

बिड दस्तावेज़ / Bid Document

| बिड विवरण/Bid Details | |
|--|--|
| बिड बंद होने की तारीख/समय /Bid End Date/Time | 14-07-2025 15:00:00 |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time | 14-07-2025 15:30:00 |
| बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date) | 30 (Days) |
| मंत्रालय/राज्य का नाम/Ministry/State Name | Jammu & Kashmir |
| विभाग का नाम/Department Name | Rural Development And Panchayats Department Jammu And Kashmir |
| संगठन का नाम/Organisation Name | N/a |
| कार्यालय का नाम/Office Name | Directorate Rural Development Ladakh |
| वस्तु श्रेणी /Item Category | Hiring of Consultancy Services - Percentage based - Management Consultants; IT Strategy (DPR, RFP etc.), Finance& Accounts, Project Management, Rural Development; Yes; Onsite |
| अनुबंध अवधि /Contract Period | 8 Month(s) 3 Day(s) |
| बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years) | 200 Lakh (s) |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service | 3 Year (s) |
| इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required | Yes |
| एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover | No |
| स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover | No |
| विक्रेता से मांगे गए दस्तावेज़/Document required from seller | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |

| बिड विवरण/Bid Details | |
|--|-----------------------------|
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid? | No |
| बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension | 1 |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended | 7 |
| बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled | No |
| बिड का प्रकार/Type of Bid | Two Packet Bid |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation | 2 Days |
| अनुमानित बिड मूल्य /Estimated Bid Value | 20000000 |
| मूल्यांकन पद्धति/Evaluation Method | Total value wise evaluation |
| मध्यस्थता खंड/Arbitration Clause | No |
| सुलह खंड/Mediation Clause | No |

ईएमडी विवरण/EMD Detail

| | |
|-----------------------------|---------------------|
| एडवाइजरी बैंक/Advisory Bank | State Bank of India |
| ईएमडी राशि/EMD Amount | 30000 |

ईपीबीजी विवरण /ePBG Detail

| | |
|-------------------|----|
| आवश्यकता/Required | No |
|-------------------|----|

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Accounts Officer
Directorate Rural Development Ladakh, Rural Development and Panchayats Department Jammu and Kashmir,
N/A,
(Accounts Officer)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

| | |
|-------------------------------|-----|
| एमआईआई अनुपालन/MII Compliance | Yes |
|-------------------------------|-----|

एमएसई खरीद वरीयता/MSE Purchase Preference

| | |
|---|----|
| एमएसई खरीद वरीयता/MSE Purchase Preference | No |
|---|----|

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Extendability of contract requirement:As per ATC

Last 3 years average business revenue from consulting:As per ATC

Number of Consultants on payroll of firms:As per ATC

Number of projects completed in India having similar scope & size of proposed project under hiring:As per ATC

Detail of the Project to be managed by Service Provider:[1751359524.pdf](#)

Methodology for Measurement of executed Project Value, to be used for Invoicing [1751359634.pdf](#)

Pre-qualifications Criteria: [1751359676.pdf](#)

Profile of Consultants: [1751359696.pdf](#)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

| Parameter Name | Max Marks | Min Marks | Evaluation Document | Seller Document Required |
|---|-----------|-----------|---------------------------|--------------------------|
| Financial Capability, Experience, Business Presentation | 100 | 70 | View file | Yes |

Total Minimum Passing Technical Marks: 70

Hiring Of Consultancy Services - Percentage Based - Management Consultants; IT Strategy (DPR, RFP Etc.), Finance& Accounts, Project Management, Rural Development; Yes; Onsite (1)

तकनीकी विशिष्टियाँ /Technical Specifications

| विवरण/ Specification | मूल्य/ Values |
|------------------------------------|--|
| कोर / Core | |
| Consulting Category/ Stream | Management Consultants |
| Consultant's Profile | IT Strategy (DPR, RFP etc.) , Finance& Accounts , Project Management , Rural Development |
| Proof of Concept (POC) Required | Yes |
| Deployment of Consultants/Resource | Onsite |
| एडऑन /Addon(s) | |

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

| क्र.सं./S.N o. | प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Quantity | अतिरिक्त आवश्यकता /Additional Requirement |
|----------------|--|--|-------------------------------|---|
| 1 | Shabir Ali | 194103,Director Office Rural Development Department, Council Secretariat Kargil. | 1 | <ul style="list-style-type: none">Estimated Value of Project to be Managed : 20000000 |

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/**Buyer Added Bid Specific Terms and Conditions**

1. **Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/**Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of

Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.


जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



**Request for Proposal (RFP) For
Program Management Unit (PMU) for RGSA**

Rural Development Department

UT Ladakh



Qinghai

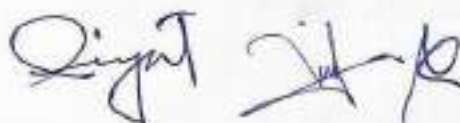



Disclaimer

1. This Request for Proposal document for Program Management Unit (PMU) (hereinafter referred to as the "RFP") contains brief information about the scope of work and qualification process for the successful applicant. The purpose of the RFP Document is to provide the applicants (hereinafter referred to as "Applicant/s") with information to assist the formulation of their proposals (hereinafter referred to as the "Proposal/s").
2. This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. It does not purport to be all-inclusive or contain all the information or be the basis of any contract. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy, or completeness of any of the information contained herein.
3. It shall not be assumed that there shall be no deviation or change in any of the herein-mentioned information. While this document has been prepared in good faith, neither Rural Development Department, UT Ladakh nor any of its officers or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from.
4. Any liability is accordingly and expressly disclaimed by Rural Development Department, UT Ladakh and any of its officers or subscribers even if any loss or damage is caused by any act or omission on the part of Rural Development Department, UT Ladakh or any of their officers or subscribers, whether negligent or otherwise.
5. Rural Development Department, UT Ladakh and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document, or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the engagement or any part of the interest or terminate negotiations or the due diligence process prior to the assignment of work or contract.
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7. This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves and observe any applicable legal requirements.

