

Request for Proposals (RFP) for Selection of an Agency to Develop Standardized Training Modules and Training of Trainers (ToT) Framework for a National Project on Sensitizing Male Elected Representatives towards women related issues including Safety and Security of Women

December 2025

Issued by

Ministry of Panchayati Raj
Government of India
Krishi Bhawan, New Delhi – 110001

Preface

The Ministry of Panchayati Raj (MoPR), Government of India, is committed to strengthening the Panchayati Raj system as an institution of vibrant, participatory, and inclusive local self-governance. Over the years, significant progress has been made in enhancing the capacity of Panchayats to deliver responsive governance, promote social justice, and advance gender equality at the grassroots level.

Despite these advancements, gender disparities persist across local governance structures, particularly with respect to the meaningful participation, leadership, and safety of women in Panchayati Raj Institutions (PRIs). Addressing these gaps requires not only empowering women but also engaging men as active allies in transforming social norms, strengthening democratic values, and preventing gender-based discrimination and violence.

In this context, the Ministry is launching an initiative on Sensitizing Male Elected Representatives towards women related issues including safety and security of women. The initiative recognises that sustainable gender transformation must involve elected male representatives across Gram Panchayats, Block Panchayats and Zila Parishads, enabling them to reflect on harmful masculine norms, internalise equitable behaviours, and embed gender priorities into everyday governance processes.

This Request for Proposals (RFP) seeks to engage a qualified agency or consortium of non-profit organisations with proven expertise in gender-transformative programming, PRI governance, adult learning methodologies, and large-scale capacity building. The selected agency will be responsible for developing standardised training modules, establishing a Training of Trainers (ToT) framework, and building a national cadre of master trainers capable of delivering a gender-responsive leadership programme across the country.

The Ministry looks forward to partnering with experienced and committed organisations to drive this important national effort and advance India's journey towards gender-equitable, inclusive, and accountable local governance.

Disclaimer

This RFP document is not an agreement and is neither an offer nor an invitation to any entity. Its purpose is to provide interested parties with information to assist in the preparation of their proposal.

While the information contained in this RFP is believed to be accurate and reliable, Ministry of Panchayati Raj (MoPR) makes no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of this RFP.

MoPR reserves the right to change, modify, add, or remove any part of this RFP, including its structure, scope, or requirements, without prior notice or assigning any reason.

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Key highlights

Aspect	Description
Issuing Authority	Ministry of Panchayati Raj
RFP Reference	
Title	Selection of an Agency to Develop Standardized Training Modules and Training of Trainers (ToT) Framework for a National project on Sensitizing Male Elected Representatives towards women related issues including safety and security of women
Objective	To build gender-responsive Panchayati Raj Institutions by sensitising male elected representatives and traditional local bodies on positive values that uphold the rights and safety of women and girls; providing guidance for mainstreaming gender in all PRI activities; promoting awareness on legal, social and democratic equality; developing training modules and materials on gender sensitisation; and creating a trained pool of State, District and Block-level trainers to sustain these efforts.
Target Beneficiaries	Male Elected Representative
Empanelment Period	1 year
Submission Mode	Online through portal
Contract type	Output based
Date of Issue:	01/01/2026
Method of Selection:	Quality and Cost-Based Selection (QCBS) (70:30)
Last Date for Submission of Proposals	31/01/2026
Pre-Bid Meeting	Date: 12/01/2026 Time: 11:00AM at 9 th Floor, Conference Hall, Jeevan Bharati Building, Connaught Place, New Delhi

Contact Person:

Nodal Officer:

Under Secretary (Capacity Building)
 Ministry of Panchayati Raj
 Jeevan Prakash Building, New Delhi – 110003
 email: Pankaj.kr73@nic.in; prasannk.ekka@nic.in
 Phone No.- 011-23753817

Section 1 - Important Dates and Submission Details

Activity	Date / Deadline	Remarks
Release of RFP	1 st January 2026	Published on GeM portal (www.gem.gov.in) and MOPR's Website (www.panchayat.gov.in)
Last date for submission of queries	As per GeM guideline and 7 th January 2026	GeM portal and email id mentioned in contact for communication
Pre-bid meeting (Physical meeting)	12 th January 2026 (11:00 AM)	9 th Floor, Conference Hall, Jeevan Bharati Building, Connaught place, New Delhi
Issue of clarifications / corrigendum	To be Decided (TBD) and published on GeM portal and MoPR's website	
Proposal submission deadline	31 st January 2026 (06:00 PM)	Online submission via GeM portal
Opening of Pre-Qualification Bids	2 nd February 2026 (11:30 AM)	To be conducted online
Technical presentations	TBD	In-person presentation at MoPR
Financial opening	TBD	
Announcement of Empanelled Agencies	TBD	Will be published on GeM and MoPR website

1.1 Mode of Submission

- Bidders must submit proposals online only through the Gem Portal at www.gem.gov.in
- Each bidder shall upload a complete proposal in PDF format with all supporting documents and annexures as per this RFP.
- Physical copies will not be accepted unless specifically requested by MoPR.
- Queries and clarifications must be submitted at GeM portal or through email as specified in section 1.4) in the format prescribed in Annexure IV.
- Any corrigenda or amendments will be published only on the GeM portal and MoPR website.

1.2 Pre-Bid Meeting and Clarifications

- The pre-bid meeting will be held physically on 12th January 2026, open to all interested bidders.
- Bidders should email their queries by 7th January 2026 (17:00 IST) in the specified format. Bidders should post their query or clarification on GeM portal as per GeM guideline or during pre-bid meeting submitted in the specified format.
- Consolidated responses to queries will be issued by MoPR as an official corrigendum.
- No individual clarifications will be issued.

1.3 Proposal Submission Format

Each proposal must include the following sections in the order listed below:

1. Cover Letter and Bid Submission Form (Annexure I)
2. Compliance sheet for Pre-qualification and technical qualification proposals (Annexure II)
3. Organisational Profile and Legal Documents (Annexure III)
4. Technical and financial Proposal (Annexure V)
5. Financial Details and Audited Statements
6. Declarations and Certificates (Annexures VI and VII)

The proposal shall be digitally signed by the authorised signatory and submitted before the deadline on the Gem Portal at www.gem.gov.in.

1.4 Contact for Communication

Nodal Officer:

Under Secretary (Capacity Building)

Ministry of Panchayati Raj

Jeevan Prakash Building, New Delhi – 110003

Email id: Pankaj.kr73@nic.in and prasannk.ekka@nic.in

Landline no.: 011-23753817

1.5 RFP Validity and Amendments

- This RFP is valid until the completion of the empanelment process or until withdrawn by MoPR.
- MoPR reserves the right to amend, extend, or cancel this RFP without assigning any reason.
- Any changes will be communicated via the official portals.

1.6 Empanelment Tenure

Empanelment under this RFP shall be valid for **one year** from the date of notification of empanelled agencies.

MoPR may extend the period for up to one additional year based on performance, requirement, and mutual consent.

