



**No.F4(171)Store/CT/IGPRS/2020/6428-30**

**Date: 07/03/2022**

**Notice: Invitation for Expression of Interest (EOI)**

IGPR&GVS invite online unconditional Request for Expression of Interest (EOI) from eligible institutions, Agencies, NGOs, Higher Education Institutions in order to develop a data base, build capacity, etc... in accordance with the objectives of IGPR&GVS. Necessary description is as below:

S. No	Scope of work/ service	Bid form fee	e-processing fee	Bid upload/ Bid sale starting Date	Last date & Time for bid submission date	Date & Time for opening of technical bids	Validity of bids
1.	Expression of interest(EOI)	500/-	1000/-	07-03-2022	14-03-2022 11 A.M.	14-032022 11 A.M.	90 days from the date of submission of bids

EOI Bid form fees in the form of bankers cheque/DD in favor of Director General, IGPR&GVS and E-processing fees in favor of MD. RISL, payable at Jaipur. Must be deposited with prescribed date and time in original/physical in the office building of IGPR&GVS, otherwise EOI Bid shall not accepted and scanned copies of the same needs to be uploaded with the EOI. EOI bid form fees can also be deposited as RTGS in favour of Director General IGPRS bank account in Punjab National Bank Account No.-10332010004870, IFS CODE; PUNB0103310 BRANCH; KHADI BOARD BAJAJ NAGAR, JAIPUR.

Online EOI must be uploaded/submitted online on e-proportal ([www.EPROC.rajasthan.gov.in](http://www.EPROC.rajasthan.gov.in)). The bidders are expected to upload the EOI document and all other annexures with self attestation and seal.

The EOI document and all other details can be viewed on and downloaded from ([www.SPPP.rajasthan.gov.in](http://www.SPPP.rajasthan.gov.in)) and ([WWW.eproc.rajasthan.gov.in](http://WWW.eproc.rajasthan.gov.in)) or ([www.IGPRGVS.rajasthan.gov.in](http://www.IGPRGVS.rajasthan.gov.in)).

**Additional Director – IGPR&GVS**

Copy to:

1. Director DIPR with a CD for publication of NIB in one regional daily, newspaper, and one daily state level newspaper
2. Store keeper to display on notice board of office
3. Programmer to upload on SPPP portal and E-PROC portal and institute's website.

**Deputy Director-IGPR&GVS**

**REQUEST FOREXPRESSION OF INTEREST (EOI)**

**BY:**

**INDIRA GANDHI PANCHAYATI RAJ & GRAMIN VIKAS SANSTHAN (I.G.P.R. & G.V.S.),  
JAIPUR**

**FROM:**

**NGOS, NON-PROFIT TRUSTS, FOUNDATIONS AND INTERNATIONAL ORGANIZATIONS, HIGHER EDUCATION INSTITUTIONS AND GOVERNEMNT RUNS/SPONSORED INSTITUTIONS AND AGENCIES, STARTUPS REGISTERED WITH GOVERNMENT OF INDIA/ RAJASTHAN.**

**FOR:**

**CAPACITY BUILDING, KNOWLEDGE SHARING, RESOURCE MOBILIZATION, PR & BUILDING AWARENESS, DEVELOPMENT OF RESOURCE CENTRE, BUILDING COLLABORATIVE PLATEFORM ETC.**

**EOI No.     :** \_\_\_\_\_

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

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## **CONTENTS**

1. About IGPR&GVS
2. Purpose of EOI
3. ISSUER: Request for EOI
4. Key Events
5. Scope of Work
6. ENGAGEMENTS/ACTIVITIES WITH NGOS AND SELECTION PROCESS
7. Terms & Conditions
8. Conditions relating to EOI process
9. Disclaimer

## **ANNEXURES**

1. Structured Questionnaire for NGOs
2. Declaration
3. Particular Details of Bidders Representative and Undertaking
4. Compliance with the Code of Integrity and No Conflict of Interest

## 1. ABOUT IGPR&GVS

Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan (I.G.P.R. & G.V.S.) is an autonomous organization promoted by Government of Rajasthan, as an Apex Institute of the State, with a view to develop human resources in Panchayati Raj Institutions (PRIs) and the Rural Development Sector. The Institute was registered as a Society in 1989 under Rajasthan Societies Registration Act, 1958. From July 1999, it has also been established as the State Institute of Rural Development (S.I.R.D.) under the Ministry of Rural Development, Government of India.

