

**Office Of Commissioner Rural Development
Government Of Uttar Pradesh**

**TENDER DOCUMENT
FOR
SETTING UP NREGS CELL
FOR
NATIONAL RURAL EMPLOYMENT GURANTTEE SCHEME
IN
DEPARTMENT OF RURAL DEVELOPMENT
UTTAR PRADESH**

(Tender Enquiry No.: _____)

Sale of Tender document	:	22.08.2008 - 04.09.2008
Pre-bid Conference	:	1500 hrs. 01.09.2008
Submission of tender document	:	1400 hrs. 05.09.2008
Opening of tenders	:	1600 hrs 05.09.2008

Commissioner of Rural Development,

10th Floor, Jawahar Bhavan,
Ashok Marg, Lucknow, Uttar Pradesh- 226001

Phone: 0522-2286015, 2286022

FAX: 0522-2286023, 2286025

E-mail: crd-up@nic.in

Website- <http://rd.up.nic.in/>

**Office of Commissioner Rural Development
10th Floor Jawahar bhawan, Ashok Marg, Lucknow
Uttar Pradesh**

DISCLAIMER

1. **Though adequate care has been taken while issuing this Tender Document, the Bidder should satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office (as mentioned below) immediately. If no intimation is received by this office within 3 days from the date of issue of the Tender Document, then this office shall consider that the Document received by the Bidder is complete in all respects and that the Bidder is satisfied that the Tender Document is complete in all respect.**
2. **Office of Commissioner, Rural Development, Uttar Pradesh reserves the right to change any or all of the provisions of this Tender Document before date of submission. Such changes would be intimated to all parties procuring this Tender Document before date of submission.**
3. **Office of Commissioner, Rural Development, Uttar Pradesh reserves the right to reject any or the entire tender without assigning any reasons whatsoever. No correspondence will be entertained on this account.**

Signature of Purchaser

Signature of
Assistant Commissioner,
Rural Development
10th Floor, Jawahar Bhawan,
Lucknow

SALE OF TENDER DOCUMENT & LAST DATE OF SUBMISSION OF PROPOSALS.

Price of Tender Document: Rs. 500/- (Rs. Five Hundred)

Sale of Tender Document: 22.08.2008 to 04.09.2008, on all working days during working hours .

Additional Information: Some items in this document may not have been explicitly defined/elaborated. The meaning of these terms is as generally understood, and would be clarified, if needed, along with other clarifications, by Office of CRD in the pre-bid conference to be held at the Room No. 1048, 10th Floor Jawahar Bhawan, Lucknow. at 1500 hours on 01.09.2008

Last Date of submission of *Tender*:

Completed Tender Document should reach this office on or before 1400Hrs. 05.09.2008 The Bidder has the option of sending the *Tender* by Registered Post or submitting the *Tender* in person so as to reach the office by the time and date stipulated above. *Tender* received either by hand or by courier after the hour and the date, so fixed above, will be returned, unopened to the Bidders. Postal delay or delay due to any reason, etc., will not be accepted nor panned and no further correspondence shall be entertained. The Office of Commissioner, Rural Development, Uttar Pradesh shall not be responsible for any loss arising out of such delay.

The Tender Document should be submitted to:

**The Commissioner,
Rural Development
10th Floor, Room No. 1036
Jawahar Bhawan,
Ashok Marg
Lucknow**

- Please also note that, it is compulsory to enclose the cost of the Tender document, if the tender document has been downloaded from the website, otherwise the tender will not be considered.
- The Commissioner Rural Development, Uttar Pradesh reserves the right to accept or reject any application without assigning any reason what so ever.