Section 2: Invitation for Proposals

The Ministry of Panchayati Raj (MoPR), Government of India, hereby invites sealed proposals from individual organisation or Consortium, (**'agency' hereafter**), comprising up to three (one lead plus two secondary organisation ToT) leading non-profit organisations registered in India under the Societies Registration Act, 1860, or the Indian Trusts Act, 1882, or equivalent statutes, with demonstrated excellence in Panchayati Raj Institutions (PRIs) governance, gender sensitisation training, adult learning pedagogy, and the implementation of large-scale government programmes at the national level.

This RFP is issued in alignment with the General Financial Rules (GFR) 2017, the Manual for Procurement of Consultancy Services 2025, and other applicable guidelines of the Government of India. The objective is to select a qualified agency to develop standardized training modules and Training of Trainers (ToT) frameworks targeted at Elected Male Representatives of Gram Panchayat, Block Panchayat and Zila panchayats to Sensitize Male Elected Representatives towards women related issues including safety and security of women. The programme will focus on role of men in fostering gender equality, promoting social justice, enhancing good governance practices, preventing gender-based violence (GBV), and cultivating gender-responsive leadership skills.

The selected agency will operate in close collaboration with key national and state-level institutions, including the National Institute of Rural Development and Panchayati Raj (NIRD&PR), State Institutes of Rural Development (SIRDs), Extension Training Centres (ETCs), and State Departments of Panchayati Raj (DoPR) and Rural Development Department (RDD). Proposals must demonstrate the agency's capability to deliver high-impact, scalable training interventions that address systemic gender disparities in local governance, while ensuring inclusivity across India's diverse linguistic, cultural, and geographic landscapes.

The agencies are required to submit Technical and Financial Proposals in separate sealed envelopes, as per the formats provided in the Annexures. The procurement process will adhere to principles of transparency, fairness, and efficiency, with a focus on achieving value for money and measurable outcomes in gender-responsive governance.

Section 3: Background and Rationale

Gender sensitization aims to transform deeply rooted societal stereotypes that regard men and women as unequal entities, operating in separate social and economic spheres. The process involves changing attitudes and promoting rational, equitable behaviour among all genders. By fostering a socio-cultural climate that discourages gender-biased practices, the initiative works towards empowering both men and women to recognize and dismantle stereotypes.

Inadequate sensitization of men about the safety and security concerns of women contributes significantly to crimes against women and girls. This not only leads to emotional and physical harm for women but also imposes economic costs from increased healthcare expenditure to legal fees and productivity losses. The long-term consequences can hinder women's full societal participation and well-being.

Positive masculinity, which in general refers to men embodying constructive behaviour and attitude that actively support gender equality and challenge harmful patriarchal norms, serves as a powerful enabler for transforming both individual attitudes and institutional practices while fostering an environment where women's leadership, voice, and participation are meaningfully empowered, can be fostered through sensitisation of men on women related issues. By encouraging male PRI representatives to critically reflect on deeply rooted cultural norms, stereotypes and expectations surrounding what it means to "be a man," the approach helps them recognise how these beliefs often reinforce unequal power relations and restrict women's participation, voice and mobility. Through guided reflection, dialogue and experiential learning, positive masculinity encourages men to acknowledge the impact of harmful behaviours such as dominance, control, silencing of women, and tolerance of violence and replace them with values of empathy, respect, shared decision-making and accountability. This directly supports the project's objective of shifting gender-related attitudes, behaviours and practices.

At the governance level, positive masculinity reframes gender equality and the prevention of gender-based violence as essential duties of elected male representatives, rather than private, domestic or women-specific issues. It helps men understand that women's safety, rights and empowerment are integral to democratic functioning, community well-being and the constitutional mandate of Panchayats. This strengthens their commitment to proactively identifying and addressing gender issues, ensuring that they no longer remain peripheral to Panchayat priorities.

Within Panchayat functioning, the principle of positive masculinity equips male representatives to challenge discriminatory norms such as sidelining elected women, controlling their roles through "sarpanch-pati" practices, or allowing community pressures to restrict women's participation. By internalizing respectful, non-violent and supportive behaviours, male representatives can create safer and more enabling

environments where women feel confident to speak, contribute ideas, lead meetings, and influence decisions. This in turn promotes a culture of shared leadership and mutual respect.

Furthermore, positive masculinity supports the systematic integration of gender equality and gender based violence concerns into everyday governance processes. When male leaders adopt a gender-responsive lens, they begin to naturally incorporate women's needs related to safety, mobility, livelihoods, education, health and access to services into Gram Sabha discussions, GPDP planning, budgeting and resource allocation. It also strengthens coordination with frontline services such as police, health workers, child protection units and women's helplines, enabling faster and more effective responses to violence and discrimination. Over time, this results in institutionalization of gender-sensitive governance, stronger community accountability mechanisms, and a Panchayat ecosystem where women's rights, dignity and development are consistently prioritized.

Section 4: Objective of the program

The overall objective of the project is to build gender-responsive Panchayati Raj Institutions by sensitising male elected representatives and traditional local bodies on positive values that uphold the rights and safety of women and girls; providing guidance for mainstreaming gender in all PRI activities; promoting awareness on legal, social and democratic equality; developing training modules and materials on gender sensitisation; and creating a trained pool of State, District and Block-level trainers to sustain these efforts

Objective 1:

Sensitisation of male elected representatives of Panchayats/TLBs to create positive values that support women and girls and their rights.

1.1 To enable male PRI representatives to critically reflect on harmful masculine norms and shift gender-related attitudes, behaviours and practices.

1.2 To promote gender-equitable behaviours within Panchayat functioning, encouraging male representatives to challenge discriminatory practices, support women's participation, and respond to GBV with seriousness and accountability.

Objective 2:

To provide overall guidance in integrating/mainstreaming gender in all activities of Panchayati Raj Institutions.

2.1 To integrate gender equality and GBV concerns into everyday governance processes including Gram Sabha meetings, village planning, budgeting, and coordination with frontline services and institutions.

Objective 3:

To generate awareness with regard to equality in law, social system and democratic activities.

3.1 To strengthen understanding among male representatives that gender equality and GBV prevention are core components of democratic governance, and not private or women-specific issues.

Objective 4:

To develop training modules/materials for sensitisation of men on the safety and security of women and girls.

Objective 5:

Creating a pool of trainers at State, District and Block levels for imparting training on gender sensitisation.

Section 5: Purpose of the RFP

This RFP seeks to engage a qualified agency experienced in gender-transformative programming, working on men and masculinities, engaging with PRI systems, and implementing large-scale trainings. The selected agency will:

1. **Conduct Comprehensive Training Needs Analysis (TNA):** Undertake in-depth assessments at National, State, and District levels to identify capacity gaps among EMRs in gender-responsive governance, ensuring tailored interventions that address regional variations in PRI functioning.
2. **Develop State-of-the-Art Training Modules and Resources:** Create innovative, evidence-based curricula, manuals, audiovisual (AV) materials, and multilingual learning resources that incorporate global best practices in Positive masculinity and gender sensitisation.
3. **Pilot-Test and Refine Training Modules:** Validate the developed materials through rigorous field testing in diverse socio-cultural contexts, incorporating stakeholder feedback to enhance relevance and effectiveness.
4. **Establish a National Cadre of Master Trainers (NMTs):** Build a certified pool of expert trainers through ensuring high standards of delivery and sustainability beyond the programme duration.
5. **Ensure Linguistic and Cultural Adaptation:** Adapt all training materials to suit India's linguistic diversity while respecting cultural sensitivities to maximise participant engagement.
6. **Implement Robust Assessment and Monitoring Systems:** Develop pre- and post-training evaluations, impact assessments, and digital monitoring tools to measure knowledge gains, behavioural changes, and long-term programme outcomes.
7. **Produce Knowledge Products and Documentation:** Develop reports, case studies, best practice compendiums etc to disseminate learnings and inform future policy interventions.

