



Directorate of Animal Husbandry  
Department of Agriculture, Animal Husbandry & Co-operative  
Government of Jharkhand

Hesag, Hatia, Ranchi-834003  
Email: ahdjharkhand@gmail.com

**Request for Proposal (RFP)**  
**For**  
**Setting up a Programme Management Unit (PMU) for Assistance in Implementation**  
**of central and state sponsored schemes including Mukhyamantri Pashudhan Vikas**  
**Yojna.**

Issued by:  
**Director (Animal Husbandry),**  
**Jharkhand**

**Disclaimer**

1. Though adequate care has been taken while preparing the Bid Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within seven (07) days from the date of publication of the RFP, it shall be considered that the Bid Document is complete in all respects.
2. Director (Animal Husbandry), Government of Jharkhand reserves the right to modify, amend or supplement this Bid Document.
3. While this Bid Document has been prepared in good faith, neither Director (Animal Husbandry), Government of Jharkhand nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Bid Document, **even if any loss or damage is caused by any act or omission on their part.**

## TERMS OF REFERENCE

<b>Following terms used in the document will carry the meaning and interpretations as described below:</b>
<b>“Bid”</b> shall mean the Commercial and the Price Bid submitted by the Bidding Company/Bidder along with all documents /credentials/ attachments, formats, etc., in response to this Bid Document, in accordance with the terms and conditions hereof;
<b>“Bidder”</b> shall mean the Bidding Company/Agency/NGO submitting the Bid. Any reference to the Bidder includes its successors, executors and permitted assigns jointly and severally, as the context may require;
<b>“Chartered Accountant”</b> shall mean a person practicing in India or a firm whereof all the partners practicing in India as a Chartered Accountant(s) within the meaning of the Chartered Accountants Act, 1949;
<b>“Company”</b> shall mean a body corporate incorporated in India under the Companies Act, 1956 or the Companies Act, 2013, as applicable;
<b>“Director (AH)”</b> shall mean Director (Animal Husbandry), Jharkhand;
<b>“Selected Bidder or Successful Bidder”</b> shall mean the eligible Bidder who has been selected based on this Bid Document;
<b>“Bid Deadline”</b> shall mean the last date and time for submission of Bid in response to this Bid as specified in this Bid document including all amendments thereto;
<b>“Authorized Signatory”</b> shall indicate the authorized signatory who can discuss and correspond with the Director (Animal Husbandry), Jharkhand, with regard to the obligations under the contract.
<b>“The Government”</b> means the Government of Jharkhand.
<b>“Day”</b> means calendar day;
<b>“Week”</b> means calendar week;
<b>“Month”</b> means calendar month;
<b>“Agency”</b> shall refer to Company/ Agency/Firm selected through the bidding process
<b>“PMU”</b> shall refer to Programme Management Unit.
<b>“RFP”</b> shall refer to Request For Proposals.
<b>“Consultant”</b> shall refer to the firm/ company, selected through competitive tendering in pursuance of this RFP, for providing the services under the Contract.
<b>“Services”</b> shall refer to the work to be performed by the Consultant pursuant to this RFP and to the Contract to be signed by the parties in pursuance of any specific assignment awarded by the Director (Animal Husbandry), Government of Jharkhand.

## INDEX

Sl. No.	Content	Page No.
(A)	Factsheet	4
(B)	Letter of Invitation	5
(C)	Background information	5
(D)	Instructions to the Bidders	5
(E)	Pre-Qualification Criteria (PQC)	7
(F)	General Terms & Conditions (GTC)	9
1	Manpower Requirement	9
2	Period of Hiring/Outsourcing	9
3	Qualification & Selection of Professionals/Manpower	9
4	Earnest Money Deposit (EMD)	10
5	Non-Transferable Bid	10
6	Award Criteria	11
7	Criteria for Evaluation	11
8	Right to Reject a Bid	12
9	Right to Accept Any Proposal and to Reject Any or All Proposal(s)	12
10	Notification of Award	12
11	Failure to agree with the Terms and Conditions of the RFP	12
12	Fraud and Corrupt Practices	13
13	Leave Policy	13
14	Prices Escalation	14
15	Contract Amendments	14
16	Debarment	14
17	Termination for Insolvency	14
18	Termination for Convenience	14
19	Applicable Law	15
20	Notices	15
21	Successors and Assigns	15
22	Rights & remedies under the contract only for the parties	15
23	Statutory Acts	15
24	Compliance of Govt. Regulations	15
25	Indemnity Damages and Insurance	15
26	Assignment	15
27	Cancellation of Contract	15
28	Successful Bidder's Obligations	16
29	Successful Bidder's Liability	16
30	Default in Contracts obligation	16
31	Intellectual Property Right	16
32	Use of Contract Documents and Information	16
33	Dispute Resolution	17
34	Force Majeure	17
(G)	Scope of Work (SOW)	18
(H)	Payment Terms	19
(I)	Penalty	20
(J)	Annexure (Form 1 to 8)	22-33

**(A) Factsheet**

<b>Sl. No.</b>	<b>Key Information</b>	<b>Details</b>
1	RFP No.	03/23-24
2	Bid Inviting Authority	Director (Animal Husbandry), Jharkhand.
3	Title of RFP	Request for Proposal (RFP) for Setting up a Programme Management Unit (PMU) for Assistance in Implementation of central and state sponsored schemes including Mukhyamantri Pashudhan Vikas Yojna.
4	Document Fee	Rs. 10,000 (Rupees Ten thousand only) through Demand Draft from any scheduled/ nationalized bank in favour of “ <b>Director, Animal Husbandry, Jharkhand</b> ” payable at <b>Ranchi</b>
5	Earnest Money Deposit (EMD)	Earnest Money (Refundable) in the form of Bank Guarantee/ Demand Draft issued by any scheduled/ nationalized/ commercial bank amounting Rs. 2,00,000 (Rupees Two Lakh only) in favour of <b>Director, Animal Husbandry, Jharkhand</b> payable at <b>Ranchi</b> . Cheque/ Fixed Deposit receipts / NSC etc. are not acceptable towards deposit of earnest money.
6	Period of Engagement	3 years that has to be extended every year after evaluation of performance of the agency and resources.
7	Bid Availability	RFP can be downloaded from official website of Directorate of Animal Husbandry (URL: <a href="https://animalhusbandry.jharkhand.gov.in">https://animalhusbandry.jharkhand.gov.in</a> ) or can be obtained from Directorate of Animal Husbandry, Hesag, Hatia, Ranchi-834003.
8	Mode of Submission	Response to the RFP must be submitted in <b>two separate sealed envelopes</b> , each for TECHNICAL and FINANCIAL proposals <b>on or before last date</b> of submission of the bids, complete in all respect, accompanied by Document fee and all required enclosures/ documents.
9	Proposal Validity	Proposals must remain valid up to 90 days from the last date of submission of Tender.
10	Method of Selection	The method of selection to be adopted is Quality & Cost Based Selection (QCBS) with 80:20 (Technical:Financial) weightage.
11	Date of Publication of RFP	<b>Date: 04.10.2023</b>
12	Pre-Bid Meeting	<b>Date: 06.10.2023 (Time: 03.00 pm)</b> Online through Google meet/ Zoom app. (Please request for link through email- <a href="mailto:ahdjharkhand@gmail.com">ahdjharkhand@gmail.com</a> )
13	Last Date of Bid Submission	<b>Date: 16.10.2023 (Time: 05.00 pm)</b>
14	Date of Opening of Technical Bid	<b>Date: 17.10.2023 (Time: 02.00 pm)</b>
15	Date of Opening of Financial Bid	<b>Date: 19.10.2023 (Time: 02.00 pm)</b>
16	Share of PMU	The agency must agree to bear minimum 25% cost of the PMU from own source of fund.

