

REQUEST FOR PROPOSAL
FOR
Engagement of HR Agency for Deployment of Professionals
& Staff for Planning and Implementation of NRLM



Uttarakhand State Rural Livelihood Mission (USRLM)
AAJEEVIKA BHAVAN, TAPOVAN ROAD, DEHRADUN

Date of Issue: -----11/03/2025

(RFP Ref. No. 796/594/USRLM/RFP/2024-25 dated 11-03-2025)

(प्रति) मुख्य अधिकारी
अथवा मुख्य कार्यकारी अधिकारी
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Notice Inviting Proposals

The core belief of National Rural Livelihoods Mission (NRLM) is that the poor have innate capabilities and a strong desire to come out of poverty. They are entrepreneurial, an essential coping mechanism to survive under conditions of poverty. The challenge is to unleash their capabilities to generate meaningful livelihoods and enable them to come out of poverty. The first step in this process is motivating them to form their own institutions. They and their institutions are provided sufficient capacities to manage the external environment, enabled to access finance, and to expand their skills and assets and convert them into meaningful livelihoods. This requires continuous handholding support. An external dedicated, sensitive support structure, from the national level to the sub-district level, is required to induce such social mobilisation, institution building and livelihoods promotion.

“To reduce poverty by enabling the poor households to access gainful self-employment and skilled wage employment opportunities, resulting in appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots institutions of the poor.”

NRLM Guiding Principles

- Poor have a strong desire to come out of poverty, and they have innate capabilities to do so.
- Social mobilization and building strong institutions of the poor is critical for unleashing the innate capabilities of the poor.
- An external dedicated and sensitive support structure is required to induce the social mobilization, institution building and empowerment process.
- Facilitating knowledge dissemination, skill building, access to credit, access to marketing, and access to other livelihoods services underpins this upward mobility.

NRLM Values

- The core values which will guide all the activities under NRLM are as follows:
- Inclusion of the poorest, and meaningful role to the poorest in all the processes
- Transparency and accountability of all processes and institutions

This document invites proposals from reputable and experienced agencies to provide consulting services to USRLM. The detailed Scope of Work has been enclosed in this RFP document.

The last date for submission of both online and offline receipt of the proposals is 01/04/2025. The proposals shall reach USRLM at the latest by IST 15:00 Hrs. of the afore-mentioned last date. The Agency will be selected through a Least Cost Selection (LCS) process. Interested bidders will have to submit the bid through a two envelop system. The first envelope will include the technical proposal, and the second envelope will contain the financial proposal. Kindly note that the financial bid is to be submitted online only. The hard copies of only technical proposals must be sent to USRLM. In case of any discrepancy between the online copy and hard copy, the online copy shall be considered as the final one.

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Hard copy of technical proposals along with all pertinent credentials may be sent to the undersigned at the below mentioned address:

Chief Executive Officer

Uttarakhand State Rural Livelihoods Mission

Aajveeika Bhawan, Tapovan road, Raipur, Dehradun

Contact No.: AECO (+91-9412093900), SPM (+91-8077681569)

email – aceouksrlm@gmail.com



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List of Abbreviations

Terms	Description
BG	Bank Guarantee
TRA	Technical Resource Agency
EMD	Earnest Money Deposit
GoI	Government of India
GoUK	Government of Uttarakhand
LoI	Letter of Invitation
MoRD	Ministry of Rural Development
USRLM	Uttarakhand State Rural Livelihood Mission
SPMU	State Project Management Unit
PG	Performance Guarantee
LCS	Least Cost Selection
RFP	Request for Proposal
ToR	Terms of Reference
EC	Empowered Committee
HR Agency	Human Resource Agency



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Schedule of Activities

Sl. No.	Milestone	Date
1.	Date of online publication of RFP	11/03/2025
2.	Submission of pre-bid queries through email. The email id for receiving the RFP queries is aceouksrlm@gmail.com	18/03/2025 (17:00 Hrs)
3.	Pre-bid meeting	20/03/2025 (at 11:00 Hrs) Uttarakhand State Rural Livelihoods Mission Aajeevika Bhawan, Tapovan Road, Dehradun-248001
4.	Issue of pre-bid meeting clarifications on the website and its circulation	21/03/2025
5.	Start Date of Bid submission (Online & Hard Copy)	26/03/2025 (10:00 Hrs)
6.	Last date of Bid submission (Online & Hard Copy*) * Hard copy of technical proposal only	03/04/2025 (15:00 Hrs)
7.	Opening of Technical Proposal	03/04/2025, 15:30 Hrs online at Uttarakhand State Rural Livelihoods Mission Aajeevika Bhawan, Tapovan Road, Dehradun-248001
8.	Date of Financial Bid opening	To be intimated later
9.	Signing of Agreement with Agency	To be intimated later



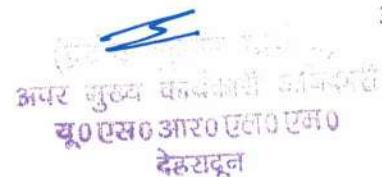

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Other Key Information

Item	Reference
RFP No. & Date	796/594/USRLM/RFP/2024-25 dated 11/03/2025
Title	Request for Proposal for Engagement of HR Agency for Deployment of Professionals & Staff for Planning and Implementation of NRLM
Issuing Authority	CEO Uttarakhand State Rural Livelihoods Mission Aajeevika Bhawan, Tapovan Road , Dehradun-248001
Contact person details	CEO Uttarakhand State Rural Livelihoods Mission Aajeevika Bhawan, Tapovan Road , Dehradun-248001 Contact No. - ACEO (+91-9412093900), SPM (+8077681569)
E-mail address for Pre-bid queries	Please send your queries regarding this proposal prior to stipulated date on aceouksrlm@gmail.com
Online Procurement Portal address	www.uktenders.gov.in All bidders are required to submit their proposal online through Uttarakhand e procurement within scheduled date and time.
Venue for Pre-bid Meeting	Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan road, Raipur, Dehradun Dehradun-248001
Bid Price/Tender Fee	INR 5000 (Non-Refundable) payables in form of a demand draft / pay order / bankers' cheque in favor of Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan road, Raipur, Dehradun payable at Dehradun with the proposal.
Earnest Money Deposit	INR 18,00,000/- (Eighteen Lakhs only) in form of a bank guarantee/FDR of scheduled commercial bank in favour of Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan road, Raipur, Dehradun payable at Dehradun with validity of 6 months of submission of proposal.






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Performance Guarantee	05% of total sanctioned project cost to be submitted at the time of contract signing in form of bank guarantee/FDR of scheduled commercial bank in favor of Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan road, Raipur, Dehradun payable at Dehradun at the time of signing of agreement with validity of 42 months from selection
Address for submission of Technical Proposal (Hard Copy)	Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan road, Raipur, Dehradun Dehradun-248001
Validity of the Proposal	90 days from the last date of submission of the Technical Proposal. However, this may be extended by USRLM. In such a case, consent from the Agency would be sought in advance. If the Agency is not willing to provide its consent for extension, then its proposal with EMD would be returned.

Important Notes:

1. USRLM reserves the right to amend any or all conditions of this RFP document before the last date of submission of proposals, or to change the above schedule at any time, without assigning any reasons whatsoever.
2. In case any Agency fails to submit the original Demand Draft/Banker's Cheque of Tender Fee and Bank Guarantee/FDR for Earnest Money Deposit along with the bid, then the Bid will not be considered for further evaluation. The Demand Draft / Banker's Cheque should be of a Scheduled Commercial Bank drawn in favor of "**Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan road, Raipur, Dehradun, Uttarakhand payable at Dehradun.** The **Tender Fee/Bid Fee** and **BG/FDR of EMD** need to be placed inside a sealed envelope and marked as "Tender Fee/Bid Fee and BG/FDR of EMD" and should be placed in the main envelope alongside the sealed envelope of Technical Proposal clearly marked as " Technical Proposal".
3. Relaxation in EMD for MSMEs shall be provided in accordance with the provisions outlined in the Uttarakhand Procurement (Revised) Guidelines 2022.
4. Conditional bids will not be accepted.
5. Contact Person for communication: The Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan road, Raipur, Dehradun, Uttarakhand, Email: ceouksrlm@gmail.com



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Disclaimer


The information contained in this Request for Proposal (RFP) document or subsequently provided to Agency, whether verbally or in documentary form or any other form by or on behalf of the Authority/Client or any of their employees or advisers, is provided to Agency on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority/Client to the prospective Agency or any other person.