Section 6: Scope of Work

The Scope of Work (SoW) outlines the detailed responsibilities of the selected agency, emphasising innovation, inclusivity, and alignment with government protocols. All activities must comply with GFR 2017, environmental sustainability norms, and data protection guidelines under the Digital Personal Data Protection Act, 2023.

6.1 Training Needs Analysis (TNA)

1. Conduct a nationwide TNA through surveys, focus group discussions (FGDs), key informant interviews (KIIs), and desk reviews, using random sampling.
2. Analyse governance gaps, current gender awareness levels among EMRs, and capacity needs across PRI tiers (GP, BP, ZP), incorporating insights from existing reports like the MoPR's Annual Reports on PRIs and MWCD's gender audits.
3. Identify linguistic, cultural, sectoral (e.g., agriculture, health), and geographic (e.g., tribal, coastal, hilly) requirements to ensure context-specific training designs.

6.2 Development of Training Architecture and Curriculum

The agency shall develop a robust National Gender Training Architecture for EMRs, including:

1. Curriculum design grounded in adult learning principles and participatory methodologies.
2. Tier-specific sections for GP, BP, and ZP representatives, with differentiated content based on roles and responsibilities.
3. Specialised modules on male engagement, positive masculinities, and gender norm transformation, drawing from frameworks like the Men Engage Alliance and UN Women's HeForShe initiative.
4. Integration of cross-sectoral themes from Ministries such as Women and Child Development (WCD), Rural Development (RD), Agriculture, Education, Health, and Social Justice, ensuring linkages with schemes like SAGY (Saansad Adarsh Gram Yojana) and RGSA (Rashtriya Gram Swaraj Abhiyan).

6.3 Development of High-Quality Training Modules and Manuals

The agency must produce:

1. Comprehensive training modules covering core topics like gender equality, GBV prevention, legal frameworks (e.g., POCSO Act, 2012; Dowry Prohibition Act, 1961), and governance ethics, Gender Responsive Budgeting.
2. Facilitator guides, Master Trainer handbooks, and participant manuals with interactive elements.

3. Sector-specific modules on GBV response, POSH compliance, local governance, public finance management, and accountability mechanisms.
4. Real-world case studies, role-playing exercises, gamified learning tools, AV materials (videos, infographics), and simulation-based scenarios.
5. State-specific contextualisation guides to address regional issues, such as tribal rights in Fifth Schedule areas or urban-rural divides.
6. A complete training kit for 500 NLMTs.

All materials shall be developed in English, Hindi, and at least 12 key vernacular languages (e.g., Tamil, Telugu, Bengali, Marathi, Gujarati, Kannada, Odia, Punjabi, Malayalam, Assamese, Urdu, and Sanskrit), with provisions for translation into all 22 official languages under the Eighth Schedule of the Constitution.

6.4 Pilot Testing

1. Pilot-test the modules in at least three States/UTs representing diverse regions (e.g., one from North, South, and Northeast India).
2. Conduct field validations in collaboration with NIRD&PR and SIRDs, involving at least 500 EMRs and trainers.
3. Refine modules based on quantitative (e.g., surveys) and qualitative (e.g., feedback sessions) outcomes, ensuring iterative improvements for scalability.

6.5 Training of Trainers (ToTs)

1. Organise a National ToT for 500 NLMTs at central facility.
2. Certify NMTs through assessments, including practical demonstrations, and peer reviews.

6.6 Pre- and Post-Training Assessment

1. Develop standardised baseline and endline assessment tools to measure knowledge, attitudes, and practices (KAP) on gender issues.
2. Conduct behavioural and knowledge change evaluations using validated scales (e.g., Gender Equitable Men Scale).

Section 7: Deliverables

7.1 Deliverables and Timelines

S. No.	Deliverable	Description / Key Outputs	Timeline
1	Inception Report and Workplan	Detailed project roadmap, implementation strategy, Gantt charts, risks, mitigation plans	15 days
2	Training Needs Assessment (TNA) Report	Comprehensive national and state-level capacity needs analysis with recommendations	45 days
3	National Gender Training Architecture	Framework document, curriculum structures, competency standards, training pathways	90 days
4	Training Modules, Manuals and AV Materials	Complete set of multilingual modules, manuals, digital learning content, training kits	6 months
5	Pilot Test Report and Revised Modules	Pilot-testing in selected States, feedback incorporation, finalised modules	7 months
6	National Cadre of Certified Master Trainers	Certified MT registry, assessment results, certification documentation	10 months
7	ToT Completion Reports (National, State)	Attendance, learning output summaries, feedback analyses	12 months

Section 8: Eligibility/ Prequalification Criteria

To ensure capability and credibility, the agency (Individual or consortium with lead partner plus up to two associates) must meet the following criteria. All claims must be supported by documentary evidence (e.g., audited financials, project reports, MoUs).

Experience Requirements

The agency* (Individual or the lead partner along with the secondary partners in case of consortium), which has been operational since at least last 10 years, must demonstrate:

A. Domain Knowledge

- i. Track record in developing gender training modules and manuals for government entities, with at least 3 similar projects completed.
- ii. Specialised expertise in engaging men and boys on gender equality, including behaviour change communication (BCC) interventions.

B. Knowledge about PRIs

- i. At least 5 years of experience working with PRIs at GP, BP, and ZP levels, including capacity building under any Government Scheme.
- ii. Proven expertise in PRI governance systems, including schemes (e.g., Central Finance Commission grants), financial management, and institutional strengthening

C. Knowledge about Rural India

- i. Experience managing large-scale multi-state or national programmes, covering at least 5 States/UTs and minimum 250 GPs in the past 5 years.
- ii. Experience working with Ministries/Department working for Rural India

D. Experience in Module Development

- i. Demonstrated experience in producing multilingual training materials, with samples in at least 3 Indian languages.
- ii. Experience of developing at least 1-2 module which has been disseminated at a larger level i.e. more than 200 NRPs/SLMTs have been trained

E. Experience in conducting ToTs

- i. Experience in training government functionaries from sectors like RD, PR, WCD, Education, Agriculture, and Health.
- ii. Proficiency in adult learning methodologies, participatory pedagogy, and experiential training techniques.

**Individual or the lead partner in case of consortium must be operational for last ten years. Secondary partners may be operational for five or more years.*

Financial Capacity

1. Combined average annual turnover of the past 3 financial years (2022-23, 2023-24, 2024-25): Minimum ₹ 8 crore, certified by a Chartered Accountant.
2. In case of Consortium, the lead partner must account for at least 50% of the Consortium's total turnover.

Additional Requirements:

1. All members must be non-profit organisations with valid 80G/12A registrations under the Income Tax Act, 1961.
2. No blacklisting by any Central/State Government entity in the past 5 years (self-declaration required).
3. In case of consortium, Consortium Agreement specifying roles, responsibilities, and liability sharing.