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| | |
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1. Critical Dates

Request for Proposal for selection of Programme Management Unit (PMU) for Rural Development Ladakh under Revamped Rashtriya Gram Swaraj Abhiyan (RGSA)

| S. No | Key Activities | *Date |
|-------|---|-------------------|
| 1. | Publishing of RFP | As per GeM Portal |
| 2. | Last date of Query Submission | As per GeM Portal |
| 3. | Date of Pre-proposal Discussion | To be notified |
| 4. | Last date for submission of proposals | As per GeM Portal |
| 5. | Completion of the Scrutiny of Proposals | As per GeM portal |
| 6. | Presentations by the Agencies | To be notified |
| 7. | Finalization of selection by Evaluation cum Selection Committee | To be notified |
| 8. | Amount of EMD/Security Deposit | 30,000/- |

*Rural Development Department, UT Ladakh reserves the right to change any date/time/ venue mentioned in the schedule and any changes in this regard will be updated and intimated on the e-procurement portal of UT Ladakh <https://gem.gov.in>

**Reply to all queries (received till (to be notified) and any changes/ announcements regarding this RFP will be provided online (ONLY) <https://gem.gov.in>



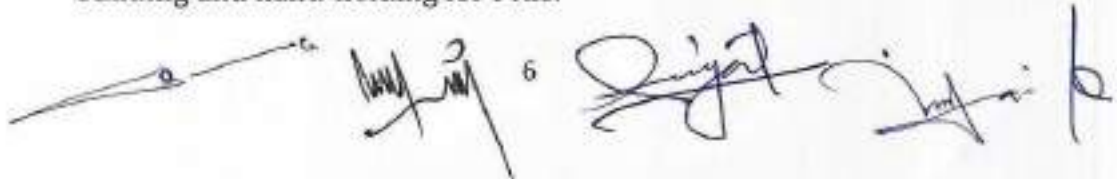
2. Brief on Revamped Rashtriya Gram Swaraj Abhiyan (RGSA)

1.1 The Revamped RGSA is one of the important Centrally Sponsored Schemes (CSS) being implemented by Union Ministry of Panchayati Raj (MoPR) through State Governments/ UT Administration. The scheme was approved on 13.04.2022 for implementation from 01.04.2022 to 31.03.2026 with the objective to enhance the capabilities of Elected Representatives, Functionaries and other stakeholders of Panchayati Raj Institutions for inclusive local governance with focus on optimum utilization of available resources and convergence with other schemes to address the issues of national importance and enable the Panchayats to function effectively as third tier of Government.

2.1 The scheme extends to all States and Union Territories (UTs) of the country including institutions of rural local government in non-Part IX areas, where Panchayats do not exist.

3.1 Objectives of Revamped RGSA: broadly include

- I. Develop governance capabilities of Panchayati Raj Institutions (PRIs) to deliver on the Sustainable Development Goal (SDGs);
- II. Focus on developing the capacity of elected representatives of PRIs for leadership Roles to enable the Gram Panchayats to function effectively as third tier of Government;
- III. Enhance capabilities of Panchayats for inclusive local governance with focus on optimum utilization of available resources and convergence with other schemes to address the issues of national importance;
- IV. Enhance capabilities of Panchayats to raise their own source of revenue;
- V. Strengthening Gram Sabhas to function effectively as the basic forum of people's participation within the Panchayat system.
- VI. Promote devolution of powers and responsibilities to Panchayats according to the spirit of the Constitution and PESA Act 1996;
- VII. Strengthen institutions for capacity enhancement of PRIs at different levels: collaborate with other Departments & stakeholders for optimal use of available training infrastructure to ensure quality standards in infrastructure facilities, human resources and outcome-based training;
- VIII. Collaboration with Academic Institute/ Institute of Excellence to support capacity building and hand-holding for PRIs;

The bottom of the page features several handwritten signatures and initials in black ink. On the left, there is a long, sweeping signature. In the center, there are initials that appear to be 'H. J.' followed by a small number '6'. To the right of this, there is another signature, and further right, a signature that looks like 'S. J.' followed by a vertical line.

- IX. Promote e-governance and other technology driven solutions to enable goop governance in Panchayat administrative efficiency and improved service delivery with transparency and accountability;
- X. Recognize and incentivize the performance of PRIs towards attainment of SDGs;
- XI. Enhance capabilities of Panchayats through action research and publicity to reach out to multiple and diverse target groups and taking up research studies related to PRIs for assessments and informed policy decisions;
- XII. Exchange of information/ideas through international organizations and exchange programmes in local governance.