The main **objectives** of I.G.P.R. & G.V.S. are as follows:

- i. To conduct research and studies on Panchayati Raj and Rural Development
  - o By full-time research officers, research assistants, analysts, agencies and investigators.
  - o By Research Fellowship.
  - o By study purpose by individuals and institutions.
- ii. To train elected public representatives, officials and NGOs working with Panchayati Raj Institutions and Rural Development Sector.
- iii. To promote creative thinking on Panchayati Raj and Rural Development by organizing seminars, workshops and conferences involving experts, administrative officers, researchers and others.
- iv. To collect and disseminate information on Panchayati Raj and Rural Development as a knowledge resource center and to act as a clearing house of information on these subjects.
- v. To collect and update information about local government in rural areas in India and abroad.
- vi. To develop a special library on Panchayati Raj, Rural Development and Local Government.
- vii. A codification of Panchayati Raj Acts and Rules in Rajasthan and rest of the country.
- viii. Evaluation and impact study of various programs of rural development and functioning of Panchayati Raj.
- ix. To conduct evaluation studies of various programs of rural development and works of Panchayati Raj.
- x. To prepare and publish training modules, reference material, books and papers on Panchayati Raj and Rural Development.
- xi. To collaborate with organizations of similar mindedness and interest in common objectives in India and abroad.
- xii. To conduct course studies for Certificate/Diploma in Rural Development.
- xiii. To establish institutions or regional centers for the fulfillment of the above objectives.
- xiv. To provide fellowships, scholarships, awards and stipends in furtherance of the aims of the society.
- xv. To do all such work in collaboration with other organizations or individuals for the fulfillment of the above objectives, which the society may consider necessary.

## **2. PURPOSE OF THE EOI**

The purpose of this REQUEST for EOI, is to invite eligible local/national/international NGOs/ Higher Education Institutions/ Trusts/ Foundations/ Academic Institutions/ Government Bodies/ Government registered startups having working base in India, to submit interest/proposal from Bidders(s) for capacity building to fulfill the objectives of IGPR&GVS

This EOI is being offered to those Bidders(s) meeting the requirements of requisite skills and expertise in the above mentioned area for providing capacity building services at the rural areas of the State of Rajasthan.

Interested Bidders(s) are advised to study this EOI document carefully before submitting their proposals in response to Request for EOI. Submission of a proposal in response to this notice shall be deemed to have been made after careful study and examination of this document with full understanding of its terms, conditions, scope of work and implications.

## **3. ISSUER: Request for EOI**

Director General, Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan, Jaipur, Jawahar Lal Nehru Marg, Jaipur.

## **4. KEY EVENTS**

S.No.	Event's Name	
1.	Request for EOI Publishing Date	
2.	EOI Submission Start Date	
3.	EOI Submission End Date	

### **Note:**

- All above events will be held at IGPR&GVS Office situated at Jawahar Lal Nehru Marg, Jaipur.
- In the event of the date specified above being declared as a holiday for IGPR&GVS, the due date will be the next working day.

## **5. AREAS OF COOPERATION/ SCOPE OF WORK**

- a. The project consultancy and development with regard to Water, Education, Health, Women, People with Disabilities (PwD) and other areas in which IGPRS undertakes projects.
- b. Conduct research and studies on Panchayati Raj and Rural Development
- c. Train elected public representatives, officials and NGOs working with Panchayati Raj Institutions and Rural Development Sector.
- d. Promote creative thinking on Panchayati Raj and Rural Development by organizing seminars, workshops and conferences involving experts, administrative officers, researchers and others.