Section 9: Evaluation

Proposals will be evaluated using the Quality and Cost-Based Selection (QCBS) method, with 70% weightage to Technical Proposal and 30% to Financial Proposal. Only proposals scoring at least 70% in Technical Evaluation will qualify for Financial Opening.

Technical Score (100 Marks):

9.A. Organizational Experience (45 Marks)

Sub-Criteria	Description	Marks
Domain Knowledge	Track record in developing gender training modules and manuals for government entities, with at least 3 similar projects completed. (4 marks for each project)	12
	Specialised expertise in engaging men and boys on gender equality, including behaviour change communication (BCC) interventions.	3
Knowledge about PRIs	Experience working with PRIs at GP, BP, and ZP levels, including capacity building under any Government Scheme. (Max 6 marks-2 marks for each year experience)	15
	Proven expertise in PRI governance systems, including schemes (e.g., Central Finance Commission grants), financial management, and institutional strengthening (4 marks)	
	Experience managing large-scale multi-state or national programmes, covering at least 5 States/UTs and minimum 250 GPs in the past 5 years. (5 marks)	
Experience in Module Development	Quantity of Govt approved(State/Centre)or UN agencies approved gender modules developed- (1 marks for each project- maximum marks-4)	9
	Demonstrated experience in producing multilingual training materials, with samples in at least 3 Indian languages. (3 marks)	

	Experience of developing at least 2 module which has been disseminated at a larger level i.e. more than 200 NRPs/SLMTs have been trained (2 marks)	
Experience in conducting National level ToTs	Experience of conducting ToT at National/State level. (2 marks for each ToT; max marks-6)	6

9.B. Proposed Approach & Methodology (35 Marks)

Sub-Criteria	Description	Marks
Understanding of Scope & Objectives	Clarity on the project's objectives: men's sensitization, safety of women, gender rights, PRI mainstreaming.	7
Training Methodology & Pedagogy	Creativity, practicality, and appropriateness of proposed training design for men, PRI members, and TLBs.	7
Training Module/ Curriculum Design	Quality and relevance of proposed training modules, content outlines, audio-visual plans, IEC materials.	7
Implementation Plan & Timeline	Rollout strategy, coordination with State/ District/ Block-level trainers, monitoring system.	4
Approach and methodology Presentation and Interaction	Evaluation of practical understanding, scalability, and solution fit to MoPR's requirements.	10

9.C. Human Resource & Key Personnel (20 Marks)

Sub-Criteria	Description	Marks
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Team Leader/ Gender Specialist (Point of contact for the Ministry)	Qualification (master's in social work/Gender Studies/other relevant subject, Relevant experience >12 years).	10
Team Members	Availability of -At least 5 gender expert in module designing team and. -10 Trainers at Central level A gender balanced team (preferred)	10

Minimum Technical Qualifying Score: 70%

1. Only bidders scoring 70% in the Technical Evaluation will have their Financial Proposals opened.
2. Evaluation will be conducted by a Technical Evaluation Committee (TEC) constituted by MoPR, with provisions for presentations/clarifications.
3. In case the Bidder is a consortium, the following conditions shall apply:

a. Compliance with Section 9-A: Organizational Structure

The Lead Partner must independently satisfy a minimum of three (3) sub-criteria listed under Section 9.A. (Organizational Structure) including “domain knowledge” mandatorily to be satisfied by lead partner.

The remaining sub-criteria may be fulfilled collectively by the Consortium Partner(s).

b. Compliance with Section 9.C.: Human Resources & Key Personnel

Out of the two (2) sub-criteria under Section 9.C. (Human Resources & Key Personnel):

- At least one (1) sub-criterion shall be met by the Lead Partner, and
- The other sub-criterion may be met either individually or collectively by the secondary Consortium Partner(s).

c. Submission of Proposed Approach & Methodology (9.B.)

The section titled “9.B.: Proposed Approach & Methodology” of the Technical Proposal shall be prepared, consolidated, and submitted exclusively by the Lead Partner. Inputs from secondary partners may be incorporated internally; however, the final submission must be formally owned and signed off by the Lead Partner.

Financial Evaluation Criteria: QCBS (Quality and Cost Based Selection) weightage: 30%

1. Financial bids of only those bidders will be opened who are declared technically qualified as per the section given above.
2. The financial bids will be evaluated on completeness and accuracy. If there are any arithmetical errors bid will be rejected. If there is a discrepancy between word and figures, the amount in words will prevail.
3. The bidder whose price bid is the lowest will be declared L1. The next higher will be declared L2 and so on.
4. Final Score Formula:
$$\text{Final Score} = (\text{Technical Score} \times 0.70) + (\text{Financial Score} \times 0.30)$$

Section 10. Proposal validity

The proposals shall be valid for a period of six (06) months from the last date of bid submission. A proposal valid for a shorter period may be rejected as non-responsive. On completion of the validity period, unless the bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the bidder formally (in writing) withdraws his proposal. In exceptional circumstances, at its discretion, the Ministry may solicit the bidder's consent for an extension of the validity period. The request and the responses there to shall be made in writing.

Section 11. RFP Document Fees

RFP document(s) can be downloaded from the Government e-Marketplace Portal, i.e., GeM Portal. There are no Tender / Document fees for this RFP.

Section 12. Earnest Money Deposit (EMD)/ Bid Security

12.1 Bid Security /EMD Rate

Bids not accompanied with EMD shall be rejected summarily. EMD shall be valid for 45 days beyond the final Bid validation period and should be submitted in the form of Account Payee Demand Draft/Fixed Deposit receipt/Banker's cheque or Bank

Guarantee from any of the Scheduled Commercial banks in an acceptable form drawn in favour of DDO , MoPR, New Delhi or hypothecated in Favor of PA, MoPR, New Delhi. The EMD should be submitted in physical form to the Director, (CB) 11th Floor, Jeevan Prakash Building ·K.G.Marg, New Delhi-110001 (at least one day before opening of technical bids as specified in the critical dates. The EMD amount to be deposited should be Rs. 4 Lakhs.

12.2 Bid Security /EMD Return:

The EMD of the unsuccessful bidders would be returned before the expiry of the final bid validity or 30th day after the award of the contract. No interest shall be paid by the MoPR for the sum deposited as EMD. Though, EMD of technically unsuccessful bidders would be returned within 30 days declaration of result of technical bid evaluation, EMD of the successful bidder would be returned only on receipt of Performance Security Deposit.

12.3 Failure to agree with the Terms & Conditions of the RFP

Without prejudice to above, failure of the successful bidder to agree with the Terms & Conditions of the RFP or, found debarred at the time of award of contract shall constitute sufficient grounds for the annulment of the award and in such event MoPR will re-tender. In such a case, MoPR shall forfeit the EMD of successful bidder.