3. Terms of Reference

3.1. Overview:

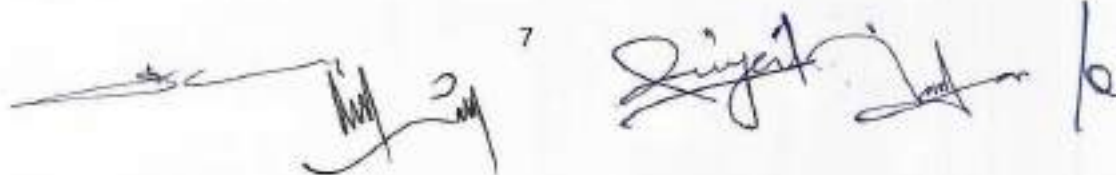
The Revamped RGSA has emphasized the important functions under the Constitution and various Central & State Acts. They have also been assigned responsibilities in many Central, State programmes. However due to unavailability of information and authentic data related to PRIs is often cited as one of the key challenges for policy analysis and decision making. The situation is compounded by the poor capacity of PRIs in this regard. Therefore, the present strength and capacity of State panchayat departments needs to be enhanced, in order to support the Panchayati Raj departments, a structured and integrated PMU at State, District and Block level to be set up for planning, implementation and monitoring of Revamped RGSA:

- a) **Empower PRIs, functionaries, and other stakeholders** the resources available under Technical & Administrative components to PRIs and administrative cost of other schemes for rural development could be leveraged to strengthen PMU at different level of PRIs.
- b) **Promote Inclusive Development:** Ensure that the development process is inclusive and participatory, reflecting the needs and aspirations of the local community.
- c) **Enhance Service Delivery:** Improve the efficiency and effectiveness of service delivery at the grassroots level.
- d) **Develop governance capabilities** of Panchayati Raj Institutions (PRIs) to deliver on the Sustainable Development Goal (SDGs).

3.2 Objective of Program Management Unit (PMU)

- a) In order to equip PRIs of Ladakh to develop as drivers of economic growth and nodes of spatial development, it is necessary to envision CB&T with a fresh 'eco-system' approach wherein all stakeholders of the society come together to facilitate and support Panchayati Raj Institutes (PRIs) to attain holistic, inclusive and sustainable development.

7



- b) Therefore, the present strength and capacity of the Panchayati Raj Departments at State, District, Block level needs to be enhanced to enable them to undertake the ever-increasing assigned tasks and implementing Revamped RGSA and other CSSs for the development of Panchayats at every level.
- c) To support the Panchayati Raj Departments, a structured and integrated PMU at State, District and Block level to be set up for planning, implementation, and monitoring of Revamped RGSA and other CSSs along with effective real-time data management, e-enablement, streamlining convergence, improved monitoring and handholding in planning of Panchayats and Localization of Sustainable Development Goals etc.
- d) Professionals with relevant experience and expertise in local governance, capacity building, Panchayati Raj, Social development, IEC, monitoring and evaluation, data handling management and analysis, SDGs, handling dashboards and MIS, local planning etc. need to be hired from time to time or outsourced for programme management as per norms approved by the SEC.
- e) In view of the above, the Rural Development Department UT Ladakh intends to form different positions of PMUs at State, District and Block level, as per the specific need of UT Ladakh the hiring process at different level needs to be initiated.
- f) The Integrated and structured PMU at different level be established and 1.5% of the fund could be utilized under Programme management to meet day to day cost for the functioning of PMU and other expenditure as per requirement.
- g) The Gram Panchayat Level Elected Representatives, Functionaries and other stakeholder of Panchayat to be provided training at Block level.

3.3 Scope of Work

As per the framework for implementation of Centrally Sponsored Scheme (CSS) under revamped Rashtriya Gram Swaraj Abhiyan (RGSA) 2025-26, section 8.17 about the implementation of Programme Management Unit (PMU).

Panchayat have been assigned important functions under the Constitution and various central and state Acts. They have also been assigned responsibilities in many central and state programmes. However, the human resources available to Panchayats differs widely across the States. Unavailability of information and authentic data related to PRIs is often cited as one of the key challenges for policy analysis and decision making. The situation is compounded by the poor capacity of PRIs in this regard.

Therefore, the present strength and capacity of State Panchayati Raj Departments needs to be enhanced to enable them to undertake the ever-increasing assigned tasks and implementing Revamped RGSA and other CSSs for the development of Panchayats in the State. To support the Panchayati Raj departments, a structured and integrated PMU at state, district and block level to



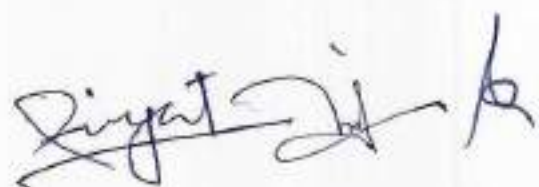

be set up for planning, implementation and monitoring of Revamped RGSA along with effective real-time data management, e-enablement, streamlining convergence, improved monitoring and handholding in planning of Panchayats and Localization of Sustainable Development Goals etc.

An integrated and structured PMU at different level to be established under Revamped RGSA and 1.5% of the fund could be utilized under Programme Management to meet day to day cost for the functioning of PMU and other expenditure as per requirement.

The broad/ Indicative responsibilities of the personnel under Programme Management Unit (PMU) as per Annexure- VII of the Guidelines provided in the revamped RGSA framework for the establishment of PMU at State, District and Block level to be set up for planning, implementation and monitoring.

3.4 Suggested Functional Areas:

- i. Planning: Ensure capacity building of GPs for preparation of GPDP appraisal of plans, monitoring plan implementation
- ii. Training: Maintaining a data base of trainers, institutions, training needs assessment and breaking up of trainers as per level of learning and needs, monitoring trainings held, feedback and appraisal of trainings, pedagogical issues.
- iii. Gender: Look at issues relating to gender, ensuring mainstreaming of such issues in training, organizing additional capacity building where required.
- iv. Economic Development: Infrastructure, Energy, Water Supply and Sanitation, local industries, mobilization of credit, Environment, Agriculture.
- v. Social Justice: Development of Scheduled Castes & tribes, Development of Children, Health, Education, Culture, Sports and youth, Social Security including care of the aged and disabled.
- vi. Project Management: Develop Strategies and Action plans
- vii. Media & IEC: Use of Media-newsletters, radio, social media for capacity building. Increasing attendance in Gram Sabhas.
- viii. MIS: Managing the Management information system for RGSA.
- ix. Procurement & Disbursement: Building capacity and providing assistance to GPs for procurement of works, services and goods.
- x. Civil Works: Designing and construction of Panchayats, making Panchayats complexes a CBD for the village. Providing technical support to GPs for construction activities.
- xi. Monitoring & Evaluation: Monitoring process of RGSA. Also initiating monitoring of works of GPs. Incentivization of Panchayats etc.
- xii. Any other task assigned by the director Rural Development Department/ Project Manager shall be binding to execute for smooth implementation of CSS schemes.