**(B) Letter of Invitation:**

(i) Director (AH) invites responses (“Proposals”) to this Request for Proposals (“RFP”) from Agencies/ Companies/ NGOs (“Bidders”) for Setting up a Programme Management Unit (PMU) for Assistance in Implementation of central and state sponsored schemes and related activities under Directorate of Animal Husbandry, Jharkhand, as described in the “Scope of Work” of this RFP.

(ii) Proposals must be received on or before last date of submission as mentioned in the Fact Sheet, complete in all respect, accompanied by Document fee and all required enclosures/ documents at the Directorate of Animal Husbandry, Hesag, Hatia, Ranchi-834003.

(iii) Proposals that are received late or incomplete WILL NOT be considered in this public procurement competition.

**(C) Background:**

(i) The Directorate of Animal Husbandry is a Directorate under Department of Agriculture, Animal Husbandry & Co-operative under Ministry of Agriculture, Animal Husbandry & Co-operative, Government of Jharkhand, having its headquarter at Hesag, Hatia, Ranchi.

(ii) The Directorate has its sub-ordinate offices (State level, Division level, District level, Sub-Division level and Block level), Hospitals, Dispensaries, Farms, Laboratories, Institutions, etc. throughout the state.

(iii) The Directorate of Animal Husbandry, Govt. of Jharkhand is responsible for overall development of animal husbandry sector in the state.

(iv) The Directorate of Animal Husbandry, Govt. of Jharkhand has the responsibility to successfully implement various schemes launched time to time by central government as well as state government. Some of these schemes are Mukhyamantri Pashudhan Vikas Yojna, National Livestock Mission, Livestock Health & Disease Control Programme, Rastriya Gokul Mission, etc.

(v) In order to more efficiently implement the schemes and to strengthen its existing project implementation system, Director (AH) envisions to constitute a Programme Management Unit (PMU) for Assistance in Implementation of central and state sponsored schemes and related activities under Directorate of Animal Husbandry, Jharkhand”.

**(D) Instruction to Bidders**

The “Instruction to Bidders” shall include but will not be limited to the following:

1. Valid Companies/ Agencies/ Service providers, interested in responding to this tender must submit their bids in the prescribed format along with all necessary documents and information accompanied by prescribed document fee and EMD latest by date and time as mentioned in the Fact Sheet.
2. Before submitting the Proposal, the respondents are requested to carefully examine the Proposal Documents, Terms & Conditions, Specifications and if there appears to be any ambiguity therein, they should immediately refer the matter to Director (AH), Jharkhand for clarifications.
3. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by Director (AH) on the basis of this RFP.
4. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of Director (AH). Any notification of preferred bidder status by the Director (AH) shall not give rise to any enforceable rights by the Bidder. Director (AH)

may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Director (AH).

5. Bidders are advised to study all instructions, forms, requirements, annexures and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
6. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected.
7. Bidders must:
  - (i) Comply with all requirements as set out within this RFP.
  - (ii) Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP
  - (iii) Include all supporting documentations specified in this RFP.
8. **Pre-Bid Meeting:** Director (AH) shall hold an online pre-bid meeting with the prospective bidders on the date and time as mentioned in the “Fact Sheet” through Google meet/ Zoom app. Meeting link will be sent to interested bidders on request through email- [ahdjharkhand@gmail.com](mailto:ahdjharkhand@gmail.com).
9. **Responses to Pre-Bid Queries and Issue of Corrigendum:**
  - (i) Director (AH) will endeavour to provide timely response to all queries. However, Director (AH) makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Director (AH) undertake to answer all the queries that have been posed by the bidders.
  - (ii) At any time prior to the last date for receipt of bids, Director (AH) may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
  - (iii) The Corrigendum (if any) & clarifications to the queries from all bidders will be published in the website <https://animalhusbandry.jharkhand.gov.in>. Any such corrigendum shall be deemed to be incorporated into this RFP.
  - (iv) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, Director (AH) may, at its discretion, extend the last date for the receipt of Proposals.
10. **Right to Terminate the Process:**
  - (i) Director (AH) may terminate the RFP process at any time and without assigning any reason.
  - (ii) Director (AH) makes no commitments, express or implied, that this process will result in a business transaction with anyone.
  - (iii) This RFP does not constitute an offer by Director (AH). The bidder's participation in this process may result Director (AH) selecting the bidder to engage towards execution of the contract.
11. **RFP Document Fee:** Rs. 10,000 (Rupees Ten thousand only) through Demand Draft from any scheduled/ nationalized bank in favour of “**Director, Animal Husbandry, Jharkhand**” payable at **Ranchi**
12. **Submission of Proposals:** Bidders must submit their responses on or before last date of submission as mentioned in the Fact Sheet, complete in all respect, accompanied by Document fee and all required enclosures/ documents at the Directorate of Animal Husbandry, Hesag, Hatia, Ranchi-834003., such as:
  - (i) Pre-qualification response
  - (ii) Technical Proposal
  - (iii) Financial Proposal
  - (iv) Additional certifications/ documents, e.g. Power of Attorney, CA certificates on turnover, etc.

All the pages of the Proposal document **must be sequentially numbered** and **must contain the list of contents** with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder's Proposal.