Section 13. Performance Bank Guarantee (PBG)

A PBG i.e. Performance Security of 3% of the value of the contract shall be furnished by the successful bidder at his own expense deposit with MoPR within ten (10) working days from the date of issuance of work order, an unconditional and irrevocable Performance Security Deposit in the form of Fixed Deposit Receipts or account payee demand draft or online payment in acceptable form or Bank Guarantee issued by any scheduled commercial bank to MoPR, payable on demand, for the due performance and fulfillment of the contract by the bidder

- i). The PBG should be furnished before signing the contract, within 15 days from the issue of WO and should be valid for additional six (6) months after the contract end period.
- ii). PBG to remain valid up to 180 days beyond guarantee/warranty obligations after which this shall be returned.
- iii). MoPR may forfeit the PBG / Security for any failure on part of the selected organization (winning bidder) to complete its obligations under the Agreement.
- iv). No interest will be paid by MoPR on the amount of performance security Deposit.

Section 14: Requisite Documents

The agency must fulfill the eligibility criteria and submit the requisite documentary evidence as mentioned in the table below to qualify. In absence of any document, bidder shall be disqualified.

S.no	Basic requirement	Specific requirements	Documents required
1	EMD	<ul style="list-style-type: none"> Each bidder has to submit EMD as mentioned in relevant para. Bids not accompanied with EMD shall be rejected summarily. 	Scanned copy of EMD
2	Legal Entity	<ul style="list-style-type: none"> The bidder should be a company registered Societies Registration Act, 1860, or the Indian Trusts Act, 1882, or equivalent statutes, with their registered office in India for the 10 years. The bidder must have a registration number for GST (Goods and Services Tax) and hold a valid PAN. 	<ul style="list-style-type: none"> Certificate of Incorporation attested by Signing Authority/ Certificate of Incorporation Copy of PAN /TAN GST Registration
3	Financial Capability	<ul style="list-style-type: none"> Combined average annual turnover of the past 3 financial years (2022-23, 2023-24, 2024-25): Minimum ₹ 8 crore, certified by a Chartered Accountant. In case of Consortium, the lead partner must account for at least 50% of the Consortium's total 	Audited Balance sheet of respective financial year to be enclosed along with turnover certificate mentioning the turnover and net worth duly certified by registered CA.

S.no	Basic requirement	Specific requirements	Documents required
		turnover	
4	Professional Strength	<ul style="list-style-type: none"> • Team leader (master's in Social Work/Gender Studies, or any other relevant subject; Relevant experience >12 years.) • Gender expert (Nos.5) (Master's in Social Work/Gender Studies; relevant experience 6-7 years. • Trainers (Nos.10), relevant experience at least 5 years. 	Curriculum Vitae
5	Work Experience	Bidders must have three similar completed assignments	Work Order Letter/ Contract agreement/ Completion / Performance Certificates from the client.
6	Blacklisting	The bidder, as on the date of bid submission, has not been blacklisted or debarred in the last three years and is not under blacklisting period/ active debarred list by any of the Central or State Government Organization / Public Sector Undertaking/ Autonomous Body etc.	An undertaking (self-certification in the company's letterhead) is to be submitted along with the Bid.
7	Conflict of Interest/ Code of Integrity	The bidder should not have a conflict of interest in the assignment as specified in the bidding document. Comply with the code of integrity as specified in the bidding document, as contained in	Duly signed undertaking from the authorized representative of the Agency on the Agency's letterhead signed by the Agency's authorized Signatory

S.no	Basic requirement	Specific requirements	Documents required
		Rules 175 of GFR, 2017.	as per format attached.
8	Insolvency	The bidder, as on date should not be insolvent or have declared Bankruptcy.	A certificate regarding this may be submitted by registered CA.

- i). The bidders must furnish the requisite documents to establish their eligibility for each of the above- mentioned items, with an undertaking that the documents are authentic. Relevant portions of the documents should be highlighted. The formats are provided in **Annexures**.
- ii). The bidders are bound to use the format as contained in the RFP document. Bids submitted in different formats shall be summarily rejected.
- iii). Bidder's claim to a specific parameter without supporting documents will not be considered.
- iv). The bids are liable to be rejected and contract if awarded is likely to be discontinued immediately if any, information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly, or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.

Section 15- Instructions to Bidders and Submission Format

15.1 General Instructions

- a. This Request for Proposal (RFP) document invites proposals from eligible agency for to Develop Standardized Training Modules and Training of Trainers (ToT) Framework for a National Programme on Sensitizing Male Elected Representatives on Positive Masculinity.
- b. The RFP must be read carefully and in its entirety. Failure to furnish complete information as required under this document or submission of a proposal not substantially responsive to the RFP in every respect shall render the bid liable for rejection.
- c. The bidder shall bear all costs associated with the preparation and submission of the proposal. MoPR will, in no case, be responsible or liable for these costs, regardless of the outcome of the evaluation process.
- d. The issuance of this RFP does not constitute an offer by MoPR. The empanelment process will be subject to terms and conditions defined herein and subsequent communications.

- e. Bidders are advised to remain updated through official notifications and corrigenda published on the Central Public Procurement Portal (CPPP) or the MoPR website, as applicable.

15.2 Pre-Bid Conference

- a. MoPR may, at its discretion, organize a pre-bid conference to clarify queries received from potential bidders.
- b. The date, time, and venue (or virtual link) for the pre-bid conference shall be indicated in the RFP summary notice or issued separately via corrigendum.
- c. Bidders are advised to submit their queries via email in the prescribed format at least three (3) working days prior to the scheduled pre-bid conference.
- d. All clarifications and corrigenda shall be uploaded to the official MoPR Website. Any modification in the RFP arising out of the pre-bid conference shall be deemed part of the RFP.
- e. Bidders may submit their Pre bid queries in the format prescribed at Annexure II of the RFP.

15.3 Amendment of RFP Document

- a. MoPR reserves the right to modify, amend, or clarify any aspect of this RFP at any time prior to the submission deadline.
- b. such amendments will be uploaded as an Addendum or Corrigendum on the CPPP and MoPR websites.
- c. Bidders are responsible for regularly monitoring these portals to ensure they have the latest version of the RFP.
- d. MoPR will assume no responsibility for any miscommunication or ignorance of such updates on the part of bidders.

15.4 Bid Submission Guidelines

- a. Bidders must submit their proposals through the **Central Public Procurement Portal (<https://eprocure.gov.in>)** and GeM portal (**www.gem.gov.in**) using valid digital signatures as per the guidelines prescribed by the Government of India.
- b. Submission in physical form, via fax, or email will not be accepted under any circumstances.
- c. Each bidder is permitted to submit only **one proposal** under this RFP.
- d. The proposal must be complete in all respects and structured strictly as per the prescribed format. Partial or conditional bids will be summarily rejected.
- e. Bidders should ensure timely submission of their proposal on the eProcurement platform. MoPR shall not be responsible for any delay or technical issues encountered during upload.

15.5 Proposal Structure

The bid must be structured into the following two parts:

Part	Document Type	Description
Part I	Eligibility and Technical Proposal	<p>Must contain all documents in support of eligibility criteria and detailed responses for technical evaluation parameters.</p> <p>Cover Letter on company letterhead, signed and dated by the authorized signatory (Annexure 1).</p> <p>Applicant Information Form (Annexure 2).</p> <p>Certificate of Incorporation, GST Registration, and PAN copy.</p> <p>Audited Financial Statements and CA-certified turnover certificate for the last three financial years.</p> <p>Approach & Methodology document</p>
Part II	Financial Proposal	Cover Letter for Financial Bid (Annexure V.VI).