**Office of Commissioner Rural Development
10th Floor Jawahar bhawan, Ashok Marg, Lucknow
Uttar Pradesh**

Part I (Earnest Money)

1. An Earnest money of Rs.25,000=00 (Rupees Twenty Five Thousand) only as an account payee Bank Demand Draft in favour of “ COMMISSIONER RURAL DEVELOPMENT” Payable at Lucknow must be deposited along with the tender. Tenderer should satisfy himself about the terms and conditions as well as selection criteria annexed with the tender paper before submitting Earnest money.
2. *Tender Document No. :*

Details of deposit of Earnest money

The details of Earnest money being deposited should be indicated in following sequence:

3. Demand Draft Number, -----
4. Bank, Branch & Town of issue, -----
5. Date, -----
6. Amount in words and figures, **Rupees**

- **The Demand Draft along with above details should be placed in a separate sealed cover.**
- **Tender without full details and legally acceptable Earnest money shall be rejected**
- **Earnest money of unsuccessful Tenderers will be refunded after finalisation of the tender without encumbrance to the Department of Rural Development.**

**Office of Commissioner Rural Development
10th Floor Jawahar bhawan, Ashok Marg, Lucknow
Uttar Pradesh**

Part-2

**INVITATION OF OFFERS FIRM, COMPANY, AGENCIES, INSTITUTIONS
FOR FORMING A NATIONAL RURAL EMPLOYMENT GUARANTEE
SCHEME (NREGS), CELL AT LUCKNOW**

Office Of Commissioner Rural Development, Uttar Pradesh Invites Offers from Leading Firms, Company, Agencies, Institutions for constituting a National Rural Employment Guarantee Scheme (NREGS), Cell At Lucknow for implementation of NREGS in Uttar Pradesh.

Introduction

National Rural Employment Guarantee Act - 2005

- Main Thrust of the Act is on :
- Guaranteeing 100 days of unskilled/ manual work to a family in rural area in a financial year.
- To ensure payment of minimum wages for each day of work to the labour. In case of U.P., it is Rs. 100 per day.
- So, if a family is willing to work for 100 days and gets Rs. 100 per day, the Act guarantees them to earn Rs. 10, 000 per year.

Basic Statistics: Districts, Blocks , G.P.s Rural Families & BPL Families

S1	Unit	Phase-1 (Started On 2-2-06)	Phase-2 (Started On 15-5-07)	Phase-3 (Started On 01-04-08)	Total	
1	Districts	Nos.	22	17	31	70
2	Blocks	Nos.	289	209	322	820
3	Nyay Panchayats	Nos.	2906	2052	3177	8135
4	Gram Panchayats	Nos.	18247	13469	20284	52000
5	Rural Families	Lakh Nos.	82.96	58.34	98.95	240.25
6	BPL Families	Lakh Nos.	43.68	26.97	28.91	99.56

Progress on Key Points
During 2006-07, 2007-08, 2008-09

Sl.	Item	Unit	Progress During 2006-07 (April To March)	Progress During 2007-08 (April To March)	Progress During 2008-09 Till June-08
1	2	3	4	5	6
1	Total Fund available	Crore Rs.	1007.35	2214.14	1426.84
2	Expenditure	Crore Rs.	792.28	1898.25	557.32
3	% Exp.		79%	86%	39%
4	Total Rural Families	Lakh Nos.	82.96	141.30	240.26
5	BPL families	Lakh Nos.	43.63	70.65	99.56
6	Job Cards distributed	Lakh Nos.	40.15	73.11	92.98
8	Number of HH demanding wage employment	Lakh Nos.	26.86	41.04	14.46
9	Number of HH to whom employment provided	Lakh Nos.	26.01	40.96	13.54
10	% of HH provided wage employment against demand		97%	99.81%	93.64%
11	No. of mandays generated During Current Year	Lakh Mandays	829.85	1363.08	370.70
12	Average No. of Days of Employment Provided to a family	Days Nos.	32	33	27
13	No. of HH provided 100 days of Employment	Nos.	159940	436032	774
14	No. of Accounts of labourers Opened in Banks/Post Offices	Lakh Nos.	-	-	14.42
11	No. of mandays generated During Current Year	Lakh Mandays	829.85	1363.08	370.70

Guidelines and a Booklet containing GOs is being provided with the tender document.

The details regarding the scheme are also available on website:<http://nrega.nic.in>.

