

**COMMISSIONER, DIRECTORATE OF ECONOMICS & STATISTICS,  
Government of Madhya Pradesh**

***REVISED RFP***

**EOI CUM REQUEST FOR PROPOSAL**

**For**

**Selection of agency for preparation of first report on “INDUSTRIAL  
ECONOMIC ANALYSIS -2016-2017” for Madhya Pradesh**

**RFP Reference No.: Tender/Sept. 2016/.....**

**Issue Date:**

***As Minimum no. of Bids were not received / qualified in response of RFP published Dtd.31.08.2016,  
hence the below mentioned properties have been retendered.***

***The Commissioner,  
Directorate of Economics and Statistics,  
Ground floor, Vindhyachal Bhawan,  
Bhopal - 462004***

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## **PROPOSAL FORM**

Proposal form must be completed, signed and returned to Economics and Statistics Directorate. Proposal must be made in accordance with the instructions contained in this EOI Cum Request for Proposal. The ***“Selection of agency for preparation of first “INDUSTRIAL ECONOMIC ANALYSIS -2016-2017” for Madhya Pradesh”*** must be shown on your offer. **“FAILURE TO SUBMIT YOUR BID IN THE ATTACHED PROPOSAL FORMATS, OR FAILURE TO COMPLETE THE DETAILS AS REQUESTED, WILL RESULT IN INVALIDATION”**

### **Terms and Conditions of Contract**

Any Contract resulting from this RFP shall contain Economics and Statistics Directorate's General Terms and Conditions (as attached) together with specific terms and conditions as detailed herein.

### **Information**

Any request for information concerning to this invitation must be forwarded in writing by email or by fax, to, Commissioner, Economics and Statistics. (***des@mp.nic.in, itddes@mp.gov.in***), with specific reference to the RFP number.

### **Declaration**

The undersigned, having read the Terms and Conditions of **RFP- *“Selection of agency for preparation of first “INDUSTRIAL ECONOMIC ANALYSIS -2016-2017” for Madhya Pradesh”*** Set out in the attached document, hereby offers to provide the services specified in the schedule at the price or prices quoted, in advance -with the specifications stated and subject to Terms and Conditions set out or specified in the document.

**Name of authorized representative:**

**Title/ Designation:**

**Signature:**

**Date:**

**Bidder Name:**

**Postal Address:**

**Telephone No.:**

**Fax No.:**

**Email Address:**

**Validity of Offer (not less than 90 days):**

**Department of Economics and Statistics, Madhya Pradesh**  
**Selection of agency for preparation of first "INDUSTRIAL ECONOMIC**  
**ANALYSIS -2016-2017" for Madhya Pradesh**

Tender/June 2016/.....

**Terms of Reference**

**1. BACKGROUND**

The share of Industrial sector in Madhya Pradesh's Gross State Domestic Product (GSDP) was 24.55 percent in year 2014-15. State's economy is connected with manufacturing sector. The Industrial sector growth rate in Madhya Pradesh was 4.45 percent in 2014-15. The State Government is committed for making Industrial hub with total Industrial sector growth in view, production and development will be augmented in allied sectors like manufacturing (registered & unregistered factory), mining & quarrying, electricity and gas, construction etc. and the services that would boost the Industrial Sector and generate sustainable employment. Department of Economics and Statistics, Govt. of Madhya Pradesh is inviting technical and financial bids from external evaluating agencies to carry out an Industrial Economic ANALYSIS for Madhya Pradesh, Yr. 2016-17.

**VISION STATEMENT FOR INDUSTRY IN MADHYA PARDESH**

To provide for stable and sustainable Industrial development for enhanced employment and livelihood security for young generation and worker in urban/rural areas of Madhya Pradesh.  
**(Ref.vision 2018)**

**MISSION STATEMENT FOR INDUSTRY IN MADHYA PRADESH**

To successfully manage all existing and emerging complex challenges of Industrial sector through development and application of modern technologies/innovations blended with proven ITK, institutional innovations and policy reforms to contribute to accelerated, sustainable and inclusive growth. To work in integrated manner on matters relating to Industrial, several Investors meets has been organized in Madhya Pradesh in last few years.

It is proposed to bring out a report on **Industrial Economic ANALYSIS -2016-17** in Madhya Pradesh.

**2. INDUSTRIAL ECONOMIC ANALYSIS-2016-17**

Industrial sector in Madhya Pradesh is progressing and ready for ticking-off to achieve new heights. Its historic trend of poor performance has started reversing in the last few years owing to strong determination and concerted efforts of the government to put it on the raising growth graph. The emerging complex challenges of climate change, energy crisis, global economic shocks, surging prices with high volatility, dietary changes, persisting problems of

employment security, unemployment and poverty demand more systematic, creative, analytical and professional exercise to compliment planning for accelerated, inclusive and sustainable growth.

### **3. OBJECTIVE AND SCOPE OF THE WORKS**

The objective of this assignment is to carry out a produce the **State Specific Industrial Economic Analysis for the year 2016-17** which would act as a benchmark for measuring changes as a result of collective efforts of government.

Specifically the assignment will aim at achieving the following aims:

- a) The exercise of preparing first **Industrial Economic Analysis 2016-17** for the state which will involve clear statement of vision, mission, and strategy on the basis of analysis for each component of one sector listing programmatic interventions and prioritizing them, projects, activities, resources required, expected output, outcome and impact in the line of VISION set by GOMP.
- b) The exercise requires extensive data base on several variables for at least 05 years which is readily available with. They have to analyse the various aspects of development in Industrial sector in M.P. In view of regional imbalances within the State, the variables, targets and activities have to be suitably distributed across the districts/regions/divisions to clear area wise picture. **In addition, primary data need to be collected to study various aspects related to industries. The most appropriate sample size not less than 1600 depends upon the number of industries by type i.e. large, medium, small, cottage/handicraft etc. Thus it is suggested to have sample of minimum 400 units from each category.**
- c) The Industrial Economic Analysis will consist of studies on Industrial and allied sector, guidelines, short, medium and long-term targets, hurdles coming in the way of Industrial development and suggestions, policy proposals for their solutions etc. It will broadly cover the basics, present status, importance of industrial challenges, initiatives needed etc.
- d) Targets as per the availability of resources from all important sources, the need and priorities of the state will be set to assure continued growth in Industrial sector's GDP. After finalization of feasible targets on a time scale, strategy, programs, activities have to be decided with reference to the level, timing and responsibilities of completion with due monitoring. The planning for needed resources and implementation will also require to be prepared.
- e) The report will incorporate area-wise and comparative analysis of data on area & production.