- Both parts shall be uploaded separately in the corresponding sections of the CPP and GeM portal.
- Financial information must **not** be included in Part I.

15.6 Late Submissions

- Any proposal submitted after the due date and time will not be accepted.
- The GeM/ CPPP system timestamp shall be considered final and binding.
- Bidders are strongly advised to complete submission well before the deadline to avoid last-minute congestion or connectivity issues.

Section 16. Payment terms

This is a time based and output-based project. To meet the objective of the assignment, mobilisation advance of up to 20% of the project value would be given. Tentative instalment details and the performance Indicator is tabulated as below:

Instalment	Indicator
1st tranche (10% of total fund)	First payment towards initiating various activities under the project. Payment will be released after issuing of work order and submission of PBG by the selected agency.

2nd tranche 20% of total fund)	Technical requirement: The Training Needs Analysis (TNA) Report has been shared and framework document and curriculum structure has been accepted by the Ministry. Financial requirement: submission of UC with 60% of expenditure
3rd tranche (40%of total fund)	Technical requirement: Complete set of multilingual modules, manuals, digital learning content, training kits for 500 NLMTs. Financial requirement: Submission of UC with 75% of expenditure
4th tranche (30% of total fund)	Technical requirement: Final report of the training. Financial requirement: Submission of UC with 75% expenditure

Terms of Payment

- a. All payments shall be made in Indian Rupees (INR).
- b. Applicable Service tax/ GST/ any other tax would be paid as per the prevalent rates on the date of invoicing.
- c. Prior to release of payment, Ministry shall consider and approve the invoices based on the work undertaken by the firm. A progress report will need to be submitted which would further be certified by the competent authority (reporting officer) of MoPR before the release of payments.

Section 17. Award of Contract

Notification of Award

- a. Prior to the expiry of the period of bid validity, MoPR or its authorized person will notify the successful bidder in writing by post or email that the bid has been accepted.
- b. MoPR may award the contract and issue the work order to the successful bidder.
- c. The bidder shall acknowledge the acceptance of the work order in writing within ten (10) days of receipt of the workorder.

Signing of Contract

- a. The Agency shall sign the agreement with the prescribed authority of MoPR along with the performance security deposit within ten (10) days of receipt of the workorder.

- b. The Agency in addition to signing of Agreement with the prescribed authority at MoPR office will also sign "Covenant for execution of contract".
- c. All incidental expenses of execution of the agreement shall be borne by the selected Agency.
- d. The agreement between MoPR and the Agency shall inter-alia cover in detail the aspects/terms of contract such as mentioned in the RFP.

Tenure of Contract

- a. The contract shall be awarded initially for a period of one year subject to satisfactory performance from an effective date. MoPR reserves the right to terminate/curtail the contract at any point of time after giving one-month notice to the selected service providing Agency.

Termination of Contract

MoPR reserves the right to terminate the contract at any time after giving one-month prior notice to the selected Agency owing to following reasons:

- a. Deficiency of service,
- b. Sub-standard quality of manpower,
- c. Performance of the agency not found satisfactory,
- d. Material Breach of the contract,
- e. Closure of a particular work,
- f. Non-compliance of statutory obligations on time,
- g. Imposition of the penalty above the capped limit prescribed above,
- h. Other reasons as deemed necessary by MoPR etc.

and Any other Act/Statutory and regulatory compliances as applicable.

Section 18. Conflict of Interest

- a. The Bidder is required to provide professional, objective, and impartial advice and at all times hold the MoPR's interest's paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.
- b. The Bidder shall not be selected in case they have a conflict of interest with MoPR. The Bidder shall be considered to have a conflict of interest, under any of the circumstances set forth below:
- c. **Conflicting Assignment/job:** An Agency shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Agency to be executed for the same or for another Employer.
- d. **Conflicting Relationships:** An Agency that has a business or family relationship with a member of the MoPR staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the MoPR throughout the selection process and the execution of the contract.

- e. The Bidder is obliged to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of MoPR, or that may reasonably be perceived as having the effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Agency fails to disclose said situations and if the MoPR comes to know about any such situations at any time, it may lead to the disqualification of the Agency during bidding process or the termination of its contract during execution of the assignment.

Section 19. Disqualification

- a. The proposal is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this RFP:
- b. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming proposal.
- c. During validity of the proposal, or its extended period; if any, the bidder increases its quoted prices. iv). The bidder's proposal is conditional and has deviations from the terms and conditions of RFP.
- d. Proposal is received in incomplete form.
- e. Proposal is received after due date and time will automatically be rejected through portal
- f. Proposal is not accompanied with all the requisite documents.
- g. Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly, or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract the extension period if any.
- h. If financial bid disclosed with technical bid.
- i. Bidder tries to influence the bid evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- j. In case any one party submits multiple proposals or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/ bidders are withdrawn upon notice immediately.

Section 20. Fraud and Corrupt Practices

- a. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, MoPR shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, MoPR shall, without prejudice to its any other rights or remedies, forfeit and appropriate the EMD or PBG, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable for, inter alia, time, cost and effort of,

- in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.
- b. Without prejudice to the rights under Clause above and the rights and remedies which may have under the work order or the Agreement, if a Bidder is found to have directly or indirectly or through an agent, engaged or indulged in any of the Prohibited Practices during the Selection Process, or after the issue of the work order or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by MoPR during a period of 1+1 years from the date such Bidder is found to have directly or through an agent, engaged or indulged in any of the Prohibited Practices, as the case may be.
 - c. The Agency further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the previously mentioned undertaking will be treated as a material breach of the Contract, in which case the Buyer and GeM shall have the right to take appropriate independent actions including termination of the Contract and actions as per GeM Incident Management Policy. MoPR can also debar the bidder in terms of O.M.No.F.11/20/2018- PPD dated 02/11/2021 issued by Department of Expenditure, Ministry of Finance.
 - d. For the purposes of this, the following terms shall have the meaning hereinafter respectively assigned to them:
 - e. "Corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of who is or has been associated in any manner, directly or indirectly with the Selection Process or work order or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Processor after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Award or the Agreement, who at any time has been or is a legal, financial or technical consultant/advisor of in relation to any matter concerning the Project;
 - f. "Fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.
 - g. "Coercive practice" means impairing, harming, or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process.
 - h. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by MoPR with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

- i. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.
- j. Any kind of Fraud and Corrupt practices may be brought to the notice of Vigilance Officer, MoPR.

Section 21. Dispute Resolution

- a. In the event of any dispute or difference arising connection with the Contract, the Parties shall use their respective reasonable endeavor to settle the dispute amicably. If a Dispute is not resolved within 30 days of receipt of written notice, the same shall be resolved through the mechanism of a co-ordination committee to be chaired by Head of Division of MoPR along with other members from MoPR and representatives of the agency.
- b. In the event of any question, dispute or difference arising under the terms and conditions of the contract placed through GeM, the same shall be referred to the sole arbitration by an officer nominated as Arbitrator by Secretary, MoPR. It will be no objection that the arbitrator is a Government Servant and that he had to deal with the matters to which the contract relates or that in the course of his duties as a government servant he has expressed views on all or any of the matters in dispute or difference. The award of the arbitrator shall be final and binding on the parties to the contract. The arbitration shall be governed as per Indian Arbitration and Conciliation Act 1996 as amended up to date. The place for arbitration shall be New Delhi.
- c. All disputes in connection with the Contract shall be subject to the exclusive jurisdiction of the Hon'ble High Court of Delhi.

