take an addendum into account in preparing their Proposals, the Procuring entity may, at its discretion, extend the deadline for the submission of the Proposals.

**18) Procuring entity's right to accept any proposal, and to reject any or all proposal/s**

The Procuring entity reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the Organization's.

**19) Copyright, Patents and Other Proprietary Rights:**

Rural Development Department, Govt. of Rajasthan shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At Procuring entity's request, the Organization shall take all necessary steps to submit them to Procuring entity in compliance with the requirements of the contract.

## 20] Replacement of Key Personnel:

The Key professionals to be deployed under this contract must be dedicated in nature. However, the Procuring entity reserves the right to request the Organization to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Organization will provide CV of appropriate candidates within Seven (7) days for review and approval. The Organization must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable/ leave the project for any reason midway under the contract, the Organization must notify the Procuring entity at least fourteen (14) days in advance, and obtain the approval prior to making any substitution. In notifying the Procuring entity, the Organization shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the procuring entity shall not relieve the Organization from responsibility for failure to meet the requirements of the contract. Change in Key Professionals beyond the allowable limit of the contract leads to Implication of liquidated damage.



**SECTION: III**

**TERMS OF REFERENCE (TOR)**

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten mark]*

## Annexure-I

### DRAFT

#### Terms of Reference (TOR) for Selection of Organization to Provide onsite Training to Rural Mason to construct houses under Pradhan Mantri Awas Yojna-Gramin in Rajasthan.

##### 1) Background:

Pradhan Mantri Awas Yojna – Gramin, Previously known as Indira Awas Yojna is a flagship programme implemented by State Government with the assistance from Central government. Under this programme government provides grant assistance to the beneficiaries to construct a pucca house and is meant for the household who doesn't have a proper housing as shelter to live in. Government has decided to provide houses to 4.31 lac household during 2016-17. To achieve this optimistic target there is a requirement of a large number of skilled masons in the rural areas. In 33 District of Rajasthan having 295 Blocks.

In the rural areas of the state semi-skilled mason is use-to construct the total house. That means rural masons are performing the role of a Mason, a Plumber, a carpenter etc. But due to their limited skills majority of the houses they have built are not good enough to sustain at least for 30 years. There is a need to provide skill enhancement training to these semi-skilled masons.

##### Objective of the assignment:

Objective of the training is to enhance the skill of rural semi-skilled mason to build an affordable, appropriate, healthy and sustainable house under PMAY-G.

##### 2) Proposed Methodology:

- On-site training to be conducted as per the qualification pack provided by the MoRD and on state-specific designs for Pradhan Mantri Awas Yojna-Gramin House.
- Maximum weightage to be given to the beneficiary's willingness, at the same time they are to be made aware about health, hygiene & environmental aspects in the housing design.
- TP have to assist block team during the screening of beneficiary out of the list of beneficiary of the particular pocket, screening of aspirants for trainings prior to initiation of the training.
- The TP will also be responsible for facilitating assessment by way of requesting DGT /CSDCI /NSDC to appoint qualified and certified assessors and provide the necessary infrastructure and materials for assessment. The assessment will be done through CSDCI Assessment bodies (or through any assessing body(s) recognized as per the guidelines of the MoRD, Govt). The assessing bodies have assessors located in the Rajasthan State. The Training Provider shall not be an assessing body.
- List of trainees to be uploaded by TPS on the Website of assessing body for certification process.

TPS will submit weekly attendance sheet of the trainees to block office for the payment of compensatory wages to them.

- TPS will assist Assessor during assessment
- TP will submit a demonstrative for each trainee (a) Housing Supervisor (b) Block level I (c) gram panchayat (d) and 3 programme coordinator for concerned institute.

### 3) Support to be provided by RDD, GoR:-

Training cost will be borne by the department, TPs will get honorarium for resource persons @ Rs.....per hour per trainees for 45 days. In one unit 30 trainees will be trained and build 6 houses. For 6 houses TPs will provide 6 resource persons, one supervisor and for each district 1 programme manager and 1 programme coordinator for each institute. Tool Kit will be provided by the TP.