13. **Proposal Preparation Costs:** The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by Director (AH) to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. Director (AH) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
14. **Language:** The tender should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the tender, the English translation shall govern.
15. **Late Bids:**
  - (i) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall **not be entertained** and shall be returned unopened.
  - (ii) Director (AH) reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.
16. **Evaluation Process:**
  - (i) Director (AH) will constitute a Committee to evaluate the responses of the bidders.
  - (ii) The Committee constituted by the Director (AH) shall evaluate the responses to the RFP and all supporting documents/ documentary evidence. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
  - (iii) The decision of the Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
  - (iv) The Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
  - (v) The Committee reserves the right to reject any or all proposals on the basis of any deviations.
  - (vi) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.
17. **Tender opening:** The tenders submitted will be opened on the date and time mentioned in the "Fact Sheet" by Director (AH) or any other officer authorized by Director (AH).
18. **Tender Validity:** The offer submitted by the bidders should be valid for minimum period of 90 days from the date of submission of Tender.
19. Consortiums and Sub-contracting Consortium and Sub-contracting are not permitted.
20. The Agency shall ensure that all the relevant licenses / registrations / permissions which may be required for providing the services are valid during the entire period of the contract; failing so shall attract the appropriate penalties.

### **(E) Pre Qualification Criteria (PQC)**

The Bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the RFP documents. The bidder must also possess the technical know-how and availability that would be required to successfully provide the manpower/ professionals for Setting up of Program Management Unit (PMU) for assistance in implementation of central and state sponsored schemes and related activities under Directorate of Animal Husbandry, Jharkhand.

The bids must be complete in all respect and should cover the entire Scope of Work as stipulated in the Tender document. The invitation to Proposal is open to all bidders who qualify the eligibility criteria as given below:

<b>Conditions of Eligibility</b>			
<b>S No</b>	<b>Basic Requirement</b>	<b>Specific Criteria</b>	<b>Documents Required</b>
1	Legal Entity	Should have a legal status, whether it will be a registered Proprietorship Firm/ Partnership Firm/ Company under Companies Act having legal entity having all statutory Licenses/ Registration with Central or State Government (Jharkhand) for carrying out such activity.	Certificate of incorporation.
2	GSTIN	Registered with the Commercial Taxes Department having a valid GSTIN.	GST Registration Certificate.
3	PAN	Must have obtained a valid Income Tax PAN in the name of the firm.	PAN of the Firm.
4	Turnover	The bidder should have an average annual turnover of Rs.50 crore (Fifty crore) from consultancy activities within India over last three financial years (FY 20-21, FY 21-22, FY 22-23).	Audited Balance sheet OR Certificate from the Statutory Auditor
5	Bidder's Experience in outsourcing of manpower.	The bidder should have experience of running at least 3 project management unit (PMU)/ Programme management agency (PMA) for Central Government/ State Governments, managing Government Programme/ schemes related to Agriculture/ Animal Husbandry or related sector in the last 5 years of minimum contract value of INR 50 lakh each.	Proof of engagement such as Work Order/ Engagement Letter/ Completion Certificate/ LoA etc.
6	Earnest Money Deposit	The bidder should furnish, as part of its proposal an Earnest Money Deposit EMD of Rs. 2,00,000 (Rupees two lakh only) in the form of Demand Draft or Bank Guarantee from any Nationalized Bank/ Scheduled bank issued in favour of Director, Animal Husbandry, Jharkhanf payable at Ranchi.	Original Bank Draft/ Bank Guarantee.

7	Non-Blacklisting	The bidder or any of its associate firm(s) should not have been declared ineligible, black-listed by any multilateral agency and/ or have not been subject to sanctions or debarments under the laws or official regulations of India or not been subject to a debarment recognized under the agreement for mutual enforcement of debarment decisions.	Notarized affidavit in this regard to be submitted by the bidder.
8	Authorized Representative of Bidder	A Power of Attorney/ Board Resolution in the name of the person signing the bid (Authorized Representative).	Copy of Power of Attorney/ Board Resolution.
9	Minimum Share of PMU	The agency should agree to bear minimum 25% cost of the PMU from own source of fund.	

## (F) General Terms & Conditions (GTC)

### 1. Manpower Requirement

RFP is for hiring five (05) professional resource via an agency/ consultant for setting up a Programme Management Unit (PMU) for Assistance in Implementation of central and state sponsored schemes and related activities under Directorate of Animal Husbandry, Jharkhand.

### 2. Period of Hiring/Outsourcing

Period of engagement/ deployment/ hiring of professionals for PMU shall be for 03 (three) years. However, Director (AH) may terminate the contract at any time and for any reason by giving one month notice to the agency/ consultant.

### 3. Qualification & Selection of Professionals/Manpower

The details of the required skill-set of the resources are as below:

#### 3.1 Team Structure of Programme Monitoring Unit (PMU)

All the professionals to be engaged in PMU shall be interviewed by a screening committee constituted by Director, Animal Husbandry.

S. No	Role	No. of person	Educational Qualification	Professional Experience	
				Field	Period

1	Program Manager	1	<b>Essential:</b> Graduate in Veterinary Science/ Agriculture/ Rural Development/ Social Work/ Management with <b>Additional Qualification</b> in MBA/ Post Graduate/ M.Phil./ Ph.D. in Management/ Agri Business/ Livestock Science/ Animal Husbandry/ Rural Development/ Social Work from any recognized institute.	Experience of working with at least one Project Management Unit (PMU)/ Programme Management Agency (PMA) for Central/ State Governments, managing programme/ schemes related to Animal Husbandry/ Rural Development/ Social Work sector.	9 (nine) years
2	Project Management Expert	1	Same as above	Same as above	5 (five) years
3	Subject Matter Expert (Livestock Support Services)	1	Same as above	Same as above	3 (three) years
4	Monitoring & Evaluation Expert	1	Same as above	Same as above	2 (two) years
5	Livestock Enterprise Development Expert	1	Same as above	Same as above	2 (two) years
6	Database Management Expert	2	To be provided by Director, Animal Husbandry, Jharkhand.		

**3.2** Selection of each resource will be done by a two step process where bidder will recommend names (3 times of required strength) and a three member screening committee under Director, Animal Husbandry will interview the resources of recommended list and finalize.

#### **4. Earnest Money Deposit (EMD)**

Rs. 2,00,000 (Rupees two lakh only) in the form of Demand Draft or Bank Guarantee from any Nationalized Bank/ Scheduled bank issued in favour of Director, Animal Husbandry, Jharkhand payable at Ranchi.

#### **5. Non Transferable Bid**

Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the selected bidder, and any such attempted sale,

lease, assignment or otherwise transfer shall be void and of no effect. The selected bidder shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the selected bidder under the contract.

