



**Request for Proposal (RFP)**  
**for**  
**Selection of a Knowledge & Training Partner for**  
**Karmayogi Prashikshan Mission**

**April 2025**

**Sardar Patel Institute of Public Administration (SPIPA)**

Opp ISRO, Satellite Road,  
Satellite,  
Ahmedabad-380 015

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## Disclaimer

1. The Request for Proposal (RFP) is issued by **Sardar Patel Institute of Public Administration (SPIPA)** or the “**Authority**”
2. The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment. It does not, and does not purport to, contain all the information that a Bidder may require. Neither **Authority** nor any of their officers; employees nor any of its advisors / consultants undertakes to provide any prospective bidder with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent. Each prospective bidder must conduct its own analysis of the information contained in this RFP or to correct any inaccuracies therein that may this RFP and is advised to carry out its own investigation into the proposed Project, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed Project.
3. This RFP is neither an agreement nor an offer by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making / submitting their Bids (technical and financial bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.
4. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
5. The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this bid stage.

6. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
7. The Authority may in its absolute discretion prior to the Bid Due Date, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP at any time during the Bidding Process.
8. The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Preferred Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. Mere submission of a responsive Bid does not ensure appointment of the bidder as Preferred / Selected Bidder.
9. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

## Interpretation

In the interpretation of this RFP, unless the context otherwise requires:

1. The singular of any defined term includes the plural and vice versa, and any word or expression defined in the singular has the corresponding meaning used in the plural and vice versa.
2. Reference to any gender includes the other genders;
3. Unless otherwise stated, a reference to a Clause, Sub-Clause, Paragraph, Sub-paragraph, Annex, Exhibit, Attachment, Schedule, or Recital is a reference to a Clause, Sub-Clause, Paragraph, Subparagraph, Annex, Exhibit, Attachment, Schedule or Recital of this RFP;
4. A reference to any agreement is a reference to that agreement and all annexes, attachments, exhibits, schedules, appendices, and the like incorporated therein, as the same may be amended, modified, supplemented, waived, varied, added to, substituted, replaced, renewed, or extended, from time to time, in accordance with the terms thereof;
5. The terms “include” and “including” shall be deemed to be followed by the words “without limitation”, whether or not so followed;
6. Any reference to a person shall include such person’s successors and permitted assigns;
7. A reference to a “writing” or “written” includes printing, typing, lithography and other means of reproducing words in a visible form;
8. Any date or period set forth in this RFP shall be such date or period as may be extended pursuant to the terms of this RFP;
9. A reference to “month” shall mean a calendar month, a reference to “week” shall mean a calendar week and a reference to “day” shall mean a calendar day, unless otherwise specified.
10. The terms “hereof”, “herein”, “hereto”, “hereunder” or similar expressions used in this RFP mean and refer to this RFP and not to any particular Article, Clause or Section of this RFP. The terms “Article”, “Clause”, “Paragraph” and “Schedule” mean and refer to the Article, Clause, Paragraph and Schedule of this RFP so specified;
11. In the case of any conflict, discrepancy or repugnancy between the provisions of the RFP documents, provisions of the Agreement shall prevail over and supersede the provisions of other documents;
12. The descriptive headings of Articles and Sections are inserted solely for convenience of reference and are not intended as complete or accurate descriptions of content thereof and shall not be used to interpret the provisions of the Agreement; and
13. All capitalized words and expressions used in the RFP but not defined therein shall have the same meaning as ascribed to them in the Agreement.

# 1. Information to Bidders

## 1.1 Background

- 1.1.1 Sardar Patel Institute of Public Administration (SPIPA) was established by the Government of Gujarat in 1962 as the apex Training Institution of the state. The Institute was renamed as Sardar Patel Institute of Public Administration in 1974. It became an autonomous body (registered under the Societies Registration Act, 1860) in October 2004, so as to gain that essential flexibility in fulfilling its role and meeting the expectations of the State Government.
- 1.1.2 SPIPA is established to impart training to all the departments and offices of the State Government; and for this purpose, it assesses the training and skill up-gradation needs for various categories of officers. It acts as a think tank for the government in matters of administrative reforms, good governance, rural development and panchayati raj institutions, amongst other sectors, and ploughs back solutions to the same. The institute also conducts various symposia and conferences, on its own or on behalf of the Central and State Governments.
- 1.1.3 As a part of these initiatives, SPIPA now intends to impart training to resources under Class 3 and Class 4, on the subject of **“Effective Communication and Behavioural Training”**. A total of **about 1,85,000 resources** are to be trained over a period of 3 years in a phased manner.
- 1.1.4 SPIPA now intends to engage the services of an Agency, to design and assist in the delivery of training program by creating Master Trainers from the government officers who, in turn, will create trainers at District / Taluka level, who will then train the resources under Class 3 & 4. The Agency being selected through this tender shall offer services as a **Knowledge Partner cum Training Agency**.
- 1.1.5 The detailed scope of work, along with details of various resources to be provided is included in **Clause 2**.

## 1.2 General Conditions

- 1.2.1 Bidders who wish to participate in online tender will have to procure / should have legally valid Digital Certificate as per Information Technology Act - 2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n)code solution-a division of GNFC Ltd., who are licensed Certifying Authority by Government of India.
- 1.2.2 In case Bidders need any clarifications or if training required to participate in online tenders, they can contact (n)Procure Support team: -
  - (n)Code Solutions - A Division of GNFC Ltd.,
  - (n)Procure Cell
  - 304, GNFC Infotower, S. G. Road,
  - Bodakdev, Ahmedabad – 380 054 (Gujarat)
  - Contact Details:**
  - TOLL FREE NUMBER: 7359 021 663
  - E-mail: nprocure@ncode.in

- 1.2.3 **The Bidder may be a Single Entity or a Consortium of two parties (including the Lead Member).** Bidders shall furnish all relevant information, as per the formats provided in the **Request for Proposal** (the “RFP”).
- 1.2.4 Bids submitted by a consortium of up to maximum two members (including the Lead Member) shall comply with the following requirements:
- Consortium Agreement, as per Format placed in **Form 7**, duly signed by all the members of the Consortium shall be submitted along with the Bid. The members of the consortium shall nominate one of the members of the consortium thereof as the Lead Member (subject to fulfilling the conditions stipulated in the RFP).
  - The Consortium Agreement shall clearly state the roles & responsibilities, proposed to be shared, among the members of consortium during the Project implementation.
  - The Lead Member shall be authorized by all members of the consortium to act for and on behalf of the Consortium including interacting with Authority, receive instructions etc.
  - The Lead Member and other Consortium member shall be jointly and severally liable for the implementation of the Project in accordance with the terms of the Draft Consultancy Agreement and a statement to this effect shall be included in the Consultancy Agreement.
  - All the information as per the requirements of the RFP shall be provided to the Lead Member of the Consortium by the Authority.
  - The Bid shall be legally binding on all the members of the Consortium.
- 1.2.5 Bidders shall furnish all relevant information, as per the formats provided in the **Request for Proposal** (the “RFP”).
- 1.2.6 Bids, as submitted by the Bidders, shall have a Bid Validity of **180 Days** (or “**Calendar Days**”) from the last date of Technical Bid Submission. The Authority will make its best effort to complete negotiations within this period. Should the need arise, however, the Authority may request Bidders to extend the validity period of their Bids.

### 1.3 Clarifications and Amendment of RFP Documents

- 1.3.1 Bidders may request clarification on any of the points contained in RFP documents up to the number of days as indicated below. Any request for clarification must be sent in writing by paper, mail and electronic mail to the Authority's address as indicated. The Authority will upload response to all such requests received by it on the website <https://tender.nprocure.com/>.
- 1.3.2 Queries, if any, proposed to be raised at the pre-bid conference by the Bidders should be submitted in writing (over email or a letter) least two (2) working days before the date of the Pre-Bid Conference to the Official as below:

**Address:** **Director General**  
 Sardar Patel Institute of Public Administration (SPIPA)  
 Opp ISRO, Satellite Road,  
 Satellite, Ahmedabad-380 015

**Email:** **osp-spipa@gujarat.gov.in**

- 1.3.3 A maximum of two representatives of each Bidder shall be allowed to participate on production of Authorization letter from the Bidder.

- 1.3.4 At any time before the submission of Bids, the Authority may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the RFP documents by amendment. Any such amendment shall be issued in writing through Corrigenda. Corrigenda shall be uploaded on the website as mentioned above and shall be binding on all Bidders. The Authority may at its discretion extend the deadline for the submission of Bids.