4. Program Management Unit (PMU) Team

- **State Project Management Unit (SPMU):**

1. State Project Manager

- The Project Manager is responsible for the successful delivery of scheme.
- Co-ordination and management of overall implementation of scheme.
- Timely submission of Annual Action Plan (AAP) for consideration of Central Empowered Committee of RGSA as per RGSA norms.
- Assist the course Coordinator/ Faculty to prepare day to day schedule.
- Support to conduct TNA workshop, course design and developing the proposed training material
- Ensuring completion of deliverables/action points as per time lines and reporting status to MoPR on regular basis through e-Gram Swaraj, RGSA MIS, TMP etc.
- Promotion of cross-State sharing
- Organizing meetings, trainings, workshops on various issues as and required.
- Continuous improvement and refinement in Panchayat indicators and process of PRI assessment through special focus on Localization of SDGs.
- Provide assistance to NPMU as and when required for liaison on issues involving other State Departments.
- Liaising with Districts/ Blocks for smooth functioning of scheme.
- Identification of best practices and dissemination through training and other means.
- Any other task related to scheme assigned by the Director RDD Ladakh for time to time.

2. Data Entry Operator/MIS specialist/Data engineer/Analyst

- On time submission of Annual Action Plan on MIS with the approval of competent authority.
- Responsible for collecting and updating of various data in State/Central specific applications.
- Verification/ review of data with the help of State Coordinator before entering data

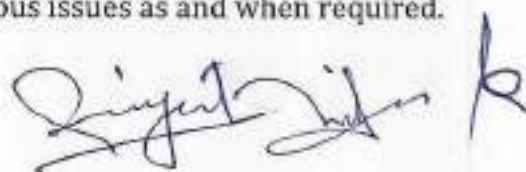
in various applications.

- Periodic checking of data in State/Central specific applications and take follow up action as required and as per direction of Senior Updating training details on Training Management Portal regularly.
- Any other task assigned by seniors from time to time

- **District Project Management Unit (DPMU)**

1. District Project Manager

- The District Project Manager is responsible for the successful delivery of Scheme.
- Management & implementation of scheme till District level in Co-ordination with State.
- Shall be responsible for documentation training and other activities done at District level
- Timely organization of training programme and provide hand holding support to all rural local bodies in the district and function as helpdesk for them.
- Shall assist the course Coordinator/ Faculty to prepare day to day schedule.
- Shall support to conduct TNA workshop, course design and developing the
- proposed training material
- Organizing meetings, trainings, workshops on various issues as and when required.



- Continuous improvement and refinement in Panchayat indicators and process of PRI assessment through special focus on Localization of SDGs.
- Handholding support to BPMU in preparation of Panchayat Development Plan at District, Block and GP level adopting thematic approach for LSDGs.
- Real time data management related to PRIs and streamlining convergence at different level of PRIs in planning, implementation and monitoring of various activities in PRIs including LSDGs.
- Timely reporting on the progress of implementation.
- Provide assistance to SPMU and BPMU as and when required.
- Liaison with Districts/ Blocks level officials for smooth functioning of scheme.
- Identification of best practices and dissemination through training and other means.
- Any other task related to scheme assigned for time to time

2. **Data Entry Operator/MIS specialist/Data engineer/Analyst**

- On time submission of Annual Action Plan on MIS with the approval of competent authority.
- Responsible for collecting and updating of various data in State/Central specific applications.
- Verification/ review of data with the help of District Coordinator before entering data in various applications.
- Periodic checking of data in State/Central specific applications and take follow up action as required and as per direction of Senior
- Updating training details on Training Management Portal regularly.
- Any other task assigned by seniors from time to time.

• **Block Project Management Unit (BPMU)**

1. **Block Coordinator**

- Organize training and provide hand holding support for training organized at block level and function as helpdesk
- Coordinate and monitor the training programmes relating to Panchayats being imparted.
- Periodic checking and timely submission of data to Districts for updation of information.
- Handholding support to GPs in preparation of Panchayat Development Plan at Block and GP level adopting thematic approach for LSDGs.
- Real time data management related to PRIs and streamlining convergence at different level of PRIs in planning, implementation and monitoring of various activities in PRIs including LSDGs.
- Timely reporting on the progress of implementation.
- Providing Support to State/Districts PMUs as and when required.
- Liaison with Districts/ Blocks level officials for smooth functioning of scheme.
- Review and provide insights on improving the State accounting procedures/rules, manuals, toolkits, etc. for Panchayats.
- Ensure steps towards electronic record keeping of all sources of funds by GPs/equivalent bodies
- Any other task assigned by the Project Manager time to time.