## 6. Award Criteria

Director (AH) will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined below.

## 7. Criteria for Evaluation

(i) **QCBS** (Quality & Cost Based Selection) approach will be adopted to finalize the successful bidder.

(ii) QCBS ratio i.e., Technical weight-age : Financial weight-age will be 80%:20%.

(iii) **Calculation Formula:**

$$B = [(C_{low}/C).X]+[T/T_{high}.(1-X)]$$

Where

**C** = Evaluated Bid Price

**C<sub>low</sub>** = Lowest of all Evaluated Bid Price among responsive Bids

**T** = Total Technical Score awarded to the Bid

**T<sub>high</sub>** = Technical Score achieved by the Bid that was scored best among all responsive Bids

**X** = Weightage for the process as specified in (ii) above i.e., 60%:40%

(iv) Technical score (marks) will be given by a committee constituted by Director (AH)..

(v) Only those Bidders that has achieved at least **minimum Qualifying Score of 60%** in Technical Proposal will be treated as qualified and Financial Proposal of only technically qualified bidders will be opened.

(vi) After opening and evaluating the Financial Proposals of technically qualified bidders, a final Combined Score will be calculated.

(vii) The proposal with Highest Combined Weighted Score (H1) will be selected and will be awarded the contract.

**(viii) Technical Score Criteria:-**

Sl.	Criteria	Maximum Marks	Individual Qualifying Marks
1	<b>Turnover:</b> 50 to 100 crore :- 06 marks 100 to 200 crore :- 08 marks More than 200 crore :- 10 marks	10	06
2	<b>Experience of providing Advisory/Consultancy in number of states:</b> 02 states :- 06 marks 03 states :- 08 marks More than 03 states :- 10 marks	10	06
3	<b>Experience in Outsourcing of Professionals (Completed years)</b>	10	06
	3-5 Years :- 06 marks		
	5-7 Years :- 07 marks		
	7-10 Years :- 08 marks		

	>10 Years :- 10 marks		
4	<b>Total No. of Veterinary/ Animal Husbandry/ Agriculture / Management Professionals outsourced during FY: 2020-21, 2021-22 &amp; 2022-23</b>	10	06
	No. of professionals outsourced x 1 mark		
5	<b>Professional experience of proposed personnel (Program Manager) in handling PMU/ PMA</b>	15	09
	Years of professional experience x 1 mark		
6	<b>Professional experience of proposed personnel (Project Management Expert) in handling PMU/ PMA</b>	15	09
	Years of professional experience x 2 mark		
7	<b>Professional experience of proposed personnel (Subject Matter Expert) in handling PMU/ PMA</b>	10	06
	Years of professional experience x 2 mark		
8	<b>Professional experience of proposed personnel (Monitoring &amp; Evaluation Expert) in handling PMU/ PMA</b>	10	06
	Years of professional experience x 3 mark		
9	<b>Professional experience of proposed personnel (Livestock Enterprise Development Expert) in handling PMU/ PMA</b>	10	06
	Years of professional experience x 3 mark		
<b>Total :-</b>		<b>100</b>	<b>60</b>
Note: Marks scored more than Maximum Marks to be capped at "Maximum Marks".			
PMU=Program Management Unit, PMA=Programme Management Agency			

#### **8. Right to reject a Bid**

Director (AH) reserves the right to reject any or all of the responses to Bid Document or cancel the Bid Document without assigning any reasons whatsoever and without any liability.

#### **9. Right to Accept Any Proposal and to Reject Any or All Proposal(s)**

Director (AH) reserves the right to accept or reject any proposal, and to annul the tendering process/ Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Director (AH) action.

#### **10. Notification of Award**

- (i) Prior to the expiration of the validity period Director (AH) will notify the successful bidder in writing or email, that its proposal has been accepted. In case the tendering process/ public procurement process has not been completed within the stipulated period, Director (AH), may like to request the bidders to extend the validity period of the bid.
- (ii) The Notification of award will constitute the formation of the Contract and the awardee would be required to acknowledge the same and send the Duplicate copy, duly stamped and signed by the Authorized signatory.

#### **11. Failure to agree with the Terms and Conditions of the RFP**

Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event Director (AH) may award the contract to the next best value bidder or call for new proposals from the interested bidders.

## **12. Fraud and Corrupt Practices**

- (i) The Applicants/ Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, Director (AH) shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process.
- (ii) Without prejudice to the rights of Director (AH) under Clause above and the rights and remedies which Director (AH) may have under the LOI or the Agreement, if an Applicant or Consultant, as the case may be, is found by Director (AH) to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOI or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by Director (AH) during 1 year from the date such Applicant or Consultant, as the case may be, is found by Director (AH) to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- (iii) For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
  - (a) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of Director (AH) who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of Director (AH), shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Award or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of Director (AH) in relation to any matter concerning the Project;
  - (b) “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
  - (c) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
  - (d) “undesirable practice” means establishing contact with any person connected with or employed or engaged by Director (AH) with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or having a Conflict of Interest; and
  - (e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## **13. Leave Policy**

The objective of this policy is to ensure that employees are able to balance work and professional life without compromising work continuity and discipline.

- a. The Resources should be stationed in Ranchi (Jharkhand) for the entire project period. The Resource has to follow the working hours, working days and holidays of Directorate of Animal Husbandry, Jharkhand.
- b. Resource shall get prior approval of Director (AH) before leaving Ranchi.
- c. Leave entitlement and computation will be effective from date of start of project.
- d. An employee can avail maximum 15 leaves per year on pro-rata basis.
- e. Leave cannot be claimed as an employee's right. Except in case of emergencies, all leave will be granted subject to organization's requirements. A situation will be considered an emergency on a case-by-case basis and will be decided by the Director (AH).

#### **14. Prices Escalation**

Price mentioned in the Notification of Award shall be firm and not subject to escalations till the execution of the complete order and its subsequent amendments accepted by the Successful Bidder. However, on mutual agreement between Director (AH) and successful bidder the prices may be increased by 10% every year.

#### **15. Contract Amendments**

No variation in or modification of the terms of the Contract shall be accepted except by amendment issued by Director (AH).

#### **17. Debarment**

Debarment rules, prescribed in GFR, 2017 will be followed are:

- (i) A bidder shall be debarred if he/she has been convicted of an offence
  - (a) under the Prevention of Corruption Act, 1988; or
  - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (ii) A bidder debarred under sub-section (i) or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment.
- (iii) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The Ministry/Department will maintain such list which will also be displayed on their website.
- (iv) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.