## 1.4 Bidding Schedule

S. No	Event	Key Date and Time
1	Issue of RFP (Bid) Document	<b>11/04/2025</b>
2	Pre-Bid Meeting	<b>21/04/2025</b> at 1200 noon <b>Venue:</b> Board Room, Sardar Patel Institute of Public Administration (SPIPA), Opp. ISRO, Satellite, Ahmedabad - 380015. <b>Link for online meeting:</b> <a href="https://meet.google.com/qdw-aijc-sej">https://meet.google.com/qdw-aijc-sej</a>
3	Last Date for Online Submission of Technical and Financial Bid	<b>09/05/2025</b> up to 1500 Hrs
4	Last Date for Submission of Physical Copy of Technical Bid	<b>12/05/2025</b> up to 1500 Hrs
5	Opening of Technical Bid	<b>12/05/2025</b> at 1530 Hrs
6	Presentation by the Bidders	Will be intimated to the Qualified Bidders
7	Opening of Financial Bids	Will be intimated to the Qualified Bidders

## 1.5 Preparation of Bids

- 1.5.1 The Bidders are required to submit the Bid in two parts in two separate envelopes / parts and put together in one single outer envelope. The two parts shall be captioned as follows on the respective envelopes:

- (a) Part 1: Bid Processing Fee & EMD and
- (b) Part 2: Technical Bid

**The Financial Bid needs to be submitted online on <https://tender.nprocure.com/> only**

- 1.5.2 The Bid shall be written in English only. If the supporting documents and printed literature furnished with the Bid are in a language other than English, official translated documents shall be provided and should be duly authenticated and certified by the respective Bidder. Supporting documents and printed literature submitted with the Bid, which are not translated into English, may not be considered, for the purpose of interpretation and evaluation of the Bid.



The Part-1 submission (Cover-1) shall contain the following information as described in ensuing sections.

**PART 1: Bid Processing Fee and EMD** as per details provided in RFP.

- 1.5.3 Bids submitted without Bid Processing Fee and / or EMD shall be summarily rejected and will not be evaluated.

**TECHNICAL BID**

- 1.5.4 In preparing the Technical Bid, Bidders are expected to examine the submission documents / format / enclosures etc., comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of the Bid.

- 1.5.5 The Technical Bid must provide the following information, using but not limited to the formats as indicated below:

- **Form 1: Technical Bid Submission Form**
- **Form 2: Format for Power of Attorney for Authorised Representative**
- **Form 3: Financial Summary of the Bidder**
- **Form 4: Format for Letter of Undertaking**
- **Form 5 (a) & (b): Format for Showcasing Experience**
- **Form 6: Format for Bank Guarantee (if applicable)**
- **Form 7: Format for Consortium Agreement (if applicable)**

- 1.5.6 The Technical Bid must not include any financial information.

**PART 3: FINANCIAL BID – to be strictly submitted online only**

- 1.5.7 In preparing the Financial Bid, Bidders are expected to take into account the requirements and conditions of the RFP documents. It should include all costs associated with the Project, including (a) remuneration to the staff (onsite and offsite) and (b) rentals / fixed rates / reimbursable such as subsistence (per diem, housing), transportation (for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, training, software license, surveys, training program, etc. as components of this Project. The Financial Bid should clearly identify and include all the taxes, duties, fees, levies and other charges imposed under the applicable law, on the Bidders, and their personnel, and include as part of their offer, and show **only GST separately**.

- 1.5.8 Bidders have to express the price of their services in the format as indicated in the sample format placed at **Annexure 1: Financial Bid Submission Form (to be submitted online only on <https://tender.nprocure.com/>)**.

- 1.5.9 **Conditional Tenders / bids shall not be accepted.**

**1.6 Submission, Receipt and Opening of Bids**

- 1.6.1 The original bid shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the Bidder. Any such corrections must be initialled by the person who signs the Bids.

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- 1.6.2 Each of the bids, along with their relevant enclosures should be bound, paginated, with an index of submission on the first page.
- 1.6.3 An authorized representative of the Bidder shall initial all pages of Technical Bid. The representative's authorization shall be in the form of a written Power of Attorney accompanying the Bid, or in any other form demonstrating that the representative has been duly authorized to sign.
- 1.6.4 The Bid Processing Fee and the EMD must be in one Envelope (**Cover-1**) and Technical Bid must be in another Envelope (**Cover-2**). The envelope must be clearly marked on top as **"Technical Bid"**. **A soft copy of Technical Bid, in PDF format on pen drive, should also be placed in the cover containing the Technical Bid.**
- 1.6.5 The two separate envelopes containing the Bid Processing Fee and EMD and Technical Bid, should be placed in one cover and addressed to **Authority** (as per the given detailed address) and labelled the Project name clearly. The Bid shall be sent at the following address:
- To,  
**Director General,**  
Sardar Patel Institute of Public Administration (SPIPA)  
Opp. ISRO, Satellite Road,  
Satellite, Ahmedabad-380 015
- 1.6.6 The completed Bids must be delivered / submitted on or before the submission time and date as stated in Bidding Schedule. The Authority shall not be responsible for misplacement, losing or pre-matured opening, if the outer envelope is not sealed and / or not marked as stipulated.

After the deadline for submission of Bids, the Technical Bid envelope shall be opened in the presence of the Bidders / their Authorized Representatives who choose to attend on the date and time indicated in the Bidding Schedule

**Important Note:**

- a. **Bidders are required to be upload Technical as well as Financial bid on n-procure website as per terms of this RFP.**
- b. **The complete set of the Technical Bid (including Forms, Letters, various documentary proofs etc), as being uploaded by the Bidder shall also be submitted in the Hard copy, along with a copy of the same in a pen drive along with the Bid Submission.**
- c. **Financial Bids are to be uploaded on the website only as mentioned in the RFP.**
  - **The Financial Bid shall not be submitted with the Technical Bid. Submission of Financial Bid along with Technical Bid will lead to the disqualification of the Bidder.**

## **1.7 Bid Evaluation**

- 1.7.1 The responsive Bids shall be evaluated on a Quality cum Cost Based (QCBS) Basis in the ratio of 50:50 (50% weightage to Technical Proposal and 50% weightage to the Financial Proposal).

1.7.2 Authority or any of its agencies reserves the right to seek additional information and/or clarification from the Bidders, if found necessary, during the course of evaluation of the Bids. Non-submission, incomplete submission or delayed submission of such additional information and / or clarifications sought by Authority or any of its advisors / consultants, may be a ground for rejecting the bid.

1.7.3 The following procedure shall be adopted in evaluating the bids:

### Stage 1: Test of Responsiveness

1.7.4 Prior to evaluation of the documents contained in the Technical Bid envelope, the Authority shall determine whether each Bid is responsive to the requirements set out in this Tender. A Bid shall be considered responsive only if:

- It is received by the Bid due date including any extensions thereof.
- The Part-1 submission (Cover-1) shall contain the Bid Processing Fee and EMD as defined under:
  - **Bid Processing Fee:** Bidder has to furnish, as part of its submission, non-refundable Bid Processing Fee amounting to **Rs. 5,000/-** (i.e. **Rupees Five Thousand only**). The Bid Processing Fee shall be submitted in the form of a Demand Draft drawn in favour of, **Sardar Patel Institute of Public Administration**, payable at Ahmedabad.
  - **Earnest Money Deposit:** Bidder has to furnish, as part of its submission, Bid Security / Earnest Money Deposit amounting to **Rs. 10,00,000 /-** (i.e. **Rupees Ten Lakhs only**) in the form of either **Bank Guarantee (BG)** or a **DD**. The validity period of the Bid Security, in case of Demand Draft, shall not be less than **60 (Sixty)** days from the Bid Due Date (which shall be extended on mutual agreement) and in case of a Bank Guarantee (BG), shall not be less than **180 (one hundred and eighty) days** from the Bid Due Date, and may be extended as may be mutually agreed between the **Authority** and the Bidder from time to time. If the EMD is being paid in the form of a Bank Guarantee, it shall be in the format as placed in **Form 6** and from the **List of Banks** as per **Annexure 2**.

The EMD of the unsuccessful bidders shall be returned, without any interest, by the Authority preferably within 15 days of the signing of the Agreement with the **Preferred Bidder**. The EMD of the Preferred Bidder shall be returned upon submission of the Performance Guarantee.

**Note:** Bidders must ensure that the purchaser of the DD towards Bid Processing Fee and Earnest Money Deposit should be the Bidder (or any member of the consortium) only. DDs purchased under the hand/in the name of any purchaser other than the Bidder (or any member of the consortium) may render the bid non-responsive.

- It does not contain any condition or qualifications, and it is not non-responsive in terms hereof.

Responsive Bids, fulfilling the criteria as given above, shall be evaluated as per **Stage 2** given below.

**Note: Bidders must take utmost care that the submission made by them shall also adhere to the following:**

- It is signed, sealed, bound together and marked as stipulated in this RFP document.
- It is received as per the formats prescribed in the **Section 3 – Technical Bid Forms** of the RFP Document.
- It contains information in formats same as those specified in this RFP Document.
- It contains the necessary documentary proof as specified in the checklist mentioned in RFP Document.