- f) It will also throw light on the trends of Industrial development, Industrial hub, Supply Chain Management and marketing Linkage and facility. Analysis on financial arrangements (credit, long-term loan etc.) available to corporate persons of the state will also be presented.

**Broadly Analysis has to be in two parts:-**

**A. Industrial Production:-**

- i. Marketing Linkage, Industry Based Institution District (Local Self Government level) and Zone wise.
- ii. Export potential products, Export promotion capabilities and methods of export promotion.
- iii. Suggestion for growth of industry & Employment Generation.
- iv. Agro & Food processing based industry and its potential in M.P.
- v. Disaster Resilience of all district and zones.
- vi. Gross Value Added (GVA) potential in secondary Sector (Manufacturing, mining and quarrying, electricity, gas, construction etc.)
- vii. Employment Contribution through GVA
- viii. Suggestions on Industrial Labour reforms.
- ix. Suggestions on Improvement in production.
- x. Innovations in improvement of business climate & promotion.
- xi. Compilation of economic profile of cluster

**B. Service to facilitate industrial production:-**

- i. Power & Water supply
- ii. Raw materials
- iii. Plant & machinery etc.
- iv. Vital storage for food products Industry.
- v. Potential of co-operating, Marketing, Federation Industry based companies.
- vi. Industrial B.P.O. (Business Process Organization).
- vii. Wage & worker
- viii. Transportation (Surface, Air & water ) & Communication
- ix. ANALYSIS of SEZ (Special Economic Zone) and dry ports
- x. Foreign Trade
- xi. Human Resource (HR)
- xii. Banking & Credit Insurance
- xiii. Enhance and develop marketing potential
- xiv. Port linkages
- xv. Community participation

- xvi. Human Resource Issues.
- xvii. Investment through venture capitalist
- xviii. Investment through Bonds and Co-operative sector
- xix. Skill development & Capacity building
- xx. Single window and licensing policy etc.
- xxi. Industrial Safety, Security and Police
- xxii. Waste management
- xxiii. Status of transport of export products & required improvements
- xxiv. Storage for export products
- xxv. Requirements of new ICDs & up-gradation of existing

**(Above list is indicative & not exhaustive.)**

#### **4. Methodology**

Agency is requested to propose an illustrative approach describing the following: research methodology, key resource material, timeline of activities, and a schedule of deliverables. The assignment will be mainly based on secondary literature review and qualitative analysis. The study will entail both quantitative and qualitative analysis methodology. Agency has to prepare a strategy for consulting with relevant stakeholders. We require a participatory methodology, whereby the work engages all key stakeholders, including Departments, Key Entrepreneurs, Corporates and DES staff who should be provided with an opportunity to provide input and comment to the analysis team. It is expected that the consultants will conduct interviews with selected policy holders like Chief Secretary and various ACS, PS HODs in the state. It is expected that the consulting agency hold at least 10 focus groups with key functionaries/stakeholders, at different them/ level. It is expected from agency also to conduct various them based (at least 10 No. of) Case studies on different aspect of industrial economic scenario of the state.

##### *Main tasks under this assignment*

1. Exhaustive Review of literature of existing data and information
2. Development of ANALYSIS tools
3. Recruit and train enumerators for the field work.
4. Collect primary data using various participatory data collection methodologies and covering a wide range of stakeholders.
5. Prepare and submit final report incorporating baseline analysis, recommendations on the best approach towards achieving vision 2018. The report will be made presentable, understandable and also in English and Hindi for the benefit of general public .The internet version and CD version of the report will be more presentable and will be easy to disseminate it among the end users. Further outline and details about proposed report are given separately on Annexure B.

## 5. TEAM COMPOSITION AND WORK EXPECTED TO BE PERFORMED

The agency will engage highly experienced qualitative research experts from with relevant backgrounds including;

| Sr.No. | Expert Team  | Criteria   |
|--------|--|--|
| 1      | Team Leader  | <b>Educational Qualification:</b> -MBA or equivalent with 10 yrs. post qualification experience in the similar area.<br><b>Experience:-</b> Should have lead at least 1 assignment of industrial Economic Analysis in India. |
| 2      | M & E Expert   | <b>Educational Qualification:-</b> Industrial Economist/ Company Secretary/ Chattered Accountant<br><b>Experience:-</b> Should have participated in at least 1 similar assignment  |
| 3      | Social Development Expert                              | <b>Educational Qualification:</b> - Post Graduate in relevant social sciences.<br><b>Experience:-</b> Should have at least 05 Yrs. experience in social sector ANALYSIS and research   |
| 4      | Statistical Expert                                     | <b>Educational Qualification:-</b> Post Graduate degree in Statistics.<br><b>Experience:-</b> Should have at least 5 years relevant experience in statistical analysis.  |
| 5      | Specialist IT & e-governance and process reengineering | <b>Educational Qualification:-</b> MCA or equivalent<br><b>Experience:</b> -At least 5 yrs. experience on e-governance projects in IT domain.  |

### B.

|                                   |   |
|-----------------------------------|---|
| Consultant-1<br>(Lead consultant) | <ul style="list-style-type: none"> <li>• Consultant-1 has to be a production / construction/ structured Engineer.</li> <li>• Lead Consultant will be overall responsible to prepare the draft INDUSTRIAL ECONOMIC ANALYSIS, which illustrate present status areas of improvement/exploration future outlook of the sector, suggesting short/medium/long term goals for each component. State targets and its allocation for each district (Local Self Government), division, region, depending upon need and potential.</li> <li>• He/she will be the one point communication person with DES</li> <li>• After approval of the draft report the Consultant-1 will also prepare</li> </ul> |
|-----------------------------------|---|