#### **18. Termination for Insolvency**

Director (AH) may at any time terminate the Contract by giving written notice to the Successful Bidder, if the Successful Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to Director (AH).

#### **19. Termination for Convenience**

Director (AH), by written notice sent to the Successful Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for Director (AH)'s convenience, the extent to which performance of the Successful Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

## **20. Applicable Law**

The Contract shall be interpreted in accordance with the laws of the Union of India and the State of Jharkhand.

## **21. Notices**

(i) Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing or by email and confirmed in writing to the other Party's address specified in Bid.

(ii) A notice shall be effective when delivered or on the notice's effective date, whichever is later.

## **22. Successors and Assigns:**

In case Successful Bidder undergoes any merger or amalgamation or a scheme of arrangement or similar re-organization by a order/ decree of court & this contract is assigned to any entity (ies) partly or wholly, the contract shall be binding mutatis mutandis upon the successor entities & shall continue to remain valid with respect to obligation of the successor entities.

## **23. Rights & remedies under the contract only for the parties:**

This contract is not intended & shall not be construed to confer on any person other than Director (AH) & Successful Bidder hereto, any rights and / or remedies herein.

## **24. Statutory Acts**

The Successful Bidder shall comply with the all the Acts & rules and regulations, laws and by-laws framed by State/ Central Government/ organization. Director (AH) shall have no liabilities in this regard.

## **25. Compliance of Govt. Regulations**

The Successful Bidder should execute and deliver such documents as may be needed by Director (AH) in evidence of compliance of all laws, rules and regulations required for reference. Any liability arising out of contravention of any of the laws on executing this order shall be the sole responsibility of the Successful Bidder and Director (AH) shall not be responsible in any manner whatsoever.

## **26. Indemnity Damages and Insurance**

The bidder shall indemnify and make harmless the owner or the Officer, their agents or employees from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him/her or the owner by reason or any act or commission of the said bidder, his/her agents or employees in the execution of the work.

## **27. Assignment**

The Successful Bidder shall not assign, in whole or in part, its obligations to perform under the Contract, except with Director (AH)'s prior written consent.

## **28. Cancellation of Contract**

The Director (AH) reserves the right to cancel the contract of the selected bidder and recover expenditure incurred by the Director (AH) on the following circumstances:

(i) The selected bidder commits a breach of any of the terms and conditions of the bid/contract.

(ii) The bidder goes into liquidation voluntarily or otherwise.

(iii) The progress regarding execution of the contract, made by the selected bidder is found to be unsatisfactory.

(v) After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, the Director (AH) reserves the right to get the balance contract executed by another party of its choice by giving one month's notice for the same. In this event, the selected bidder

is bound to make good the additional expenditure, which the Director (AH) may have to incur to carry out bidding process for the execution of the balance of the contract. This clause is applicable, if for any reason, the contract is cancelled.

(vi) Director (AH) reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking Bank Guarantee, if any, under this contract or any other contract/order.

**29. Successful Bidder's Obligations:**

(i) The Successful Bidder is obliged to work closely with staffs of Director (AH), act within its own authority and abide by directives issued by Director (AH). The Successful Bidder will abide by the statutory norms/Govt. rules prevalent in India and will free Director (AH) from all demands or responsibilities the cause of which is the Successful Bidder's negligence. The Successful Bidder will pay all indemnities arising from such incidents and will not hold Director (AH) responsible or obligated.

(ii) The Successful Bidder will treat as confidential all data and information about Director (AH), obtained in the execution of his/her responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of Director (AH).

**30. Successful Bidder Liability**

Successful Bidder hereby accepts full responsibility and indemnifies Director (AH) and shall hold Director (AH) harmless from all acts of omissions and commissions on the part of the Successful Bidder, his/her agents, his/her sub contactors and employees in execution of the work. The Successful Bidder also agrees to defend and hereby undertakes to indemnify Director (AH) and also hold him harmless from any and all claims arising out of or in connection with the performance of the work under the Notification of Award.

**31. Default in Contracts obligation**

(i) In addition to Clause (i) above, Director (AH) may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Successful Bidder, terminate the Contract in whole or part.

(ii) If the Successful Bidder fails to deliver any or all of the Work as required by Director (AH).

(iii) If the Successful Bidder fails to perform any other obligation(s)/duties under the Contract.

(iv) If the Successful Bidder, in the judgment of Director (AH) has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

**32. Intellectual Property Right**

Director (AH) shall own the copyright in all original written material including programs, listings and other documentation originated and prepared for Director (AH) by Personnel deployed by Successful Bidder during execution of work. All such material shall be property of Director (AH) and it will not under any circumstance be commercially distributed or exploited by the successful bidder or his/her employees or deployed resources in direct or modified form.

**33. Use of Contract Documents and Information**

The Successful Bidder shall not, without Director (AH)'s prior written consent, disclose the Contract, or any provision thereof, or any plan or information furnished by or on behalf of Director (AH) in connection therewith, to any person other than a person(s) employed by the Successful Bidder in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

### **34. Dispute Resolution**

(i) If any dispute of any kind whatsoever shall arise between Director (AH) and Successful Bidder in connection with or arising out of the contract including without prejudice to the generality of the foregoing, any question regarding the existence, validity or termination, the parties shall seek to resolve any such dispute or difference by mutual consultation.

(ii) If the parties fail to resolve, such a dispute or difference by mutual consent, within 30 days of its arising, then the dispute shall be referred by either party by giving notice to the other party of its intention to commence arbitration as hereafter provided, as to the matter in dispute, & no arbitration may be commenced unless such notice is given. Any dispute in respect of which a notice of intention to commence arbitration has been given shall be finally settled by arbitration.

(iii) The India Arbitration and Conciliation Act, 1996 and revisions, if any, thereof, shall apply to the arbitration proceedings.

(iv) Any decision or award resulting from arbitration shall be final and binding upon the Parties.

(v) If the parties cannot agree on the appointment of the Arbitrator within a period of one month from the notification by one party to the other of existence of such dispute, then the Arbitrator shall be appointed by the High Court of Ranchi, India.

(vi) The venue of the arbitration shall be at Ranchi.

(vii) The expenses incurred by each party with the preparation, presentation, etc. of its proceeding as also the fees and expense paid to the appointed arbitrator by such party or on its behalf shall be borne by each party itself.

(viii) Pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is made; the Parties shall continue to perform all of their obligations under this Contract without prejudice to a final adjustment in accordance with such award.