## Stage 2: PQ Evaluation

### 1.8 Pre-qualification Criteria

- 1.8.1 The Bidder (Sole Bidder / both Members of the consortium) should be a **legal entity** in the form of Private / Public Limited Company registered under the Companies Act of India, 1956 (or later) OR a Partnership Firm (including LLP) OR Educational Institution in the form of a registered Society or Trust. **The Bidder (Sole Bidder / Lead Member of the consortium) should be in existence for at least 10 years as on the Bid Issue Date, in India.**
- 1.8.2 The Bidder (Sole Bidder / Lead Member of the consortium) must have recorded a Minimum **Average Annual Turnover (standalone revenue and net of GST) of Rs. 10.00 Cr. (Rupees Ten crores only)**, in any three consecutive financial years of the last 2020-21 to 2023-24.
- 1.8.3 The Bidder (Sole Bidder / any Member of the consortium) should have the **experience of providing services as a Knowledge Partner, in at least two mandates**, to government clients with a fee not less than Rs. 1.50 Cr (net of taxes), **in the last 7 years** as on the bid due date.
- 1.8.4 The Bidder (Sole Bidder / any Member of the consortium) should have the experience of providing services as a **Training Partner, in at least one mandate, with a fee not less than Rs. 1.00 Cr (net of taxes), in the last 7 years** as on the bid due date.

#### Note:

- i) *In an event, the bidder intends to submit a project, wherein they have provided services, in capacities of both “Knowledge Partner” and “Training Partner”, the project can be submitted in any one prequalification only and not both.*
- ii) *All submitted projects should be backed by valid documentary evidence in the form of work order, agreement, and completion certificate from the client side, clearly establishing the eligibility of project.*
- iii) *Decision of Authority towards adjudging similar projects shall be final and binding on the bidders.*

Bids qualifying as per the PQ Criteria, given above, will be eligible for the next stage of evaluation, i.e. Stage 3: Technical Bid Evaluation.

## Stage 3: Technical Bid Evaluation:

- 1.8.5 The Authority will carry out evaluation of Technical Bids, based on the point / marks system as specified in the Table below. Each pre-qualified bid shall be attributed a Technical Score. **Top 3 bidders or 50% (rounded up to next integer) of the total bidders** whichever is higher, shall be eligible for opening & evaluation of their Financial Bids, provided they score at least 70 marks

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out of 100 marks in the technical evaluation and at least 25 marks out of 50 marks in the Technical Presentation.

1.8.6 The Technical Qualification would carry marks as below:

Sr no	Aspects	Max Marks
1	<b>Average Annual Turnover</b> for the Bidder as per the requirements of pre-qualification criteria 1.8.2: <ul style="list-style-type: none"> <li>▪ <math>\geq 10.00</math> Crores &amp; <math>&lt; 20.00</math> Crores: 15.00 marks</li> <li>▪ <math>\geq 20.00</math> Crores &amp; <math>&lt; 30.00</math> Crores: 17.50 marks</li> <li>▪ <math>\geq 30.00</math> Crores: 20.00 marks</li> </ul>	20
2	<b>5 marks for each eligible project under any of</b> pre-qualification criteria 1.8.3 and 1.8.4. <b>Additional 2.5 marks for each eligible project from</b> pre-qualification criteria 1.8.4 undertaken for a Government client.	30
3	<b>Technical Presentation</b> <ul style="list-style-type: none"> <li>▪ Approach &amp; Methodology with proposed innovation and value addition</li> <li>▪ Experience in similar projects as a Knowledge Partner</li> <li>▪ Experience in similar projects as Training Partner (provide details like number of training / beneficiaries, impact etc.)</li> <li>▪ Team credentials to plan and execute work</li> <li>▪ Awards and Accolades</li> </ul>	50
<b>TOTAL MARKS</b>		<b>100 marks</b>

**Notes:**

- For all the submitted projects, it is mandatory to submit documentary evidence to substantiate the scope of work, duration, successful completion, project type, fee, and any other aspect for which marks are being sought and the same shall be submitted in the form of Work Order, Agreement, Completion Certificate from the Client.
- Decision of Authority towards adjudging similar projects shall be final and binding on the bidders.
- The Bidders must ensure that they submit Form 5 diligently as per the following directives:**
  - Bidder must note that eligible projects as per the criteria mentioned in this RFP (type, cost, duration etc) shall only be listed under Form 5.**
  - All projects as listed under Form 5 must be duly backed by the documentary evidence.**
  - Additional certificates / Workorder/ Agreements etc included in the bid but not listed under Form 5 may not be considered towards evaluation.**
- While Bidders are not required to include the Technical Presentation, with their Technical Bid submission, they must take note that the Authority may invite for technical presentation at a short notice and Bidders should be prepared with the same. No extension in this regard shall be given at a later stage.

5. It is advised that Senior Member/s from the Pre-Qualified Bidder's Organization to remain present for making the Technical Presentation to the Committee. Further the presentation should be concise and should not exceed more than 15 minutes (~30 slides). **Failure of the bidder to be available for the Technical Presentation as per the schedule, may lead to disqualification of the Bidder, forfeiting of the EMD and blacklisting for further tenders.**

#### Stage 4: Financial Bid Evaluation:

- 1.8.7 After the evaluation of technical proposal is completed, the Authority may notify those Bidders whose Technical proposals were considered non-responsive and not qualifying as per the conditions of the RFP, indicating that their Financial Proposals will not be opened.
- 1.8.8 The Authority shall inform the Bidders who have qualified in the Technical Proposal after the evaluation of Technical Proposal before the date of financial bid opening.
- 1.8.9 The Financial Proposals shall be opened from n-procure website in the presence of the Bidders / authorized representatives who choose to attend. The name of the Bidders, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened.
- 1.8.10 The Evaluation Committee will correct any computational errors, if exist in the financial proposals. When correcting computational errors, in case of discrepancy between a total and partial amount and or between word and figures the formers will prevail.
- 1.8.11 It is expected that Bidders shall determine the costs appropriately and shall take necessary care in allocating budgets adequately by major components of the project.
- 1.8.12 The price bid to be considered for evaluation shall exclude GST, but shall include all the other taxes, if any.
- 1.8.13 The Evaluation Committee shall consider the evaluated financial offer and/or total proposal cost and the score on price quote will be calculated in the following manner.

**Sf= 100 x Fm/F in which,**

**Sf** is the '**Financial Score**' of the Financial Proposal being evaluated.

**Fm** is the computed lowest financial proposal (inclusive of all taxes but excluding GST).

**F** is the Computed Price of the bidder under evaluation (inclusive of all taxes but excluding GST).

- 1.8.14 The weights given to the Technical and Financial Proposals are:

**T = 0.5 (50%)**

**P = 0.5 (50%)**

Proposals will be ranked according to their combined Technical Scores (St) and Financial Scores (Sf) using the weights indicated above. Final scores will be calculated as under:

**S = St x T + Sf x P**

**T = the weight given to the Technical Proposal.**

**P = the weight given to the Financial Proposal; and**

**S = Score**

1.8.15 **The bidder getting Highest Score (technical plus financial) would be awarded the bid.**

1.8.16 In the event of two or more bids have the same highest score (the “**Tie Bidders**”), Authority will award the work to the bidder (out of the two or more such bidders) securing higher Technical Score.

Further, in a scenario two or more Tie Bidders have the same Technical as well as Financial score, Authority may ask the said Bidders to furnish their respective revised offers which shall not be higher than cost as per the initial offer made by the Bidders. The bid will be awarded to the one quoting the lowest bid in its such revised offer.

## 1.9 Negotiations

1.9.1 Prior to the expiration of period of validity of Bid, Authority shall notify the Preferred Bidder who has emerged the H1 bidder and invite them to negotiate.

1.9.2 If negotiations fail, Authority will invite the second ranked bidder (H2), to negotiate.

## 1.10 Award of Work

1.10.1 After completion of negotiations with the Preferred Bidder, the Authority shall award the work to the Preferred Bidder by issuing a Letter of Award.

1.10.2 The Preferred Bidder with whom the Agreement (the “**Agreement**”) is signed is expected to commence the Project on the date as indicated by the Authority during the negotiation meeting.

1.10.3 The Preferred Bidder shall be required to submit a Performance Guarantee which shall be equal to **5% of the Negotiated Contract Value, in the form of a Bank Guarantee** as a pre-requisite to signing of the Agreement. The Performance Guarantee shall be submitted within 30 days of the issue of the Letter of Award (the “**LoA**”) and shall be kept valid for **42 months from the date of signing of Agreement**. Failing to adhere to the said conditions might lead to the withdrawal of the Letter of Award, in addition to forfeiture of the EMD and blacklisting from further tenders. Additionally, **5% retention money from each bill** shall be deducted and released back as per the tender conditions.