TERMS OF REFERENCE

2. Job Descriptions of the Specialists in Eight Sectors for NREGS Cell.

IEC Officer:-

1. To formulate a state wide campaign on NREGAS, and to prepare modules for its implementation.
2. To develop relevant, attractive and suitable IEC materials.
3. To devise a package to use all kind of IEC strategies ranging from cultural programmes, Nukkad Natak, Kathputli dance etc.
4. To come up with innovative ideas for propagating the rights of NREGA workers and awareness among masses about the programme.
5. To use a mix of medium for effective communication to the target group of the Scheme.
6. To monitor the implementation of IEC campaign and assimilate the mid-course corrections if needed.

Training Officer:-

1. To design an effective training module for each stakeholder in NREGAS, with the help of expert bodies and institutions.
2. To identify institutions which are in a position of imparting effective training under NREGAS.
3. To evolve excellent and effective training material and modules.
4. To plan training and refreshers at different locations in the State for different stakeholders of the Scheme.
5. To monitor the effectiveness of ongoing training programmes.
6. To assimilate the lessons learnt during implementation for betterment of training modules.
7. To establish a close linkage between training and practicality in field.

Planning, Monitoring and Evaluation Officer:-

1. Technical oversight for ongoing monitoring and documentation of day to day activities.
2. Conducting random meeting with the community to undertake qualitative assessment.
3. Facilitate the impact evaluation of NREGS on periodical basis.
4. Compilation and analysis of the data obtained through redressal system. Analysis of data on periodical basis and formulating recommendations.
5. To address gender issues.
6. To produce quality reports and documentation.

Works officer:-

1. Arrangement of Institutions to prepare Perspective Plan. Preparation and annual plan and Labour Budget and follow up for sanctioning of Labour Budget.

2. Monitoring for Preparation of shelf of projects.
3. To follow up calendar fixed by Government of India for the approval of annual Plan and Labour Budget.
4. Compliance of verification reports received form State level and District level officers.

Social Audit Officer:-

1. For training of selected facilitator for social audit.
2. To review of social audit process.
3. Monitoring of effective public participation in social audit forum.
4. Action on reports regarding social audit forum.
5. Checking of documents of NREGA and assets created under the scheme.
6. To take remedial action against complains.
7. Review of report submitted by vigilance and monitoring committees.

Finance Officer:-

1. Management of “State Rojgar Guarantee Nidhi”.
2. To ensure of availability of funds at district level.
3. Arrangement of sending financial proposal to GOI.
4. Monthly squaring of accounts.
5. To follow audit process at all level (GP, Block, and District & State).
6. To ensure transparency in financial transaction at state level.
7. Maintenance of accounts as per GOI and state government.

Grievance Redressal Officer:-

1. Arrangement for time bound redressal of grievances at all the level.
2. To take action taken report preparation of proposal against.

Information Technology Officer:-

1. To ensure internet based MIS.
2. To ensure transparency.
3. To ensure that all the information is available in the public domain.
4. Supervision of employment demand supply match at each level.
5. To ensure computerization at Block & District Level.
6. Arrangement of up linking and downloading of data form website.
7. Supervision of data filled on the District in the formats prescribed by the GOI. for MPR.
8. To ensure display of important documents of the website of U.P. & GOI.

3- Qualifications of the Sector Specialists Required For NREGS Cell

S. No.	Post	Desired Professional Qualification	Specialization/ Preference
1.	Information, Education and Communication Officer	Masters in Mass Communication, MBA/Master in Advertising- PR	
2.	Training Officer	MBA – HR	Training Certification, previous training experience in Govt. bodies/ agencies, communities/ local bodies/NGOs etc
3.	Planning, Monitoring and Evaluation Officer	MBA-Systems/IT/ Finance	Public Management and Policy (PMP) certification
4.	Works Officer		Typing Speed – 120
5.	Information Technology Officer	MBA / B.Tech. in Computers or ICT or equivalent degree	CCNA/CCNP/ MCSE
6.	Social Audit Officer	MSW, Masters in any of the disciplines under Social Sciences/ Social Work or equivalent degree with 3-5 years experience in Monitoring & Evaluation/ Social Audit of programmes	Should have hands on practice and Social Audit experience in past, knowledge on quantitative & qualitative data analysis. Should be able to work in Hindi and English both.
7.	Grievance Redressal Officer	MBA in HRD or bachelors/ masters in Public Relations/ any equivalent degree	
8.	Finance Officer	M. Com/ M.B.A. (Finance)/ ICWAI/CA/ any equivalent degree	Knowledge on computer applications and accounting software. Knowledge on MS Office. Should be able to function in English and Hindi language