### 4) Key Qualifications and Experience of the Organization s:

- The agency should be registered under Society Registration Act – 1860/Indian Trust Act/Indian Company Act and registered/ enlisted with CSDCI/DGT.
- The agency should have an established office (HQ/Branch/Coordination) in the geographical area of Rajasthan.
- The agency should have an audited statement of accounts for the last three consecutive Financial Year (FY-2013-14 & 2014-15, 2015-16). Showing annual turnover of Rs. 25.00 Lakhs or more during the same period.
- The agency shall not be black listed or debarred by any Govt. Departments or similar organizations.
- The agency should have a proven track record of at least three years' experience in implementation of similar nature.
- The agency should have a team of sufficient trainers, supervisors, coordinators with relevant experiences and qualification.

The Organization/firm should have Project Manager, Project Coordinator, Supervisor, Demonstrator as per CSDCI/DGT experience and qualifications.

### 5) Duration of the Contract:

The total duration of the contract is 22 months.

### 6) Payment Terms :

Payment to the Agency/Organization will be made as per the schedule given below:

#### Schedule of payment:

Installment	% of Total Cost	Out put Parameter
I	25%	After commencement of training & completion of work upto plinth Level.
II	50%	Upon completion of all the aspects of training as mentioned in the ToR above for all houses taken up under training.(Annexure-II)
III	25%	Upon successful certification of at least 80% trainees

### 7) Reporting:

The agency will inform the progress report on weekly basis during the training to the concerned block and district authorities so that the same can be verified by the RDD representative about the standard of training. Final report of the training to be submitted after the completion of the training.



### 8) Schedule of Work:

Sl. No.	Particulars of the Assignment	Timeliness
1	Work upto Plinth level	15 days
2	Plinth level to Roof level	20 days
3	Roof Completion work	15 days
4	All finishing work	05 days

### 9) Review and Monitoring:

The agency will be responsible to submit activity completion report as per the agreed terms & condition and need of the assignment. RDD, GoR will be responsible for the review and monitoring of the progress of the assignment on event basis and interact with the nodal person appointed by the selected agency. All the movable / immovable assets created during the Award period from the funds provided by the RDD will be solely under the ownership of RDD, GoR.

### SCOPE OF WORK :

- The Training Providers may also need to provide necessary reading materials in local language required for training.
- The medium of instruction for the training and the reading material shall be in Hindi preferably with local dialect.
- The training course shall be delivered based on an approved building design, contents and schedule approved by the competent authority.
- The trainers/demonstrators should be qualified (as per MoRD, GoI guidelines for the Rural Mason QP in the construction sector), CSDCI/DGT certified and eligible for imparting training to Rural Masons as per the prescribed QP-NOS.
- The lead trainers/supervisors to be deputed shall also be qualified (as per MoRD, GoI guidelines for the Rural Mason QP in the construction sector) CSDCI /DGT certified eligible and experienced in dealing/handling the similar jobs relevant to the training of Rural Masons and construction of houses. Certificate of same must be produced by the TP in their proposals.
- The training shall involve on-the-job/practical component (approximately 80%) and theory (approximately 20%) with all the necessary tools and methods appropriate to the context.
- Lead the process of pre-screening of Trainees
- Document the training through videos and still photographs( since beginning and till the completion of work) and daily site notes.
- Conduct mock assessments
- Intimate CSDCI/DGT approved assessing bodies and State RDD one week in advance of completion of training for facilitation of assessment and certification.
- Make available materials for practical assessment upon completion of training.
- The construction of the house must be as per the prescribed norms/design etc. provided by the competent authority
- The successful TP will have to sign a contract with the district administration where the training will be undertaken

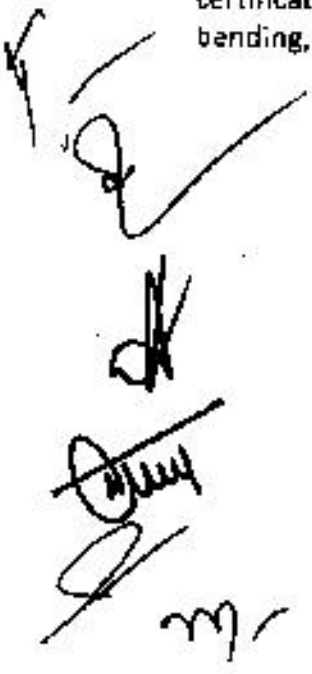
3) Eligibility criteria for Lead Trainer, Trainer and Facilitator/Trainer shall be as follows:

**Lead Trainer/ Supervisor:**

- 10-12th passed with 8-10 years continuous construction experience OR ITI certification in civil trades with minimum 6-8 years of work experience in construction.
- Level 4 CSDCI certification in at least 2 of the core Rural Mason QP Job roles, e.g. masonry, FWC, bar teaching/training experience OR 2 years of construction site supervisor experience.
- Good Hindi writing skills, Good communication and applied math's skills.