|  |   |
|--|---|
|  | <p>and handover the Hindi translation of the report.</p> <ul style="list-style-type: none"> <li>• Consultant 2 will provide all required data support to him/her.</li> </ul>  |
| Consultant-2   | <ul style="list-style-type: none"> <li>• Consultant-2 has to be an Industrial Economist / Company Secretary / Chattered Accountant with MBA degree and relevant experience.</li> <li>• Will be responsible for data collection and compilation from various sources to prepare the time series on vast number of variables and the economic Analysis for at least 10 years as per the broad guidelines /suggestions given by consultant-1.</li> </ul>   |
| Consultant-3   | <ul style="list-style-type: none"> <li>• Consultant-3 has to be a Post-Graduation degree in Statistics who must have experience in Data Analysis. Must have expertise in using various statistical tools specially SPSS, SAS etc.</li> <li>• He/she will provide all necessary secretarial support to both the consultants.</li> <li>• He/she will tabulate the information prepared by consultants and provide necessary assistance in translation and preparation of report.</li> </ul>   |
| Consultant-4   | <ul style="list-style-type: none"> <li>• Librarian M. Lib, Science &amp; Information Analyste. He/she will provide all necessary documentation support.</li> </ul>  |
| <b>Agency/<br/>Organization</b>  | <ul style="list-style-type: none"> <li>• Agency will be overall responsible for preparing draft Industrial Economic ANALYSIS (Planning, organizing, directing and controlling of the team) including Placement of team within DES campus, supervising the team performance.</li> <li>• Final version of Bilingual of Industrial Economic ANALYSIS 2016-17 (Hindi and English 10 copies of each)</li> <li>• Internet version of the report to upload both the Hindi/English reports to the website of the Directorate. The internet version will be made easy to access and will have chapter wise / topic wise forward and backward quick links to navigate into it.</li> <li>• All pictures, graphs and backgrounds of the report will be converted to minimize their size without compromising the quality, readability and look.</li> <li>• Inner and Outer design of the cover will require the approval from DES.</li> </ul> |
| <b>Note:-</b>  |   |
| <ul style="list-style-type: none"> <li>• <i>Each consultant has to specify his qualification/experience and short note why he/she is suitable for this work.</i></li> <li>• <i>All Core team &amp; support consultants shall be deployed full time on site during the project period, Department of Economics and Statistics (DES) will provide space to sit and all other required arrangements have to be done by the agency.</i></li> </ul> |   |

## **6. THE CONSULTING AGENCY SHOULD MEET THE FOLLOWING CRITERIA**

- 1) Annual Financial Turnover of Rs. 5.00 Cr. Or above during last 3 financial years from ANALYSIS business.
- 2) The agency should have executed at least 02 projects with govt. institutions worth more than 50 lakh in last 5 years.
- 3) Minimum 3 years' experience and proven track record of evaluating of large similar programs particularly in the Industrial sector (essential)
- 4) Experience of preparing analytical assignments of large government/ donor funded similar programmes.
- 5) Experience of working in India (Essential)
- 6) Work experience in Madhya Pradesh (Desirable)

(Remark: Supporting documents for meeting the criteria should be attached with tech. proposal i.e. completion certificate or work orders or agreements or brief reports)

## **7. EXPECTED DELIVERABLES**

- 1) Preparation of the Industrial Economic Analysis 2016-17 Report incorporating the baseline report (in English version in soft and Hard Copy, No.10) A final report containing the main findings of the Analysis and recommendations. The final report must incorporate the following:
  - I. Well referenced literature reviewed
  - II. Well analyzed, presented data.
  - III. Present status, gaps and recommendations for future interventions, including suitable implementation methodology, appropriate structures for the state industrial growth, and possible sustainability strategy.
  - IV. Incorporate the findings in the monitoring framework with clear performance indicators.
  - V. The data collection tools used, raw data and analyzed data
- 2) Hindi translation of the report in Hardcopy (No.10)
- 3) Preparation of Internet version of the bilingual reports in 'ready to upload' form.

The agency would also give the undertaking that the information collected in respect of the above schemes and Program will not be disclosed/ presented to anywhere without obtaining prior permission of the DES, Madhya Pradesh. The report, material etc. generated/collected during the assignment shall be the property of DES, Madhya Pradesh and DES will have proprietary rights.

## 8. TIME LINE

1. The agency has to complete the given assignment in six months from the date of signing of the contract.
2. The agency has to submit its inception report within 30 days from the date of signing of contract.
3. The agency has to submit Progress report –1st (zero draft of complete report including baseline report) within 60 days from the date of inception report.
4. The agency has to submit draft of final report within 15 days from the submission of Progress report 1st .
5. The agency has to submit final report within 6 months from the date of signing of the contract incorporating all inputs given by DES and stakeholders departments.

## 9. EVENT DESCRIPTION

DES, Madhya Pradesh would endeavour to adhere to the following schedule:

| S. No. | Event Description Scheduled Date                          | Scheduled Date   |
|--------|---|--|
| 1      | Publication of NIT  | 30/09/2016   |
| 2      | Last date for receiving queries/clarifications            | 06/10/2016   |
| 3      | Pre Bid Meeting   | Date:- 24/10/2011<br>Time:- 3.00 pm<br>Venue: -DES (M.P.) Bhopal |
| 4      | Proposal Due Date (PDD) (i.e. last date of receiving RFP) | 15/11/2016<br>3.00 pm  |
| 5      | Opening of Technical Proposals                            | -  |
| 8      | Issue of Letter of Intent (LoI)                           | -  |
| 9      | Signing of Agreement                                      | -  |
| 10     | Validity of Proposals                                     | Not less than 90 from the date of opening of RFP                 |

# **INSTRUCTION TO BIDDERS**

## **1. Introduction**

Directorate of Economics and Statistics will select a consultant/agency to provide the services outlined in the Terms of Reference and in accordance with the method of selection specified in this RFP. Bidders are therefore invited to submit a Technical Proposal and a Financial Proposal. These proposals will be the basis for contract with the selected consultant.

## **2. Proposal Format and Content**

2.1 Bidders are required to submit **Technical Proposals** in **spiral bind** document as per the format attached in **Annex A**.

2.2 Bidders are required to submit softcopy of Technical Proposals and other bidding related documents in CD. (*Please note that financial proposals are not expected in soft copy*)

2.3 Bidders are required to submit **Financial Proposals** in the format attached in **Annex B**. It shall list all costs associated with the assignment, including:

### **Choose as Appropriate**

- An all-inclusive rate per person/day (including honorarium and living expenses) for each proposed team member to be assigned to the project in the field and a rate for his/her work at the office, if any;
- An all-inclusive amount for any travel related expenses (indicating the number of Trips required by each team member);
- Other costs, if any, indicating nature and breakdown;
- A proposed schedule of payments, all of which must be expressed in Indian Rupees.

2.4 All activities and items described in the Technical Proposal must be priced separately. **Activities and items described in the Technical Proposal but not Priced, shall be assumed to be included in the price of other activities.**

2.5 Submission of the wrong format for either the Technical, Financial proposal or the Performance Security may result in the proposal being deemed non responsive.

## **3. Marking and Returning Proposals**

3.1. **SEALED PROPOSALS** must be and despatched to arrive at the DES office indicated **NO LATER THAN** the **CLOSING TIME AND DATE**. Proposals received in any manner other than as outlined in clauses 3.3 to 3.5, will be **INVALIDATED**.