4. Contract Period

The contract period initially will be for one year and will be renewed yearly depending upon the performance.

5. HIGH LEVEL REVIEW COMMITTEE

- a. A Committee is proposed to be constituted to review the work of the firms engaged for the work and make sure that the work is proceeding according to the agreed programme. The committee will ensure that the Firm/Institution's work is not held up for want of clearances at any level. The committee will meet regularly for the purpose and will give orders for release of payments to the firm.
- b. The committee will monitor the progress and make modifications in the programme as and when necessary.
- c. Officers shall submit daily progress of the tasks achieved or under progress and any other details required by high Level Review Committee.

- d. The progress report shall indicate inter-alia a status of the work completed and other information for monitoring progress. Reasons for short fall should be clearly stated and suggestions for corrective measures be given.

6. INFORMATION FOR FIRMS FOR SUBMITTING THE BIDS

- a. Each submitted proposal should be complete in all the respects, including the earnest money. The proposals should enclose duly filled forms as annexed along with.
- b. The **Proposal** should include description of the firm / organization, the firm's general experience in the field of assignment, the qualification and competency of the personnel proposed for the assignment and the proposed work plan methodology and approach in response to suggested terms of reference. Necessary document in support of technical capabilities in annexed format (1, 2 and 3) must be submitted along with the proposal.
- c. An affidavit swearing the correctness of technical data furnished also must be submitted as per the annexed format (4).
- d. The bid should be deposited along with the draft for earnest money in a sealed cover.

7. EVALUATION OF THE BIDS :

- a. The bids submitted will be evaluated using the following criteria:

Sl. No.	Criteria	Points
1	Firm's general experience in the field of assignment and adequacy of the proposed work plan and methodology in responding to TOR.	60
2	Qualifications and competence of the key staff for the assignment.	40
Total Points -		100

- b. The number of points to be given under each evaluation sub-criteria for firm's general experience in the field of assignment and adequacy of the proposed work plan and methodology is:

Sl. No.	Criteria	Points
1	Number of projects with each project costing of at least Rs.50 Lacs (Fifty Lacs) handled in the last 5 years (5 or more projects will fetch full points and less will be marked proportionately)	30
2	Experience of the firm in providing consultancy services costing Rs.5.00 crores (Five crores) or more in the last 5 years will fetch full points, and less will be marked proportionately.	15
3	Experience of the firm in providing consultancy services in Rural Development sector, exclusive of (2) above, costing Rs. 3.00 crores (Three crores) or more in the last 5 years will fetch full points, and less will be marked proportionately.	15
Total Points -		60

- c. The number of points to be given under each evaluation sub-criteria for qualifications and competence of key staff for the assignment is :

Sl. No.	Criteria	Points
a.	General Qualification :	
	i. Engineering Graduate or AMIE, other equivalent degree in respective field of specialization including medical fraternity.	15
	ii. Post Graduate Degree, ME, M. Sc. (Engg.), MBA, and full	15

	membership e.g. MICF, MI Struct., E, MIE, AITP, AIIA, MRSI, etc. of professional body / Institute / Organization	
b.	Experience in the prestigious studies / projects funded by private / public sector / bilateral / multilateral funding agencies.	10
	Total Points -	40

D. DECIDING AWARD OF CONTRACT :

Quality and competence of the consulting service shall be considered as paramount requirement. The decision of the award of the contract would be as under.

E. Evaluation of Quality :

- (a) Technical proposals scoring not less than 50% of the total points as per procedure for evaluation will be selected and constituted into an expert Firm/Institution panel.