**Demonstrator/Trainer:**

- Bth passed with 3-5 years continuous construction experience OR Level 4 CSDCI certification in at least 2 of the core Rural Mason QP job roles, e.g. masonry, FWC bar bending, etc., OR able to pass RPL level 4 in 2 job relevant job roles.

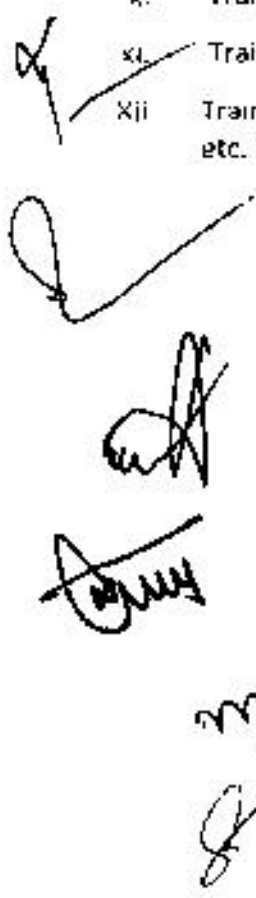


Handwritten signatures and initials, including a large checkmark, a signature that appears to be 'Raj', and other illegible marks.

## Annexure-II

The agency should keep in mind that the following areas to be addressed at the time of training and EDI should be submitted accordingly:-

- i. Trainee should identify by name all the tools & apparatus used for the construction of a building.
- ii. Trainee should be able to do the layout of the house they will construct.
- iii. Trainee should be able to dig the foundation with proper size & shape.
- iv. Trainee should be able to construct the house with PCC in foundation, random rubble masonry, Brick masonry, stone soiling, bricks soiling etc. in plinth.
- v. Trainee should be able to understand the need of Damp proofing & the method of DPC construction.
- vi. Trainee should be able to construct brick wall with cement-sand mortar
- vii. Trainee should understand the benefit of pointing & do the pointing on wall properly.
- viii. Trainee should understand the need of lintel construction with loft inside & shed outside, design of lintel (proper thickness, Composition of mortar, design of TMT bar binding etc.)
- ix. Trainee should erect the scaffolding for higher elevation works for construction.
- x. Trainee should know to do the shuttering, Bar binding, Compacting the RCC at Roof.
- xi. Trainee should know to construct the IPS flooring
- xii. Trainee should know to construct the toilet including the fitting of pan, P-Trap, Elbow etc. Trainee should know the need of curing & duration of curing at all level.



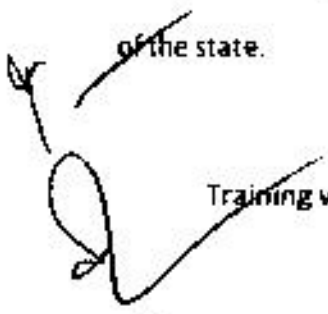
Handwritten signatures and initials are present on the left side of the page, including a large checkmark-like signature, a signature that appears to be 'Raj', and several other initials and marks.

## Annexure- III

### Area of Operation

Blocks of entire Rajasthan state will be the operational area for the agency. Out of which agency has to specify the Divisions / Districts in priority wise where they will be able to deliver their duty in effective way but the agency / organization must quote the rates for each division specifically as per Proforma- A (financial bid submission form). Whereas procuring entity reserves the right to assign the divisions/districts to a particular TP as per the interest of the Yo|na & benefit of the state.

Training will be on-site, in a Village/Panchayat of the particular Block/ District.



