

**F.No. C-47/2013-MPLADS**  
**Ministry of Statistics and Programme Implementation**  
**MPLADS Division**

**Sardar Patel Bhawan, Room No. 220**  
**New Delhi, dated 16/06/2014**

**Subject: - Inviting proposals for undertaking third party physical monitoring of Members of Parliament Local Area Development Scheme (MPLADS) works.**

The MPLADS Division in Ministry of Statistics and Programme Implementation is inter alia responsible for prescribing monitoring mechanism for implementing the Members of Parliament Local Area Development Scheme. The Ministry has been undertaking physical monitoring of the MPLADS works through independent organizations. The Ministry now proposes to hire the services of reputed independent institution(s) / academic institution(s) / consultant(s) for undertaking the third party physical monitoring of MPLAD work through open bids, for 100 districts carved out in 2 zones in the country viz. North and West each comprising 50 districts, during the year 2014-15.

2. Accordingly two stage sealed bids are invited from the interested institution(s) / consultant(s) for one or more zones. The bids can be submitted for one or both zones. All bid documents should clearly mention the zone on top. The bids will be opened, zone-wise.

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 Naveen Kumar, Under Secretary (MPLADS), Ministry of Statistics and Programme Implementation, Room No. 220, Sardar Patel Bhawan, Parliament Street, New Delhi – 110001 and should be submitted **latest by 3.00 p.m. on 14<sup>th</sup> July, 2014**. The Pre Bid meeting will be held on **08<sup>th</sup> July, 2014**.

4. Selection of the institution(s) / consultants for the award of work would be undertaken by the Evaluation Committee constituted by the Ministry for the purpose on the basis of criteria prescribed in enclosed RFP, whose decision shall be final, and no enquiries or requests for review in this shall be entertained.

5. RFP is enclosed.

**(Naveen Kumar)**  
Under Secretary (MPLADS)  
Tel. 23361247

**Enclosures: RFP**

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

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**Subject: Inviting proposals for undertaking third party physical monitoring of MPLADS works – RFP there for.**

The Ministry of Statistics and PI is implementing Members of Parliament Local Area Development Scheme (MPLADS) throughout the country. The Ministry intends to award the work of the third party physical monitoring of MPLADS works in the North and West Zones. The Ministry intends to take up 50 districts (to be selected by the Ministry) from each zone (about 100 in total) for physical monitoring during 2014-15. 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 bid process. The Institution(s)/Consultant(s) having annual turnover of more than 5 crore for the last 3 years are required to submit the bids wherein technical and financial bids shall be submitted separately. The technical bid should include documentation proof of the following for assessment in the format prescribed at Annexure I:-

- 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 the year 2000 and getting details of the sample of works.
  - (ii) Select a sample of at least 50 works for indepth evaluation/assessment of these works, as per the following broad criteria for selection:-
    - (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.(If such works are less than 50 or

insufficient then works of lower cost denominations would be included.)

- (c) Atleast 10% of the sample work, i.e, atleast 5 works, should be in respect of works 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 and the time-frame are laid down in para-3.

#### **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.

## **7(A) Technical Bid Evaluation**

The technical evaluation will be done in two steps.

(i) The bids will first be checked for eligibility in terms of turnover, Bid security (earnest money), prescribed certificates, separate technical and

financial bids and all other aspects spelt out in this document for eligibility of the bids.

(ii) The eligible bid documents will be evaluated on the basis of content of the documentary proposal submitted by the bidders on the following criteria.

Criterion	Weightage
(a) 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.(Based on information given against item no. (B) of Annexure I). Evaluation shall be done based on the documents submitted by bidder against each sub item (no. 3, 4, 5 and 6 of item (B) of Annexure I)	20
(b) Details of existing organization strength/network including details on the availability, qualifications and experience of the technical personnel engaged for undertaking the physical monitoring work. (As per information given against item no.(D) of Annexure I) The bidder should give a comprehensive detail of the above aspects against each sub-item (no. 9,10, 11, 12 & 13 of item (D) of Annexure I), to get a view of the quality of manpower which shall be deployed for undertaking the work.	20
(c) Availability of infrastructure facilities for compilation, data processing, analysis and report writing. (As per information given against point no. 14 & 15 of item (E) of Annexure I)	20
(d) Any other detail about organization/institution turnover, reach /network that may be relevant for the physical monitoring works and any other details of project undertaken, time of completion etc. the Modalities proposed for the study etc. (Based on information given in point no. 7 & 8 of Item (C) of Annexure I)	20

<p>(e) Self-assessment of the capacity and willingness to undertake works in how many districts and zones. The proposed model of the bidder for undertaking the work with due justification of resource deployment and action plan for achieving the set defined target date of completion in due course. (Based on comprehensive information given in Annexure I and other detailed action plan enclosed).</p>	<p>20</p>
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## 7 (B) Financial Bid evaluations

The financial bids of qualified bidders will be opened and the following criteria will be followed for arriving at overall H1 bidder.

Overall Evaluation for the technical scores obtained by qualified bidders will be given 70% weightage for the final evaluation.