The purpose of this RFP is to provide interested agencies with information that may be useful to them in the formulation of their Proposals pursuant to this call for proposal. This RFP may include information which may reflect the assumptions arrived at by the Authority/Client in relation to the programme implementation. Such assumptions, assessments and statements do not purport to contain all the information that each Agency may require. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Agency is therefore encouraged to conduct its own investigation and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

The Authority/Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Authority/Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Agency under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process. The Authority/Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Agency upon the statements contained in this RFP. The Authority/Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority/Client is bound to empanel one or more Agency(s) or to appoint the Selected Agency, as the case may be, for the implementation of the program and the Authority/Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.


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Definitions and Glossary

- “Client” means the nodal agency USRLM Registered (State Project Management Unit, a Society formed under Department of Rural Development, Government of Uttarakhand) that signs the Contract for the Services with the selected Agency.
- “Agency”/ “Bidder” means a firm with the requisite capability to provide the services desired by the client and which fulfills the eligibility criteria as set in the RFP.
- “Contract” means a legally binding written agreement signed between the Client and the Agency
- “Data Sheet” means an integral part of the Instructions to Agency (ITC) Section B that is used to reflect specific country and assignment conditions to supplement (but does not overwrite the conditions in ITC)
- “Full time employee” means an employee on the payrolls of the employer. A contractual employee is not a full-time employee.
- “Day” means a calendar day.
- “State Government” means the Government of Uttarakhand.
- “Key Expert(s)” means an individual professional whose skills, sector experience, qualifications, knowledge and experience are critical to the performance of the Services under the Contract.
- “ITC” (Section E of the RFP) mean the Instructions to Agency that provides Agency with the required information needed to prepare their Proposals.
- “Proposal/Bid” means the Eligibility Proposal, Technical Proposal and the Financial Proposal of the Agency in response to the RFP.
- “Proposal due date” means the last date for submission of bid.
- “RFP” means the Request for Proposals prepared by the Client for the selection of Agency
- “Services” means the work to be performed by the Agency pursuant to the Contract.
- “TOR” (Section H of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Agency, and expected results and deliverables of the assignment.
- “USRLM” means, **Uttarakhand State Rural Livelihoods Mission**, the Authority.
- “Tender Evaluation Committee” means a committee constituted by the USRLM.
- “Coordinators” means the resources other than the Key Experts. Their CVs will also be scored.



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संस्थान (USRLM)

Section A – Preface

1. Introduction to NRLM

The core belief of National Rural Livelihoods Mission (NRLM) is that the poor have innate capabilities and a strong desire to come out of poverty. They are entrepreneurial, an essential coping mechanism to survive under conditions of poverty. The challenge is to unleash their capabilities to generate meaningful livelihoods and enable them to come out of poverty. The first step in this process is motivating them to form their own institutions. They and their institutions are provided sufficient capacities to manage the external environment, enabled to access finance, and to expand their skills and assets and convert them into meaningful livelihoods. This requires continuous handholding support. An external dedicated, sensitive support structure, from the national level to the sub-district level, is required to induce such social mobilisation, institution building and livelihoods promotion.

“To reduce poverty by enabling the poor households to access gainful self-employment and skilled wage employment opportunities, resulting in appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots institutions of the poor.”

NRLM Guiding Principles

- Poor have a strong desire to come out of poverty, and they have innate capabilities to do so.
- Social mobilization and building strong institutions of the poor is critical for unleashing the innate capabilities of the poor.
- An external dedicated and sensitive support structure is required to induce the social mobilization, institution building and empowerment process.
- Facilitating knowledge dissemination, skill building, access to credit, access to marketing, and access to other livelihoods services underpins this upward mobility.

NRLM Values

- The core values which will guide all the activities under NRLM are as follows:
- Inclusion of the poorest, and meaningful role to the poorest in all the processes
- Transparency and accountability of all processes and institutions



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कृषि-समग्र विकास निदेशक, असम

Section B – Instruction to the Agency

1. Introduction to RFP

- a. NRLM intends to select an HR agency in accordance with the Least Cost Selection (LCS) method of selection specified in this RFP.
- b. The Agency is invited to submit Technical Proposal and Financial Proposals specified in two envelopes online through uktenders.gov.in and one hard copy of technical proposal in USRLM office within time and address as mentioned in Schedule of Activities. In case of mismatches in information the details submitted in the online proposal shall prevail.
- c. The Agency should familiarize themselves with the local conditions and take them into account in preparing their proposals; including attending a pre-bid meeting as specified in the Data Sheet. Attending any such pre-bid meeting is optional and is at the Agency's expense.
- d. NRLM will timely provide, at no cost to the interested Agency, the inputs, relevant project data, and reports required for the preparation of the Agency's Proposal as specified in the Other Key Information. However, the agency should verify the information on its own before using it.

2. Compliant Process/Completeness of Response

Agency is advised to study all instructions, forms, terms, requirements and other information in the documents carefully. Submission of the proposal shall be deemed to have been done after careful study and examination of the document with full understanding of its implications. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Agency must:

- i. Include all documentation specified in this document
- ii. Follow the format of this document and respond to each element in the order as set out in this document
- iii. Comply with all the requirements as set out within this document.

3. Language of the Proposal

The proposal as well as all the supporting documents relating to the proposal exchanged by the Agency shall be written in English language only. **Proposal received in any other language shall not be allowed / evaluated.**

4. Pre-Submission Meetings and Clarifications

The pre submission meeting of all the Agencies would be held at the scheduled date and time as indicated in the “**Schedule of Activities**” section. The intending Agency may submit their pre submission queries or suggest suitable modifications in the format enclosed as **Annexure - III**. The interested consulting firm shall submit the queries via e-mail to USRLM before the scheduled date of pre-submission meeting. USRLM will communicate such changes that are accepted to all the interested bidders. All such changes will become a part of this document and binding on all the bidders.




5. Right to Terminate the Process

USRLM may terminate the Proposal Evaluation process at any point of time and without assigning any reason thereof. USRLM makes no commitments, expressed or implied that this process will result in a business transaction with anyone.

This document does not constitute an offer by USRLM. The Resource Agency's participation in this process may result in USRLM selecting the proposal to engage towards execution of the contract.

6. Conflict of Interest

USRLM requires that the selected Agency provides professional, objective and impartial services and at all times hold the Client's interest paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interest and act without any consideration for future work. Without limitation on the generality of the foregoing, the Agency shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- i. The selected Agency shall not receive any remuneration in connection with the assignment except as provided in the Agreement. It should be the requirement of the contract that the Agency should provide professional, objective and impartial advice and at all times hold the USRLM/GoUK interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Agency shall not be hired for any assignment that would be in conflict with their prior or current obligations to other assignments of USRLM / GoUK, or that may place them in a position of being unable to carry out the assignment in the best interest of the client.
- ii. The Agency has an obligation to disclose to USRLM any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.

7. Corrupt or Fraudulent Services

- a. The Agency 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", USRLM shall reject a proposal without being liable in any manner whatsoever to the Agency, if it determines that the Agency 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, the USRLM shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Proposal Security or Performance Guarantee as damages payable to the USRLM for, inter alia, time, cost and effort of the USRLM, in regard to the "RFP", including consideration and evaluation of such Agency's Proposal.
- b. Without prejudice to the rights of the USRLM under Clause 9.a. hereinabove, and the rights and remedies which the USRLM may have under the LOA or the Agreement, if a

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Agency, as the case may be, is found by the USRLM to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Agency or shall not be eligible to participate in any tender or "RFP" issued by the USRLM during assignment period from the date such Agency, is found by the USRLM to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

- c. For the purposes of this Clause, the following terms shall have the meaning hereinafter assigned to them:
- "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 the USRLM who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA 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 the USRLM, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether during the Selection Process or 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 LOA or the Agreement, who at any time has been or is a legal, financial or technical/ adviser of the USRLM in relation to any matter concerning the Project;
 - "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
 - "coercive practice" means impairing or 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;
 - "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the USRLM 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
 - "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Agency with the objective of restricting or manipulating a full and fair competition in the Selection Process.