## Annexure- IV

**CHECK LIST FOR THE AGENCIES APPLYING FOR THE STUDY OF VIABILITY OF ZILA PARISHAD & BLOCKS IN RAJASTHAN IN DELIVERING BENEFITS, SERVICES, RIGHTS & ENTITLEMENT OF ELIGIBLE AND TARGETED RURAL POPULATION**

1. Name of Agency -
2. Address of Registered Office -
3. Address of Branch Office In Rajasthan -
4. Address for communication -
5. Name of Nodal Person & Contact Detail for this Project -
6. Check list -

S	Eligibility Criteria	Y-If Yes/N-If No (If Yes, Attach Scan copy of the relevant document)
1	Whether the agency is registered under Society Registration Act - 1860/Indian Trust Act/Indian Companies Act and with CSDCI/DGT?	
2	Whether the agency has an established office in the geographical area of Rajasthan?	
3	Whether the agency has an audited statement of accounts for the last three consecutive years showing the annual turnover of Rs. 25 Lakhs.	
4	Whether the agency is being black listed or debarred by any Govt. Departments or similar Organization's?	
5	Whether the agency has a proven track record of at least three years' experience in implementation of similar National/State/Regional level on construction training which is clearly reflected in their Annual Report of last three years?	
6	Whether the agency should have a permanent team of Trainers, Supervisors, coordinator and team leader for construction training?	
7	Scanned Copy of Bid Security in form of DD/Banker's Cheque. Scanned Copy of Bid form fees. Scanned copy of e-processing fee	
8	Copy of the completed training based report submitted by the agency (at least three in last three years)	
9	Self declaration by the firm of not being blacklisted anywhere in the country during the last 3 years	



Self-Declaration

I \_\_\_\_\_, designation \_\_\_\_\_ at (Name of Agency) \_\_\_\_\_

will certify that all the above mentioned information is correct and I admit that IGPR & GVS reserve all the right to terminate the process of negotiation in case of any discrepancies found in the above information at any stages of negotiation. I will be solely responsible for providing Human Resources, Logistics Support, Technology and Report as per the agreed terms and conditions.

[Signature]

Name:-

Designation:-

Seal:-







SECTION: IV

PRE-QUALIFICATION PROPOSAL SUBMISSION FORMS  
(PRE-QUALIFICATION FORMS 1 TO 6)

✓

✓  
July

270

PRE-QUAL FORM -1

COVERING LETTER

(ON LETTER HEAD OF Organization)

[Location, Date]

To:

Director General  
IGPR&GVS  
JLN Marg, Jaipur  
Email : [igprgvs@rajasthan.gov.in](mailto:igprgvs@rajasthan.gov.in) & [igprgvs@gmail.com](mailto:igprgvs@gmail.com)

Subject: Selection of Agencies for providing training to Rural Masons for Pradhan Mantri Awaas Yojna - Gramin (PMAY - G) in Rajasthan

PRE-QUALIFICATION PROPOSAL

Dear Sir

I, the undersigned, request to participate in the selection process to provide training in accordance with your EOI No: \_\_\_\_\_ Dated: \_\_\_\_\_. We are hereby submitting our proposal, which includes:

Pre-Qualification Proposal, Technical Proposal and a Financial Proposal separately.

I, hereby declare that all the information and statements made in this Pre-Qualification Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provisions of this EOI are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: Address of the Organization: \_\_\_\_\_



**PRE-QUAL FORM - 2**

**Organization (General Details)**

Sl. No.	Description	Full Details
1	Name of the Organization	
2	Permanent address Tel : Fax : Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Organization ; Mobile No. :                      Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local Office in Rajasthan (if Yes, Please furnish address/contact details	Yes/No.
6	Bid Form Fees , Bid Security & e-procession fees Payment Details. Please upload scanned copies (if Exempted please upload Documents)	
7	PAN / TAN Number	
8	Service Tax Registration Number	
9	Confirm to carry out assignments as per the scope of work of the EOJ	Yes
10	Confirm to accept all the terms and conditions as specified in the EOJ	Yes

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

*[Handwritten signatures and initials on the left margin]*

**PRE-QUAL FORM - 3**  
**Organization (Financial Details)**

Details	Financial Information in INR		
	FY 2013-14	FY 2014-15	FY 2015-16
Turnover			

**Supporting Documents:**

The Annual Financial Turnover of the Organization has to be 25 Lakhs for the last 3 Financial years. Audited certified financial statements for the last three FYs (2013-14, 2014-15, and 2015-16) (Submission of audited and certified copies of Profit & Loss Statement and Balance Sheet for the respective financial years is mandatory along with PRE-QUAL FORM - 3)