3.2. Proposals shall be submitted in duplicate, in English, and shall be sealed in Outer and 3 inner envelope and *all envelopes shall be sealed and must indicate the title of the study*, RFP Reference No., bidder's name and Address. The **outer envelope** shall be addressed as follows:

**Attention: The Commissioner, Directorate of Economics and Statistics,**

3.3 The first inner envelope shall be marked Technical Proposal for “*Selection of agency for preparation of first “INDUSTRIAL ECONOMIC ANALYSIS -2016-2017” for Madhya Pradesh*” with soft copy and addressed in the same manner as the outer envelope, and shall be in the prescribed format. (**Make sure that the Soft copy should not consist of the Financial Proposal**)

3.4 The **2nd inner envelope** shall be marked Financial Proposal for “*Selection of agency for preparation of first “INDUSTRIAL ECONOMIC ANALYSIS -2016-2017” for Madhya Pradesh*” and addressed in the same manner as the outer envelope, and shall be in the prescribed format.

3.5 Information, which the bidder considers to be proprietary, should be clearly marked as such. All-information provided by the bidder will be treated as confidential and used for Directorate of Economics and Statistics internal purposes only.

#### **4. Time for Receiving Proposals**

4.1 Sealed Proposals received prior to the stated closing time and date will be kept Unopened. The Commissioner, or a designated officer of Directorate of Economics and Statistics will open proposals within designated time and proposal received thereafter will not be considered.

4.2 Directorate of Economics and Statistics will accept no responsibility for the premature opening of a Proposal, Which is not properly addressed or identified.

4.3 Modification by fax of sealed Proposals already submitted shall not be considered.

#### **5. Public Opening of Proposals**

5.1 Bidders, or their authorized representative, may attend the public opening of the RFP at the time, date and location specified. Any changes regarding time or date of opening will be notify through website of DES.

#### **6. Request for Information**

6.1 Any request for information regarding the specifications should be mailed to The Commissioner at ***des@mp.nic.in, itddes@mp.gov.in***.

#### **7. Corrections**

7.1 Erasures or other corrections in the Proposal must be explained and the Signature of the Bidder shown alongside.

#### **8. Modifications and Withdrawal**

8.1 All changes to a proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier proposal, or state the changes from the original proposal.

8.2 Proposals may be withdrawn on written or faxed request received from bidders prior to the opening time and date. Negligence on the part of the bidder confers no right for the withdrawal of the proposal after it has been opened.

## 9. Validity of Proposals

10. Proposals should be valid for a period of not less than 90 days after RFP opening, unless otherwise specified in the Specific Terms and Conditions. Directorate of Economics and Statistics may also request the validity period to be extended.

## 11 Quality Assurances

11.1 If the Bidder is already quality certified, or in the process of being quality certified (for example, ISO 9001/9002/BS certified), this should be clearly indicated in the proposal and a copy of the certificate attached to the proposal.

## 12. Rights of Directorate of Economics and Statistics

12.1 ECONOMICS AND STATISTICS DIRECTORATE reserves the right to INVALIDATE any Proposal for reasons mentioned above, and, unless otherwise specified by Directorate of Economics and Statistics or by the Bidder, to accept any item in the Proposal.

12.2 Directorate of Economics and Statistics reserves the right to INVALIDATE any Proposal received from a Bidder who, in the opinion of Directorate of Economics and Statistics, is not in a position to perform the contract.

## 13. Evaluation of Proposals

13.1 From the time the proposals are opened to the time the contract is awarded, bidders shall not contact Directorate of Economics and Statistics on any matter and any attempt to influence Directorate of Economics and Statistics in its evaluation of the proposals and award recommendation, may result in rejection of the proposal.

13.2 Following closure of the RFP, a Directorate of Economics and Statistics evaluation team to assess their merits will evaluate proposals. The evaluation will be restricted to the contents of the proposals, bidder profile, relevant experience, client list, financial status and price proposal.

13.3 A 2-stage procedure will be utilized in evaluating proposals, with evaluation of the **Technical Proposal** being completed prior to any evaluation of the **Financial Proposal**. Evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is completed.

13.4 Tenders for this contract will be assessed in accordance with good commercial practice and will involve both a technical and commercial evaluation. **Technical Proposals** will be evaluated on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and the point system specified in the following table:

| CATEGORY  | MAX POINTS  | MIN. POINTS |
|---|-------------|-------------|
| <b>A. 1. OVERALL RESPONSE</b>   |             |             |
| <ul style="list-style-type: none"> <li>• Understanding of and responsiveness to, Directorate of Economics and Statistics requirements;</li> <li>• Understanding of Scope, Objectives and Completeness of response;</li> </ul> | <b>(10)</b> | <b>(6)</b>  |

|  |      |      |
|--|------|------|
| <ul style="list-style-type: none"> <li>Overall concord between Directorate of Economics and Statistics requirements and the proposal</li> </ul>  |      |      |
| <b>2. METHODOLOGY</b> <ul style="list-style-type: none"> <li>Quality of the proposed approach and methodology for the ANALYSIS/Evaluation</li> <li>Quality of proposed implementation plan (milestone wise), i.e. How the bidder will undertake each task, and time-schedules</li> </ul>   | (15) | (9)  |
| <b>3. PROPOSED TEAM</b> <ol style="list-style-type: none"> <li>I. Team Leader</li> <li>II. M&amp;E Expert</li> <li>III. Social development expert</li> <li>IV. Statistical Expert</li> <li>V. Specialist IT &amp; e-governance and process reengineering</li> </ol>  | (20) | (13) |
| <b>4. ORGANIZATIONAL CAPACITY</b> <ul style="list-style-type: none"> <li>Professional expertise, knowledge and experience with similar projects, contracts, clients and consulting assignments: <ul style="list-style-type: none"> <li>Financial status of the organization</li> <li>Quality Certified as per clause 12.1</li> </ul> </li> </ul> | (20) | (12) |
| <b>1. Presentation on Technical Proposal (Special focus to overall response and Proposed methodology) by agency</b>  | 10   | (5)  |
| <b>TOTAL MARKS FOR TECHNICAL COMPONENT</b>   | 75   | (45) |
| <b>B. FINANCIAL PROPOSAL - PRICE</b> <ul style="list-style-type: none"> <li>25 marks are allocated to the lowest priced proposal. The financial scores of the other proposals will be in inverse proportion to the lowest Price.</li> </ul>  | 25   | N/A  |
| <b>TOTAL MARKS</b>   | 100  |      |

13.5 **Technical Proposals** receiving the minimum points or higher, will be Considered technically responsive and the **Financial Proposal** will be opened of only these bidder(s). Proposals which are considered non-technically competent and non-responsive will not be given further consideration.

13.6 Tenders (Technical and Financial) will be made available to the partner government or organization that will benefit from the services when they are part of the evaluation panel.