8. Confidentiality

- i. From the time, the submitted proposals are opened to the time the Selection is announced, the Agency should not contact USRLM on any matter related to its Proposal Evaluation. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Agency which has submitted the



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- Proposals or to any other party not officially concerned with the process, until the publication of the Selection announcement.
- ii. Any attempt by a shortlisted Agency or anyone on behalf of the Agency to influence the Client improperly in the evaluation of the Proposals or Agreement award decisions may result in the rejection of its Proposal.
 - iii. Notwithstanding the above provisions, from the time of the Proposals' opening to the time of selection notification, if an Agency wishes to contact USRLM on any matter related to the selection process, it should do so only in writing.

9. Late Receipt of Proposals

- i. The Proposals are invited online through Uttarakhand e procurement portal-uktenders.gov.in The e procurement portal adheres to the server clock hence the bidders shall not be able to upload their proposal after expiry of the scheduled time. Bidders are advised to upload their proposal within time. USRLM shall not be responsible for any delay for whatsoever reason, including connectivity or server related issues. Hard Copy received after the due date and specified time (including the extended period, if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- ii. The Proposals shall be submitted online through uktenders.gov.in on or before the proposal submission deadline. A Hard Copy of the Technical Proposal is also required to be submitted in the USRLM office only through in person/ registered post/ speed post or courier.
- iii. The Technical Proposals submitted by any other medium like telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- iv. USRLM shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- v. USRLM reserves the right to modify and amend any of the above-stipulated conditions/criteria depending upon project priorities vis-à-vis urgent commitments.

10. Disqualification

The proposal submitted by the applicant firm would be disqualified at any time during the Technical Evaluation process at the sole discretion of the USRLM, for the following reasons:

- i. Submitted the Proposal after the due date and specified time.
- ii. Made misleading or false representations or suppressed relevant information in the proposal (including documents, forms, statements, attachments, etc.) submitted as proof of the eligibility requirements or as part of their proposal.
- iii. Incomplete proposals or proposals with incomplete information shall be rejected.
- iv. Agency shall not be allowed to submit any supplementary information / document after Last date of Proposal submission, unless formally request by USRLM. USRLM may, however, ask for any historical data for better understanding of the proposal.
- v. Failure to meet any of the eligibility criteria as mentioned in the document.
- vi. Bankrupted or Blacklisted by the Government of India (GoI), State Government or any other Government owned company or any Bank for reasons related to nonperformance in an engagement as on date of opening of the proposal.

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मुख्य अभियंता (सहायक)
प्रमाणित

11.Right to Accept Any Proposal and to Reject Any or All Proposals

USRLM reserves the right to accept or reject any proposal, and to annul the evaluation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected proposal or Agency or any obligation to inform the affected proposal or Agency of the grounds for USRLM action.

12.Signing of Contract

After the notification of selection of an Agency, USRLM will sign an agreement with the selected Agency which will have detailed terms and conditions and other relevant details. The contract template will be shared with the Agency who becomes eligible for selection after evaluation of Techno-Financial Proposals submitted by interested Agency.



Section C – Preparation of Proposals

1. General Considerations

- i. In preparing the proposal, the Agency is expected to examine this RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the proposal and will be the sole responsibility of the Agency.
- ii. The Agency shall bear all costs associated with the preparation and submission of its proposal. USRLM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. USRLM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to the Selection, without thereby incurring any liability to the Agency.
- iii. All correspondence and documents relating to the Proposal exchanged between the Agency and USRLM shall be written in English language only. Each Agency shall submit only one Proposal, Submission of more than one proposal shall lead to rejection of Bid.

2. Proposal Validity

- i. The Agency's proposal must remain valid for at least 90 days after the Proposal submission deadline. A bid valid for a shorter period shall be rejected by USRLM as non-responsive bid.
- ii. During this period, the Agency shall maintain its original proposal without any change.
- iii. In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request the Agency, who has submitted their proposals, to extend the period of validity of their proposals. The validity of the EMD shall also be extended for a corresponding period, if required. An agency may refuse the request without forfeiting its EMD. An Agency granting the request shall not be required or permitted to modify its proposal. The request and the responses shall be made in writing.
- iv. If any of the proposed team members becomes unavailable for the extended validity period, the Agency shall provide written adequate justification and evidence satisfactory to USRLM together with the substitution request. In such a case, the replacement resource shall have equal or better qualifications and experience than the originally proposed team member. If the Agency fails to provide a replacement of any Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to USRLM, such proposal will be rejected.
- v. If the Agency agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with confirmation of the availability of the Team Members.
- vi. The Agency has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

3. Consortium and Subcontracting

- i. The engagement of sub-contractors or participation in the form of joint ventures, consortiums, or partnerships is strictly not permitted under this Request for Proposal (RFP).



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4. Selection to be non-exclusive

This selection of the Agency is being done on non-exclusive basis. USRLM reserves the right to select more Agencies as and when required, for any geography/location, sectors or for any other reason and in the manner in the sole discretion of USRLM. The successful party may participate in such competitive processes.

5. Clarifications and Amendments of RFP

- i. The Agency may request clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposal submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the USRLM address indicated in the Other Key Information. USRLM will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying its source) to the Agency. Should USRLM deem it necessary to amend the RFP as a result of clarification, it shall do so following the procedure described below:
 - a. At any time before the proposal submission deadline, USRLM may amend the RFP by issuing an addendum or corrigendum. The addendum/corrigendum shall be uploaded on e-procurement portal only. All interested bidders are advised to check the e-procurement portal regularly. USRLM shall not be responsible for unawareness of the bidders regarding publication of addendum /corrigendum on e-procurement portal. The amendment shall be binding on the Agency. The Agency shall acknowledge receipt of all amendments in writing.
 - b. If the amendment is substantial, USRLM may extend the proposal submission deadline to give the Agency reasonable time to take an amendment into account in their Proposals.
 - c. The Agency may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline. In any such case, the modified proposal should be submitted, with "MODIFIED BID" written on the outer envelope of the revised bid.

6. Earnest Money Deposit

- i. Every Agency participating in the bidding process must furnish the required interest-free Earnest Money Deposit (EMD) as specified in the "**Other Key Information**" {INR 18,00,000 (Rupees Eighteen Lakh only) in form of a bank guarantee/FDR only of scheduled commercial bank in favour of Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan road, Raipur, Dehradun payable at Dehradun with validity of 6 months of submission of proposal}.
- ii. EMD of an Agency lying with USRLM in respect of other bids awaiting decision will not be adjusted towards EMD for the fresh bids. The EMD originally deposited may, however, be taken into consideration in case proposals are re-invited.
- iii. In case the time taken for the selection process stretches beyond the validity period of the EMD, the Agency will have to furnish a fresh BG/FDR for EMD with a further 3 months validity till the time period the selection is completed.

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- iv. **Refund of EMD:** The EMD of Technically Nonresponsive bidders shall be returned within 7 days, EMD of unsuccessful Agency whose financial proposals are opened shall be refunded within 30 days of completion of agreement signing process. The EMD submitted by the Successful Bidder shall be released upon furnishing of the Performance Security
- v. **Relaxation in EMD for MSMEs:** Shall be provided in accordance with the provisions outlined in the Uttarakhand Procurement (Revised) Guidelines 2022.
- vi. **Forfeiture of EMD:** USRLM may decide to forfeit the EMD submitted by the Agency in any of the following cases:
- When the Agency does not sign the agreement within the stipulated period as mentioned in the letter of invitation or the work order.
 - When the Agency withdraws or modifies the proposal after opening of proposals.
 - When the Agency does not deposit the Performance Guarantee in the form of Bank Guarantee/FDR before the Agreement is signed.
 - Rejection of proposal on account of Corrupt and Fraudulent Practices.