**Authorized Signatory [In full initials with Date and Seal]:**  
**Communication Address of the Organization**

*[Handwritten signature]*

*[Handwritten signature]*


PRE-QUAL FORM - 4

FORMAT FOR POWER OF ATTORNEY


(On Organization 's Letter Head)

I, ----- (Designation) ----- of -----(Name of the Organization) in witness whereof certifies that -----Name of person>authorized to execute the attorney on behalf of -----Name of Organization, -----  
-----Designation of the person> of the company acting for and on behalf of the company under the authority conferred by the ----- Notification/ Authority order no. -----, Dated----- date of reference>has signed this Power of attorney at ----- <place> on this The signatures of ----- <Name of person> in whose favour authority is being made under the day of -----<day><month><year>. Attorney given below are hereby certified

 Name of the Authorized Representative:

 [Signature of the Authorized Representative with Date]

 CERTIFIED BY:

 Signature, Name & Designation of person executing attorney:

Communication Address of the Organization:

**PRE-QUAL FORM - 5**

**{Organization's PAST EXPERIENCE DETAILS}**

**Table -1 (List of Best 3 completed assignments only of similar nature during last 3 years anywhere within the country)**

Sl. No.	Period	Name of the Training with details thereof	Name Of the Procuring entity	Contract Value (in INR) And Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	No. of Trainees Attended
1	2	3	4	5	6	7	8

**Table -2 (List of Best 2 completed assignments of similar nature during last 3 years in Rajasthan)**

Sl. No.	Period	Name of the Training with details thereof	Name of the Procuring entity	Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	No. of Trainees Attended
1	2	3	4	5	6	7	8

**Authorized Signatory (In full and initials):** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Note:** Organizations are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (13-14, 14-15, 15-16) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous clients needs to be furnished along with the above information.

**Pre-qualification Form-6**  
**Self Declaration Form**

Date:.....

**To whom so ever it may be concern**

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/  
Organization / Institute/ Company and hereby declare that "Our firms/ Institute/ Company do  
not face any sanction or any pending disciplinary action from any authority against our firms/  
Institute/ Company or partners." Further, It is also certified that our firm has not been  
blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which effect of this declaration at a later date; we would  
Inform the Department accordingly.

Authorized Signatory

(with seal)

*[Handwritten signatures and initials on the left side of the page]*

**SECTION: V**

**TECHNICAL PROPOSAL SUBMISSION FORMS**

*[Handwritten marks and signatures on the left margin]*

**TECH -1 COVERING LETTER**  
**(On Organization s Letter Head)**  
*[Location, Date]*

To,  
Director General  
IGPR&GVS  
JLN Marg, Jaipur  
Id : [igprgvs@rajasthan.gov.in](mailto:igprgvs@rajasthan.gov.in) & [igprgvs@gmail.com](mailto:igprgvs@gmail.com)

**Subject: Selection of Agencies for providing training to Rural Masons for Pradhan  
Mantree Awaas Yojna- Gramin in Rajasthan**  
**[TECHNICAL PROPOSAL]**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your EO.I hereby submitting the EOI which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to 90 Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.


All the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiation. I have examined all the information as provided in your Expression of Interest (EOI) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. Certain information included in this proposal would if disclosed prejudice our commercial interests.

I confirm that I have the authority to submit the proposal and to clarify any details on its behalf. I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: \_\_\_\_\_ Address of Organization : \_\_\_\_\_

TECH -2

ORGANIZATION'S PROFESSIONAL PROFILE

(Brief Profile)

[Provide here a brief description regarding professional background of the organization]

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

[NB: Organization needs to restrict the above information within 3-5 pages only]

e



TECH -3 (A)

Organization's Experience

CATEGORY - I

Table -1 (List of assignments of similar nature in any sector during last 3 FYs):

Sl. No.	Period	Name of training provided	Name of the Procuring entity	Contract Value in INR	Date of Award /Commencement of assignment	Date of Completion of Assignment	No. of trainees trained
1	2	3	4	5	6	7	8

CATEGORY -II

Table -2 (List of assignments of similar nature in the relevant sector during last 3 FYs)

Sl. No.	Period	Name of training provided	Name of the Procuring entity	Contract Value in INR	Date of Award /Commencement of assignment	Date of Completion of assignment	No. of trainees trained
1	2	3	4	5	6	7	8

Authorized Signatory (In full and initials):