1.10.4 The Performance Guarantee, as submitted, shall have to be renewed by the Agency before its expiry, if so desired.

## 1.11 Confidentiality

1.11.1 Information relating to evaluation of Bids and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Bids or to other persons not officially concerned with the process without the consent of the appropriate Authority.

1.11.2 The Agency, its Sub-Agencies and the Personnel of either of them shall not, either during the term or within two years after the expiration or termination of this Agreement disclose any proprietary information, including information relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that



is provided by the Authority to the Agency, its Sub- Agencies and the Personnel; any information provided by or relating to the Authority, its technology, technical processes, business affairs or finances or any information relating to the Authority's employees, officers or other professionals or suppliers customers, or contractors of the Authority; and any other information which the Agency is under an obligation to keep confidential in relation to the Project, the Services or this Agreement ("**Confidential Information**"), without the prior written consent of the Authority.

- 1.11.3 Notwithstanding the aforesaid, the Agency, its Sub-Agencies and the Personnel of either of them may disclose Confidential Information to the extent that such Confidential Information:
- i. was in the public domain prior to its delivery to the Agency, its Sub-Agencies and the Personnel of either of them or becomes a part of the public knowledge from a source other than the Agency, its Sub-Agencies and the Personnel of either of them;
  - ii. was obtained from a third party with no known duty to maintain its confidentiality;
  - iii. is required to be disclosed by Applicable Laws or judicial or administrative or arbitral process or by any governmental instrumentalities, provided that for any such disclosure, the Agency, its Sub-Agencies and the Personnel of either of them shall give the Authority, prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment; and
  - iv. is provided to the professional advisers, agents, auditors or representatives of the Agency or its Sub-Agencies or Personnel of either of them, as is reasonable under the circumstances; provided, however, that the Agency or its Sub-Agencies or Personnel of either of them, as the case may be, shall require their professional advisers, agents, auditors or its representatives, to undertake in writing to keep such Confidential Information, confidential and shall use its best efforts to ensure compliance with such undertaking.

## 1.12 Right of Rejection

- 1.12.1 Authority reserves the right to reject any or all Bids, to waive any informality in such Bids, to request new Bids, to revise the RFP prior to, and including, the pre-bid meeting date, to proceed to do the work otherwise, withdraw this RFP, not award the work, or not award a portion of work at any time.
- 1.12.2 The receipt of bids shall not in any way, obligate the Authority to enter into an **Agreement**, or any other agreement of any kind with the Bidder. All submitted copies of the bids shall become the property of Authority.
- 1.12.3 The bid will be rejected for award if it is determined that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the project in question.
- 1.12.4 A Bidder will be declared ineligible, either indefinitely or for a stated period of time, to be awarded a project if Authority at any time determines that the Bidder has engaged in corrupt or fraudulent practices in competing for or in executing, a project; and
- 1.12.5 A Bidder may be declared ineligible and/or blacklisted from further bidding with Authority for a period as deemed fit by Authority, in case any misrepresentation of facts / details is found in the bid as submitted by them at any point of time.



### **1.13 Liquidated Damages and Penalties**

- 1.13.1 **Encashment and appropriation of Performance Security:** The Authority shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Agency in the event of breach of this Agreement or for recovery of liquidated damages specified in this Clause.
- 1.13.2 **Penalty for deficiency in Services:** In addition to the liquidated damages not amounting to penalty, as specified in this Clause, warning may be issued to the Agency for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the Authority, other penal action including debarring for a specified period may also be initiated as per policy of the Authority. If major deficiency of significant nature in the services is observed, an additional levy of compensation up to a maximum of 5% of the monthly payment shall be made on the Agency. In this regard, the decision of Authority will be final binding.

### **1.14 Documents prepared by the Agency to be the property of the Authority**

- 1.14.1 The Agency shall treat all matters in connection with the Agreement as strictly confidential and undertakes not to disclose, in any way, the information, documents, technical data, and know-how given to him by the Authority without the prior written consent of the Authority.
- 1.14.2 The Agency further undertakes to limit the access to confidential information to those of its employees, implementation partners who reasonably require the same for the proper performance of the services provided however that Agency shall ensure that each of them has been informed of the confidential nature of the confidentiality and non-disclosure provided for hereof.

## 2. Terms of Reference

- 2.1.1 The overall aim of this assignment is to provide training to resources under Class 3 & 4 of the State Government. The theme of the training shall be primary on **Effective Communication and Behavioural Training**. The total trainings to be imparted to about 1,85,000 persons. The breakup is as below:
- 2025-26 – about 20,000+ trainees from class 3 & 4 and training of master trainers
  - 2026-27 – about 80,000 trainees from class 3 & 4
  - 2027-28 – about 85,000 trainees from class 3 & 4
- 2.1.2 The Agency shall be required to create master trainers from the nominated officers of the State Government who shall in turn provide training to the resources under Class 3 & 4. The Agency shall provide support in the form of coordination, soft infrastructure, deputation of resource at the training program and at the district level wherein the training is being conducted, documentation etc. during the training of Class 3 & 4.
- 2.1.3 The training for class 3 & 4 shall be for 18 contact hours spread over 3 days at a stretch.
- 2.1.4 The trainings as placed above, shall have to be completed by 31st March 2028. A six-month period from the signing of the Agreement shall be kept towards the preparatory activities. While Class 3 & 4 trainings are to be imparted at the Taluka level, the training for Master Trainers shall be provided at SPIPA headquarters in Ahmedabad.

## 2.2 Agreement Period

- 2.2.1 The Agreement Period shall be **3 years (from the date of signing of the Agreement to 31<sup>st</sup> March 2028)**.
- 2.2.2 The Authority shall conduct a periodic performance review and continuation of engagement shall be subject to the sustained satisfactory performance of the Agency. In an event, additional resources are to be trained under the same scheme, the Authority may extend the Agreement period as per mutually agreed terms.

## 2.3 Scope of Work

### 2.3.1 Preparation of a Roll out Plan

- i. The Agency in consultation with the Authority and other major stakeholders shall prepare a roll out plan for the training.
- ii. The roll out plan would include a detailed training calendar at the taluka level and the Training of Master Trainers. The roll out plan should take into consideration the government calendar, upcoming elections and other such activities which can impede the training.
- iii. The rollout plan should also include mapping of the potential venue, their size and infrastructure availability, contact person etc.
- iv. The Agency should also create a mobilization and demobilization plan for the human resources (detailed in section below) who are required to organize and plan the training.

- v. The roll out plan should be discussed and finalized in consultation with the District Collectors, Resident Additional Commissioners and other such officers who are expected to play a significant role in this process.
- vi. A suitable contingency plan should be built for unforeseen events. Drop outs, if any shall be trained at the district level as per mutually agreeable terms and condition. The Agency should keep a provision of the same.

### 2.3.2 Preparation of Training Material & Pedagogy

- i. The Agency in consultation with the Authority should prepare training material and pedagogy of delivering the same. The Agency is expected to undertake studies and discussions at the ground level, such as to understand the training needs and design the training program accordingly. While the broad theme of the training is fixed, certain modifications are expected to emerge from this study.
- ii. The training should be imparted in a way that it is not only informative but also engaging, encourages opportunities for discussions & dialogues. A mix of lecture sessions, games, group activities, site visit etc. may be planned to engage trainees in the best possible manner.
- iii. The Agency shall prepare a training manual for Master Trainers and other trainers in consultation with the Authority. **The training material should be in Gujarati. The training shall also be delivered in Gujarati.**
- iv. While the theme of this program is primarily on **Effective Communication and Behavioural Training**, the Agency shall also suggest other related topics based on their experience in similar projects and stakeholder consultation with district officials and the target trainees. The breakup of the training session towards the themes shall be finalized in consultation with the Authority. Additionally, minor modifications in the training material / subjects may be made based on the feedback received from the training sessions. The Agency shall be required to modify the training material in accordance with this.
- v. A printed copy of the training material, along with a notebook / diary and pen shall be provided to each trainee. The format and contents of the same shall be gotten pre-approved by the Authority.

### 2.3.3 Training of Master Trainers

- i. The actual training to Class 3 & 4 shall be imparted by government officers. For this purpose, the Agency shall train Master Trainers.
- ii. SPIPA / State Government shall provide support in identification of these Master Trainers and venue for the same. The training of master trainers is expected to be carried out in two batches of 30-35 trainees each.
- iii. Considering the high volume of training under Class 3 & 4 to be conducted, the Master Trainers shall in turn conduct training of trainers at the district level, who shall deliver the actual training program. The Agency is expected to provide support in terms of coordination, handholding, registration and creating a database of Master Trainers and Trainers.

- iv. The Agency shall ensure that the trainings are conducted as per the roll-out plan and it shall be there responsibility to coordinate with the district and taluka officials for the same. Any deviation to the roll out plan shall be undertaken only following the prior approval of the Authority.