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Section D – Proposal Submission and Evaluation

1. Submission of Proposals – General Considerations

- i. The Agency shall prepare its proposal as per the provisions of RFP and provide all the information as per this RFP and in the specified formats. USRLM reserves the right to reject any proposal that is not in the specified formats.
- ii. The Proposal shall comprise all the documents as listed in **Section G(i) (Technical Forms – Tech 1 to Tech 5) to Section G(ii) (Financial Forms – Fin 1)** along with **pre-eligibility criteria documents**, if required.
- iii. The Agency shall bear all costs associated with the preparation and submission of its proposal, and USRLM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. USRLM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to the Selection, without thereby incurring any liability to the Agency.
- iv. An authorized representative of the Agency shall sign all the original documents in the proposal in the required formats. The proposal covering letter shall be enclosed with an authorization in the form of a **written power of attorney (Annexure –I), executed on a non-judicial stamp paper of Rs. 100.00 attached with the Proposal. Alternatively, the Agency is allowed to provide official minutes of Board resolution/Board of Directors/Company Secretary as the authorization for signing the bid.**

2. Submission of Proposals – Technical Proposal

- i. The proposal should be submitted in two folders as provided in the e- procurement portal uktenders.gov.in – Technical Folder and Financial Folder.
- ii. Technical Proposal Folder should include:
- iii. All the documents required as per this RFP except Financial Proposal. No financial information like prices should be given in the technical proposal, otherwise the proposal shall be summarily rejected.
- iv. Financial Proposal Folder should include the Price only in the format available in BoQ.
- v. All pages of the proposal and where corrections or amendments have been made shall be signed by the authorized signatory except where the attestation by Chartered Accountant is required. In case of detection of any forgery, the proposal shall summarily be rejected, and USRLM may also resort to legal action against the Agency.
- vi. The Technical Proposal including supporting documents and forms shall be submitted online on the uktenders.gov.in. One hard copy of technical proposal is required to be submitted in the office of USRLM on or before bid submission due date.
- vii. Original Tender Fee and EMD shall be submitted physically before the submission deadline along with their online submission. The documents should be sealed in an envelope clearly marked as “Tender Fee and EMD” along with the full details of the client, assignment and the bidder.

3. Submission of Proposals – Financial Proposal

- i. The Financial Proposal shall be prepared using the Standard Forms provided in Section G (ii) of this RFP. The financial proposal and the BOQ shall only be submitted online in the

Financial Folder on e-procurement portal: No physical submission of financial proposal shall be accepted.

4. Price Adjustment

- i. There will be no provision for price adjustment.
- ii. The contract period will be two years. with a provision for extension by one additional year based on satisfactory performance and approval from the client. If such happens there will be no provision for price adjustment.

5. Taxes

- i. The Financial Proposal of the Agency shall be provided inclusive of GST, and any other applicable tax payable by USRLM at actual rate along with the Fee to Agency.
- ii. The TDS and other statutory deductions etc., if applicable, shall be deducted at source from the payment to the Selected Agency as per the prevailing law in force at the time of execution of contract.
- iii. In the event of an increase in any other applicable taxes, levies, duties, fees, etc. whatsoever and other charges during term of contract, USRLM will reimburse the same on actual.
- iv. If any tax exemptions, reductions, allowances or privileges may be available to the selected Agency, USRLM shall make its best efforts to enable the successful/selected Agency to benefit from any such tax savings to the maximum allowable extent.

6. Submission of the Proposal

- i. Online submission of proposal on e-procurement portal is mandatory. If the bidder fails to submit the proposal on uktender.gov.in within prescribed time, the proposal shall be considered as incomplete and will be rejected. **Physical submission of One Hard copy of the technical proposal, Tender fee and EMD are required to be submitted by the bidders.**

7. Opening of the Proposal

- i. The Technical Proposals shall be opened online at the scheduled date and time as mentioned in the schedule of Activities. The Financial Proposals of only those bidders who have qualified in the technical evaluation shall be opened. The date and time of opening of the Financial Proposal will be intimated after completion of the technical evaluation.

8. Proposal Evaluation

- i. The Agency is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation based on the submitted Technical and Financial Proposals. However, the USRLM may seek clarification on the submitted historical information.
- ii. The Evaluation Committee of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- iii. The Project Appraisal / Bid Evaluation Committee constituted by USRLM shall evaluate the responses to the Proposals and all supporting documents/ documentary evidence. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.



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- iv. The decision of the Committee in the evaluation of responses to the proposal shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- v. The Committee reserves the right to reject any or all proposals based on any deviations.
- vi. Each of the responses shall be evaluated as per the criteria and requirements specified in this document.

9. Evaluation of Technical Proposals

- i. The Agency shall be selected based on the Least Cost Selection (LCS) method. Only agencies meeting the minimum technical qualification criteria will be considered for financial evaluation.
- ii. The technical proposals will be evaluated first, and only those securing a minimum of 70 out of 100 marks (70%) will be deemed technically qualified. Proposals failing to meet this threshold will be disqualified, and their financial bids will not be opened.
- iii. Among the technically qualified proposals, the agency quoting the lowest financial bid (Fm) shall be awarded the contract. No weightage will be given to technical scores in the final selection.
- iv. If two or more technically qualified agencies submit the same lowest financial bid, the contract shall be awarded based on the higher technical score among them.
- v. The evaluation process will ensure compliance with the eligibility requirements, technical capabilities, and financial competitiveness to select the most cost-effective proposal.

10. Financial Proposals




- i. After the technical evaluation is completed, USRLM will only notify technically qualified bidders for financial bid opening.
- ii. The Financial Proposals shall be opened online by USRLM, and the representatives of the technically qualified agencies shall be informed to participate in the financial opening.

11. Correction of Errors

- i. Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the proposal.
- ii. USRLM will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Financial Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.

12. Contract Award

- i. After issuance of the Letter of Invitation (LoI) by USRLM, the selected Agency shall submit Performance Bank Guarantee/FDR and shall sign the contract with USRLM within 30 days.

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USRLM shall then issue the letter of award to the selected Agency and publish the award information as per the instructions in the Data Sheet; and promptly notify the other shortlisted Agency.

- ii. The Agency is expected to commence the assignment on the date and at the location specified in the Data Sheet.

13. Performance Guarantee

Within 15 working days from the date of Letter of Invitation (LOI) from USRLM, the successful Agency shall furnish the Performance Guarantee (PG) of an amount equal to 05% of its Financial Proposal, by way of Bank Guarantee/FDR issued by one of the Nationalized Banks in India for the due performance of the Assignment in the format at Appendix-I. The Performance Guarantee as submitted by the Agency shall be valid for 6 months more than the contract period (Since the contract period is 24, with a provision for extension of one additional year based on satisfactory performance and approval from the client therefore the Performance Guarantee will be valid for 42 Months). Failure to provide the same in the manner provided herein shall be deemed as an Agency Event of Default and USRLM may terminate the Contract Agreement as per the provisions therein. The Performance Guarantee shall be always maintained and kept valid from the date of issue thereof until 6 (six) months following expiry/earlier termination of the Contract Agreement.

- i. Refund of PG: The PG shall be refunded at the end of six months after the date of successful completion of the assignment
- ii. Forfeiture of PG: PG shall be forfeited in the following cases:
 - a. When any terms and conditions of the contract is breached.
 - b. When the selected Agency fails to commence the services or fails to provide deliverables as per the contract.

14. Liquidity Damages

- i. The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the selected Agency shall arrange services within the specified period.
- ii. Delivery period may be extended by USRLM without imposing liquidity damages, if the delay in the supply of service is on account of hindrances or performance of a third party, beyond the control of the selected Agency.
- iii. The selected Agency shall request in writing to tender USRLM giving reasons for extending the delivery period of service, if it finds itself unable to complete the supply of service within the stipulated delivery period. This request shall be submitted as soon as a hindrance in delivery of service occurs or within 15 days from such occurrence but before expiry of stipulated period of delivery of service after which such request shall not be entertained
- iv. USRLM shall examine the justification of causes of hindrance in the delivery of service and the period of delay occurred due to that and grants extension with or without liquidated damages.
- v. If USRLM agrees to extend the delivery period/ schedule, an amendment to the contract with suitable denial clauses and with or without liquidated damages shall be issued.

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- vi. It shall be at the discretion of the concerned USRLM to accept or not to accept the supply of services rendered by the Agency after the expiry of the stipulated delivery period, if no formal extension in delivery period has been applied and granted. USRLM have the right to cancel the contract with respect to undelivered service.
- vii. If USRLM needs the service rendered after expiry of the stipulated delivery period, it may accept the services and issue a letter of extension in delivery period
- viii. Delivery period may be extended if the delay is on account of hindrances beyond the control of the Agency.
- ix. Limitation of Liability- In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected Agency shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.



Section E – Project Deliverables and Payment Terms & Schedule

1. Commencement of Services

- i. The date for the commencement of services is within 30 calendar days of contract signing. The selected agency shall complete the deployment of the entire workforce within 30 days of the contract signing.

2. Project deliverables

- i. The Agency will submit the deliverables as per agreed timelines and scope as specified in Section H.

3. Period of Completion of assignment:

- i. The project duration is 24 months from the date of the signing of the contract, with a provision for extension by one additional year based on satisfactory performance and approval from the client.