Name and Title of Signatory with date and seal:

*[Handwritten signature and initials]*

TECH - 3 (B)

Sr.No.	Evaluation Indicators/Parameters	Remarks
1	Total number of Trainees provided Mason Training during last 3 successive years	In NOs
2	% passing of Trainees (Average of last 3 successive Years)	in percentage

*[Handwritten signatures and marks]*

TECH -3 (C)

Organization 's Experience

[Using the format below, provide information on each assignment for which your organization was legally contract legal single entity for carrying out training similar to the ones requested under this assignment during last three financial years]

FORM - II

(Name of Assignment of similar nature in any sector within the country)	Assignment name: Value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Procuring entity: Address:	Total No of staff-months of the assignment:
Start date (month/year):	No of trainees trained during the period
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	
Authorized Signatory [In full and initials]:	

Name and Designation with Date and Seal: \_\_\_\_\_

*[Handwritten signatures and initials on the left margin]*

**Comments and suggestions of the Organization on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Procuring entity.**

**A: On the Terms of Reference / Scope of Work:**

*[Present and justify here any modifications to the Expression of Interest you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such Suggestions should be concise and to the point, and incorporated in your technical proposal.]*

**B: On Input and Facilities to be provided by the Procuring entity:**

*[Comment here on inputs and facilities to be provided by the Procuring entity according to information to the Organization and Scope of Work]*

Authorized Signatory *[In full and initials]*: \_\_\_\_\_  
Name and Designation with Date and Seal: \_\_\_\_\_

*[Handwritten signatures and initials on the left margin]*

TECH -5

**DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN TO UNDERTAKE THE ASSIGNMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, Organization should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and the importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]*

**A. Understanding of Scope, Objectives and Completeness of response.**

**B. Description of Approach:**

- i. Key guiding principles for the training.
- ii. Framework to be adopted for the training.
- iii. Information matrix
- iv. Any other issues

**C. Methodology to be adopted:**

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- i. Detail training design.
- ii. Field Process Protocol control
- iii. Suggestive tools for training.
- iv. Submission of reports
- v. Any other issues

**D. Staffing and Management Plan:**

The Organization should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Experts responsible for it. Further, it is necessary to enlist the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

Authorized Signatory *[In full and initials]*: \_\_\_\_\_ Name and Designation with  
Date and Seal:

*[Handwritten signatures and initials]*

TECH - 6  
Choice of Divisions

S.No	Order of Choice	Name of the Divisions
1		
2		
3		
4		
5		
6		
7		

Date:

Signature of Key Professional with Date  
and initials): \_\_\_\_\_

Authorized Signatory (In full  
Name and Designation with Date and Seal: \_\_\_\_\_

*[Handwritten signatures and initials]*

TECH -7

Team Composition and Task Assignment

Sr No	Name of Key Professional / Support Staff	Position Assigned	Highest Educational Qualification	No of Years of experience	Task assigned
1					
2					
3					
4					
5					
6					

*(Please provide the details of all the Key Professionals and Support Staff to be deployed for the proposed assignment from the Organizations (division wise) as per the format.)*

*[Handwritten signature]*

Authorized Signatory *(In full and initials):*

Name and Designation with Date and Seal:

\_\_\_\_\_  
\_\_\_\_\_

*[Handwritten initials]*

TECH - 8

WORK SCHEDULE FOR THE PROPOSED ASSIGNMENT

PROPOSED WORKPLAN

Week i	1	2	3	4	5	6
List of Activities t						

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

*[Handwritten signatures and initials on the left margin]*



**SECTION - VI**

**Financial Bid Submission Form (BOQ  
Proforma A) & Attached Proforma B**

*[Handwritten marks and signatures]*

*mc*

**FINANCIAL BID SUBMISSION FORM  
COVERING LETTER  
(On letter head of organization)**

**To:**  
The Director General,  
IGPR & GVS,  
JLN Marg,  
Jaipur

BOQ (PROFORMA - A)				
FINANCIAL BID SUBMISSION FORM				
FOR REFERENCE PURPOSE ONLY (TO BE FILLED ONLINE)				
A	B	C	D	E
S.No	Division	Y/N	Target for masons training	Rate quoted for the division on the basis of per trainee per hour
1	Ajmer		551	
2	Bharatpur		533	
3	Jaipur		256	
4	Jodhpur		1161	
5	Kota		730	
6	Bikaner		348	
7	Udaipur		4421	
	Total		8000	