13.7 After the technical evaluation is completed, Directorate of Economics and Statistics shall inform those bidders who secured the minimum qualifying technical mark, the date, time and location for opening the Financial Proposals. **Financial Proposals shall be opened publicly in the presence of bidders' representatives who choose to attend.**

13.8 The Financial Proposals shall be evaluated using Quality and Cost Based Selection, whereby the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 25 points. The financial scores of the other proposals will be in inverse proportion to the lowest price. Proposals will be ranked according to their combined technical and financial scores using the weights given to technical and financial. The bidder achieving the highest combined technical and financial scores will be awarded for the assignment.

13.9 The evaluation formula is outlined as follows:

$S_f = 100 \times F_m/F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.

#### **14. Error in Proposal**

14.1 Bidders are expected to examine all instructions pertaining to the RFP. Failure to do so will be at Bidders own risk. In case of errors in the extension price, unit price shall govern.

#### **15. RFP Terms and Conditions**

15.1 This RFP and any responses thereto, shall be the property of Directorate of Economics and Statistics. In submitting a proposal, the bidder acknowledges that Directorate of Economics and Statistics reserves the right to:

- Visit and inspect the bidder's premises;
- Contact any/all referees provided;
- Request additional supporting or supplementary information;
- Arrange interviews with the proposed project team/consultants;
- Reject any/all of the proposals submitted;
- Accept any proposals in whole or in part;
- Award contracts to more than 1 bidder, as Directorate of Economics and Statistics considers being in its best interests.

15.2 Bidders shall bear all costs associated with the preparation and submission of proposals, and Directorate of Economics and Statistics shall not be responsible for these costs, irrespective of the outcome of the bidding process.



# **GENERAL TERMS AND CONDITIONS**

## **1. Award of Work:**

After selection, a Letter of Intent (the “LoI”) shall be issued, in duplicate, by Directorate of Economics and Statistics to the Selected Bidder and the Selected Bidder shall, within 3 (three) days of the receipt of the LoI, sign and return the duplicate copy of the LoI in acknowledgement thereof. In the event the duplicate copy of the LoI duly signed by the Selected Bidder is not received by the stipulated date, Directorate of Economics and Statistics may, unless it consents to extension of time for submission thereof, forfeit the Bid Security of such Applicant, and the next eligible Bidder may be considered.

## **2. Performance Security:**

Upon receipt of Letter of Intent (LoI) from Directorate of Economics and Statistics, the successful Bidder shall furnish the Performance Security of an amount equal to 10% of the estimated cost of Services/Financial Proposal by way of Bank Guarantee for the due performance of the Contract in the format of Performance Security Form given at Annex-C. The Selected Bidder shall furnish the Performance Security within the time specified in LoI but prior to execution of Agreement. The validity period of Bank Guarantee of Performance Security shall be 180 days or entire project life (whichever is maximum) from the date of LoI and the Selected Bidder shall have to provide the extended Bank Guarantee, before the expiry of 180 days, if required, which shall be valid for the period of three months beyond the date of completion of assignment.

## **3. Acknowledgment copy**

Signing and returning the acknowledgment copy of a contract issued by Directorate of Economics and Statistics or beginning work under that contract shall constitute acceptance of a binding agreement between Directorate of Economics and Statistics and the Consulting agency.

## **4. Delivery Date**

Delivery Date to be understood as the time the contract work is completed at the location indicated under Delivery Terms.

## **5. Payment Terms**

- Directorate of Economics and Statistics shall, unless otherwise specified in the contract, make payment within 30 days of receipt of the Consulting agency's invoice, which is issued only upon Directorate of Economics and Statistics acceptance of the work specified in the contract.
- Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.
- The prices shown in the contract cannot be increased except by express written agreement by Directorate of Economics and Statistics.

## **6. Limitation of Expenditure**

No increase in the total liability to Directorate of Economics and Statistics or in the price of the work resulting from design changes, modifications, or interpretations of the statement of

work will be authorized or paid to the Consulting agency unless such changes have been approved by the contracting authority through an amendment to this contract prior to incorporation in the work.

## **7. Tax Exemption**

The consulting agency authorizes Directorate of Economics and Statistics to deduct from the consulting agency invoice any amount representing such taxes or duties charged by the Vendor to Directorate of Economics and Statistics. Payment of such corrected invoice amount shall constitute full payment by Directorate of Economics and Statistics.

## **8. Legal Status**

The Consulting agency shall be considered as having the legal status of an independent Consulting agency vis-a-vis Directorate of Economics and Statistics. The Consulting agency's personnel and Associate consultants shall not be considered in any respect as being the employees or agents of Directorate of Economics and Statistics.

## **9. Consulting agency's Responsibility for Employees**

The Consulting agency shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

## **10. Indemnification**

The Consulting agency shall indemnify, hold and save harmless and defend, at its own expense, Directorate of Economics and Statistics, its officials, agents, servants and employees, from and against all suits, claims, demands and liability of any nature or kind, including their costs and expenses, arising out of the acts or omissions of the Consulting agency or its employees or Associate consultants in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, product liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Consulting agency, its employees, officers, agents, servants or Associate consultants. The obligations under this Article do not lapse upon termination of this Contract.

## **11. Insurance and Liabilities to Third Parties**

- The Consulting agency shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- The Consulting agency shall provide and thereafter maintain all appropriate workmen's compensation and liability insurance, or its equivalent, with respect to its employees to cover claims for death, bodily injury or damage to property arising from the execution of this Contract. The Consulting agency represents that the liability insurance includes Associate consultants.
- The Consulting agency shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of work under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or

leased by the Consulting agency or its agents, servants, employees or associate consultants performing work or services in connection with this Contract.

- The Consulting agency shall, upon request, provide Directorate of Economics and Statistics with satisfactory evidence of the insurance required under this Article.

## **12. Source of Instructions**

The Consulting agency shall neither seek nor accept instructions from any authority external to Directorate of Economics and Statistics in connection with the performance of its services under this Contract. The Consulting agency shall refrain from any action which may adversely affect Directorate of Economics and Statistics and shall full fill its commitments with the fullest regard to the interests of Directorate of Economics and Statistics.

## **13. Title to Equipment**

Title to any equipment and supplies which may be furnished by Directorate of Economics and Statistics shall rest with Directorate of Economics and Statistics and any such equipment shall be returned to Directorate of Economics and Statistics conclusion of this Contract or when no longer needed by the Consulting agency. Such equipment when returned to Directorate of Economics and Statistics, shall be in the same condition as when delivered to the Consulting agency, subject to normal wear and tear.

## **14. Copyright, Patents and Other Proprietary Rights**

Directorate of Economics and Statistics 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 Directorate of Economics and Statistics's request, the Consulting agency shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to the Directorate of Economics and Statistics in compliance with the requirements of the applicable law.