4.1. Requirement:

The indicative structure of PMU at State and District as per the specification/needs of UT Ladakh:

| Structure of SPMU | Numbers |
|--|-----------|
| State Project Manager | 1 |
| Data Entry Operator/MIS specialist/Data engineer/Analyst | 1 |
| Total | 2 |
| Structure of DPMU | |
| District Project Manager | 2 |
| Data Entry Operator/MIS specialist/Data engineer/Analyst | 2 |
| Total | 4 |
| Block Coordinator | 31 |
| Total | 31 |

4.2 Eligibility & Responsibility of Human Resources.

| S.No | Position | Key Qualification | Experience |
|------|---|---|---|
| 1. | State Project Manager | Master in Public administration/ MBA/MSW/Rural Management in regular stream. | Minimum 3 years of experience in managing and implementing development projects any Central, State or local government sector |
| 2. | Data Entry Operator/MIS specialist/Data engineer/Analyst (State Level) | BTech (IT)/BCA. | Minimum 3-year experience in data management or any similar field. |
| 3. | District Project Manager | Minimum Graduation Degree in Economics/Public Administration/ Social Work/ Rural Management/General Management. | Minimum 2-year experience in administrative field |
| 4. | Data Entry Operator/MIS specialist/Data engineer/Analyst (District Level) | BCA/ Diploma in Computer Application. | Minimum 2-year experience in data management or any similar field. |
| 5. | Block Coordinator | Graduation in Political Science/Sociology/Economics/Social Work/ Rural Management. | Minimum 2-year experience in the relevant field |

4.3. Eligibility & Evaluation Criteria:

- i. **Preliminary Eligibility criteria:** Any Agency, having experience in manpower outsourcing as per the criteria mentioned below:

| S.N. | Criteria | Supporting documents |
|------|---|---|
| 1. | Organization must be a Company registered in India under Companies Act 1956 or 2013 or Limited Liability Partnership registered under the Limited Liability Partnership Act, 2008 and Section 8 of the Companies Act 1956 or 2013, with their registered office in India. (Joint Ventures/ Consortium are not allowed to participate) | (i) Certificate of Incorporation (ii) Copies of Articles of Association (in case of registered firms) |
| 2. | The organization must have been in existence for a minimum period of five (5) years (as on 31.03.2025) | A certificate issued by CA (with CA's Registration Number/ Seal) regarding the company having operation for at least five years |
| 3. | The agency should have a minimum average annual turnover of ₹2 Crore in the last 03 financial years ending 31 March 2025. | CA certificate |
| 4. | The agency should have experience for at least 3 financial years and engaged in similar schemes/manpower resource for State/UT Govt. for rural communities or in PRIs or for Urban Local Bodies under various schemes of the Union Government or State Government including RGSA / PSUs / Corporate Sector / Multilateral Organizations/ Autonomous bodies. | Work order/ Contract Agreement/ Completion certificate from principal agency |
| 5. | The agency should have undertaken at least 2 Year Experience on Manpower Outsourcing in PRIs or for Urban Local Bodies/ or of PSUs / Corporate Sector or Multilateral Organizations, in the last 2 years of minimum order value of Rs.1 cr., each. | Work order/ Contract Agreement/ Completion certificate from principal agency |
| 6. | The agency should not have been blacklisted by any Central or State Government or Public sector. | Production of an affidavit duly notarized by a legal authority for non-blacklisting |
| 7. | The agency should have valid GST, PAN, EPF, ESIC registration | Copy of GST, PAN, EPF, ESIC |
| 8. | The agency should have valid ISO 9001:2015 certificate | ISO certificate |

Note: Only those bidders who will qualify in the Preliminary Eligibility will be eligible for further Evaluation.

ii. Evaluation Criteria:

| Sl. No. | Parameters | Marking Criteria | Maximum Score |
|---------------------------------|---|---|---------------|
| A. Financial Capability | | | 30 |
| A.1 | Average annual turnover of the bidder for last three financial years, ending March 2025. | Points for bidders' average annual turnover for last three years, as following: (i) Rs. 2 cr.: 10 marks (ii) Above Rs.2 cr., 5 mark each for every additional Rs.1 cr. turnover subject to maximum of 30 marks. | 30 |
| B. Experience | | | 40 |
| B.1 | Geographical footprint: Level of the Pan India Presence of the Manpower Outsourcing with Public Sector/ Corporate Sector/ PSU/ Multinational Companies/ States. | (i) Geographical Presence in minimum 2 States/ UTs = 10 Marks (ii) 5 mark each for every additional State/ UT subject to maximum of 20 marks. | 20 |
| B.2 | Experience providing similar manpower support for Elected Representatives of PRIs, officials of Panchayati Raj, Rural Development and department and SHGs under various schemes of the Union Government or State Government including RGSA / PSUs / Corporate Sector/ Multinational Companies / Multilateral Organizations. | (i) 10 marks for each relevant assignment with fee of at least Rupees 1 Crore each. | 20 |
| C. Business Presentation | | | 30 |
| C.1 | To be evaluated basis understanding of scheme, experience across geographies and richness of experience to be evaluated by a committee | • Work plan and Vision Document = 10 • Approach & Methodology = 10 | 20 |
| C.2 | | • Understanding of the scope of work as per the ToR and capability of execution = 10 | 10 |
| Total (A) + (B) + (C) | | | 100 |

Note: The qualifying score of empanelment will be 70% marks in the above evaluation parameter. Setting up of a Selection cum evaluation committee, who check all the selection process. Further, the Selection cum Evaluation Committee, totally on their own discretion, can reduce qualifying marks. Agencies who qualify in the evaluation parameter will be ranked on the basis of merit and will be selected for contract.

5. Cost norms:

1. The value of contract shall be guided by the rate chart outlined in Framework for Revamped RGSA scheme of Ministry of Panchayati Raj, Government of India. The Integrated and structured PMU at different level be established and 1.5% of the fund could be utilized under Programme management to meet day to day cost for the functioning of PMU and other expenditure as per requirement.