Note:

- (i) Please put 'Y' for Yes for quoting the rates for division, which the bidder is willing to work for, otherwise put 'N' for No in column 'C' (Please do not leave it blank)
- (ii) The maximum ceiling as per govt. norms for per trainee per hour is Rs.30/- inclusive of all necessary costs/taxes, i.e Rs. 240/- is the ceiling for per trainee per day (maximum 8 hours per day)

Name & Signature of Authorized Person with Date & Seal

## PROFORMA-'B'

## Division &amp; district wise targets for mason training

S.No.	Zone	District	Target	Divisionwise Total Target	Estimated amount of work	Bid Security@ 2%
1	Ajmer	Ajmer	72	551	5950800	119016
		Bhilwara	264			
		Nagaur	94			
		Tonk	121			
2	Bharatpur	Bharatpur	43	533	5756400	115128
		Dholpur	70			
		Karauli	260			
		Swai Madhopur	160			
3	Jaipur	Alwar	40	256	2764800	55296
		Dausa	102			
		Jaipur	92			
		Jhunjhunu	9			
		Sikar	13			
4	Jodhpur	Barmer	298	1161	12538800	250776
		Jaisalmer	53			
		Jalore	248			
		Jodhpur	233			
		Pali	180			
		Sirohi	149			
5	Kota	Baran	244	730	7884000	157680
		Bundi	172			
		Jhalawar	195			
		Kota	119			
6	Bikaner	Bikaner	140	348	3758400	75168
		Churu	58			
		Hanumangarh	54			
		Sriganganagar	96			
7	Udaipur	Banswara	1034	4421	47740800	954816
		Chittorgarh	165			
		Dungarpur	1098			
		Pratapgarh	411			
		Rajsamand	152			
		Udaipur	1561			
TOTAL			8000	8000	86400000	1728000

Note:- For any query/information regarding any issue related to downloading & uploading the bid document or regarding suitable exemptions with regard to bid security, the bidders are requested to go to e-proc helpline i.e. [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) (helpline)

**SECTION - VII**

**ANNEXURES- A,B,C (A), C (B) & D**

*[Handwritten signatures and initials on the left margin]*

## PROPOSAL SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
<b>A</b>	<b>PRE-QUALIFICATION PROPOSAL (ORIGINAL)</b>		
1	Filled in proposal submission Check List (ANNEXURE-A)		
2	Covering Letter (PRE-QUAL FORM I)		
3	EOI Bid Form Fees Paid in form of DD/Bankers Cheque Prescribed Bid Security in form of DD/Bankers Cheque. (Please see Proforma - B) e-processing fee in form of DD.		
4	Copy of Certificate of Incorporation / Registration of the Organization/CSDCI/DGT accreditation certificate.		
5	Copy of PAN / TAN		
6	Copy of Service Tax Registration Certificate		
7	Copies of IT Returns for the last 3 FYs (13-14, 14-15 & 15-16)		
8	General Details of the Organization (PRE-QUAL FORM II)		
9	Financial details of the Organization (PRE-QUAL FORM III) along with all the supportive documents such as copies of Profit - Loss Statement and Balance Sheet for the concerned Period		
10	Power of Attorney (PRE-QUAL FORM IV) in favour of the Person signing the bid on behalf of the Organization		
11	List of completed assignments of similar nature (Past Experience Details) (PRE-QUAL FORM V) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business career.		
<b>B</b>	<b>TECHNICAL PROPOSAL (ORIGINAL)</b>		
1	Covering Letter (TECH-1)		
2	Organization's Organization Profile (TECH-2)		
3	Organization Experience (TECH- 3) FORM - 3A, 3B & 3C % Passing & total No. of Trainees.		
4	Comments and Suggestions (TECH-4)		
5	Description of Approach, Methodology & Work Plan (TECH-5)		
6	Choice of Divisions (TECH-6)		
7	Team Composition and Task Assignment (TECH-7)		
8	Work Plan (TECH-8)		
9	Self declaration of not being blacklisted		
<b>C</b>	<b>FINANCIAL PROPOSAL SUBMISSION FORM (BOQ PROFORMA -A &amp; related information in PROFORMA- B)</b>		
<b>D</b>	<b>ANNEXURES -</b> Annexures - I, II, III, IV & V Annexures - A, B, C (A) C (B) & D		