## **15. Confidential Nature of Documents**

- All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Consulting agency under this Contract shall be the property of Directorate of Economics and Statistics, shall be treated as confidential and shall be delivered only to the Directorate of Economics and Statistics authorized officials on completion of work under this Contract.
- The Consulting agency may not communicate any time to any other person, Government or authority external to Directorate of Economics and Statistics, any information known to it by reason of its association with Directorate of Economics and Statistics which has not been made public except with the authorization of the Directorate of Economics and Statistics; nor shall the Consulting agency at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract with Directorate of Economics and Statistics.

## **16. Force Majeure; Other Changes in Conditions**

- In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Consulting agency shall give notice and full particulars in writing to Directorate of Economics and Statistics of such occurrence. The Consulting agency shall also notify Directorate of Economics and Statistics of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice required under this Article, Directorate of Economics and Statistics shall take such action as, in its sole discretion; it considers being appropriate or necessary in the circumstances, including the granting to the Consulting agency of a reasonable extension of time in which to perform its obligations under the Contract.
- If the Consulting agency is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract Directorate of Economics and Statistics shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 17, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection or other acts of a similar nature or force.

## **17. Termination**

If the Consulting agency fails to deliver any or all of the deliverables within the time period(s) specified in the contract, or fails to perform any of the terms, conditions, or obligations of the contract, or should the Consulting agency be adjudged bankrupt, or be liquidated or become insolvent, or should the Consulting agency make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Consulting agency, Directorate of Economics and Statistics may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate the Contract, forthwith, in whole or in part, upon thirty (30) days' notice to the Consulting agency.

Directorate of Economics and Statistics reserves the right to terminate without cause this Contract at any time upon thirty (30) days prior written notice to the Consulting agency, in which case Directorate of Economics and Statistics shall reimburse the Consulting agency for all reasonable costs incurred by the Consulting agency prior to receipt of the notice of termination.

In the event of any termination no payment shall be due from Directorate of Economics and Statistics to the Consulting agency except for work and services satisfactorily performed in conformity with the express terms of this contract.

Upon the giving of such notice, the Consulting agency shall have no claim for any further payment, but shall remain liable to Directorate of Economics and Statistics for reasonable loss or damage, which may be suffered by Directorate of Economics and Statistics for reason of the default. The Consulting agency shall not be liable for any loss or damage if the failure to perform the contract arises out of force majeure.

Upon termination of the contract, Directorate of Economics and Statistics may require the Consulting agency to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim Directorate of Economics and Statistics may have arising out of this contract or termination, Directorate of Economics and Statistics will pay the value of all such finished work delivered and accepted by Directorate of Economics and Statistics. The initiation of arbitral proceedings in accordance with Article 24 "Settlement of Disputes" below shall not be deemed a termination of this Contract.

### **18. Sub-Contracting**

In the event the Consulting agency requires the services of associate consultants, the Consulting agency shall obtain the prior written approval and clearance of Directorate of Economics and Statistics for all Associate consultants. The approval of Directorate of Economics and Statistics of an Associate consultant shall not relieve the Consulting agency of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and in conformity with the provisions of this Contract.

### **19. Assignments and Insolvency**

The Consulting agency shall not, except after obtaining the written consent of Directorate of Economics and Statistics, assign, transfer, pledge or make other dispositions of the Contract, or any part thereof, of the Consulting agency's rights or obligations under the Contract. Should the Consulting agency become insolvent or should contract of the Consulting agency change by virtue of insolvency, Directorate of Economics and Statistics may, without prejudice to any other rights or remedies, terminate the Contract by giving the Consulting agency written notice of termination.

### **20. Use of ECONOMICS AND STATISTICS DIRECTORATE Name**

The Consulting agency shall not use the name of Directorate of Economics and Statistics or abbreviation of this name for any purpose.

### **21. Officials not to Benefit**

The Consulting agency warrants that no official of Directorate of Economics and Statistics has received or will be offered by the Consulting agency any direct or indirect benefit arising from this Contract or the award thereof. The Consulting agency agrees that breach of this provision is a breach of an essential term of the Contract.

### **22. Prohibition on Advertising**

The Consulting agency shall not advertise or otherwise make public that the Vendor is furnishing goods or services to Directorate of Economics and Statistics without specific permission-of Directorate of Economics and Statistics.

### **23. Settlement of Disputes**

#### **Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Government of Madhya Pradesh

Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

### **Arbitration**

Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party or the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the Government of Madhya Pradesh Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. In addition, the arbitral tribunal shall have no authority to award interest in excess of six percent (6%) and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

### **24. Privileges and Immunities**

The privileges and immunities of the UN, including its subsidiary organs, are not waived.

### **25. Authority to Modify**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Consulting agency shall be valid and enforceable against Directorate of Economics and Statistics unless provided by an amendment to this Contract signed by the authorized official Directorate of Economics and Statistics.

### **26. Replacement of Personnel**

Directorate of Economics and Statistics reserves the right to request the Consulting agency to replace the assigned personnel if they are not performing to a level that Directorate of Economics and Statistics considers satisfactory. After written notification, the Consulting agency will provide curriculum vitae of appropriate candidates within three (3) working days for Directorate of Economics and Statistics review and approval. The Consulting agency must replace the unsatisfactory personnel within seven (7) working days of Directorate of Economics and Statistics selection.

If one or more key personnel become unavailable, for any reason, for work under the contract, the Consulting agency shall (i) notify the project authority at least fourteen (14) days in advance, and (ii) obtain the project authority's approval prior to making any substitution of key personnel. Key personnel are designated as follows:

- Personnel identified in the proposal as key individuals to be assigned for participation in the performance of the contract.
- Personnel whose resumes were submitted with the proposal; and
- Individuals who are designated as key personnel by agreement of the Consulting agency.

In notifying the project authority, the Consulting agency shall provide an explanation of circumstances necessitating the proposed replacement(s) 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 project authority shall not relieve the Consulting agency from responsibility for failure to meet the requirements of the contract.

All the other terms and conditions are hereby accepted. The agency will conform to the requirements as listed out by Directorate of Economics and Statistics.

## **ANNEX A: TECHNICAL PROPOSAL FORMAT**

**TECHNICAL DOCUMENT 1:** Technical Proposal Submission Form

**TECHNICAL DOCUMENT 2:** Bidder's Organization and Experience  
A Bidder's Organization  
B Bidder's Experience

**TECHNICAL DOCUMENT 3:** Description on below: -

A. Understanding of scope, objectives and completeness of response

B. Description of Approach:

- a. Key guiding principles for the study.
- b. Framework for the study.
- c. Information need matrix
- d. Capacity building of study team members
- e. Any other.

C. Methodology:

- a. Detail research design including sample design and estimation procedure.
- b. Field process protocol control.
- c. Specify suggestive tool for data collection

| Type of respondents | Issue will be studied | Methods /tools to be used |
|---------------------|-----------------------|---------------------------|
|                     |                       |                           |
|                     |                       |                           |

- d. Structure of analysis and report
- e. Team meetings
- f. Any other (PL. mention)

D. Work plan for performing the assignment:

- A. Gantt chart-work plan and schedule of Key Personnel (milestone wise)

**TECHNICAL DOCUMENT 4:** Team composition and Task Assignments

**TECHNICAL DOCUMENT 5:** Audited Balance Sheets and Profit & Loss Statements for the last three years (*in instances when the Consultants have chosen to associate with others, this information has to be provided for the lead agency only.*)

**TECHNICAL DOCUMENT 6:** A note on potential Conflict of Interest issues and how these are proposed to be avoided

**TECHNICAL DOCUMENT 7:** Letters of Association from associate Consultants/ individuals (if applicable)



**TECHNICAL DOCUMENT 1 - TECHNICAL PROPOSAL SUBMISSION FORM**

*[Location, Date]*

To:

The Commissioner,  
Directorate of Economics and Statistics (DES)  
Bhopal

Subject:

Reference:

We offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal No. *[Insert Number]* dated *[Insert Date]* and our Proposal. We submit our Proposal, which includes this Technical proposal, and Financial Proposal sealed under a separate envelope.

We confirm that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than *[Insert Date]*.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**NOTE-** *Please submit softcopy of Technical Proposals and other bidding related documents in C.D.*

## **TECHNICAL DOCUMENT 2 - BIDDERS ORGANISATION AND EXPERIENCE**

### **A- Organization**

[Provide here a brief description of the background and organization of your firm/entity and each associate for this assignment]

## B - Bidder's Experience

[Using the format below, provide information on **each assignment for which your firm, and each associate for the assignment**, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting **services similar to the ones requested under this assignment.**]

|  |   |
|--|---|
| Assignment name  | Approx. value of the contract (in Rs.):   |
| Country: Location within country   | Duration of assignment (months):  |
| Name of Client   | Total No of staff-months of the assignment  |
| Address:   | Approx. value of the services provided by your firm under the contract (in Rs.):  |
| Start date (month/year): Completion date (month/year):                       | No. of professional staff-months provided by associated Consultants:  |
| Name of associated Consultants, if any:                                      | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): |
| Narrative description of Project:  |   |
| Description of actual services provided by your staff within the assignment: |   |
| Relevance of the assignment:   |   |

## TECHNICAL DOCUMENT 3 - 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 chapter you should explain your 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. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You are suggested to present your proposal divided into the following four sections:

- A. Understanding of scope, objectives and completeness of response**
- B. Description of Approach**
- C. Methodology**
- D. Work Plan**

### **A. Understanding of scope, objectives and completeness of response**

#### **Description of Approach.**

- a. Key guiding principles for the study.
- b. Framework for the study.
- c. Information need matrix
- d. Capacity building of study team members
- e. Any other.

**C. Methodology.** You should explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

- a. Detail research design including sample design and estimation procedure.
- b. Field process protocol control.
- c. Specify suggestive tool for data collection

| Type of respondents | Issue will be studied | Methods /tools to be used |
|---------------------|-----------------------|---------------------------|
|                     |                       |                           |
|                     |                       |                           |

- d. Structure of analysis and report
- e. Team meetings
- f. Any other (Pl. mention)

**D. Work Plan.** In this chapter you should propose the main activities of the assignment, their content and lay out of the reports. You should include Gantt chart-work plan and schedule of Key Personnel (milestone wise).

**TECHNICAL DOCUMENT 4 - TEAM COMPOSITION AND TASK ASSIGNMENTS**

In Technical Document 4, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

| <b>Professional Staff Accountable to the Study</b> |                      |             |                          |                      |
|--|----------------------|-------------|--------------------------|----------------------|
| <b>Position Assigned</b>                           | <b>Name of Staff</b> | <b>Firm</b> | <b>Area of Expertise</b> | <b>Task Assigned</b> |
|  |                      |             |                          |                      |
|  |                      |             |                          |                      |

Pl. attached dully signed CVs of Key Team Members with self-declaration who are expected to provide the services mentioned above (not more *than two A4-sized pages per CV; minimum font size 12*)

**TECHNICAL DOCUMENT 5:** Audited Balance Sheets and Profit & Loss Statements for the last three years (in instances when the Consultants have chosen to associate with others, this information has to be provided for the lead agency only.)

**TECHNICAL DOCUMENT 6:** A note on potential Conflict of Interest issues and how these are proposed to be avoided

**TECHNICAL DOCUMENT 7:** Letters of Association from associate Consultants/ individuals (if applicable)

**The agencies are expected to furnish the following details in their proposals also:**

1. Respondent groups to be covered
2. Key research questions to be answered by each respondent category
3. Appropriate methods of contacting and interviewing the respondents
4. Key analyses to be attempted
5. Appropriate graphical illustration of some of the suggested analyses
6. Anticipated limitations of the ANALYSIS methodology proposed
7. Comments on the scope of work set out for the agency
8. Project Implementation Plan including the following details:
  - a. Manpower plan (team size, team composition, reporting structure, hours/ days of involvement per team member and proposed function of each team member)
  - b. Time plan (illustrated through a Gantt chart) and daily workload estimates
  - c. Division of project responsibilities among team members under each key function (research/ advisory, operations/ supervision, and administrative support)
  - d. Quality control system put in place for the project

Technical and financial proposals received without the above details shall be considered incomplete and summarily rejected. Please do not submit any publicity material (e.g. organization brochures or capability documents).

## **ANNEX B: FINANCIAL PROPOSAL FORMAT**

**FINANCIAL DOCUMENT-1**      Financial Proposal Submission Form

**FINANCIAL DOCUMENT-2**      Summary and Breakdown of Professional Fees &  
Expenses

**FINANCIAL DOCUMENT-1 FINANCIAL PROPOSAL SUBMISSION FORM**

*[Location, Date]*

To:

*The Commissioner,  
Directorate of Economics and Statistics,  
Ground floor, Vindhyachal Bhawan,  
Bhopal - 462004*

Subject:

Reference:

We offer to provide services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures] this amount is exclusive of the local taxes.