The financial bid will be given 30% weightage for final evaluation. For the same, the lowest quoted price (say FL) out of qualified bidders will be taken as the base price (i.e. equated to 30 marks). The higher quoted price (say FH) will be allotted marks in the inverse ratio as per the following formula:-

$$\frac{FL * 30}{FH}$$

FH

The total score arrived at after giving 70% weightage to technical marks and taking financial marks will decide the overall H1 and H2 bidder. The work will be awarded to the H1 bidder as arrived above.

## **8) Earnest Money Deposit /Bid Security and Performance Security**

**Etc.**

- a. Earnest Money Deposit:** -Each bid would have to be accompanied by an Earnest Money Deposit of Rs.2 lakh per bid valid for six month for each zone in the form of 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. Performance Security:-**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. Penalty Clause:** - In case, during the validity period, the offer is withdrawn by the bidder or the bidder fails to deposit performance security, earnest money so deposited shall be forfeited.
- d. Liquidated damages:** - In case of any delay wholly attributable to the institution (s)/ consultant (s) liquidated damages shall be recovered @ 0.5% per week (subject to the maximum of 2%) or part thereof without prejudice to other remedies available to MOSPI under contractual agreement.

**e. Payment Mechanism:-**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 (Interest bearing) 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.

The first installment will be released against the Bank Guarantee of equal amount.

**f. Arbitration Clause:-**In the case of the dispute arising upon or in relation to or in connection with the contract between the MOSPI and the firm, which has not been settled amicably, either party can refer the dispute for Arbitration in accordance with the Rules of Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration will be New Delhi. The award made in pursuance there of shall be binding on parties.

## 9) Others

- a. The Bid Security/Earnest Money Deposit would be refunded to the successful bidder on receipt of performance security.

- b. 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 institution/consultant.
- c. 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.
- d. No outsourcing of the monitoring work by the successful bidders would be permitted.
- e. The visiting teams would not accept the hospitality of the District Authorities, Implementing Agencies and MPs etc.
- f. 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.
- g. 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.

- h. 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).
- i. 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.

**9(A). Pre-Bid Meeting & Clarifications**

- (a) MOS&PI shall hold a pre-bid meeting with the prospective bidders on 08.07.2014 at 11.00hrs in the Conference Hall of the Ministry of S&PI, 2<sup>nd</sup> Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.
- (b) All those interested in participating in the pre-bid meeting may intimate the same by e-mail/Fax by 04.07.2014 at 1730 hrs. along with their queries to:-

Under Secretary (MPLADS)  
Ministry of S&PI,  
2<sup>nd</sup> Floor, Sardar Patel Bhawan,  
Sansad Marg, New Delhi-110001.  
Tele fax: 011-23344933  
E-mail: [mplads@nic.in](mailto:mplads@nic.in)

- (c) MOS&PI shall not be responsible for ensuring that the bidders queries have been received by the Department. Any requests for clarifications after the indicated date and time may not be entertained.

## **10. How to Bid**

The Institution(s)/Organisation(s) having annual turnover of more than Rs. 5 crore during last three years 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, financial bid and the certificate to be enclosed are at Annex I, II and 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 14<sup>th</sup> July, 2014:**

Under Secretary (MPLADS)  
Ministry of Statistics and Programme Implementation,  
Room No. 220,  
Sardar Patel Bhawan, Parliament Street,  
New Delhi-110 001  
(Tel No. 011-23361247)

The bids would be opened first for North zone followed by West zone.

## **Annexure-I**

**The information shall be used for technical assessment of the bidder**  
(evaluation based on documents submitted by firm for each item )

### **(A) Format for Technical Bid**

S.No	Details	
1.	Name of Agency/Firm	
2.	Year of Inception	
<b>(B) Track Record and Previous Experience</b> (evaluation based on documents submitted by firm for each item )		
3.	Total number of works/studies conducted ( details to be given by bidder)	
4.	Number of similar works /studies conducted	
5.	No. of multi-states projects	
6.	Experience in MPLADS Monitoring work	
<b>(C) Organizational Strength and the modalities proposed for study</b>		
7.	Turnover of last three years	
8.	Reach/network of organization, if any (Indicate office location to appreciate spread of network of organization)	
<b>(D) Quality and Experience of Technical Personnel</b>		
9.	Quality of leadership of organization (documents supporting Consultancy or Research Oriented organization be enclosed)	
10.	Experience of leaders	
11.	Availability of Qualified & Experienced Professionals	
12.	Availability of Experts in Social sectors Projects	
13.	Experience of Staff/Total Staff (e.g staff with computer skills etc.)	
<b>(E) The infrastructure capability of organization</b>		
14.	Infrastructure facility /organizational setup (to analyze the bidder capability	

	to undertake the proposed work)	
15.	Availability of sufficient Quantity and quality of machine/computers to undertake the field work and data compilation work. (minimum 50 desktops & 20 laptops etc.)	

**(F) Self-assessment of the capacity and willingness of the bidder to undertake works** in how many districts and zones. (comprehensive information to be given by firm). The bidder shall propose the model for undertaking the work with due justification of resource deployment and action plan for achieving the set defined target date of completion.

**Annexure II**

Price/Financial Bid

S.No	Items	Price (all inclusive except service tax) (in Indian Rupees)	Service tax (in Indian Rupees)	Total Price (in Indian Rupees)
		(A)	(B)	(C)
<u>1.</u>	<u>Price for the Zone</u>			

Total Price in words.....

Authorized Signatory

Seal of Company

**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\_\_\_\_\_