- e. Collect and disseminate information on Panchayati Raj and Rural Development for **developing a centralised knowledge and resource centre.**
- f. Collect and update information about local government in rural areas in India and abroad.
- g. Conduct evaluation studies of various programmes of rural development and works of Panchayati Raj in the form of Case Studies, Impact Analysis and Social Audit, etc.
- h. Prepare and publish training modules, reference material, books and papers on Panchayati Raj and Rural Development.
- i. Collaborate with similar organizations and interests in common objectives in India and abroad for and on behalf of the IGPRS.
- j. Development and publications of training material with regard to the 29 subjects.
- k. Publication of annual/quarterly/monthly online newsletters, reports, case study etc.
- l. Capacity building for imparting Training and Development, research, evaluation, Information, Education & Communication activities at the rural areas of the State of Rajasthan to cater to the objectives of the IGPRS.
- m. Crowdfunding and CSR funding for specific projects that will be decided mutually between IGPRS and bidding organizations/ NGOs.
- n. Advisory and assistance on the development of integrated training portal.
- o. Any other activity as specified by IGPRS based on need and capacity building.

## **6. ENGAGEMENTS/ACTIVITIES WITH NGOS AND SELECTION PROCESS**

- In response to the Request for EOI, the Bidder(s)/NGOs will submit their proposal/interest; a panel will review and select eligible local/national/International organizations/NGOs/Higher Education Institutions for capacity building, knowledge sharing and Training and Development amongst other activities as mentioned in the Scope of Work, to various stakeholders in Rural Development & Panchayati Raj in the State of Rajasthan.
  - In the second step, selected Bidder(s)/NGO(s) will conduct self-capacity/needs assessment and sign Organizations/ NGOs will be linked with PTCs to assist them in conducting capacity building Organizations/ NGOs may be asked to conceive, develop and implement the projects relation to the capacity building and objectives as set forth above.
  - For project implementation, a partnership agreement (IP) will be signed based on the merit and requirement.
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## **7. TERMS & CONDITIONS**

Terms & Conditions relating to submission of Tender:

- a. Response to Request for EOI can also be filled online through [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in).
  - b. Scope of Work:
  - c. Capacity building, knowledge sharing and Training and Development amongst other activities as mentioned in the Scope of Work, to various stakeholders in Rural Development & Panchayati Raj in the State of Rajasthan.
  - d. IGPR&GVS reserves the right to reject any offer without assigning a reason.
  - e. Canvassing in any form would result in rejection of the EOI.
  - f. At the time of bidding, the participant entity will submit an undertaking that it was not been blacklisted in the last 3 years for any professional misconduct/misrepresentation.
  - g. Delay in submission of additional information or clarifications sought by IGPR&GVS may be liable for rejection.
  - h. If in response to this EOI , the organization makes any claim, which does not reflect the truth or is material representation of facts, the bid will be liable for rejection.
  - i. The approved bidder shall be deemed to have carefully examined the conditions, specifications etc. If he/she has any doubts as to the meaning of any portion of the conditions or of the specification, etc, he/she shall before signing the IP agreement, refer the same to the concerned officer and get clarifications.
  - j. **Offer Evaluation:** Bidder(s) should clearly indicate, giving explicit supporting documentary evidence, with respect to the above, in absence of which their proposals will be rejected summarily.
  - k. **AWARD OF CONTRACT:** On completion of selection process, the organization/ NGOs will be empanelled and will sign an IP agreement with IGPRS on mutually agreed terms.
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**8. Conditions relating to EOI process**

- a.** Bidders should submit the proposal on the website <http://eproc.rajasthan.gov.in> /i.d.
  - b.** The Bidders are advised to visit the <http://sppp.raj.nic.in> and <http://eproc.rajasthan.go.in> to learn more about & follow the guidelines for EOI(s).
  - c.** Bidders need to have a valid class 2 or class 3 digital signature certificates to participate in the EOI process.
  - d.** Bidders need to digitally sign all the documents submitted as a part of their EOI submission.
  - e.** EOI Bid form fees in the form of bankers cheque/DD in favor of Director General, IGPR&GVS and E-processing fees in favor of MD. RISL, payable at Jaipur. Must be deposited with prescribed date and time in original/physical in the office building of IGPR&GVS, otherwise EOI Bid shall not accepted and scanned copies of the same needs to be uploaded with the EOI online. The same is not refundable.
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**Additional Director**