#### 2.3.4 Preparation of a Portal

- i. The Agency shall prepare a portal which shall act as a one-point repository for all training related activities under this project.
- ii. The portal should include the roll out plan, list of trainings – completed, ongoing and upcoming, training material, feedback, registration of all the trainees, dedicated log-in for Authority and other designated officials. The portal should have the option of downloadable reports and data representation through easy-to-understand maps and infographics.
- iii. The contents of the portal should be updated every week. The day should be finalized in consultation with the Authority.
- iv. The Portal should be made with an open-source software and the same shall be handed over to the Authority following the completion of this mandate.
- v. Agencies are requested to take note that the functions of the Portal as mentioned above are tentative in nature. The Agency shall be required to suggest the best format and functions, taking into consideration the requirements of the Authority.

#### 2.3.5 Delivery of Training Program

- i. The training program shall be delivered at the Taluka Level. The suggested duration is from 1200 Hrs to 1800 Hrs.
- ii. The batch strength should be around 30 people.
- iii. While the venue shall be provided by the Authority / District level officers, the Agency shall be required to arrange for all other infrastructure and equipment like projector, laptop, projector screen, whiteboard, markers etc.
- iv. The Agency shall support the officer conducting the training program through a support trainer who shall be responsible for taking attendance, registration, photographic documentation, taking feedback, coordination with officials and similar support.
- v. The Agency shall provide snacks and tea during the training program. The same would be finalized in consultation with the Authority. The indicative snacks shall be - 100 ml tea / coffee and 150 gms of poha OR 2 pieces of snacks like vegetable sandwich (2 pieces) OR samosa (2 pieces) OR kachori (2 pieces) and drinking water etc.
- vi. The Agency will be responsible for issuing a Certificate to all successful trainees.

#### 2.3.6 Documentation of the entire training program

- i. The Agency shall submit monthly reports in printed copies and over email, summarizing the achievements / learning in the previous month and plan for the upcoming month.
- ii. The Agency shall also support in making notes, presentations, short films (a total of 4 films - 1 per year and 1 film after the completion of all trainings) on the training program as required by the Authority from time to time.

### 2.3.7 Deputation of resources

- i. The Agency shall set up a Project Management Unit (PMU) at SPIPA headquarters in Ahmedabad from the date of signing of the Agreement and for the entire duration of the assignment. The resources to be deployed shall be as follows:

Position	Minimum Experience	Minimum Qualification
Team Leader	10 Years	Post graduate degree in Business Administration / Project Management
Deputy Team Leader	08 Years	Post graduate degree in Project Management / Planning / Social Sciences
IT Consultant	05 Years	Post graduate degree in Computer Science / Computer Application / IT / equivalent
Monitoring and Evaluation Consultant	05 Years	Post graduate degree in economics / planning / project management / Business Administration
Documentation Consultant	05 Years	Post graduate degree in economics / planning / project management / Business Administration

- ii. The Agency shall depute one resource for each district headquarters, with a minimum experience of 5 years and a minimum qualification of graduate degree in any stream. The resource shall be deputed full-time at the district headquarters for the complete duration, during which the training is underway in that particular district and as per the approved roll-out plan. The said resource should be fluent in Gujarati.
- iii. For each training program being conducted, the Agency shall depute one resource for every training program, in the capacity of a support trainer. The support trainer shall provide all assistance in the form of coordination with district / taluka officials, taking attendance, arranging for infrastructure and snacks, documentation and all such activities requirement for the training sessions.
- iv. The support trainer, should be a graduate in any field and should have a minimum experience of 5 years in similar works. The Support Trainer should be fluent in Gujarati. The Master Trainer and support trainer shall be mobilized and demobilized as per the approved roll-out plan.
- v. The Agency shall provide all associated services as directed by the Authority from time to time.
- vi. **In addition to above PMU and district resources, the Bidder will be required to engage the services of resources / experts / supporting staff with relevant expertise and experience, for the delivery of services as per the scope of this tender. No additional cost shall be paid by the authority in this regard.**

**Note:** It is further clarified that the above stated scope of work has tried to cover the scope of work as anticipated by the Authority. Bidders are advised to examine the RFP in detail to understand the exact scope of work that is required to be undertaken over and above the scope as mentioned in this RFP.

## **2.4 Role of SPIPA**

- 2.4.1 Provide the list of resources towards Master Trainers and under Class 3 & Class 4 across the 252 talukas of Gujarat.
- 2.4.2 Provide venue and infrastructure support for the training of Master Trainers
- 2.4.3 Provided server for hosting the portal
- 2.4.4 Provide inputs, guidance and approve all submittals of the Agency including but not limited to roll-out plan, training material, portal, structure of documentation etc.
- 2.4.5 The Authority shall engage the services of a Third-Party Agency for overall monitoring and assessment of the training program. The observations / suggestions of the Third-Party Agency, which are approved by the Authority, shall be binding on the Agency.

## **2.5 Liability of the Agency**

- 2.5.1 The Agency shall completely indemnify and hold harmless SPIPA and its personnel against any liability, claims, losses or damages sustained by it or them by reason of any breach of Agreement, wrongful act or negligence by the Agency or any of its personnel engaged in the provision of the Services to the SPIPA under this Agreement.
- 2.5.2 The Agency shall not be liable in any way whatsoever and the SPIPA hereby expressly waives any right to, any loss, injury, damage, cost or expense of whatsoever nature directly or indirectly caused by, resulting from or in connection with any Act of Terrorism or any Biological or Chemical Contamination or any Nuclear Risks;
- 2.5.3 The Agency shall not Sub-Contract or Sub-let, transfer or assign the works or any other part thereof. In the event of the Agency contravening this condition, SPIPA shall be entitled to place the contract elsewhere on the Agency's risk and cost and the Agency shall be liable for any loss or damage, which the SPIPA may sustain in consequence or arising out of such replacing of the contract.
- 2.5.4 The Agency shall at all times indemnify and keep the Authority indemnified against all claims / damages etc. for any infringement of any Intellectual Property Rights (IPR) or copyright issues or user data breach, while providing its services under this mandate.

## **2.6 Deliverables & Payment Terms**

- 2.6.1 A period of 06 months is being provided for preparation of the roll out plan, training of Master Trainers, preparation of training material and pedagogy, preparation of the portal etc.
- 2.6.2 Total cost towards Preparation of Roll out Plan and Training Material and Total fee towards development of Portal shall be paid to the Agency equally over first six months.
- 2.6.3 The following activities shall be paid on a monthly basis and as per actual trainings completed / attendance achieved:
  - Deputation of resources to the PMU

- Training of Master Trainers
- Training of Class 3 and 4

## 2.7 Penalty Provisions

### 2.7.1 Penalty provisions for delays

- i. **Delay in the deputation of resource as per the requirements of the tender-** Unless a written exemption in this regard is given by the Authority, the penalty provision amounting to **2x per day fee** being paid for the resource multiplied by the number of days the deputation of the said resource has been delayed, shall be made from the monthly payment being made to the Agency. An unwarranted delay beyond **15 days from the signing of the Agreement**, shall be viewed seriously and lead to additional penal provisions as per the decision of Director General, SPIPA.
- ii. **Liquidated Damages for delay:** In case of delay in submission of any requisite milestone (Training Plan and Calendar, Monitoring and Evaluation Framework, Training Portal, Monthly Progress Report), shall invite liquidated damages not exceeding an amount equal to 0.1% (zero-point one percent) of the Average Annual Fee, per day, subject to a maximum of 2.5% (two-point five percent) of the Average Annual Fee will be imposed and shall be recovered by appropriation from the Performance Security or deduction from the subsequent payments to be made on the Agency .  
However, in case of delay due to reasons beyond the control of the Agency, suitable extension of time shall be granted, without any penalty, provided prior written approval of the same has been taken from the Authority.

**2.7.2 Penalty for deficiency in Services:** In addition to the liquidated damages not amounting to penalty, as specified in this Clause, warning may be issued to the Agency for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the Authority, other penal action including debarring for a specified period may also be initiated as per policy of the Authority.

**2.7.3 Penalty for not meeting beneficiary targets for each training program as per the approved Roll Out Plan:** Not meeting the target number of beneficiaries as per the approved “Roll Out Plan” shall invite penalty provisions. In an event of dropout and / or low enrolment, (however the same being within 5% of the target beneficiaries), no penalty provisions shall apply. However, for a dropout and / or low enrolment beyond 5% of the target beneficiaries, shall invite deductions from the payment to be made to the Agency.

Authority shall undertake quarterly review of the trainings being undertaken, shortfall and targets for the next quarter. In an event, of sub-optimal performance in two consecutive quarters, by the Agency, the Authority may forfeit the performance security and / or terminate the Agreement.

**2.7.4 Penalty for not meeting annual beneficiary targets:** Penalty provisions as below shall be appropriated from the Performance Security.

## Request for Proposal for Selection of a Knowledge &amp; Training Partner for Karmayogi Prashikshan Mission

Beneficiary Target achieved	Penalty
Equal to or more than 95% of the target	No penalty
Equal to or more than 85% and less than 95% of the target	Deduction of up to 15% of the Performance Security
Equal to or more than 75% and less than 85% of the target	Deduction of up to 30% of the Performance Security
Less than 75%	Appropriation of Performance Security and / or Blacklisting and / or Termination



### 3. Technical Bid Forms

#### 3.1 Technical Submission Checklist

Bids must be accompanied with the following documents:

Sr. No.	Enclosures to the Bid	Status (Submitted / Not Submitted)	Page Number
<b>Envelope 1</b>			
1.	Bid Processing Fee & Earnest Money Deposit		
<b>Envelope 2</b>			
2.	Technical Bid Submission Form (As per <b>Form 1</b> )		
3.	Power of Attorney for Authorized Representative (As per <b>Form 2</b> )		
4.	Financial Summary of the Bidder (As per the <b>Form 3</b> )		
5.	Audited Balance Sheet, Profit and Loss Statements and Annual Reports		
6.	Letter of Undertaking (As per <b>Form 4</b> )		
7.	A copy of Registration / Incorporation certificate of Bidder		
8.	A copy of PAN of Firm		
9.	A copy of Tax Registrations of Bidder		
10.	Experience details of the Bidder (As per <b>Form 5</b> )		
11.	Team Profile and CV (As per <b>Form 6 and 7</b> )		
12.	Scanned copy of the documents in a Pen drive		

**Form 1: Technical Bid Submission Form**

(on the letterhead of the Sole Bidder / Lead Member of the Consortium)

Date:

To,  
**Director General,**  
**Sardar Patel Institute of Public Administration (SPIPA)**  
 Opp ISRO, Satellite Road,  
 Satellite, Ahmedabad-380 015

**Subject: Proposal for Selection of a Knowledge & Training Partner for Karmayogi Prashikshan Mission**

Sir,

1. We are submitting this Bid on our own.

**(or)**

We are submitting this Bid as the Lead Member of a Consortium consisting of the following members, for and on behalf of the Consortium.

S. No.	Names of Consortium Members	Address
1.	..... (Lead Member)	
2.	..... (Member)	

We are enclosing Consortium Agreement signed by all the members of the Consortium, nominating and authorizing us to act as '**Lead Member**' for implementing the Project.

2. This Bid and the LOA issued by the Authority in lieu of its acceptance shall form part of the Agreement to be signed between the Preferred Bidder (the "**Agency**") and the Authority. If a Bidder is nominated as Preferred Bidder, we understand that it is on the basis of the technical, financial & organizational capabilities and experience of the Bidder taken together. We understand that the basis for our qualification will be the complete Bid documents submitted along with this letter and that any circumstance affecting our continued eligibility as per RFP or any circumstance which would lead or have lead to our disqualification, shall result in our disqualification under this Bidding process.
3. We undertake, if our Bid is accepted, to complete the Project within in the stipulated time.

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4. We agree to abide by this Bid for a period of 180 (one hundred and eighty) days from the Technical Bid Due Date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. In the event of our Bid being accepted, we agree to enter into a formal Agreement with the **Authority**, incorporating the conditions of the Bid including the addendum, if issued.
6. We agree that if we fail to fulfil any of the conditions mentioned at RFP (or any subsequent modification / addendum / corrigendum), **Authority** has the right to forfeit the Bid Security being furnished by us along with this Bid.
7. Notwithstanding any qualifications of conditions, whether implied or otherwise, contained in our Bid we hereby represent and confirm that our Bid is unqualified and unconditional in all respects.
8. We understand that **Authority** is not bound to accept any or all Bids it may receive.
9. We declare that we have disclosed all material information, facts and circumstances, which would be relevant to and have a bearing on the evaluation of our Bid and selection as Agency.
10. We do also certify that all the statements made and / or any information provided in our Bid are true and correct and complete in all aspects.
11. We declare that in the event that **Authority** discovers anything contrary to our above declarations, it is empowered to forthwith disqualify us and our Bid from further participation in the Bid evaluation process and forfeit our Bid Security.
12. If negotiations are held during the period of validity of the Bid, we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from negotiations.
13. We understand you are not bound to accept any Bid you receive.
14. Our organization details are as follows:

S. No	Particulars	Details
1.	Basic Information of Bidder	
a)	Name of Firm	
b)	Country of incorporation	
c)	Address of the corporate headquarters and its branch office(s), if any, in India	
d)	Offices in Gujarat, if yes, provide details	
e)	Date of incorporation and / or commencement of business	

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S. No	Particulars	Details
f)	Bidder is a <b>Private / Public Limited Company or Partnership Firm (including LLP) or Proprietorship Firm or a Registered Trust or an Educational Institution in the form of a registered Society or Trust</b> Please give details & enclose relevant papers / certificates	
g)	Details of Income Tax Registration (Enclose PAN / GST Details)	
h)	Ownership of the Organization (List of stakeholders / members who own 10% or more stocks & their interest in the company)	1. 2. 3.
i)	List of Current Directors	
j)	Other key management personnel	
2.	Brief description of the Company including details of its main lines of business.	
3.	Details of individual who will serve as the point of contact/ communication within the Company: (a) Name (b) Designation (c) Telephone Number / Mobile (d) Official E-Mail Address (e) Address for Official Communication	

**Note: In case the Bidder is a consortium, the details under point 1 & 2 in the table above, shall have to submitted for both Members.**

Yours Sincerely,

Authorized Signature (in Full and Initials)

Name and Title of Signatory:

Name of Firm: Address:

**Form 2: Format for Power of Attorney for Authorised Representative**

(On Requisite Stamp Paper)

Know all men by these presents, we \_\_\_\_\_ (name and address of the registered office of the **Sole Bidder / Lead Member of the Consortium**) do hereby constitute, appoint and authorize Mr. / Ms. \_\_\_\_\_ R/o \_\_\_\_\_ (name and address of residence) who is presently employed with us and holding the position of \_\_\_\_\_, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the bid of the consortium consisting of \_\_\_\_\_ and \_\_\_\_\_ (please state the name and address of the members of the consortium) / \_\_\_\_\_ (please state the name of the Sole Bidder), for **Request for Proposal (RFP) for Selection of a Knowledge & Training Partner for Karmayogi Prashikshan Mission ("Project")**, including signing and submission of all documents and providing information / responses to the Authority, representing us in all matters in connection with our bid for the said Project, including but not limited to:

- To act as the Company's / Consortium's official representative for submitting the Bid comprising Capability Statement, Technical Bid and Price Bid for the said project and other relevant documents in connection therewith;
- To sign all the necessary documents, papers, testimonials, applications, representations and correspondence necessary and proper for the purpose aforesaid;
- To tender documents, receive and make inquiries, make the necessary corrections and clarifications to the Bid and other documents, as may be necessary;
- To do all such acts, deeds and things in the name and on behalf of the Company / Consortium as necessary for the purpose aforesaid.

We hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and agree that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

(Signature)

(Name, Title and Address)

Accepted ..... (Signature)

(Name, Title and Address of the Attorney / Bid Signatory)

**Note:**

- To be executed by the Sole Bidder or the Lead Member in case of a Consortium.
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution / Power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s).
  - For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued.

**Form 3: Format for Financial Summary of the Bidder**

(On the letterhead of the Chartered Accountant or Statutory Auditor)

**Annual Turnover of the Bidder (Sole Bidder / Lead Member of the Consortium)**

S. No	Financial Year	Standalone Turnover (net of GST)
1.	FY_____	
2.	FY_____	
3.	FY_____	
	<b>[Average Annual Turnover]</b>	[indicate sum of above divided by 3]

**Note:** Bidders are required to provide data for last three years ending 31<sup>st</sup> March 2024. Audited Balance Sheets are also required to be submitted for the same.

**Unique Document Identification Number (UDIN):**

Signature:

Name of the Statutory Auditor

Membership no

Designation

Name of the Audit Firm

FRN

(Seal of the firm)

Date

**Note:**

- Any withdrawal / revoking / change in the UDIN, leading to material implications may render the bid invalid.
- The Bidder shall submit audited annual reports (financial statements: balance sheets, profit and loss account, notes to accounts etc.) in support of the financial data duly certified by statutory auditor/s. In case, company does not have statutory auditor/s, it shall be certified by the chartered accountant that ordinarily audits the annual financials of the company.
- The Document as furnished above shall be verified online through the UDIN and the Balance Sheets. Bidders are advised to ensure that the details as per this form are reproduced online accurately.