4. Payment Schedule

- i. Please refer to Section H of the document for the milestones & deliverable based payment schedules. All payments will be strictly made as per the conditions put in Section H.

5. Deliverables and Penalty Clause:

- i. The performance of the Agency will be reviewed against these mutually agreed deliverables and targets.
- ii. Except as the client may otherwise agree in writing, no changes shall be made in Experts Proposed by the agency. Replacement of Key experts and penalty may be levied on the agency under the following cases mention below:
 - a. Failure to pay staff within three working days beyond the stipulated timeline as mentioned in the ToR, scope of work – Point No 3 - Management and Reporting of the deployed staff; (iii) client shall impose a penalty of 1% of the pending payment per week (max. up to 10 Weeks).
 - b. In case of Non-Compliance with Statutory Obligations and delays in depositing TDS/ESI/PF will result in a penalty of ₹10,000 per month.
 - c. Proven complaints related to unauthorized deductions or underpayment will attract a penalty of ₹10,000 per complaint and may lead to contract suspension.
 - d. Delay in filling any vacant positions as per scope of Works will incur a penalty of ₹10,000 per week per unfilled position beyond the deferred period.
 - e. If USRLM finds that the performance of any of the resources is not satisfactory, the USRLM will have the right to replace such candidates/resources.
 - f. A resource will have to be replaced by a resource with equal or better credentials with



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prior approval from USRLM-RD in writing.

6. Payments to the Agency

- i. In consideration of the services to be rendered by the deployed staff, USRLM shall pay the consolidated amount including remuneration of the manpower, management /service charge of the HR Agencies as finalized by way of bidding process inclusive of applicable taxes. No additional expenses or fees shall be payable to the HR agency.
- ii. Payments will be disbursed to the HR Agency monthly upon verification of submitted invoices. USRLM will process the invoices within 10 days. Any delays or non-compliance may result in deductions or penalties as outlined in Section F of the ToR (Penalties for Non-Compliance)

7. Conduct of Agency Manpower

- i. The conduct of the Agency will be in line with the best practices throughout the term of the contract. Professionalism and Quality will be minimum expectations from the experts deployed by the agency.

8. Earnest Money Deposit (EMD)

- i. The Agency shall furnish an interest free EMD of Rs. 18,00,000 (Rupees Eighteen Lakh only) at the time of submitting the proposal in the form of a Bank Guarantee/FDR issued by Scheduled Commercial Bank in India in favour of "**Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeka Bhawan, Tapovan road, Raipur, Dehradun**", refundable not later than 120 days from the date of submission of offer except in case of the two highest ranked Agency. If the first ranked Agency commences the assignment, the second ranked Agency, who has been kept in reserve, shall be refunded its EMD within 180 days from the date of submission of the offer.
- ii. The Selected Agency's EMD shall be refunded upon the Agency submitting the performance guarantee.
- iii. Relaxation in EMD for MSMEs shall be provided in accordance with the provisions outlined in the Uttarakhand Procurement (Revised) Guidelines 2022.

9. Interpretation

- i. Entire Contract: The Contract constitutes the entire agreement between the USRLM and the Selected Agency and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- ii. Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.
- iii. Non-waiver: Subject to the condition below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.

- iv. Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
- v. Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

10. Governing Law

- i. The Contract shall be governed by and interpreted in accordance with the laws of the Uttarakhand State/ the Country (India) and under the jurisdiction of Court of Dehradun.

11. Force Majeure

- i. For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, natural disasters, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- ii. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder
- iii. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder
- iv. USRLM will decide the eventuality of Force Majeure which will be binding on both the parties
- v. No breach of Agreement- The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement. The Agency shall not be liable for forfeiture of its PG, if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of the Force Majeure.
- vi. Measures to be taken
 - a. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
 - b. The Agency is expected to report any such event within three days to USRLM in writing.
 - c. A Party affected by an event of Force Majeure shall notify the other Party of such an event as soon as possible, and in any event not later than fourteen (14) days following



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the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.


- d. The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- vii. Extension of time - Any period, within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- viii. Payment – In the event of Force Majeure is applied, then USRLM will continue to follow the payment schedule by giving concession to Agency of non-submission of deliverables for the period of 3 months. Post which, either party is allowed to terminate the contract under the clause Termination for Convenience.
- ix. Consultation not later than thirty (30) days after the Agency has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

12. Change Orders and Contract Amendments

- i. USRLM may at any time order the selected Agency through written Notice to make changes within the general scope of the Contract in case services are provided by the selected Agency. The change in scope will be discussed with the agency and mutually agreed.
- ii. If any such change causes an increase or decrease in the cost of, or the time required for, the selected Agency's performance of any provisions under the Contract, an equitable adjustment shall be made to the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the selected Agency for adjustment under this clause must be asserted within thirty (30) days from the date of the selected Agency's receipt of the order from USRLM.

13. Termination Clause

- i. Termination for Insolvency
 - a. USRLM may at any time terminate the Contract by giving a written notice of at least 30 days to the selected Agency, if the selected Agency becomes bankrupt or otherwise insolvent. In such an event, termination will be without compensation to the selected Agency, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to USRLM.
- ii. Termination for Convenience
 - a. USRLM, by a written notice of at least 90 days sent to the selected Agency, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for USRLM convenience, the extent to which performance of the selected Agency is terminated under the Contract, and the date upon which such termination becomes effective.

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- b. In such a case, USRLM will pay for all the pending invoices as well as the work done till that date by the Agency.
 - c. Limitation of Liability- In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including loss of profits). The selected Agency shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.
- iii. Termination by USRLM
- a. The USRLM may, by not less than Fifteen (15) days written notice of termination to the Agency, such notice to be given after the occurrence of any of the events, terminate this Agreement if:
 - i. The Agency fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within Fifteen (15) days of receipt of such notice of suspension or within such further period as the USRLM may have subsequently granted in writing.
 - ii. The Agency becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary.
 - iii. The Agency fails to comply with any final decision reached because of arbitration proceedings.
 - iv. The Agency submits to the USRLM a statement which has a material effect on the rights, obligations or interests of the USRLM and which the Agency knows to be false.
 - v. Any document, information, data or statement submitted by the Agency in its Proposals, based on which the Agency was considered eligible or successful, is found to be false, incorrect or misleading; or
 - vi. As the result of Force Majeure, the Agency is unable to perform a material portion of the Services for a period of not less than sixty (60) days
 - b. If the Government of Uttarakhand wishes to terminate the contract for reasons not attributable to the Agency's performance, they will need to clear all invoices for the services up to the date of their notice along with 1 month fee applicable on the date.
 - c. If the Government of Uttarakhand wishes to terminate the contract for reasons attributable related to the Agency performance, the government will give a rectification notice for 3 months to TC in writing with specific observations and instructions.
- iv. Termination by Agency
- a. The Agency may, by not less than three (03) months' written notice to the USRLM, such notice to be given after the occurrence of any of the events, terminate this Agreement if:



- i. The USRLM is in material breach of its obligations pursuant to this Agreement and has not remedied the same within forty-five (45) days (or such longer period as the Agency may have subsequently agreed in writing) following the receipt by the USRLM of the Agency's notice specifying such breach.
 - ii. If there are more than 2 unpaid invoices and USRLM fails to remedy the same within 45 days of the submission of the last unpaid invoice
 - iii. As the result of Force Majeure, the Agency is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
 - iv. The USRLM fails to comply with any final decision reached because of arbitration.
- b. Payment upon Termination
 - i. Upon termination of this Agreement all pending payments due till the date of the termination of the contract will be made by USRLM to the Agency within 30 days of the contract termination. All terms and conditions in the contract will be referred to including but not limited to the Penalty Clause mentioned in this RFP.
- c. Suspension
 - i. The USRLM may, by writing notice of suspension to the Agency, without any obligation (financial or otherwise) suspend all the payments to the Agency hereunder if the Agency shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services provided that such notice of suspension
 - 1. shall specify the nature of the breach or failure, and
 - 2. shall provide an opportunity to the Agency to remedy such breach or failure within a period not exceeding thirty (30) days after receipt by the Agency of such notice of suspension.
- d. Cessation of rights and obligations
 - i. Upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except
 - 1. such rights and obligations as may have accrued on the date of termination or expiration,
 - 2. the obligation of confidentiality set forth in RFP

14.Cessation of Services

Upon termination of this Agreement by notice of either Party to the other the Agency shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

Agency for the United States
 Department of Justice
 Office of the Inspector General
 Washington, DC 20535

15. Disputes Resolution

i. Amicable Settlement

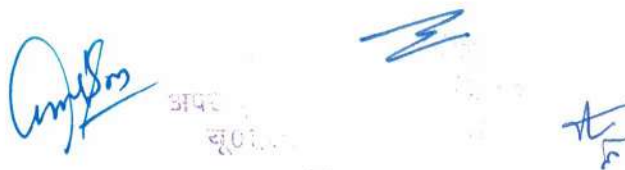
- a. The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice setting out the Dispute/differences or claim to the other party, parties shall first attempt to resolve such dispute through mutual consultation. If the dispute is not resolved as aforesaid within 15 days from the date of receipt of written notice, the matter will be referred to the senior officer equivalent to the rank of ACS, GoUK, who will take the decision within 15 days after such a reference. If the dispute is still not resolved the matter will be referred to for Arbitration.

ii. Arbitration

Disputes shall be settled by arbitration in accordance with the following provisions: Selection of Arbitrators. Each dispute submitted by a Party to arbitration shall be heard preferably by a sole arbitrator or an arbitration panel composed of three (3) arbitrators, in accordance with the following provisions:

- a. Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to The Indian Council of Arbitration for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, The Indian Council of Arbitration shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.
- b. Where the Parties do not agree that the dispute concerns a technical matter, the Client and the Consultant shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by The Secretary, The Indian Council of Arbitration.
- c. If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to The Indian Council of Arbitration, New Delhi to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.

iii. Proceedings shall, unless otherwise agreed by the Parties, be held in Dehradun, Uttarakhand, India.

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- iv. English language shall be the official language for all purposes; and
- v. The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly.
- iii. The arbitrator may award to the Party that substantially prevails on its merit, its costs and reasonable expenses (including reasonable fees for counsel).
- iv. When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under this Agreement.

16. Disqualification

- i. The bid is liable to be disqualified if:
 - a. Not submitted in accordance with this document.
 - b. During validity of the bid or its extended period, if any, the Agency increases its quoted prices.
 - c. During the bid process, if a Agency indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
 - d. Bid received incomplete form or not accompanied by bid security amount/all requisite documents.
 - e. Bid received after due date and time.
 - f. Agency submits conditional bids.
 - g. Agency indulges in canvassing in any form to win the contract.
 - h. Agency sub-contracts any part of the project to or employs the goods or services of any of the parties having an interest in the project.

17. Intellectual Property Rights of the Project

- i. During the operational phase, the responsibility to maintain the IPR would lie with the Agency. The Agency shall transfer the Source Code & IPR to USRLM, at the time of completion of the assignment. All outputs and deliverables will be the property of USRLM. However, any product owned by the Agency or their standard methodology used for delivery of such products will be free from such binding.

18. Responsibilities of the USRLM

- i. Appointment of a single point of contact person, who will coordinate with various departments and stakeholders.
- ii. Issuance of various government orders/policy amendments as per requirement of the project.
- iii. Resolution of problems and disputes arising.
- iv. In coordination with the Agency, steps should be taken for additional funding from the State Centre for the smooth functioning of this scheme
- v. Timely payments to the Agency

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Section F – Data Sheet and Instruction to Agency (ITC)

A. General	
1.	Location of the Project: Uttarakhand, India
2.	<p>Name of the Client: Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Dehradun, Uttarakhand</p> <p>Method of selection: Least cost selection (LCS) The minimum technical score (St) required to qualify in the technical evaluation is 70 out of 100. The financial proposal will be evaluated on a Least-Cost Selection (LCS) basis. The bidder with the highest technical qualification and the lowest percentage of management/service cost in the BoQ will be declared the successful bidder. In case of a tie in the BoQ percentage, the bidder with the higher technical score will be selected.</p> <p>EMD: Rs. 18,00,000/- Rupees Eighteen lakhs Only in the form of a bank guarantee/FDR in favour of “Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan road, Raipur, Dehradun” payable at Dehradun.</p> <p>Tender Document Cost - Cost of Rs. 5000 (Non-refundable) is to be submitted vide crossed demand draft on any Scheduled Commercial Bank in favour of “Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan road, Raipur, Dehradun payable at Dehradun”. The tender document cost is non-refundable.</p>
3.	<p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>The name of the assignment is: RFP for engaging Engagement of HR Agency for Deployment of Professionals & Staff for Planning and Implementation of NRLM</p>
4.	<p>A pre-bid meeting will be held: Yes</p> <p>Date of pre-bid meeting: 20/03/2025 at 11:00 Hrs</p>
5.	<p>USRLM will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</p> <p>All relevant information and guidelines related to USRLM.</p>
B. Preparation of Proposals	
6.	<p>This RFP has been issued in the English language.</p> <p>Proposals shall be submitted in English language.</p> <p>All correspondence exchange shall be in English language.</p>
7.	<p>The Proposal shall comprise the following:</p> <p>Technical Proposal:</p> <p>(1) Power of Attorney to sign the Proposal</p> <p>(2) Pre-Eligibility Criteria Compliance</p> <p>(3) TECH-1</p> <p>(4) TECH-2</p> <p>(5) TECH-3</p> <p>(6) TECH-4</p>

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	(7) TECH-5 (8) Supporting Documents and Proofs (9) Bid Fees (10) EMD Financial Proposal: (1) Financial Proposal Form FIN-1
8.	Statement of Undertaking is required As per RFP.
9.	Proposals must remain valid for 90 calendar days after the proposal submission deadline (i.e., until: 01-07-2025)
10.	<p><i>Clarifications may be requested no later than 10 days prior to the submission of the bid up to 5:00 PM. The bidders are encouraged to seek clarification at the earliest possible, as USRLM does not take the responsibility for responding to all queries raised after the pre-bid meeting.</i></p> <p>The contact information for requesting clarifications is:</p> <p>Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan Road, Raipur, Dehradun E mail –aceouksrlm@gmail.com</p>
11.	Sub-contracting and Joint Ventures (JV) Prohibited: The engagement of sub-contractors or participation in the form of joint ventures, consortiums, or partnerships is strictly not permitted under this Request for Proposal (RFP). Only sole bidders possessing the requisite qualifications and experience are eligible to submit proposals. Any bid indicating sub-contracting arrangements or joint venture participation will be deemed non-responsive and disqualified
12.	<p style="text-align: center;">Resources Required (Period of 24 Months)</p> <p>A total of 114 Mission Staff and 127 New Approved Positions (<i>as per G.O - G.O No. 43061/XI-1/24-53(8)/11 TC-1 dated 20-01-2025</i>) is to be deployed for the period of 24 Months (with a provision for extension by one additional year based on satisfactory performance and approval from the client), the details of such staff and their remunerations are detailed in <i>Annexure 1 – Deployment of Mission Staff & Annexure 3 - Remuneration of 114 Mission Staff and 127 New Approved Positions</i> respectively. All the listed 241 staff in the Annexures 1 are required to be deployed full-time for the entire duration of the assignment to ensure smooth and effective implementation.</p>
13.	A price adjustment provision applies to remuneration rates: No Price adjustment or escalation. The bidder is expected to submit the financial proposal for a period of 24 Months. Based on performance, if the contract duration is extended beyond the assignment duration of 24 Months, then no price escalation will be awarded to the bidder.
14.	The Financial Proposal shall be stated in the following currencies: INR only
C. Submission, Opening and Evaluation	

15.	<p>The Agency must submit the proposal online through uktenders.gov.in</p> <p>Each Bidders shall submit one proposal only. No Bidder or its Associate shall submit more than one Proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified.</p>		
16.	<p>A Hard Copy of The Technical Proposal only must be submitted offline by: 01/04/2025 latest by 15:00 Hrs physically at: Office of the “Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan road, Raipur, Dehradun-248001”</p> <p>Contact – ACEO (+91-9412093900), SPM (+91-8077681569)</p>		
17.	<p>The opening of technical bids shall take place at:</p> <p>Office of the USRLM,</p> <p>Date: 01/04/2025</p> <p>Time: 13:30 Hrs.</p> <p>All bids submitted by the due date and time will be opened by USRLM. Bidders and their authorized representatives may participate as per the schedule outlined in the Schedule for Invitation of RFP, which is subject to change with prior notification to the bidders.</p> <p>The financial bids will be opened at Office of the “USRLM”, or at the venue decided by the Competent authority</p> <p>Date: (Date would be informed through mail)</p> <p>Time: (Time would be informed through mail)</p> <p>Financial bids will be opened for Agencies which achieve the minimum qualifying marks (70%) required in the technical evaluation.</p>		
18.	<p>Pre-Eligibility Criteria – Criteria for pre-eligibility of bidders for the evaluation of proposals is as follows (the proposal shall not be further evaluated and will be rejected if the pre-eligibility criteria are not fulfilled):</p>		
	S.No.	Pre-Eligibility Criteria	Documentary Evidence
	1	The agency should have been in existence for at-least last 05 years and registered under the law of India (as on 31 March 2024).	Incorporation/Registration Certificate, GST1 and PAN

¹ The firm/company has to submit the GST return statement and no-due certificate for last three financial years (2021-22, 2022-23, 2023-24) duly certified by respective jurisdiction authority. For Jurisdiction related information, please visit <https://www.gst.gov.in> and search the taxpayer and the GSTIN

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	<ul style="list-style-type: none"> 10 years or more – 10 Marks 		
	Criteria 1.3- Firm's presence Sub Criteria 1.3.1 - No. of registered offices in India – 05 Marks <ul style="list-style-type: none"> Up to 2 branches – 02 Marks More than 2 branches and up to 5 branches – 03 Marks More than 5 branches – 05 Marks Sub Criteria 1.3.2 - Additional Marks for Office in Uttarakhand – 05 Marks <ul style="list-style-type: none"> Office in up to 2 districts in State – 02 Marks Office in more than 2 districts in State – 05 Marks 	Registration certificate of the office/ Lease agreements in case of rented facility	10
2	Project Experience – (35 Marks)		
	Criteria 2.1- Experience of successfully execution of similar assignments having contract value of at least Rs. 5.00 crores each, for the supply of Manpower of similar nature to Central Government/ State Government Departments/ Public Sector Undertakings, Other Government Bodies (Boards/ institutions/societies/ corporations) in the past five financial years. (i.e. 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24) (Projects implemented under subcontracting would not be considered) <ul style="list-style-type: none"> 05 Marks for each assignment maximum up to 04 Assignments will be considered 	Relevant pages of Letter of Award or Contract Document or Work order or Completion certificate or Client Certificate to substantiate the claim.	20
	Criteria 2.2- Experience of the Firm in supply of managerial Human Resource in Rural Development/Agricultural/Agri Business or Allied Sector projects to Central Government/ State Government Departments/ public sector undertakings, other government bodies (Boards/ institutions/societies/ corporations) in the past five financial years. (i.e. 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24) (Projects implemented under subcontracting would not be considered) <ul style="list-style-type: none"> 03 Marks for each assignment maximum up to 05 Assignments will be considered 	Relevant pages of Letter of Award or Contract Document or Work order or Completion certificate or Client Certificate to substantiate the claim. A signed declaration on the agency's official letterhead confirming the total number of full-time staff.	15
3	Firm's Staff Strength and recruitment Experience – (25 Marks)		
	Criteria 3.1- Full Time Employees with the firm <ul style="list-style-type: none"> More than 20 to 40 full time employees – 02 Marks 	Details of the Staff working with the firm along with their joining letters self-attested by the organization	05

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	<ul style="list-style-type: none"> • More than 40 to 60 full time employees – 03 Marks • More than 60 full time employees – 05 Marks 		
	Criteria 3.2- No. of Permanent HR Staff (in HR Unit of the entity for administrative works) (Possessing full time PG Degree or Diploma in Human Resource Management from any AICTE approved Institute and work experience of minimum 03 years of HR Management) <ul style="list-style-type: none"> • 02 Points for each Position, Maximum up to 10 points 	C.Vs of the HR Staff working with the firm along with their joining letters along with last 03 Salary Slips self-attested by the organization	10
	Criteria 3.3- No. of Managerial Staff deployed in projects in the past five financial years. (i.e. 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24). (Ongoing projects can be included) <ul style="list-style-type: none"> • Less than 100 – 02 Marks • Between 100 - 250 – 05 Marks • Between 251 - 500 – 07 Marks • More than 500 – 10 Marks 	A signed declaration on the agency's official letterhead confirming the total number of project wise Staff engaged in the projects. Payment summary / Financial statements validating the payments made to such staff	10
4	Technical Capabilities – (05 Marks)		
	Criteria 4.1- Understanding of the assignment & Scope of work (06 to 08 Slides)	Technical presentation to be submitted along with the Request for proposal (15-20 Slides)	02
	Criteria 4.2- Presentation on recruitment strategy and value addition offered by the firm (09 to 12 Slides)		03



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Section G (i) – Technical Forms

1. Checklist of Required Forms

Required for Proposal (√)	Form	Description
√	TECH-A	Cover Letter of the Bid
√	TECH-1	Agency's Organization and Experience.
√	TECH-1A	A. Agency's Organization
√	TECH-1B	B. Agency's Experience
√	TECH-2	Comments or Suggestions on the Terms of Reference
√	TECH-3	Description of the Approach, Methodology, and Work Plan for Performing the Assignment
√	TECH-4	Work Schedule and Planning for Deliverables
√	TECH-5	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV) (Not Required)



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2. Form TECH-A – Cover letter for bid

(On the letterhead of the bidder)

No.:

To:

**Chief Executive Officer,
Uttarakhand State Rural Livelihoods Mission,
Aajveeika Bhawan, Tapovan road, Raipur,
Dehradun, Uttarakhand.**

Subject: - Submission of Technical Proposal against RFP No. _____ dated DD/MM/YYYY
for Engagement of HR Agency for Deployment of Professionals & Staff for Planning and
Implementation of NRLM under Uttarakhand State Rural Livelihood Mission, Department of Rural
Development, Govt. of Uttarakhand.

Sir,

Having examined the RFP document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the RFP for "Engagement of HR Agency for Deployment of Professionals & Staff for Planning and Implementation of NRLM under Uttarakhand State Rural Livelihood Mission".

- (i) Each page of the Technical and Commercial Bid has been signed by the Authorized Signatory.
- (ii) We do hereby undertake that, in the event of acceptance of our bid, the services shall be provided as stipulated in the RFP document and that we shall perform all the services agreed upon.
- (iii) We agree to abide by our offer for a period of 90 days from the date fixed for opening of the Technical Proposal.
- (iv) We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
- (v) Payment of Rs. 5,000 (INR Five Thousand Only) for the Bid Price / Tender Fee shall be furnished as prescribed in the RFP document in form of _____ dated _____ drawn on _____ (Bank & Branch) favoring "**Chief Executive Officer, Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan Road, Raipur, Dehradun Uttarakhand payable at Dehradun.**" is enclosed.
- (vi) EMD for an amount equal to Rs. 18,00,000 (Rupees Eighteen Lakh only) in the form of a Bank Guarantee/FDR is enclosed.
- (vii) The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) delivered or to be delivered to USRLM, is true, accurate, and complete.
- (viii) This Bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead USRLM as to any material fact.
- (ix) It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

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अध्यक्ष, उत्तराखण्ड राज्य
ग्रामीण विकास मिशन
राजपुर, देहरादून

- (x) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by USRLM.
- (xi) We have no conflict of interest as stated in this document.
- (xii) We meet the eligibility requirements as stated in this document.
- (xiii) Our proposal shall remain valid for 90 days from the last date of bid submission deadline.
- (xiv) In competing for (and, if we are empaneled) the Empanelment, we undertake to observe the laws against fraud and corruption, including bribery as per document.
- (xv) Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.
- (xvi) We undertake, if our Proposal is accepted, we will be entered into a Contract on no later than the date specified by USRLM.
- (xvii) We understand that USRLM is not bound to accept any Proposal that it receives.

Yours sincerely,

Dated:

(Signature) (In the capacity of) Duly authorized to sign the RFP Response for and on behalf of:

Name of the Company

.....

Address of Company Seal/Stamp of agency/bidder

.....

Name of the Authorized Signatory

.....

Designation of the Authorized Signatory

.....

3. Form TECH-1 A & B

AGENCY'S ORGANIZATION AND EXPERIENCE (Not More than 6 Pages)

A brief description of the Agency's organization and an outline of the recent experience of the Agency that is most relevant to the assignment. The outline should indicate the names of the Agency's Key Resources who participated, the duration of the assignment, the contract amount, and the Agency's role/involvement.