### **35. Force Majeure**

(i) Notwithstanding the provisions of tender, the Successful Bidder shall not be liable for forfeiture of its performance security, Penalties or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

(ii) For purpose of this clause, "Force majeure" means an event beyond the control of the Successful Bidder and not involving the Successful Bidder's fault or negligence and not foreseeable, either in its sovereign or contractual capacity. Such events may include but are not restricted to Acts of God, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes etc. Whether a "Force majeure" situation exists or not, shall be decided by Director (AH) and its decision shall be final and binding on the Successful Bidder and all other concerned.

(iii) In the event that the Successful Bidder is not able to perform his/her obligations under this contract on account of force majeure, he/she will be relieved of his/her obligations during the force majeure period. In the event that such force majeure extends beyond two months, Director (AH) has the right to terminate the contract in which case, the contractual guarantees and warranties shall be refunded to him.

(iv) If a force majeure situation arises, the Successful Bidder shall notify Director (AH) in writing promptly, not later than 14 days from the date such situation arises. The Successful Bidder shall notify Director (AH) not later than 3 days of cessation of force majeure conditions. After examining the cases, Director (AH) shall decide and grant suitable additional time for the completion of his/her obligations, if required.

## **(G) Scope of Work (SOW)**

### **Key Responsibilities of the Programme Monitoring Unit (PMU) :-**

#### **The scope of work for the PMU consultancy firm is as follows:**

##### **A. Preparation of Inception Report**

Within one month of contract signing, the consulting firm shall prepare an inception report, in consultation with the Directorate of Animal Husbandry, Department of Agriculture, Animal Husbandry and Cooperative and its stakeholders. The inception report shall contain:

1. Key activities expected from the consultant
2. Key stakeholders that the consultant will be working with
3. Timeline of activities to be performed
4. Any other pertinent aspects

The inception report shall be taken as the key guiding document for the work delivered by the consultant for the duration of the contract. In case of any additions to the scope of work defined in this inception report, Directorate of Animal Husbandry, may requisition a higher number of resource(s) on and above the quantum of resources solicited in the RFP. In such cases, the PMU will be paid person month rate for the additional resource(s) deployed, at the rate not more than that was agreed upon in the Financial Bid for that particular type of resource.

##### **B. Facilitating implementation of flagship scheme of the state (Mukhyamantri Pashudhan Vikas Yojna)**

1. Support the Directorate of Animal Husbandry in implementing flagship scheme(s) through assistance in planning and coordination with various scheme stakeholders.
2. Preparation of action plans and scheme related documents for the Directorate
3. Assist districts in understanding of scheme guidelines and components

##### **C. Develop Projects around CS/CSS such as NLM and LHDCP**

1. Assist in identifying and developing projects under Livestock Health and Disease Control Program (LHDCP) specifically under ASCAD focusing on specifically
2. Awareness creation
3. Strengthening of Veterinary Service delivery mechanism
4. Assist state/state agencies in developing projects under NLM

##### **D. Assist Entrepreneurship Development by leveraging NLM**

1. Develop required protocols/SOPs for handholding entrepreneurs for appropriate project development
2. Assist the Directorate in creating awareness of the NLM program
3. Co-ordinate and Sensitize bankers about NLM-EDP
4. Develop model project reports to suit the context of the state
5. Assist/facilitate approval of the projects at SIA/SLEC

##### **E. Develop Innovative Projects around Veterinary Care Delivery and Livestock Value Chain Development**

1. Support the Directorate in last mile service delivery of veterinary through designing and implementing appropriate interventions. The PMU is required to:
2. Leverage existing infrastructure such as MVUs provide veterinary care
3. Identify clusters/zones which do not have adequate veterinary care facilities and prioritize interventions in those areas
4. Identify suitable resources and build their skills to act as Para- veterinarians
5. Leverage existing Schemes/Programs of GoI to mobilize resources towards the above
6. Support the directorate in identifying, developing and implementing livestock value chain projects under Entrepreneurship Development Mode

7. Identify practices in other state, develop case studies and assess their applicability to Jharkhand's context and suggest measures for adoption there of
8. Develop appropriate outreach program to encourage entrepreneurship around livestock value chain

#### **F. Training and Skill Building of Livestock farmers**

1. Develop a robust program for on-field training and skill building of farmers around different themes such as animal health care; feed and fodder management; productivity enhancement
2. Assist the Directorate in implementation of the skill building program under the flagship scheme of Mukhyamantri Pashudhan Vikash Yojna
3. Monitor the progress and outcome of the Training Programs by developing appropriate mechanism

#### **G. Project Management**

1. Assist the Directorate in submission of UCs as required under different schemes (Central as well as State sponsored)
2. Develop annual action plans, proposals, as required under different schemes/programs of GoI and GoJ budgetary allocation
3. Develop plans to utilize allocated budget

#### **H. Stakeholder Management**

1. Support the Directorate of Animal Husbandry in coordination with other stakeholders in managing various scheme related activities
2. Handholding of stakeholders in implementation of various scheme components

#### **I. Progress review and course correction**

1. Assist the Directorate in reviewing the current situation and identification of potential gaps
2. Identify and highlight key issues and propose necessary interventions/mid-course corrections
3. Facilitate periodic monitoring of the scheme to review performance by identifying indicators and reporting the program progress
4. Managing periodic data for effective monitoring and decision-making

#### **J. Data Management and updation**

1. Support the Directorate in periodic updation and management of data through the Central related portals and updating the Jharkhand portals/MIS
2. Facilitate policy decision based on-time data

#### **K. Any other support which the Directorate may require from the PMU team**

#### **(H) Payment Terms**

1. 75% of the remuneration of the human resource/ manpower engaged in PMU is to be paid by Director, Animal Husbandry, Jharkhand and 25% of the remuneration of the human resource/ manpower engaged in PMU is to be paid by the agency.
2. Service Provider is required to pay salaries/ wages of contracted staff deployed at buyer location first, i.e., on their own and then claim payment from buyer along with all statutory documents like, PF, ESIC, etc., as well as the bank statement of payment done to staff.
3. The payment made by the Director (AH) shall be subject to deduction of penalties, if any, and statutory deductions such as TDS, etc.