Our Financial Proposal shall be binding upon us, up to expiration of the validity period of the proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely

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

Name and Title of Signatory:

\_\_\_\_\_

Name of Consulting Agency:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_



**FINANCIAL DOCUMENT 2 – SUMMARY AND BREAKDOWN OF PROFESSIONAL**

**A. FEES & EXPENSES**

**B. Out of Pocket Expenses**

|   | <b>Cost (in Rs.)</b> |
|---|----------------------|
| Travel Costs                                      |                      |
|   |                      |
|   |                      |
| <b>Sub-Total</b>                                  |                      |
| Accommodation and subsistence cost                |                      |
| <b>Sub-Total</b>                                  |                      |
| Communication cost                                |                      |
| Documentation and reporting cost                  |                      |
| Training cost if any                              |                      |
| Any other Cost (Specify)                          |                      |
|   |                      |
| <b>Sub- Total</b>                                 |                      |
| <b>Total Projected Out of Pocket Expenses Rs.</b> |                      |

**C. Total Proposed Cost (A+B): Rs.** \_\_\_\_\_

**(In Words)** \_\_\_\_\_

## **ANNEX – C: FORM OF PERFORMANCE SECURITY**

(PERFORMANCE BANK GUARANTEE)

To

*The Commissioner,  
Directorate of Economics and Statistics,  
Ground floor, Vindhyachal Bhawan,  
Bhopal - 462004*

WHEREAS \_\_\_\_\_ [Name and address of the Consultant] (hereinafter called “the Consultant”) has undertaken, in pursuance of Letter of Intent (LoI) No. \_\_\_\_\_ dated \_\_\_\_\_ to provide the services on terms and conditions set forth in this Contract \_\_\_\_\_ [Name of contract and brief description of works) (hereinafter called the “the Contract”). AND WHEREAS it has been stipulated by you in the said Contract that the Consultant shall furnish you with a Bank Guarantee by a Scheduled Bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract; AND WHEREAS we have agreed to give the Consultant such a Bank Guarantee; NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Consultant up to a total of \_\_\_\_\_ [amount of Guarantee]1 \_\_\_\_\_ [in words \_\_\_\_\_], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you such amount in favour of The *Commissioner, DES*, through our branch operable at Bhopal at \_\_\_\_\_ (provide the address of the branch at Bhopal) and if invoked, be encashable at \_\_\_\_\_, branch of \_\_\_\_\_ bank at Bhopal, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [amount of Guarantee ] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under or of any of the Contract documents which may be made between you and the Consultant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Consultant or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) and the guarantee shall remain valid till \_\_\_\_\_. Unless a claim or a demand or a request for extension in writing is made upon us on or before \_\_\_\_\_ all our liability under this guarantee shall cease. This guarantee shall be valid until 180 days from the date LoI and the Selected Bidder shall have to provide the extended Bank Guarantee, before the expiry of 180 days, if required, which shall be valid for the period of three months beyond the date of completion of assignment.

*I Shall be equal to the amount stipulated in the Letter of Intent*

Signature and Seal of the Guarantor \_\_\_\_\_

Name and Designation \_\_\_\_\_

Name of the Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

In presence of

1. \_\_\_\_\_

(Name, Signature, Occupation, Contact No. and Address)

2. \_\_\_\_\_

(Name, Signature, Occupation, Contact No. and Address)

**DRAFT SYNOPSIS OF MADHYA PRDESH INDUSTRIALECONOMIC ANALYSIS  
2015-16**

| <b>Chapters</b>                    | <b>Contents</b>   |
|------------------------------------|---|
| 1. Introduction                    | 1.1 Scope, coverage and objectives of the Report<br>1.2 Broad guidelines, methodology and short medium and long term goals of the Report<br>1.3 Vision, Mission, Contents and categorization of the Report and strategies for examining programmatic interventions for sustained development of Industrial in M.P.  |
| 2. Industrial Economy of the state | 2.1 Nature Resources<br>2.2 Industrial in the State and National Economy<br>2.2.1 Industrial sector contribution in GDP<br>2.2.2 Share of Industrial in employment<br>2.2.3 Dependence of urban / rural households on Industry<br>2.3 Structural composition of Industrial sector<br>2.3.1 Share of small scale , medium & large industry<br>2.3.2 Structural composition of industry<br>2.3.3 Compositional changes within small scale industry<br>2.3.4 Compositional changes in medium industry<br>2.3.5 Compositional changes in large scale industry<br>2.4 Growth rates and sources of growth<br>2.4.1 Industrial sector<br>2.4.2 Growth of industrial productivity<br>2.4.3 Growth sources and total factor productivity<br>2.5 globalization of industry<br>2.5.1 Production and marketed surplus<br>2.5.2 Trade performance of Industrial of M.P.<br>2.6 Food and nutritional security for worker<br>2.7 Agro<br>2.8 processing industry (Products) demand, Potential and markets of each products |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>2.8.1 Demand projections</li> <li>2.8.2 Production potential</li> <li>2.9 land holding process</li> <li>2.10 Power &amp; Water supply</li> <li>2.11 Raw materials</li> <li>2.12 Supply chain management</li> <li>2.13 Plant &amp; machinery etc.</li> <li>2.14 Wage &amp; worker</li> <li>2.15 Transportation (Surface, Air &amp; water ) &amp; Communication</li> <li>2.16 Marketing</li> <li>2.17 ANALYSIS of SEZ (Special Economic Zone)</li> <li>2.18 Foreign Trade</li> <li>2.19 Human Resource (HR)</li> <li>2.20 Banking &amp; Credit Insurance</li> <li>2.21 Investment through venture cooperatives</li> <li>2.22 Skill development &amp; Capacity building</li> <li>2.23 Single window and Licensing policy etc.</li> </ul> |
| 3. SWOT Analysis   | <ul style="list-style-type: none"> <li>3.1 Strengths</li> <li>3.2 Weakness</li> <li>3.3 Opportunities</li> <li>3.4 Threats &amp; Challenges</li> </ul> <p style="text-align: right;">} Industry Growth in MP</p>   |
| 4. Vision, Mission, Strategies and Programmatic Interventions for Sustained Industrial Development of M.P. in light of vision-2018 | <ul style="list-style-type: none"> <li>4.1 Vision</li> <li>4.2 Mission</li> <li>4.3 Strategies</li> <li>4.4 Programmatic interventions for sustained Industrial development of M.P.</li> </ul>   |
| 5. Resources for and Returns from Sustained Industrial Development of the State  | <ul style="list-style-type: none"> <li>5.1 Resources</li> <li>5.2 Returns</li> </ul>   |
| 6. Summary and conclusions   | <ul style="list-style-type: none"> <li>6.1 Summary</li> <li>6.2 Conclusion</li> </ul>  |
| 7. Annexure-A<br>Detail tables   |  |