THE COST NORMS OF THE ADMISSIBLE ACTIVITIES UNDER REVAMPED RGSA

| S.N. | Component | Total Post | Cost |
|------|--|------------|--|
| 5 | Project Management Units (PMU) | | |
| 5.1 | State Project Management Units (SPMU) | 2 | SPMU @ Rs.26.40 lakh per State/UT per annum subsuming existing components of SPMU, e-SPMU and Administrative and Financial Data Analysis and Planning Cell |
| 5.2 | District Project Management Units (DPMU) | 4 | DPMU @Rs.10.80 lakh per District per annum subsuming existing components of e-DMPU |
| 5.3 | Block Project Management Units (BPMU) | 31 | BPMU @Rs.4.80 lakh per Block per annum subsuming existing components of Technical Support to PRIS |

6. Timelines, Payment, and Duration of the contract

6.1. Timelines of Engagement

- (i) The overall period of the engagement of the PMU shall be for a whole financial year.
- (ii) The engagement period may be extended up to one year based on satisfactory performance, requirement and on mutually agreeable terms.
- (iii) The extension on engagement period shall not be more than one-year a time.

6.2. Payment Terms

- (i) In response to the RFP, the Applicant shall provide detailed person-month cost for

deployment of the mentioned resources for a period of one-year.

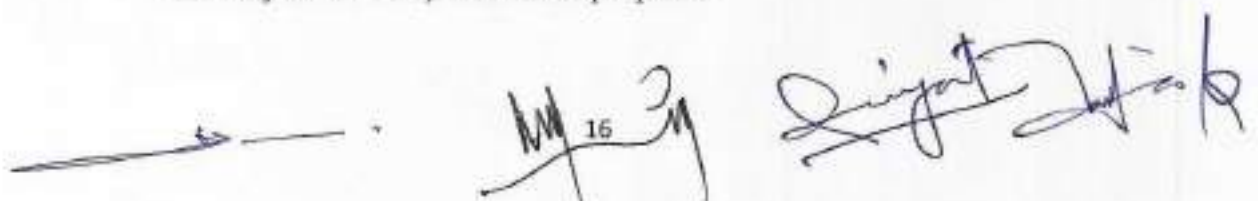
- (ii) The financial quote must in a Standard Forms. GST as per applicable rates shall be paid by the Authority additionally.
- (iii) The entire financial liability in respect of mentioned resources to be deployed in the Rural Development Department is on the service provider. It will be the responsibility of the Service Provider to pay to the persons deployed a sum not less than the minimum fixed rate as provide in the guidelines of the scheme from time to time and produce such evidence as may be required by the office concerned on monthly basis. The Rural Development shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in course of their performing the duties or after expiry of the agreement.
- (iv) The Consultants shall be paid on a monthly basis, in accordance with the financial terms at the start of the project. The person-month rate is a monthly fee per resource for the first year (12 months) of the project.

6.3. Duration of the Contarct

- i. The Selected Agency shall be given contract for a period till April 2026, unless further extended by competent authority;
- ii. Even though the Applicant may meet the above eligibility criteria, they may be liable for disqualification at any stage, including post engagement, in case of following circumstances/ conditions:
 - (a) The Applicant has made any false representation including in the forms, statements, and attachments submitted as proof of the eligibility criteria requirements.
 - (b) The Applicant has a record of poor performance such as quality of service, abandoning any allotted project, inability to complete any allotted project, delay in completion of any allotted project, etc. The Applicant has been blacklisted by any Government or other organizations or its contract with any organization has been terminated for breach of contract

7. Other Terms and Conditions:

- i. The applicant is expected to examine all instructions, forms, terms, requirements and other information in this RFP document. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP documents in every aspect would be at the applicant's risk and may result in rejection of its proposal.



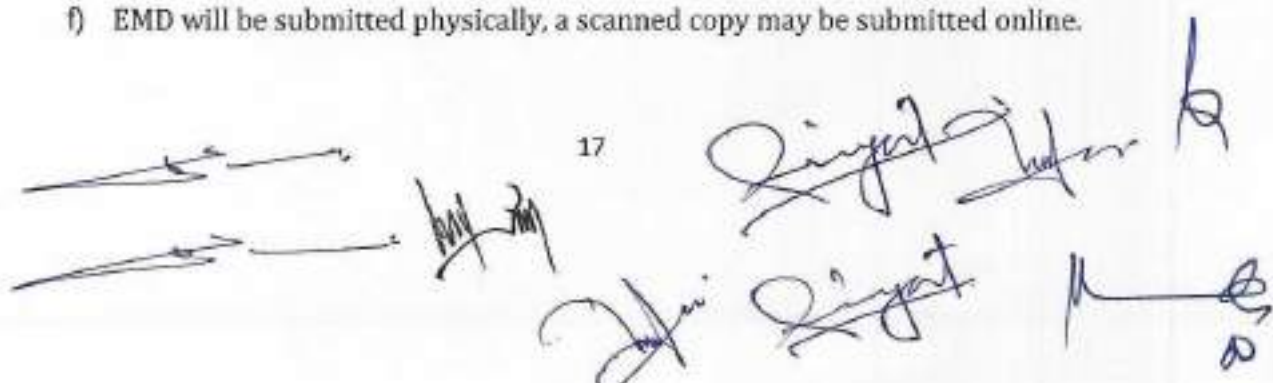
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- ii. A presentation shall be prepared and presented by the bidders virtually/physically and the presentation dates shall be communicated to the bidders as per the convenience of the selection cum evaluation committee.
- iii. If the concerned authority is not satisfied with the performance of any hired resource person, the agency shall, upon request and without delay, replace the individual with a suitable alternative who meets the required qualifications and standards.