F. Evaluation of Cost:

- (a) After the evaluation of quality is complete, the selected firms would then submit financial bids.
- (b) The designated committee will award marks to the Firms out of a total of 100 marks.
Subsequently the financial proposals shall be opened in the presence of representatives of the Firms.
- (c) All the proposals of evaluation of cost shall exclude only the local taxes of the State Govt. and shall include all other reimbursable expenses, such as traveling, report printing etc. including the service tax and other relevant taxes to be paid to the Govt. of India. The proposal with the lowest cost shall be given financial score of 100 points and other proposal shall be given financial score that are inversely proportional to their prices.
- (d) The total score for any firm shall be arrived at by weighing the technical score concept presentation and cost scores and adding them. The weight of the technical score shall be 50 points, that of the concept presentation shall be 25 points and the weight of the cost shall be 25 points.
- (e) The firm securing the highest total score will be then selected and it shall have to execute a contract agreement with the Deptt. of Rural Development.
- (f) **Negotiations And Weight of Contract:**
The Firm must be prepared to furnish the detailed cost breakup and other clarifications with respect to the proposals submitted by him, as may be required to adjudge the reasonableness of his price proposals. If the negotiations with the firm are successful the award will be make to him.
- (g) Please note that quality is the principal selection criterion, the Department does not bind itself in any way to select a firm offering the lowest price. Also note that if you consider that your firm does not have all the expertise for the assignment, there is no objection to your firm associating with another firm to enable a full range of expertise to be presented. Necessary partnership / agreement paper must be submitted to authenticate your claim.
- (h) The Firm so selected will furnish a panel of three names for each post of specialists in eight designated sectors. The Commissioner, Rural Development will select one for each sector, which will constitute the NREGS Cell.
- (i) It will be the responsibility of the Firm to ensure the continuous availability of sector specialists at Lucknow. Any replacement or change can take place only at minimum notice of three months and with the consent of both parties.

FORM NO. – 1

CERTIFICATE AS TO CORPORATE PRINCIPAL

I certify that I am the Secretary of the Firm/Company, set up under the laws of and that (Name and Designation) who signed the above tender is authorized to bind the corporation by authority of its governing body.

(Signature of Secretary and Seal)

FORM- 2

The firms experience in the field of assignment (Please also enclosed the supporting documents)

Sl. No.	Name of the Project	Nature of the project	Name of the Department	Total Cost of the Project	Date of commencement of the Project	Status of the Project	Remarks about the completion of the project by the concerned Department
1	2	3	4	5	6	7	8

(Signature of Firm/Institution and seal)

FORM – 3

The qualification & Competence of the personnel proposed for the assignment:

Sl. No.	Name of the person concerned	Academic Qualifications	Experience in the respective field	Experience in the prestigious studies / Projects funded by private / public sector / multilateral funding agencies	Remarks
1	2	3	4	5	6

(Signature of Firm/Institution and seal)

FORM 4

AFFIDAVIT

I, S/o Director
of M/s having its registered office at
..... do hereby solemnly affirm and declare as follows:

1. That I have been authorized to execute this affidavit on behalf of this company by the Board of Directors vide its resolution passed on
2. That the Office Of Commissioner, Rural Development Uttar Pradesh vide advertisement published in had invited offers from Firms to constitute a NREGS Cell.
3. That in response to the said advertisement as stated in paragraph (2) above, our firm has submitted its proposal to the Office Of Commissioner, Rural Development Uttar Pradesh.
4. That the proposals of our firm M/s containing necessary information and particulars furnished as per given Performa, detailing therein :
 - a. Firm's general experience in the field of assignment / work.
 - b. The qualification and Competency of the personnel for the assignment.

That the statements made in paragraph 1 to 4 of the foregoing affidavit as above are true to my knowledge and belief and if anything is found contrary, I stand liable to be prosecuted under appropriate Act / laws in force.

Solemnly affirmed by the said at on this the
..... day of 2008.

Deponent :
Identified by me :