4. TA/ DA expenses of the deployed professionals/ manpower for travel outside Ranchi shall be reimbursed by Director (AH) as Rs. 800 (Rupees eight hundred) per person per day if stay in Govt. accommodation and Rs. 1200 (Rupees one thousand two hundred) per person per day if stay in private accommodation and in case of travel outside states same reimbursement will be given along with 3AC train fare.
5. The service provider should ensure that the manpower resources are provided with all statutory support which include PF/ Insurance, etc.
6. The Price offered to the Director (AH) must be in Indian Rupees and inclusive of all Duties/Insurance etc. but exclusive of Taxes.
7. The applicable taxes would be paid as extra at the prevalent rates.
8. The payment will be made on the Time and Performance basis and will be as per the Time Sheet format of each Personnel as agreed upon by Director (AH) and the Selected Bidder at the time of signing the Contract.
9. The payment will be made on monthly basis as per actual deployment of resources after receipt of the bill on the basis of attendance of the resources deployed.
10. The selected bidder shall satisfactorily perform work as specified under the Tender to the Director (AH). The requisite payment will be released by the Director (AH) upon receipt of the invoice which would be verified from the attendance records.
11. The Successful Bidder's request(s) for payment shall be made to Director (AH) in writing, accompanied by an invoice describing, as appropriate, and upon fulfilment of other obligations stipulated in the contract.
12. In the event of excess release of funds to Successful Bidder, Director (AH) shall demand and recover from Successful Bidder such excess disbursements and Successful Bidder would be liable to refund the excess disbursements within a period of 10 days of ascertainment of final amount.
13. Taxes, if any, as applicable shall be deducted at source from all the payments made to the Successful Bidder.
14. Resources deployed should have their own laptops and other peripherals including mobile phone.

Payment shall be made in Indian Rupees.

**(I) Penalty**

The penalty per resource would be imposed in case of exit/replacement of resource from the project within below mentioned period starting from the date of deployment of respective resource:

Replacement of resources shall generally not be allowed. The replacement of resource by bidder will be allowed (with penalty) only in case,

- a) The resource leaves the organization by submitting resignation with the present employer.
- b) In case of failure to meet the standards (which includes efficiency, cooperation, discipline and performance) bidder may be asked to replace the resource without any penalty for replacement/ exit.

- c) The replaced resource will be accepted by the Director (AH) only if he/she meets the evaluation criterion mentioned in this RFP and is found suitable to the satisfaction of the Director (AH). The outgoing resource should complete the knowledge transfer with the replaced resource as per the satisfaction of the Director (AH). The bidding firm shall be allowed 15 days to replace the resource.
- d) The payment for replaced resources will be made as per the man month rates quoted/agreed by the bidder.
- e) Penalty would be deducted from the applicable payments.

**Penalty for exit/replacement of resource**

- a) Within 6 Months: Rs. 10,000 (Rupees ten thousand only).
- b) From 6 months to 1 Year: Rs. 5,000 (Rupees five thousand only).
- c) After expiry of 5 working days of exit, a penalty of Rs. 1,000 (Rupees one thousand only) per working day per resource will also be imposed till suitable replacement is not being provided by the bidder.
- d) However, Director (AH) is free to relieve any resource at any time during contract period without any penalty by serving 15 days advance notice.

**Penalty for absence**

In the case of absence (apart from allowed leaves) of a resource during project period, no payment will be made for the days a resource is absent (per day payment will be calculated by dividing man month rate by number of working days in that month).

**(J) Annexure:**

Pre-Qualification/ Technical and Financial Bid Templates The bidders are expected to respond to the RFP using the forms given in this section and all documents supporting Pre-Qualification/ Technical/Financial Evaluation Criteria. Pre-Qualification Bid & Technical/Financial Proposal shall comprise of following forms:

**Forms to be used in Pre-Qualification Proposal**

- Form 1: Compliance Sheet for Pre-qualification Proposal
- Form 2: Particulars of the Bidders
- Form 3: Turnover

**Forms to be used in Technical Proposal**

- Form 4: Compliance Sheet for Technical Proposal
- Form 5: Letter of Proposal (Technical Bid)
- Form 6: Curriculum Vitae (CV) of Key Personnel

**Forms to be used in Financial Proposal**

- Form 7: Letter of Proposal (Financial Bid)
- Form 8: Details of Financial Bid

**Form 1: Compliance Sheet for Pre-qualification Proposal**

(The pre-qualification proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Pre-Qualification proposal)

Sl.No.	Basic Requirement	Required	Provided	Reference & Page No.
1	Power of Attorney	Copy of Power of Attorney in the name of the Authorized signatory	Yes/ No	
2	Particulars of the Bidders	As per Form 2	Yes/ No	
3	Turnover in consultancy services	As per Form 3	Yes/ No	
4	Years of Past Experience	Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year	Yes/ No	
5	Past Experience of Similar Services	Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details.	Yes/ No	
6	Consortiums	Undertaking that the bidder is bidding as a single entity	Yes/ No	
7	Legal Entity	Copy of Certificate of Incorporation; and Copy of Service Tax Registration Certificate	Yes/ No	
8	Manpower Strength	Self-Certification by the authorized signatory	Yes/ No	
9	Blacklisting	A self-certified letter	Yes/ No	

**Form 2: Particulars of the Bidders**

<b>S No</b>	<b>Details</b>	<b>Document to be submitted</b>
1	Name of Bidder	
2	Address: (i) Registered Office (ii) Corporate Office (iii) Authorized email Id (iv) Contact number	
3	Authorized person: (i) Name (ii) Designation (iii) Email Id (iv) Contact number.	
4	Constitution: (Proprietorship/ Company/ Partnership/ LLP/ Others)	Registration/ Incorporation documents with Memorandum.
5	Registration with other professional statutory bodies, if any	Registration document
6	Pending enquiry/ investigations by Central/ State govt/ PSU, if any as on date.	Supportive documents
7	GSTN	Registration document
8	PAN	Copy of PAN card
9	Quality Certification (ISO) if any	Copy of certificate
10	Contact Person Details: Name Designation Email Phone/ Mobile No.	
 Signature of Authorized signatory Name: Designation: Contact No:		

**Form 3: Turnover**

Sl. No.	Particulars	Description/Amount
1	Income Tax Return: 2020-21 2021-22 2022-23 (Please attach copy of ITR)	
2	Annual Turnover: 2020-21 2021-22 2022-23 (Please attach copy of documents certified by CA)	
<p style="text-align: right;">Signature of Authorized signatory Name: Designation: Contact No:</p>		

**Form 4: Compliance Sheet for Technical Proposal**

(The technical proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the technical proposal)

Sl.No.	Specific Requirement	Required	Provided	Reference & Page No.
1	Covering Letter for Technical Proposal	As per Form 5	Yes/ No	
2	Full-time professional staff engaged in consulting services (Number of Staff)	A self-certification from authorized signatory	Yes/ No	
3	Past Experience of Similar Services (Projects / Work Orders)	Work Order + Completion Certificates; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate (for ongoing projects).	Yes/ No	
4	Proposed CVs	Education & Experience Certificate	Yes/ No	
5	Past Experience of Similar Services	Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of Director (AH) s	Yes/ No	
<p>Signature of Authorized signatory Name: Designation: Contact No:</p>				

**Form 5: Letter of Proposal (Technical Bid)**

To:

Director (Animal Husbandry),  
Pashupalan Bhawan, Hesag, Hatia,  
Ranchi-834003

Subject: Setting up a Programme Management Unit (PMU) for Assistance in Implementation of central and state sponsored schemes including Mukhyamantri Pashudhan Vikas Yojna.

Dear Sir/ Madam,

We, the undersigned, offer to provide Professionals to the Director (AH) w.r.t. "Invitation to Bid for Setting up a Programme Management Unit (PMU) for Assistance in Implementation of central and state sponsored schemes including Mukhyamantri Pashudhan Vikas Yojna." dated and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial bid. We hereby declare that all the information and statements made in the Technical Bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We undertake, if our Proposal is accepted, to initiate the services related to the assignment within 2 weeks from the date of signing of contract agreement. We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for days as stipulated in the RFP document. We understand you are not bound to accept any Proposal you receive.

Yours sincerely

Signature of Authorized signatory

Name:

Designation:

Contact No:

**Form 6: Curriculum Vitae (CV) of Key Personnel**

**(i) Programme Manager**

Sl. No.	Particulars	Details		
1	Name of the professional			
2	Proposed Position	Programme Manager		
3	Name of the Firm			
4	Nationality			
5	Education	Institution / University	Degree Obtained	Year
6	Areas of Expertise			
6	Total number of years of experience			
7	Total number of years with the firm			
8	Total number of years of experience in the proposed position			
8	Certifications & trainings attended			
9	Employment Record	From	To	Position Held
Signature of Authorized signatory Name: Designation: Contact No:				

**(ii) Project Management Expert**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>		
1	Name of the professional			
2	Proposed Position	Project Management Expert		
3	Name of the Firm			
4	Nationality			
5	Education	Institution / University	Degree Obtained	Year
6	Areas of Expertise			
6	Total number of years of experience			
7	Total number of years with the firm			
8	Total number of years of experience in the proposed position			
8	Certifications & trainings attended			
9	Employment Record	From	To	Position Held
<p>Signature of Authorized signatory Name: Designation: Contact No:</p>				

**(iii) Subject Matter Expert (Livestock Support Services)**

Sl. No.	Particulars	Details		
1	Name of the professional			
2	Proposed Position	Database Management Expert		
3	Name of the Firm			
4	Nationality			
5	Education	Institution / University	Degree Obtained	Year
6	Areas of Expertise			
6	Total number of years of experience			
7	Total number of years with the firm			
8	Total number of years of experience in the proposed position			
8	Certifications & trainings attended			
9	Employment Record	From	To	Position Held
<p>Signature of Authorized signatory Name: Designation: Contact No:</p>				

**(iv) Monitoring & Evaluation Expert**

Sl. No.	Particulars	Details		
1	Name of the professional			
2	Proposed Position	Database Management Expert		
3	Name of the Firm			
4	Nationality			
5	Education	Institution / University	Degree Obtained	Year
6	Areas of Expertise			
6	Total number of years of experience			
7	Total number of years with the firm			
8	Total number of years of experience in the proposed position			
8	Certifications & trainings attended			
9	Employment Record	From	To	Position Held
<p>Signature of Authorized signatory Name: Designation: Contact No:</p>				

**(v) Livestock Enterprise Development Expert**

Sl. No.	Particulars	Details		
1	Name of the professional			
2	Proposed Position	Database Management Expert		
3	Name of the Firm			
4	Nationality			
5	Education	Institution / University	Degree Obtained	Year
6	Areas of Expertise			
6	Total number of years of experience			
7	Total number of years with the firm			
8	Total number of years of experience in the proposed position			
8	Certifications & trainings attended			
9	Employment Record	From	To	Position Held
<p>Signature of Authorized signatory Name: Designation: Contact No:</p>				

**Form 7: Letter of Proposal (Financial Bid)**

To:  
Director (Animal Husbandry),  
Pashupalan Bhawan, Hesag, Hatia,  
Ranchi-834002

Subject: Setting up a Programme Management Unit (PMU) for Assistance in Implementation of central and state sponsored schemes including Mukhyamantri Pashudhan Vikas Yojna.

Dear Sir/Madam,

We, the undersigned, offer to provide the IT services to the Director (AH) w.r.t. "Invitation to Bid for Setting up a Programme Management Unit (PMU) for Assistance in Implementation of central and state sponsored schemes including Mukhyamantri Pashudhan Vikas Yojna." dated and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of Rs. ....(Rupees .....). This amount is exclusive of the local taxes. Our Financial Proposal shall be binding upon us upto expiration of the validity period of the Proposal, i.e., ..... We understand you are not bound to accept any Proposal you receive.

Yours sincerely

Signature of Authorized signatory

Name:

Designation:

Contact No:

**Form 8: Details of Financial Bid**

To be printed on company letter head and submitted along the financial proposal [The cost quoted should be excluding taxes]

S.No.	Position of the Resource	No. of Resources	Amount (INR) for 1 month (excluding taxes)	No. of Months	Amount (Rs.) for 1 year (excluding taxes)
1	Program Manager	1		12	
2	Project Management Expert	1		12	
3	Subject Matter Expert (Livestock Support Services)	1		12	
4	Monitoring & Evaluation Expert	1		12	
5	Livestock Enterprise Development Expert	1		12	
TOTAL (in Figures in INR)					
TOTAL (in Words in INR)					
<p>General Conditions:</p> <ul style="list-style-type: none"><li>• Any other cost like transportation, PF, Insurance etc. will not be provided by Director (AH)</li><li>• The service provider should ensure that the manpower resources are provided by all statutory support i.e., include PF/Insurance etc.</li><li>• The Price offered to the Director (AH) must be in Indian Rupees and inclusive of all Duties/Insurance etc. but exclusive of Taxes.</li><li>• The payment made by the Director (AH) shall be subject to deduction of penalties, if any, and statutory deductions such as TDS etc.</li></ul> <p style="text-align: right;">Yours sincerely</p> <p style="text-align: right;">Signature of Authorized signatory</p> <p style="text-align: right;">Name:</p> <p style="text-align: right;">Designation:</p> <p style="text-align: right;">Contact No:</p>					

**(Aditya Ranjan, I.A.S.)**  
**Director (Animal Husbandry)**