Section 22. Force Majeure

Notwithstanding the above provisions, the Agency shall not be liable for penalty or termination for default if and to the extent that delay on its part in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the either party to the contract and not involving anyone's fault or negligence and not foreseeable. Such events may include, but are not restricted to, such as a war, strike, riot, crime, or an act of God/Nature (such as hurricane, flooding, earthquake, volcanic eruption, etc.), which prevents one or both parties from fulfilling their obligations under the contract. If a Force Majeure situation arises, the Agency shall promptly notify MoPR in writing of such condition and the cause thereof. Unless otherwise directed by MoPR in writing, the Bidder shall continue to perform its obligations under the Contract as far as is practical and shall seek all reasonable alternative means of performance not prevented by the Force Majeure event.

Annexure I – Bid Submission covering letter

(To be submitted on the official letterhead of the Bidder)

To,

The Under Secretary
Capacity Building Division
Ministry of Panchayati Raj
11th Floor, Jeevan Prakash Building,
KG Marg, New Delhi-110001

Date: [Insert Date]

Subject: Submission of Proposal for Selection of an Agency to Develop Standardized Training Modules and Training of Trainers (ToT) Framework for a National Project on Sensitizing Male Elected Representatives towards women related issues including Safety and Security of Women-reg

Dear Sir,

We, the undersigned, having examined the RFP document, offer to provide services in accordance with the terms and conditions mentioned therein. We are submitting our proposal for selection as per the prescribed formats.

We declare that all information furnished in our proposal is true to the best of our knowledge. We understand that any misrepresentation may lead to rejection or termination of our empanelment.

We agree to:

- Abide by all terms and conditions mentioned in the RFP.
- Maintain the confidentiality and integrity of all data, systems, and deliverables associated with this engagement.

We are responsible for promptly notifying MoPR of any changes to the contact information provided above. We acknowledge that MoPR will not be held liable for any missed communications regarding the bid process if such changes are not communicated and confirmed with MoPR in a timely manner. We have enclosed the Bid security/EMD as per the provisions outlined in the tender document.

We hereby declare that all services will be performed in strict accordance with the Tender Document.

We confirm that our bid prices exclude all applicable taxes as of the last date of bid submission. Furthermore, we declare that the prices quoted in our proposal comply with the terms and conditions outlined in the bidding document.

We also confirm that we have submitted the required qualifying data as specified in your tender document. Should you require any additional information or documentary evidence before the evaluation of our bid, we agree to provide it promptly to your satisfaction.

We confirm that the information provided in this response, including all documents and instruments submitted or to be submitted to MoPR, is true, accurate, verifiable, and complete. This response contains all necessary information to ensure that none of the statements, in whole or in part, mislead MoPR during the evaluation process.

We fully understand and agree that if any of the information provided here is found to be misleading or results in undue advantage to our company during the evaluation process, we may be disqualified from the selection process or face termination of the contract.

We hereby confirm that I/We are authorized to represent our corporation/company/firm/organization and are empowered to sign this document, as well as any other documents required in this matter.

Yours sincerely,

Sincerely,

Authorized Signatory:

Name: _____

Designation: _____

Organization: _____

Address: _____

Contact Number: _____

Email: _____

Date: _____ Seal: _____

Annexure II – Compliance Sheet for Pre- Qualification and Technical Qualification Proposal

Form A – Pre-qualification

S.no.	Section Heading	Details	Compliance (Yes/No)	Reference Page no.
1	Bid Submission covering letter	As per Annexure 1		
2	Profile of Bidding Firm	Including proof of Legal Entity, certificate of incorporation, PAN and GST prescribed as per Annexure III		
3	Pre-Qualification Citation	Registration certificate showcasing that the Agency is operational for the past 10 years		
4	Self-declaration for Non Blacklisting	As per Annexure VI		
5	Bid Authorization Letter	As per Annexure VII		
8	Turnover Certificate	CA Certification on firm's letterhead		

Form B – Technical qualification

S.no.	Section Heading	Details	Compliance (Yes/No)	Reference Page no.
1	Bid Submission covering letter	As per Annexure 1		
2.	Summary of Bidder's Experience	As per Annexure V.III		
3	Organisational experience	As per Annexure V.II		
4	Team structure	As per annexure V.IV and V.V		

5.	Approach and Methodology	Bidder needs to elaborate on its understanding of the Project as per the indicative scope highlighted in section 9.		
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Annexure II.A – Compliance Sheet for Pre- Qualification and Financial Qualification Proposal

- i. Cover Letter for Financial Bid (Annexure V.VI)
- ii. Financial Proposal Format (Annexure – V.VII)

Annexure III-Organisational Profile and Legal Documents

S.No.	Parameter	Details / Documents Required
1	Name of the Organization	
2	Registered Address	
3	Year of Incorporation	
4	Type of Entity (Company/LLP/ Partnership)	
5	PAN Number	Attach copy
6	GST Registration Number	Attach copy
7	Certificate of Incorporation/LLP Registration	Attach copy
8	Registered Office Contact Details (Phone, Email)	
9	Authorized Representative Name and Designation	Attach Power of Attorney / Authorization Letter (Annexure VIII)
10	Operational Years in India	Self-declaration of continuous operation for 10+ years

Annexure IV – Template for Pre-Bid Queries

Bidder shall submit all pre-bid queries in the following format.

S.no.	Clause No.	Page No.	Section (Name and No.)	Statement as per RFP Document	Query by the Bidder

Note:

- If information is missing in any of the column for a particular query that query will not be admitted
- Pre-Bid Query submitted in Excel format will only be permitted
- The Pre-Bid queries to be sent to the email Id of the contact person as mentioned in the 'Key highlight' Sheet of this RFP

Annexure V: Technical Proposal – Covering Letter

(On Agency’s Letterhead)

To
The Under Secretary
Ministry of Panchayati Raj
Government of India
Krishi Bhawan, New Delhi – 110001

Subject: *Submission of Technical Proposal in response to RfP No. _____ dated _____*

Sir/Madam,

I/we, the undersigned, submit herewith **Technical Proposal** for the assignment titled:

“Selection of an Agency to Develop Standardized Training Modules and Training of Trainers (ToT) Framework for a National Project on Sensitizing Male Elected Representatives towards women related issues including Safety and Security of Women”

I/We confirm that:

1. All information provided in this proposal and the supporting documents is true and correct.
2. We agree to abide by the conditions of the RFP and the validity of the proposal for **180 days**.
3. The Consortium comprises the following members:
 - o **Lead Partner:** _____
 - o **Consortium Partner 1:** _____
 - o **Consortium Partner 2:** _____ (if applicable)
4. The Lead Partner shall be responsible for all contractual obligations.
5. No Consortium member is blacklisted/debarred by any Government/UN/International agency.

(Point 3,4 and 5 is specific to agency applying as consortium)

Yours sincerely,

Authorised Signatory

Name:
Designation:
Organisation:
Seal:

Annexure V.I: Consortium Profile, if applicable

A. Lead Organisation

Field	Details
Legal Name	
Registration Act	Society / Trust / Section 8 Company
Registration Number	
Year of Establishment	
Registered Address	
PAN & GST	
Average Annual Turnover (Last 3 Years)	
Contact Person (Name, Phone, Email)	
Website	

B. Consortium Partner 1

(Same structure as Lead Partner)

C. Consortium Partner 2 (if applicable)

(Same structure as Lead Partner)

D. Consortium Composition Summary

Organisation	Role	% Contribution	Key Expertise
Lead Partner	Overall lead, reporting, national coordination		
Partner 1			
Partner 2			

Annexure – V.II: Organisational Experience Format

A. PRI Governance Experience (Mandatory)

(One table per project)

Details	Information
Project Title	
Client (Government/UN/INGO)	
Duration (Start–End)	
States/Districts Covered	
Scale (GP/Block/ZP)	
Scope of Work	
Results and Achievements	
Contact Details of Client	

B. Gender Training Experience

(Modules, sensitisation programmes, GBV training, male engagement)

Same table as above along with attached sample materials.

C. Experience Training Men and Boys

(Behaviour change, masculinities, BCC/SBC)

D. Multi-State or National-Level Projects

(2-3 States preferred)

S. No.	Project Title	States Covered	Project Budget (₹ / USD)	Deliverables Completed	Client Certificate Attached (Y/N)
1					
2					
3					
4					
5					

E. Module Development, AV, Translation Experience

S. No.	Material Type	Languages Developed In	Year of Development	Client / Funding Agency	Sample Provided (Y/N)
1					
2					
3					
4					
5					

F. Experience of training of trainers

S. No.	Training type	Level of training conducted (States/National)	Year when training conducted	Client / Funding Agency	Client certificate attached (Y/N)
1					
2					
3					
4					
5					

Annexure – V.III: Approach and Methodology

A. Understanding of the Assignment

(Maximum 5 pages)

- National PRI landscape
- Governance gaps for elected male representatives
- Gender equality challenges
- State diversity in training needs

B. Detailed Methodology

(Maximum 10 pages)

1. Training Needs Assessment
2. Curriculum design (core + advanced)
3. Module development (multilingual, state contextualisation)
4. Adult learning methodology
5. Digital learning components
6. Pilot testing and refinement
7. National ToTs
8. Monitoring, evaluation and MIS
9. Risk mitigation strategy

C. Workplan

1. Provide Gantt Chart (Years 1–4)
2. Milestones, activities, dependencies

Annexure – V.IV: Team Structure

Sr. No.	Position	No. of Personnel	Minimum Qualifications
1	Team Leader	1	Post-Graduate/PhD in Social Sciences, Public Policy, Rural Development or Management or other relevant subject; More than 12 years of experience, of which at least 10 years in leading large-scale national/multi-state capacity-building programmes for PRIs/Rural Development/Gender with Government of India or State Governments..
2	Gender Specialist	5	Master's in Gender Studies, Sociology, Social Work, Development Studies, relevant subject; 6-7 years of experience in designing and implementing gender sensitisation programmes, male engagement initiatives, GBV prevention, and behaviour change communication, preferably with PRIs, State Governments, UN agencies, or reputed INGOs.
3	Trainer	10	Master's in Education, Social Sciences, Development Studies or Adult Learning or any other relevant subject; Minimum 5 years of experience in imparting training at national or State level using adult learning pedagogy (experiential, reflective, and transformative methodologies)..

1. CVs of all Key Personnel (Sr. Nos. 1–3) must be submitted in the prescribed format (Annexure V.v of RFP).

Annexure – V.V: Curriculum Vitae Format

- 1. Name:**
- 2. Position Proposed:**
- 3. Name of Organisation:**
- 4. Date of Birth:**
- 5. Nationality:**
- 6. Education:** (Degrees, Institutions, Years)
- 8. Employment Record:** (Most recent first)
- 9. Relevant Experience:**
- 10. Specific Experience in:**
 - Gender
 - PRI governance
 - Men and boys engagement
 - Training of Trainers
 - Curriculum/module development
- 11. Publications/Training Materials Developed:**
- 12. Certification by the Candidate:**
- 13. Certification by Authorised Signatory:**

Annexure – V.VI: Cover Letter for Financial Bid

{Location, Date}

To:[Name and address of Client]

Dear Sir:

I/We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of Rs.{Insert amount in words and figures}, excluding GST. The estimated amount of GST is Rs.{Insert amount in words and figures}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of time specified in the RFP.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Consultant (company's name):

Capacity: {insert the person's capacity to sign for the Consultant}

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable}

Email: {insert the authorized representative's email address}

Annexure – V.VII: Financial Proposal Format

Item wise cost		
S.No.	Item	Amount in Indian Rs.
1	Training Need Assessment	
2	Content Creation and Translation <ul style="list-style-type: none"> - Development of Facilitator Guide - Development of Master trainer Handbook - Development of comprehensive training module - Development of other IEC materials and training kit - Development of Audio-visual materials - Translation of modules in Hindi and other vernacular language 	
3	Training of 500 National Level Master Trainers in 15 batches[Does not include cost of venue, food and lodging for participants]	
	Total	

Annexure VI– Declaration of Non-Blacklisting

(To be executed on Non-Judicial Stamp Paper of appropriate value)

We hereby declare that (name of the Organisation), a non-profit organisation registered under the (act), bearing registration no (..), PAN (...), GST (...), hereby confirms that:

(a) We have not been blacklisted, debarred, suspended, banned or declared ineligible by any:

- Central Government Ministry/Department,
- State Government or Union Territory Administration,
- Government agency/PSU/statutory body/autonomous body,
- Multilateral/bilateral development agency (UN, World Bank, ADB, etc.),
- Donor agency, or
- Any other public authority

for participation in any procurement process or for violation of terms and conditions at any time up to the date of submission of this affidavit.

(b) No criminal or vigilance case is pending against the organisation or its Directors/ Trustees/Office Bearers in relation to fraud, corruption, misappropriation, or misuse of public funds.

(c) We have never been involved in unethical practices, coercive practices, collusion, cartel formation, misrepresentation of facts, or submission of forged/fabricated documents in any Government procurement process.

We further undertake to immediately inform MoPR if any such action is initiated or occurs during the empanelment period.

Authorised signatory

Name: _____

Designation: _____

Organization: _____

Seal: _____

Date: _____

Notary Attestation

Signature & Seal of Notary Public

Registration No.:

Date:

Annexure VII– Bid Authorization Letter

(To be submitted on the Bidder’s letterhead)

Format:

We, [Name of Organization], having our registered office at [Address], hereby authorize Mr./Ms. [Name], [Designation], to act as our authorized representative to sign, execute, and submit all documents and correspondence in connection with the RFP titled “Selection of an Agency to Develop Standardized Training Modules and Training of Trainers (ToT) Framework for a National Project on Sensitizing Male Elected Representatives towards women related issues including Safety and Security of Women” This authorization shall remain valid until revoked in writing by us.

For [Name of Organization]:

Signature: _____

Name: _____

Designation: _____