8. Submission of Proposal:

8.1 Address and Date line for Proposal Submission.

- a) Interested Agencies/Bidders may respond to the Expression of Interest (RFP) and submit their proposal comprising of duly filled following annexures in the relevant sections of GeM portal:
 - (i) Sample letter for submission of proposal is at **Annexure-I**.
 - (ii) Details of general information and eligibility criteria as per **Annexure-II**.
 - (iii) Details of Financial Strength, Experience, Manpower, Venue, etc. as per **Annexure-III**.
 - (iv) No Deviation Certificate as per **Annexure- IV**.
 - (v) Declaration cum Certificate as per **Annexure- V**.
- b) The name of the project, the Agencies/Bidder name and address, email ID and the name of the primary and secondary contact person should be provided on the right-hand side of the main sealed proposal/envelope.
- c) There should be an index at the beginning of the proposal detailing the summary of all information contained in the proposal and all the pages of the proposal should be serially numbered. All pages of the Proposals are to be authenticated by the authorized signatory.
- d) Rural Development Department UT Ladakh, will not accept delivery of proposals by fax or email. Proposals received in such a manner shall be treated as defective/invalid and rejected.
- e) The applicant is responsible for all costs incurred in connection with participation in this RFP process, including but not limited to, costs incurred in the conduct of informative and other diligence activities, participation in meetings, presentation, preparation of proposal and in providing additional information required by Rural Development Department UT Ladakh.
- f) EMD will be submitted physically, a scanned copy may be submitted online.

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- g) All proposals and accompanying documents received within the stipulated time will become the property of Rural Development Department UT Ladakh and will not be returned. The hard copy version will be considered as the official proposal.

Director
Rural Development Department
UT Ladakh
2 Floor, Council Secretariat Building, Kurbathang, Kargil, Ladakh.
Email: drdladakh@gmail.com.

- a) Applications submitted via email will not be deemed valid. Please ensure that only hard copies are sent on the address mentioned above
- b) In case the proposal is submitted by hand, applicants' representative(s) shall sign a register evidencing their attendance.
- c) Proposal received after the stipulated date or incomplete or not in format shall be summarily rejected. Rural Development Department decision in this regard will be final and binding.

Queries (if any) should be raised through **email mentioned above** and not beyond the time limit as specified at **point number 17** of the RFP. Reply to all queries will be provided online (ONLY).

*Rural Development Department, UT Ladakh reserves the right to change any date/time/ venue mentioned in the schedule and any changes in this regard will be updated and intimated on the e-procurement portal of UT Ladakh <https://gem.gov.in>

**Reply to all queries (received till (to be notified) and any changes/ announcements regarding this RFP will be provided online (ONLY) <https://gem.gov.in>

8.2. Late Applications:

Any proposal received by Rural Development Department after the deadline for submission of proposal prescribed at **point number 17** of this RFP shall be summarily rejected and will not be processed further.

8.3. Amendments to the RFP:

At any time prior to the deadline for submission of proposals, Rural Development Department may modify/amend or vary, for any reason deemed necessary, the RFP by an amendment notified on the <https://gem.gov.in> website and such amendment shall be binding on all. No separate individual communication will be issued in this regard and participants need to check relevant websites.

8.4. RDD Ladakh's Right to Terminate the RFP:

Rural Development Department UT Ladakh (RDD Ladakh) may terminate the RFP process at any time and without assigning any reason. RDD Ladakh makes no commitment, express or implied, that this process will result in a business transaction with anyone. This RFP does not constitute an offer by RDD Ladakh.

9. Evaluation of Proposal:

Proposals will be examined by an **Evaluation cum Selection Committee** constituted by Rural Development Department UT or its designated representative(s). The evaluation of proposals will be undertaken as per the following stages:

- (i) The first stage of evaluation would involve examination of the minimum eligibility criteria by the evaluation cum selection committee of each of the applicant(s) against the pre-qualification/ minimum eligibility criteria of this RFP.
- (ii) Applicant(s), who fulfill the minimum eligibility criteria will be invited to make presentations on their Proposal at a date/time to be specified and conveyed by RDD Ladakh and scores will be assigned by the Committee for the technical proposal and presentations made by the applicant(s).
- (iii) In the process of examination, evaluation and comparison of the proposal, RDD Ladakh may, at its discretion, ask applicant(s) for clarification of its proposal which the applicant will be obliged to furnish in writing failing which its application is not liable to be evaluated. The applicant(s) are expected to respond/provide the information/clarifications within the stipulated time. Failure to provide the information may lead to disqualification of the applicant.

10. Finalization and offer of empanelment:

Evaluation will be based on the proposals submitted and any additional information requested by RDD Ladakh. An offer of contract will be made to the responsive applicants whose proposal conforms to the RFP and who have been duly selected in the process mentioned herein above. Evaluations for selection will be based on the proposals and any additional information requested by RDD Ladakh.

11. Applicability of the GST Provisions w.r.t. PRIs Training Programs:

Considering the importance of training, Government of India has provided exemption from levy of GST on training provided to government as per provisions of section 11 read with notification no. 12/2017 Central Tax (Rate) dated 28th June 2017. The relevant extract is reproduced as under for ready reference:

| Chapter, Section, Heading, Group or Service Code (Tariff) | Description of Service | Rate (Percent) | Conditions |
|---|---|----------------|------------|
| Heading 9992 | Services provided to the Central Government, State Government, Union territory administration under any training programme for which 75% or more of the total expenditure is borne by the Central Government, State Government, Union territory Administration. | Nil | Nil |

12. Settlement of Differences:

Any difference arising out of the interpretation, application and implementation of this RFP shall be settled amicably through consultations and negotiations. In case of difference or disputes, the same shall be settled as per the provisions of the Arbitration & Conciliation Act,

1996 via appointment of an independent arbitrator (jointly by parties). The decision of the arbitrator shall be final & binding on both the parties. The location of arbitral proceedings shall be Directorate of Rural Development Department UT Ladakh and proceedings shall be conducted in English/Urdu.

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Annexure I: Proposal Submission Letter Form (On the letterhead of Applicant)

Date:

Dear Sir,

Ref: Request for Proposal as Programme management Unit.

Having examined the RFP documents, the receipt of which is hereby duly acknowledged, I/we, the undersigned, offer to provide the services as required and outlined in the RFP for selection of Manpower outsourcing Agency by Rural Development Department (RDD) UT Ladakh. We meet the requirements and agree to provide such services as set out in the RFP documents. We attach hereto our response to the RFP document, which constitutes our proposal for consideration.

We undertake, if our proposal is accepted, to adhere to the stipulations put forward in the RFP or such adjusted plan as may subsequently be mutually agreed between us and RDD Ladakh or its appointed representatives.

We agree to the unconditional acceptance of all the terms and conditions set out in the RFP documents. We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to RDD Ladakh is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead RDD Ladakh has to any material fact. It is hereby confirmed that I/we are entitled to act on behalf of our corporation/company/firm/organization and are empowered to sign this document, which may be required in this connection.

We shall observe the confidentiality of all the information passed on to us in the course of the RFP process and shall not use the information for any other purpose than the current RFP. We also understand that RDD Ladakh is not bound to accept the offer either in part or in full. If RDD Ladakh rejects the offer in full or in part, the department may do so without assigning any reasons therefore.

Dated this

Day of

2025

Authorized Signature [In full and initials] (in the capacity of) Duly authorized to sign the RFP
Response for and behalf of:
(Seal/Stamp of applicant) Address for Correspondence



Annexure II: Format of Proposal (PART A & B) (Proposal must be indexed and each page numbered)

A. General Information

| Sl. | Particulars | Details | Name of Supporting Document Submitted | Page no. of document |
|-----|--|---------|---------------------------------------|----------------------|
| 1. | Name of Agency | | | |
| 2. | Full Address | | | |
| 3. | Contact Details (Tel. No /Mobile No/Email id) | | | |
| 4. | Date of Establishment of Entity (Incorporation/Deed/License) | | | |
| 5. | Organization Type (Details & enclose Certificate) | | | |
| 6. | No. of Branches (Enclose details with address proof & Telephone No.) | | | |
| 7. | GST Registration Details in the relevant area of work | | | |
| 8. | PAN | | | |

B. Eligibility Criteria

| Sl. | Particulars (Enclose evidence) | Details | Name of Supporting Document Submitted | Page no. of document |
|-----|---|---------|---------------------------------------|----------------------|
| 1. | Number of years of experience | | | |
| 2. | Number of years of experience in manpower outsourcing activities | | | |
| 3. | Tangible net worth for the last 05 FY, ending 31st March 2024, supported by audited accounts and balance sheet/ Annual report, ITR and CA Certificate | | | |
| 4. | Annual Turnover of the organization Manpower outsourcing for the last 05 financial years, ending 31st March 2024. | | | |
| 7. | Details of Office(s) | | | |
| 11. | List of present clients (enclose details) | | | |
| 12. | Details of manpower outsourcing projects during the last 05 years | | | |
| 13. | Any other relevant information | | | |



Annexure III- Details of Financial Strength, Experience, Manpower, Venue

TABLE (A, B, C & D)

A. Financial Strength

| S No. | Financial Year | Tangible worth (in Rs Cr) | Net Annual turnover from training activities (In Rs Cr) | Type of supporting document attached |
|-------|----------------|---------------------------|---|--------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

B. Experience Details

| S No | Name of the Client | Contact person name, phone number and address | Date/ period of contract | Total No of Manpower or outsourced | Order value (in Rs Cr) | Type of supporting document attached |
|------|--------------------|---|--------------------------|------------------------------------|------------------------|--------------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

The block contains several handwritten signatures and marks in blue ink. From left to right, there is a long horizontal line, a signature that appears to be 'Anand', a signature that appears to be 'Srinivas', a signature that appears to be 'Srinivas', and a signature that appears to be 'Srinivas'.

Annexure IV: No Deviation Certificate

Date:

To

Dear Sir,

We understand that any deviation/exception in any form in our application against the RFP dated may result in the rejection of our proposal. I/We, therefore, certify that we do not have any exception/deviation of the RFP clauses anywhere in the proposal and we agree that if any deviation is mentioned or noticed, our proposal may be rejected.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Note: This "No Deviation Certificate" should be written on the letter head of the applicant duly signed and stamped with date by a person competent and having authorized power to bind the applicant.

Annexure V: Declaration cum Certificate

(On letterhead of the Outsourcing Agency duly stamped and signed)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that our organization/entity has not been backlisted by any Central Government/Central Autonomous Bodies/State Government/State Autonomous Bodies/Public Sector Undertakings/Banks/IBA/any other Corporates/any regulatory authority.

Further, this is to certify that our Agency does not have any legal, civil, criminal, taxation and other cases pending that may have an impact affecting or compromising the delivery of services required.

Date:

(AUTHORISED SIGNATORY)

NAME

DESIGNATION

The block contains handwritten signatures and a stamp. On the right, there is a large, cursive signature in blue ink that appears to read 'Sant Jyoti'. Below it, there is a smaller, more stylized signature. To the left of these, there is a horizontal line with a small, illegible stamp or mark above it.