## Form 4: Format for Letter of Undertaking

(Same should be furnished by the Bidder / All members of the Consortium on their letter head)

Date:

To,  
**Director General,**  
**Sardar Patel Institute of Public Administration (SPIPA)**  
Opp ISRO, Satellite Road,  
Satellite, Ahmedabad-380 015

**Subject: Proposal for Selection of a Knowledge & Training Partner for Karmayogi Prashikshan Mission**

Sir,

With reference to this tender, I/We confirm the following:

1. **Declaration for Not Blacklisted:** I/We hereby confirm that our firm has not been banned or blacklisted by any government organisation / Financial institution / Court / Public Sector Unit / Central Government / State Government as on the Bid submission Date.  
We also undertake that in case of banning or blacklisting of our firm / agency, by any government organisation / Financial institution / Court / Public sector Unit / Central Government / State Government after bid submission date but on or before the Bid Due Date, our bids will not be entertained for evaluation.
2. **Indemnity Undertaking:**
  - a. I / We on behalf of our firm, hereby agree and undertake that I / We have understood all the rules, regulations, guidelines and procedures and all staff Technical & Non-Technical working on behalf of our firm will abide by all the rules, regulations, guidelines, and procedures.
  - b. I / We also declare that our firm will be responsible for any safety violations / accident etc. in providing services as per the conditions of the Agreement. Authority will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I / we hereby declare that I am / we are sole responsible on behalf of the firm for giving such declaration.
3. **Anti-Collusion Certificate:** I / We hereby certify and confirm that in the preparation and submission of this Bid, we have not acted in concert or in collusion with any other Bidder or any other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive, restrictive or monopolistic trade practice.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with this Bid.

Request for Proposal for Selection of a Knowledge & Training Partner for Karmayogi Prashikshan Mission

4. **Litigation:** I / We hereby certify and confirm that we do not have any litigation that may impact / affect / compromise the delivery of services as required under this RFP and the Agreement.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, YYYY

Name of the Bidder

Signature of the Authorized Signatory

Name of the Authorized Signatory



**Form 5: Format for Showcasing Experience****A. Projects as a Knowledge Partner**

	Name of the project	Name of the Client	Start and End date (MM/YYYY to MM/YYYY)	Project Fee
1.				
2.				
3.				
4.				
5.				

**Note: Add rows as required****B. Projects as a Training Partner**

	Name of the project	Name of the Client	Start and End date (MM/YYYY to MM/YYYY)	Project Fee
	Government Clients			
1.				
2.				
	Private Clients			
3.				
4.				

**Note: Add rows as required**

**Note:** 1) Each project profile has to be duly supported by documentary evidence from the client's side like Work Order, Agreement and Completion Certificate. Bidders are advised to highlight relevant sections of the documentary evidence for quick reference of the Authority. Projects without evidence may be rejected. Only eligible projects (as per terms & conditions as provided in RFP) shall be considered for marking.

**2) Bidders are requested to submit the details strictly as per the format**

3) In an event, the Bidder is unable to establish the tax component in the project fee with adequate documents from the client's side, the Authority shall be at the liberty of deducting 18% from the same

**Form 6: Format for Bank Guarantee**

(On Requisite Stamp Paper)

This Deed of Guarantee is made on this \_\_\_\_\_ day of \_\_\_\_\_, YYYY at \_\_\_\_\_ by \_\_\_\_\_ Bank within the meaning of the Reserve Bank of India Act and constituted under the Banking Companies Acquisition and Transfer of Undertakings Act, 1970/1980 and having its Registered Office at \_\_\_\_\_ and inter alia an operational Branch Office at \_\_\_\_\_, Ahmedabad (hereinafter referred to as “**the Bank**” or “the Guarantor”, which expression shall unless it be repugnant to the subject or context hereof be deemed to include its successors and assigns) in favour of ‘**Sardar Patel Institute of Public Administration**’ (hereinafter referred to as “**SPIPA**” which expression shall unless it be repugnant to the subject or context hereof be deemed to include its successors and assignees).

WHEREAS, SPIPA has undertaken the process of competitive bidding for selection of an Agency for providing services related to “**Request for Proposal for Selection of a Knowledge & Training Partner for Karmayogi Prashikshan Mission**” for which purpose SPIPA issued a Request for Proposal (“**RFP**”) inviting Bids from the Bidders to execute the Scope of Work specified therein (“**Project**”);

WHEREAS, [name of Bidder] (hereinafter called “**the Bidder**”) has submitted his Bid dated [date] for the implementation of the Project (hereinafter called “**the Bid**”).

1. [name of the Bank] at the request of the Bidder, do hereby in terms of the RFP, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the RFP by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to SPIPA an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) (hereinafter referred to as the “**Guarantee**”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said RFP.
2. Any such written demand made by SPIPA stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the RFP shall be final, conclusive and binding on the Bank.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of SPIPA is disputed by the Bidder or not, merely on the first demand from SPIPA stating that the amount claimed is due to SPIPA by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the RFP including failure of the said Bidder to keep its Bid open during the Bid validity period as set forth in the said RFP for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).
4. We, the Bank, further agree that SPIPA shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the RFP including, inter alia, the failure of the Bidder to keep its Bid open during the Bid validity

## Request for Proposal for Selection of a Knowledge &amp; Training Partner for Karmayogi Prashikshan Mission

period set forth in the said Bidding Documents, and the decision of SPIPA that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between SPIPA and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.

5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
6. In order to give full effect to this Guarantee, SPIPA shall be entitled to treat the Bank as the principal debtor. SPIPA shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said RFP or to extend time for submission of the Bids or the Bid validity period or the period for conveying acceptance of Letter of Invitation by the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said RFP by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said RFP or the securities available to SPIPA, and the Bank shall not be released from its liability under these presents by any exercise by SPIPA of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of SPIPA or any indulgence by SPIPA to the said Bidder or by any change in the constitution of SPIPA or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
8. We undertake to make the payment on receipt of your notice of claim on us addressed to **[name of Bank along with branch address]** and delivered at our above branch which shall be deemed to have been duly authorised to receive the said notice of claim.
9. It shall not be necessary for SPIPA to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which SPIPA may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealised.
10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of SPIPA in writing.
11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Guarantee for and on behalf of the Bank.
12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 8 hereof.

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13. This Guarantee will remain in force up to 180 (One hundred and eighty) days from the Due Date (inclusive of due date) for submission of the Bid, inclusive of a claim period of 60 (sixty) days or for such extended period as may be mutually agreed between SPIPA and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.
14. The jurisdiction in relation to this Guarantee shall be the Courts at Ahmedabad, Gujarat and Laws in India shall be applicable.

IN WITNESS WHEREOF the Guarantor has executed this Guarantee on this \_\_\_\_ day of \_\_\_\_\_ and year first herein above written.

SIGNED, SEALED AND DELIVERED

For and on behalf of  
the BANK by:

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

**NOTES:**

- (i) The bank guarantee should contain the name, designation and code number of the officer(s) signing the guarantee.
- (ii) The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.
- (iii) Sardar Patel Institute of Public Administration (SPIPA) should be able to invoke the Bank Guarantee at any of the branch of the Bank located at Ahmedabad.

**Form 7: Format for Consortium Agreement**

(In case the Bidder being a Consortium)

(On Requisite Stamp Paper)

THIS AGREEMENT is executed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ YYYY between \_\_\_\_\_ a Company registered under the Companies Act 1956/2013 / Partnership Firm (including LLP) / Proprietorship Firm / Registered Society / Trust (strike out whichever is not applicable) and having its registered Office at \_\_\_\_\_ (hereinafter referred to as “the Party of the First Part”) and \_\_\_\_\_ also a Company registered under the Companies Act 1956/2013 / Partnership Firm (including LLP) / Proprietorship Firm / Registered Society / Trust (strike out whichever is not applicable) and having its registered office at \_\_\_\_\_ (hereinafter referred to as “the Party of the Second Part”)

**WHEREAS**

- I. The Parties hereto propose to participate as a Consortium for the Bid based on the Request for Proposal (RFP) from **Sardar Patel Institute of Public Administration**, hereinafter referred to as “**Authority**” for the Project of “**Selection of a Knowledge & Training Partner for Karmayogi Prashikshan Mission**” (“**Project**”) by pooling together their resources and expertise.
- II. The Consortium do hereby nominate, constitute, and appoint..... [name of the lead member company] as its true and lawful Attorney to do and execute all or any of the following acts, deeds and things for the Consortium in its name and on its behalf, that is to say:
  - To act as the Lead Member of the Consortium for the purposes of the Project;
  - In such capacity, to act as the Consortium’s official representative for submitting the Technical and Price Bid for the Project and other relevant documents in connection therewith;
  - To sign all papers for Bids, offers, Project documents, necessary documents, papers, applications, representations and correspondence necessary and proper for the purpose aforesaid;
  - To tender documents, receive and make inquiries, make the necessary corrections and clarifications to the Project documents, as may be necessary;
  - To sign and execute contracts, relating to the Project, including variation and modification thereto;
  - To represent the Consortium at meetings, discussions, negotiations and presentations with Authority, Competent Authorities and other Project related entities;
  - To receive notices, instructions and information for and on behalf of the Consortium;
  - To do all such acts, deeds and things in the name and on behalf of the Consortium as necessary for the purpose aforesaid.
- III. The Parties hereto are desirous of recording the broad terms of their understanding as set out herein below:

**NOW IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:-**

1. The Parties do hereby irrevocably constitute a consortium (the Consortium) for the purposes of jointly participating in the Bid Process for the Project..