## **9. DISCLAIMER:**

- The information contained in this Expression of Interest (herein after referred to as "EOI") document provided to **NGOS/ NON-PROFIT TRUSTS/ FOUNDATIONS/ HIGHER EDUCATION INSTITUTIONS/ INTERNATIONAL ORGANIZATIONS/ GOVERNEMNTS/ GOVERNMENT RUN/SPONSORED INSTITUTIONS / AGENCIES/ products/services providers, consultants or advisors or employees** (herein after referred as "Bidder"), by **Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan, Jaipur**, (herein after referred to as "I.G.P.R. & G.V.S."), is provided to the Bidder(s) on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.
  - The purpose of this EOI document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This EOI document does not purport to contain all the information each Bidder may require. This EOI document may not be appropriate for all persons, and it is not possible for I.G.P.R. & G.V.S., their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this EOI document. Each Bidder should conduct its own research and analysis and should check the accuracy, reliability and completeness of the information in this EOI document and where necessary obtain independent advice from appropriate sources.
  - I.G.P.R. & G.V.S., their employees and 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 EOI document.
  - I.G.P.R. & G.V.S. may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI document.
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## STRUCTURED QUESTIONNAIRE FOR NGOS (TO BE SUBMITTED ALONG WITH EOI)

Qualification Evaluation	Yes/ No	Attached (Name of Document/ Number/Details)
Contact persons		
E-mail ID		
Phone		
Not for Profit Registration	Yes / No	Certificate of Incorporation attached
Registration Date		
MOA/AOA/ Trust Deed	Yes/ No	MOA/AOA attached
CSR Registration No.	Yes / No	
FCRA	Yes/No	
80G/12G	Yes/No	
Tax exemption		
Bank Account Details		
PAN/TAN/GST etc..		
MSME	Yes/No	
Financial Statements (3 years)		
NGO/Co Profile	A profile of the Bidder(s)/NGO, with experience, news coverage, projects etc...	
Profile of key Team member(s)	Profile with photo	
The organization should not have been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices.	Yes/No	A self-certified letter by the authorized signatory attached
Date of submission		

**Declaration:**

In relation to my/our EOI submitted to IGPR&GVS, in response to their Notice Inviting EOI No ..... Dated ..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the EOI Bidding Document issued by IGPR&GVS;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the EOI Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence- related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into any EOI within a period of three years preceding the commencement of this EOI process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the EOI submission, which materially affects fair competition;

**Authorized Signatory**

**Full Name**

**Designation**

**Stamp/Seal:**

Date:

Place:

**Particular Details of Bidders Representative**

- 1. Name of the Contact Person,.....
- 2. Designation.....
- 3. Phone No.....
- 4. Mobile No.....
- 5. E-Mail ID.....

**UNDERTAKING**

I, the undersigned certify that I have gone through the terms and conditions mentioned in the EOI bidding document and undertake to comply with them.

**Yours sincerely,**

**Authorized Signatory**

**Full Name**

**Designation**

**Stamp/Seal:**

Date:

Place:

### Compliance with Code of Integrity and No Conflict of Interest

Any person/Organization/NGO participating in EOI process shall–

1. not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in EOI process or to otherwise influence the EOI process;
2. not misrepresent or omit that misleads or attempts to mislead as to obtain a financial or other benefit or avoid an obligation;
3. not indulge in any collusion ,EOI rigging or anti-competitive behavior to impair the transparency, fairness and progress of the EOI process;
4. not misuse any information shared between IGPR&GVS and the EOI Bidders with an intent to gain unfair advantage in the EOI process;
5. not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the EOI process;
6. not obstruct any investigation or audit of a EOI process;
7. disclose conflict of interest, if any; and disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment)any other procuring entity.

#### Conflict of interest:-

The Bidder submitting EOI must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A Bidder may be considered to be in Conflict of Interest with one or more parties in a EOI process if, including but not limited to:

- a. have controlling partners/shareholders in common; or
- b. receive or have received any direct or indirect subsidy from any of them; or
- c. have the same legal representative for purposes of the EOI Bid ; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the EOI Bid of another Bidder. or influence the decisions of IGPPR&GVS regarding the EOI process ; or
- e. the EOI Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one EOI Bid will result in the disqualification of all EOI Bids in which the Bidder is involved. However. This does not limit the inclusion of the same subcontractor/vendor, not otherwise participating as a EOI Bidder, in more than one EOI Bid; or
- f. the EOI Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of EOI Bid.

I/we have gone through the conditions/ clause above and ready to adhere to them.

**Authorized Signatory**

**Full Name & Designation:**

**Stamp/Seal:**

Date:

Place: