

No. C-41/2011-MPLADS
Ministry of Statistics and Programme Implementation
MPLADS Division

Sardar Patel Bhawan, Room No. 210
New Delhi, dated 14/09/2011

Subject :- Inviting proposals for undertaking third party physical monitoring of Member of Parliament Local Area Development (MPLAD) works.

The MPLADS Division is implementing the Member of Parliament Local Area Development Scheme. The Ministry has been undertaking physical monitoring of the MPLAD works through independent organization. The Ministry now proposes to hire the services of reputed independent organization(s) / academic institution(s) for undertaking the third party physical monitoring of MPLAD work through open bids, for 200 districts carved out in 4 zones in the country viz. East, North, South and West, each comprising 50 districts, during the year 2011-12.

2. Accordingly two stage open bids are sought from the interested institution(s) / consultant(s) for one or more zones. The bids can be submitted for one or more zones. All bid documents should clearly mention the zone on top. The bids will be opened, zone-wise, starting alphabetically from East zone followed by North, South and West zone.

3. The bid document, containing sealed technical and financial bids separately, should be submitted in a covering sealed envelope, for each zone separately, on which it should be mentioned "Bid for conducting physical monitoring of MPLADS work in (Name of the zone) zone." The envelope should also indicate the name of the bidder agency / institution with complete address. The bids shall be addressed to Shri R. Rahesh, Director, Ministry of Statistics and Programme Implementation, Room No. 210, Sardar Patel Bhawan, New Delhi – 110001 and should be submitted **latest by 3.00 p.m. on 7th October, 2011.**

4. Finalization of the institution(s) for the award of work would be undertaken by the Evaluation – Committee constituted by the Ministry for the purpose, whose decision shall be final, and no enquiries or requests for review in this shall be entertained.

5. RFP is enclosed.

(R. Rajesh)
Director
Tel. 23363426

Enclosures: RFP

File No.C-41/2011-MPLADS Monitoring
Ministry of Statistics and Programme Implementation
MPLADS Division

Subject: Inviting proposals for undertaking third party physical monitoring of MPLADS works – RPF therefor

The Ministry of Statistics and PI is implementing MPLAD Scheme throughout the country. The Ministry intends to award the work of the third party physical monitoring of MPLADS works. For the purpose of physical monitoring during 2011-12, the Ministry has divided the country into four zones. The details of the States and number of Districts included in four zones are at Annexure-I. The Ministry intends to take up 50 districts (to be selected by the Ministry) from each zone (about 200 in total) for physical monitoring during 2011-12. The work of physical monitoring would be awarded enblock for 50 districts in each zone.

2. Approach

(a) The physical monitoring work would be awarded to the Institution(s)/Consultant(s) through open two envelopes bidding process. The Institution(s)/Consultant(s) are required to submit the technical and financial bids separately. The technical bid should include documentation proof of the following for assessment.

- i. Track record and previous experience of physical monitoring of Government schemes (Central/State).
- ii. The existing Organizational Strength/Network and the modalities proposed to deploy personnel/teams for carrying out the physical monitoring.

- iii. Availability of technical personnel with computer qualifications and experience (from engineering, accounting, social sector, computer background and the field experience, etc.)
 - iv. The infrastructures/facilities available for compilation, data processing, analysis and report writing.
- (b) The selected institution(s) /consultant(s) would be required to perform the following functions:-
- (i) Devise appropriate schedules/proformas in consultation with Ministry/MPLADS Division for collecting the basic data on all MPLADS works undertaken since 2000 and getting details of the sample of works.
 - (ii) Select sample works for independent Physical Monitoring of MPLADS works as per following criteria:-
 - (a) All work costing Rs.25 lakh and above would be selected.
 - (b) Fifty works in which cost of work is Rs.5 lakh or more would be selected.
 - (c) Atleast 10% of the sample work or atleast 5 works should belong to Societies/Trusts(Non Governmental Organization).
 - (d) The selected sample of the MPLADS work drawn in each administrative district should be judicious blends of various parameters like Cost of works, Year-wise works, MP wise works, works in the area of SC's/ST's, Sector wise works (Drinking water, education, electricity, health & family welfare, irrigation, non-conventional source of energy, roads

bridges & pathways, sanitation & public health, sports and animal care, etc).

- (e) All the works of the scheme since 2000 are to be covered in the universe from which the sample would be drawn.
 - (f) Physical Monitoring of MPLADS works will involve 50 districts per zone. The 50 districts in each zone to be monitored will be selected by the Ministry.
- (iii) Inspect/visit the worksites, verify the assets with respect to the technical specifications and financial approval, assess basic quality, obtain feedback from the user agency/local community etc.
 - (iv) Visit the District Nodal Office to assess implementation mechanism/ procedure, time taken in for sanction and execution, inspection mechanism, quality check mechanism, review mechanism and record maintenance etc. through discussion and perusal of records etc.
 - (v) Compile and analyse information to prepare district-wise reports containing violation/shortcomings observed in implementation of the selected sample works. The report should also include implementation procedure, record maintenance, review mechanism etc. for each selected district. Each report should also have an executive summary.
 - (vi) Prepare state level summary based upon physical monitoring of the districts would be prepared. This State level summary should also include an executive summary.

- (vii) Furnish any other requisite data / information / material in prescribed format if required by the Ministry on the basis of the information/assessment collected and compiled.

3. Time Frame

The institution(s)/ consultant(s) will submit reports for 25 districts within a period of four months from the date of signing the contract, and the reports for the rest of 25 districts in the next four months.

4. Monitoring/Supervision of the Field work

The institution(s)/consultant(s) should have mechanism for conducting check/ supervision on the field teams. Besides, the officers of the Ministry will also visit the districts under physical monitoring. The institution(s)/consultant(s) have to provide the inspection schedule in advance to the Ministry for this purpose.

5. Services to be provided by the client (MPLADS)

The Ministry would advise/write to the State Governments/district authorities for rendering necessary assistance for undertaking the work. The MPLADS Division in the Ministry would provide any clarification / elucidation on the MPLADS Guidelines and the MPLAD Scheme. The Ministry would also provide the list of 50 districts to be monitored in each zone at the time of award of the contract.

6. Deliverables by the Nodal Agency

The deliverables are spelt-out in the paragraph 2(b) and the time-frame is laid down in para-3. The Ministry has the right to make modifications /changes in the

deliverables after the award of work. However, if done, the same would be communicated by the Ministry/MPLADS Division to the awardee in writing.

7. Evaluation Procedure

The following aspects will be considered while evaluating the bids:-

Evaluation Procedure: The Ministry would follow two envelopes bid system wherein all the technical bids received from the institution(s)/consultant(s) would be opened and evaluated in terms of the parameters mentioned in para 2(a). The **Combined Quality-cum-Cost Based System (CQCCPBS)**, as elaborated in the Manual for Engagement of Consultants issued by M/o Finance would be followed by the Ministry and the technical proposals will carry a weightage of 70% while the financial proposals will carry a weightage of 30% in the combined score. A Evaluation Committee of the Ministry constituted for the purpose will evaluate the technical proposals on each of the technical parameters mentioned in para 2(a) and will decide on the criteria of awarding marks to each of the technical parameters, so that the total score is 100. The Evaluation Committee will assign scores on each of the parameters to each technical bid. The institutions/organizations whose technical score is more than 50 (benchmark score) will qualify technically.

The Technical Committee will also evaluate the capacity of the bidders, in respect of the number of districts that a bidder would be capable of monitoring. Based upon this, a bidder who has been found successful in one or more zone(s), may not be considered for award of further zone(s) by the Committee if his capacity is deemed to have been exhausted.

8) Earnest Money Deposit /Bid Security and Performance Security

- a. Each bid would have to be accompanied by an Earnest Money Deposit of Rs.2 lakh per bid for each zone in the form of Bank Guarantee on Demand draft in favour of Pay & Accounts Office, Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, New Delhi from any of the scheduled banks in Delhi/New Delhi in acceptable form.
- b. The successful bidders will be awarded the contract for third party monitoring only after they deposit performance security for a value of 5% of the bid amount in the form of Bank Guarantee in favour of Pay & Accounts Office, Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, New Delhi from any of the scheduled banks in Delhi/New Delhi in acceptable form.
- c. The Bid Security/Earnest Money Deposit would be refunded to the successful bidder on receipt of performance security.
- d. The Bid Security/Earnest Money Deposit of the unsuccessful bidders would be returned to them within 30 days of finalization of the bids. The performance security would remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the consultant.

9) Others

- a. The work requires that the institution(s) / consultant(s) should have expertise in physical monitoring and should have the capacity to accomplish the work in specified time frame. In view of the sensitivity of

the MPLAD Scheme, it is important that the institution(s) / consultant(s) maintain confidentiality of the information collected and should have maintain high level of integrity.

- b. No outsourcing of the monitoring work by the successful bidders would be permitted.
- c. The visiting teams would not accept the hospitality of the District Authorities, Implementing Agencies and MPs etc.
- d. Payment to the agency will be made in three installments :-

(i)	1st installment of 30% of the total amount.	On award of the contract as mobilization advance to be released against Bank Guarantee to be given by awardee.
(ii)	2nd installment of 30% of the total amount.	On receipt of reports for 25 districts.
(iii)	3rd installment of 40% of the total amount.	On receipt of reports for the rest of 25 districts and upon acceptance of all 50 district reports by the Ministry.

- e. The rates quoted will remain in force for the full period of the contract. No demand for revision of rates on any account shall be entertained during the contract period.
- f. The data generated from the study would be the property of the MPLADS Division. It is for the MPLADS Division/Ministry to decide on the dissemination of the reports. The institution(s) / consultant(s) will not divulge any information to any agency.

- g. Neither any capital cost would be incurred under the fee money for the study nor any liability created for the MPLADS Division, beyond the original fee sanctioned to the institution(s) / consultant(s).
- h. The MPLADS Division reserves the right to terminate the contract with the institution(s)/consultant(s) at any point of time without assigning any reasons. In such an eventuality, the awardee shall have to refund the amount released by the government together with a penal interest of 18% per annum computed on monthly basis. Any dispute in this regard would be subject to jurisdiction of courts in Delhi.

10. How to Bid

The Institution(s)/Organisation(s) have the option of submitting bids either for a single zone (each zone will have 50 districts for monitoring) or for more than one zone.

The bid document should contain two sealed envelopes one containing the technical bid and the other containing the financial bid. Both these envelopes should be sealed in one envelope on which it should be mentioned "Bid for conducting physical monitoring of MPLADS Work in (name of the zone) zone". The envelope should also mention the name of the bidder agency/institution with address.

The format for the technical bid and the certificate to be enclosed are at Annex II and Annex III respectively. The financial bid should indicate the total bid amount for the whole work of a zone, which the bidder is willing to undertake.

The bid document should be submitted for each zone separately so as to reach to the following address **latest by 3 P.M on 7th October, 2011:**

Director, IPMD,
Ministry of Statistics and Programme Implementation,
Room No. 210, Parliament Street,
Sardar Patel Bhawan,
New Delhi-110 001
(Tel No. 011-23363426)

The bids would be opened first for East zone followed by North zone, South zone and West zone.

List of Zones for Physical Monitoring of MPLADS Works

North Zone	
State / UT	No. of Districts
Uttar Pradesh	70
Uttarakhand	13
Jammu & Kashmir	15
Himachal Pradesh	12
Haryana	21
Punjab	20
Chandigarh	01
Delhi	09
TOTAL	161

South Zone	
State / UT	No. of Districts
Andhra Pradesh	23
Tamil Nadu	31
Karnataka	30
Kerala	14
Pondicherry	04
Orissa	30
Adman & Nicobar	03
Laksh Deep	01
TOTAL	136

East Zone	
State / UT	No. of Districts
West Bengal	18
Bihar	38
Jharkhand	24
Assam	27
Arunachal Pradesh	16
Manipur	09
Meghalaya	07
Mizoram	08
Nagaland	11
Tripura	04
Sikkim	04
TOTAL	166

West Zone	
State/ UT	No. of Districts
Rajasthan	33
Maharashtra	35
Madhya Pradesh	50
Gujarat	26
Chhattisgarh	18
Goa	02
Daman & Diu	02
Dadra & Nagar Haveli	01
TOTAL	167

Total no. of Districts = 161+136+166+167 = 630

Part A:- TECHNICAL BID FOR _____ ZONE

The technical bid should include:

- A-I Relevant experience/proven track record and previous experience in the field of physical monitoring of the development works under similar Government (Central/State) schemes preferably assets creation Schemes.
- A-II Details of existing organization strength/network including details on the availability, qualifications and experience of the technical personnel available for undertaking the physical monitoring work.
- A-III Availability of infrastructure facilities for compilation, data processing, analysis and report writing.
- A-IV Any other detail about organization/institution that may be relevant for the physical monitoring work.
- A-V Self assessment of the capacity and willingness to undertake works in how many districts and zones.

CERTIFICATE

It is certified that:

The information given above is TRUE to the best of my knowledge. The organization shall stand liable if any information given above is later found to be FALSE, including the forfeiture of any payment due to it.

The professional, staff, equipment and all requisite infrastructure facilities mentioned in this bid shall be made available for this study in due time.

I am competent to sign this Certificate.

Date:_____

Authorized

Signatory_____

Place:_____

Name_____

Seal of the organization

Designation_____