## Request for Proposal for Selection of a Knowledge &amp; Training Partner for Karmayogi Prashikshan Mission

2. The Parties hereby undertake to participate in the Bid Process only through this Consortium and not individually and or through any other consortium constituted for the Project, either directly or indirectly or through any of their Associates.
3. The Parties agree that they have examined in detail and understood the terms and satisfied themselves regarding the contents of the RFP.
4. The Parties hereby agree that Party of the First Part will be the Lead Member of the Consortium and will have the power of attorney from all Parties and bind all Parties for and in conducting all business for and on behalf of the Consortium during the Bid Process and, if the Consortium is declared as the Selected Bidder, during the execution of the Project.
5. The roles and responsibilities of the Members of the consortium shall be as follow:
  - (a) The Party of the First Part (Lead Member) shall be responsible for:
    - (i)
    - (ii)
  - (b) The Party of the Second Part shall be responsible for:
    - (i)
    - (ii)

(Note: Role & responsibility of all Members of the consortium shall be included in the above paragraph).

6. Each of the Parties shall be liable and responsible jointly and severally for:
  - (a) Compliance of all statutory requirements as may be applicable in respect of the Project.
  - (b) Contribute to the joint venture all of its management and business experience, expertise, competence and acumen for the success of the Project.
7. That the responsibility of all the members of the consortium shall be joint and several during the implementation of the Project.
8. This Agreement will be effective from the date hereof and will continue in full force for the entire duration of the Project in accordance with the Consultancy Agreement, in case the Project is awarded to the Consortium. However, in case the Consortium is not selected for award of the Project, the Agreement will stand terminated in case the Consortium is not selected as the Selected Bidder or upon return of the Bid Security by Authority to the Bidder, as the case may be.
9. That nothing in this Agreement shall be construed to prevent or disable any Party hereto to carry on any business on their own in terms of their respective Memorandum of Association.
10. This Agreement will be governed by the laws of India.
11. The Parties acknowledge and accept that this Agreement will not be amended by the Parties without the prior written consent of Authority.
12. The competent courts at Gujarat shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with this Consortium Agreement.

IN WITNESS WHEREOF the parties have put their respective hands the day and year first hereinabove written.

Signed and delivered for and on behalf )  
 of the within named M/s..... )  
 ..... by its Director / Partner / Proprietor ..... )  
 .....duly authorized in the presence of )  
 ..... )

Request for Proposal for Selection of a Knowledge & Training Partner for Karmayogi Prashikshan Mission

Signed and delivered for and on behalf )  
of the within named M/s..... )  
....by its Director / Partner / Proprietor , ..... )  
\_\_\_\_\_ )  
duly authorized in the presence of )  
..... )

**Notes:**

1. The mode of the execution of the Consortium Agreement should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
2. Wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution / Power of attorney in favour of the Person executing this document for the delegation of power hereunder on behalf of the executant(s).
3. For a Consortium Agreement executed and issued overseas, the document shall be legalised by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney has been executed.

## Annexure 1: Financial Bid Submission Form

To,  
**Director General,**  
**Sardar Patel Institute of Public Administration (SPIPA)**  
 Opp ISRO, Satellite Road,  
 Satellite, Ahmedabad-380 015

**Subject: Proposal for Selection of a Knowledge & Training Partner for Karmayogi Prashikshan Mission**

Sir,

We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal dated **[Date]**, and our (Technical and Financial Proposal).

Component	Quote	Multiplication factor	Total Cost
A	B	C	D
1. Preparation of Roll out Plan and Training Material		1	
2. Training of Master Trainers in two batches		70	
3. Total fee towards development of Portal		1	
4. Assistance during Delivery of Training Sessions for Class 3 & 4 (inclusive of fee towards resource persons, printing of training materials, snacks, travel, lodging boarding, associated infrastructure, documentation etc.)		1,85,000	
5. Establishing the PMU (for overall coordination as well as updating of data and O&M of the Portal)			
a. Team Leader		36	
b. Deputy Team Leader		36	
c. IT Consultant		36	
d. Monitoring and Evaluation Consultant		36	
e. Documentation Consultant		36	
<b>Total</b>			

### Note:

1. The Financial Bid shall be calculated based on the sum total of values under column D.
2. **Payments shall be made on the basis of actual work done and as per the milestones. Payments under point 4 shall be made on the basis of actual number of trainees trained. In an event, there is a drop-out in the trainees registered, the Agency shall be paid as per the turnout on the first / registration day. The Agency may be required to undertake additional training for the dropouts on a designated day and location as per the mutually agreed terms and conditions. In an event there is an increase in the number of trainings to be imparted, the Agency shall be paid on a pro-rata basis**



Request for Proposal for Selection of a Knowledge & Training Partner for Karmayogi Prashikshan Mission

3. Bidder has to fill values in Column B, the other values shall be system generated.
4. Bidder shall be paid as per the payment terms and various terms and conditions of the RFP and Agreement.
5. The above stated cost is inclusive of all taxes but **excluding GST**. Amount of GST, as applicable at the time of billing, shall be borne additionally by the Authority.

Our financial proposal shall be binding upon us subject to the modifications resulting from negotiations, up to expiry of the validity period of the Proposal, i.e., **[Date]**.

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

Yours sincerely,

Authorized Signature: [in Full and initials]

Name and Title of Signatory:

Name & Address of Firm:

**Note:**

1. Financial Bid to be submitted online only on n procure website.
2. The format as given above is for representation purpose only. The format at n procure might vary. Bidders are requested to review the format as provided at n procure and submit financial bid after reading it thoroughly.

## Annexure 2: List of Banks

(in case EOI Security is being submitted in the form of Bank Guarantee)

As per the **GR No. FD/MSM/e-file/4/2023/4020/D.M.O. dated 11<sup>th</sup> March 2024**, issued by the Finance Department, Government of Gujarat, Bank Guarantees from the following banks would be accepted:

- Guarantees issued by following banks will be accepted as SD/EMD on a permanent basis.
  - 1) All Nationalized Banks.
- Guarantees issued by following Banks will be accepted as SD/EMD for period up to **March 31, 2025**. The validity cut-off date in GR is with respect to date of issue of Bank Guarantee irrespective of date of termination of Bank Guarantee

- |                               |   |
|-------------------------------|---|
| 1. AXIS Bank                  | 19. Kotak Mahindra Bank                       |
| 2. AU Small Finance Bank      | 20. South Indian Bank                         |
| 3. Bandhan Bank               | 21. Tamilnadu Mercantile Bank                 |
| 4. City Union Bank            | 22. Utkarsh Small Finance Bank                |
| 5. CSB Bank                   | 23. Ahmedabad Mercantile Co-op. Bank          |
| 6. DBS Bank India Limited     | 24. Nutan Nagrik Sahakari Bank Ltd.           |
| 7. DCB Bank                   | 25. Rajkot Nagarik Sahakari Bank Ltd.         |
| 8. Equitas Small Finance Bank | 26. Saraswat Co-operative Bank Ltd.           |
| 9. FEDERAL Bank               | 27. SVC Co-Operative Bank Ltd.                |
| 10. HDFC Bank                 | 28. The Cosmos Co-op. Bank                    |
| 11. HSBC Bank                 | 29. The Gujarat State Co-operative Bank       |
| 12. ICICI Bank                | 30. The Mehsana Urban Co-Op. Bank Ltd.        |
| 13. IDBI Bank                 | 31. The Surat District Co-Operative Bank Ltd. |
| 14. IDFC First Bank           | 32. The Surat People's Co-Op. Bank Ltd.       |
| 15. IndusInd Bank             | 33. The Kalupur Commercial Co-op. Bank        |
| 16. Jana Small Finance Bank   | 34. Baroda Gujarat Gramin Bank                |
| 17. Karnataka Bank            | 35. Saurashtra Gramin Bank                    |
| 18. Karur Vyasa Bank          |   |

GR can be downloaded from the following link:

[https://financedepartment.gujarat.gov.in/Documents/DMO\\_2799\\_11-Mar-2024\\_662.pdf](https://financedepartment.gujarat.gov.in/Documents/DMO_2799_11-Mar-2024_662.pdf)