**Undertaking:**

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

*[Handwritten signatures and initials on the left margin]*

**Grievance Handling Procedure during Procurement Process (Appeals)**

**(1) Filing an appeal**

- (a) If any Bidder or prospective Bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to the First Appellate Authority as specified in the Bid Data Sheet, within a period of ten days from the date of such decision, action, or omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:  
Provided that after the declaration of a Bidder as successful in terms of section 27 of the Act, the appeal may be filed only by a Bidder who has participated in procurement proceedings;  
Provided further that in case a Procuring Entity evaluates the Technical Bid before the opening of the Financial Bid, an appeal related to the matter of Financial Bid may be filed only by a Bidder whose Technical Bid is found to be acceptable.
- (b) After hearing the parties, the First Appellate Authority shall dispose of the appeal and pass an order within a period of 30 days of the date filing of the appeal.
- (c) If the First Appellate Authority fails to dispose of the appeal within the period 30 days of the date of filing the appeal or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the First Appellate Authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to the Second Appellate Authority as specified in the Bid Data Sheet, within fifteen days. The Second Appellate Authority, after hearing the parties, shall dispose of the appeal and pass an order within a period of 30 days which shall be final and binding on the parties.

**(2) Appeal not to lie in certain cases**

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- a) determination of need of procurement;
- b) provisions limiting participation of Bidders in the bidding process;
- c) the decision of whether or not to enter into negotiations;
- d) cancellation of a procurement process;
- e) applicability of the provisions of confidentiality.
- f)

**(3) Form and procedure of filing an appeal**

- a) An appeal shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee
- c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

**(4) Fee for filing appeal**

- a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable
- b) The fee shall be paid in the form of bank demand draft or banker's Cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned

**(5) Procedure for disposal of appeals**

- a) The First Appellate Authority or Second Appellate Authority, as the case may be upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondent and fix date of hearing

- b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-  
(i) hear all the parties to appeal present before him; and  
(ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- d) The order passed under sub-clause (c) above shall be placed on the State Public Procurement Portal.

*[Handwritten signatures and initials]*



**FORM No. 1**  
**[See rule 83]**

**Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012**

Appeal No .....of .....

Before the ..... (First / Second Appellate Authority)

**1 Particulars of appellant:**

**Name of the appellant:**

**Official address, if any:**

**Residential address:**

**2. Name and address of the respondent(s):**

(i)

(ii)

(iii)

**3. Number and date of the order appealed against and name and designation of the officer/ authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:**

**4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:**

**5. Number of affidavits and documents enclosed with the appeal:**

**6. Grounds of appeal:**  
(Supported by an affidavit)

**7. Wayer:**

Place .....

Date .....

Appellant's Signature

The left margin contains several handwritten signatures and initials. At the top, there is a signature that appears to be 'D. J.' with a checkmark. Below it is another signature, possibly 'D. J.' or similar. Further down, there are more signatures, including one that looks like 'D. J.' and another that is less legible. At the bottom, there are some initials that look like 'm'.

Declaration by the Bidder under Section 7 and 11 of the RTPP Act

**Declaration by the Bidder**

In relation to our Bid submitted to the Director General, IGPRS, JLN Marg, Jaipur for the EOI from CSDCI/DGT enlisted training providing agencies/organisations/firms for providing onsite training to rural masons in Rajasthan under PMAY-G in response to your EOI No..... dated ....., we hereby declare under Section 7 and 11 of the Rajasthan Transparency in Public Procurement Act, 2012, that:

- 1) We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document Issued by the Procuring Entity;
- 2) We have fulfilled our obligation to pay such of the taxes payable to the Central Government or the State Government or any local authority, as specified in the Bidding Document.
- 3) We are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of the foregoing reasons;
- 4) We do not have, and our directors and officers not have, been convicted of any criminal offence related to our professional conduct or the making of false statements or misrepresentations as to our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- 5) We do not have a conflict of interest as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, which materially affects fair competition;
- 6) We have complied and shall continue to comply with the Code of Integrity as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, till completion of all our obligations under the

Contract.

Date:

Place:

Signature of the authorized Bidder

Name:

Designation:

Address:

*[Handwritten signatures and initials]*