A – Agency's Organization (to be limited to 4 pages)

1. Provide here with a brief description of the background and organization of your company/partnership firm.

B. Financial Capability: (Auditor Certificate)

UDIN No*

Particulars	Years				
	2019-20	2020-21	2021-22	2022-23	2023-24
Turnover of the Agency					

(*Note - The agencies are informed to also provide UDIN no. for the auditor's certificate generated by C.A)

C – Agency's Experience

- A. List only previous similar assignments successfully completed/ on-going.
(Please note that bids not responding to the above critical areas may be considered nonresponsive):

- B. Format for Experience is as follows: -

Duration	Assignment name/& brief description of main deliverables /outputs	Name of Client & Address	Approx. Contract value (in Rs equivalent)/ Amount paid to your firm	Role on the Assignment




Each credential cited must include a brief write-up on the services provided along with the Purchase Order.

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4. Form TECH-2

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE (Not more than 2 Pages)

Form TECH-2: comments and suggestions on the Terms of Reference and any other provisions should be as per RFP guidelines only.

  
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5. Form TECH-3

Description of Approach and Methodology (Not more than 20 pages)

6. Form TECH-4:

Work Plan for the activities proposed in the Technical Proposal.


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सहायक निदेशक, प्रशासन
राज्य सरकार, महाराष्ट्र
मुंबई

7. Form TECH-5 (Not Required)

{A brief description of the team composition, roles and responsibilities, assignments and key expert's input in terms of time need to be highlighted. Attach all CVs which are part of the technical evaluation criteria, if CV not attached zero score shall be given.

CURRICULUM VITAE

Position Title and No.	{e.g., Team Leader}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005- present]	[e.g., Ministry of, advisor/Agency to... For references: Tel...../e-mail.....; Mr.....]		

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

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Detailed Tasks Assigned on Agency's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
(Task, deliverable assigned to the resource)	Corresponding experience.

Expert's contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by USRLM.

{Day/month/year}

Name of Expert:	Signature:
Date:	{day/month/year}
Name of authorized:	Signature:
Date	{day/month/year}
Representative of the Agency (same who signs the Proposal)	




Section G (ii) – Financial Forms

Required for Proposal (✓)	Form	Description
✓	Fin- 1	Financial Proposal Submission Form

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in ITC in Section E.


(प्रतिपक्ष कृष्णर पण्डेय)
2024-04-04 10:00 AM

1. FIN-1 Financial Proposal Submission Form

(This Form is not to be submitted in the Technical Folder, this form is to be uploaded only in the Financial Folder)

To,

The Chief Executive Officer,
Uttarakhand State Rural Livelihoods Mission,
Aajveeika Bhawan, Tapovan road,
Raipur, Dehradun.

Dear Sir/Madam,

Subject: - Submission of Financial Proposal against RFP No. _____ dated DD/MM/YYYY
for Engagement of HR Agency for Deployment of Professionals & Staff for Planning and
Implementation of NRLM under Uttarakhand State Rural Livelihood Mission, Department of Rural
Development, Govt. of Uttarakhand.

We, the undersigned, offer to provide the consulting services for the above project in accordance with your Request for Proposal no. _____ dated _____. Our Financial Proposal (Grand Total) is for the sum of **Rs. (In Words)** for a period of 24 months from the Commencement Date. The financial proposal is inclusive of GST.

- 1 ²The above quote is inclusive of the following subcomponents detailed in the table below.

S.No.	Particulars	Total Cost
	Total Cost (inc. GST)	

- A. The above quote is inclusive of service tax and the same shall be payable at actual by USRLM.
- B. The income tax etc., if applicable, shall be deducted at source from the payment as per the law in force at the time of execution of contract. We further understand that if there is any increase in any other applicable taxes, levies, duties, and fee etc. whatsoever, and other charges during tenure of contract, the financial burden of the same shall be borne by us.
- C. We understand that USRLM may request deployment of resources in phases. Hence the invoice will on the basis of resources deployed for the project.
- D. Our Financial Proposal shall be binding upon us up to the expiration of the validity period of the Proposal.
- E. We undertake that in competing for and, if the award is made to us, in executing the above implementation services, we will strongly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
- F. Further, the office space for Dehradun for teams to be deployed in Dehradun will be borne by us and for teams to be deployed in incubators office space shall be provided by USRLM as per the existing guidelines of state of Uttarakhand.
- G. All taxes(direct/indirect/local), duties, levies etc. whatsoever will be charged at the time of

² If any discrepancy is found in the cost mentioned in the table and in S.No 1 the lower of the both the costs will be undertaken for financial evaluation.

invoicing

- J. No Price escalation will be awarded if the contract is extended beyond 24 Months after evaluation of performance.
- K. We understand that you are not bound to accept any Proposal you receive and may reject any or all proposal without assigning any reason for the same.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

Name of Firm:

Location:

Date:



(सतीश कुमार पाण्डेय)
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बुनियादी ढांचा विभाग
राज्य सरकार



Section H – Terms of Reference (ToR)

1. Introduction

The Ministry of Rural Development (MORD), Government of India (GOI) has been implementing Deendayal Antyodaya Yojana-National Rural Livelihoods Mission (NRLM) since June 2011. The central objective of the DAY-NRLM is to eliminate rural poverty through innovative implementation strategies involving mobilization and organization of the rural poor and promotion of their financial and economic inclusion as well as promotion of convergence with other livelihood programmes.


The central objective of the Mission is to bring about increase in the household incomes of the rural poor through sustained livelihood enhancements and improved access to financial and non-financial services. The Mission aims at creating efficient and effective institutional platforms of the poor as mediating institutions. The four key inter-related components of the Mission are: (i) social inclusion; (ii) financial inclusion; (iii) livelihood promotion; and (iv) convergence. The four components posited on the Community Based Organizations (CBOs) of the poor are expected to promote and sustain livelihoods of the rural poor. Thus, the DAY-NRLM aims at mobilizing all the rural poor households into SHGs and their federations viz., Village Organizations, Cluster/Block Level Federations and uses these institutional platforms to promote the livelihoods of the poor. The Mission seeks to promote access of the CBOs of the poor to financial and technical services as well as economic support services and enable them to diversify and improve their livelihoods. Towards this end, the Mission intends to promote organic financial and non-financial relations between the SHGs and their federations. The Mission provides Revolving Fund (RF) and Community Investment Fund (CIF) support to the eligible SHGs and VOs which are expected to enable them to leverage funds from the formal banking institutions for undertaking sustainable livelihoods. The Mission also provides technical and convergent support for the member households to diversify their livelihood assets.

The Uttarakhand State Rural Livelihood Mission (USRLM) focuses on empowering the rural poor by forming and strengthening self-help groups (SHGs) and other collective institutions, enhancing their capacity to manage financial and livelihood resources effectively. The mission emphasizes institutional building through intensive community involvement, identifying the poor via participatory processes, and creating platforms for them to access various social and economic services in partnership with local governments, banks, and private sector entities. It also includes significant components of financial inclusion, providing subsidized credit and financial literacy to facilitate consumption, debt management, and investments in livelihood activities. USRLM supports livelihood promotion through enhancing existing activities like agriculture and diversifying into new opportunities while ensuring social inclusion by prioritizing vulnerable groups for integration into these developmental efforts. This comprehensive approach aims to foster sustainable growth and self-reliance among the rural poor.

USRLM proposes to empanel suitable HR Agency to provide Professionals & Staff for Planning and Implementation of NRLM activities.



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2. Implementation Architecture

The activities of the State Rural Livelihood Mission are implemented through specially created implementation structures. The State Government has established special purpose vehicles in the form of autonomous and empowered State Rural Livelihoods Mission (SRLM) Societies. The SRLMs in turn have established dedicated Mission implementation units at the district (DMMU) and Block (BMMU). These units recruit, induct, train and position multidisciplinary professional at all levels and established adequate management, finance, procurement, MIS and M&E systems.



Phased Implementation

USRLM seeks to develop sustainable community institutions at village, cluster and block levels. Developing these sustainable community institutions is a process intensive activity, which requires support of trained Community Resource Persons (CRPs) - Social Capital, a phased intensive implementation approach has been adopted by the Mission. Under this approach, a certain number of blocks are selected each year for intensive application of Mission interventions. The blocks thus selected in the first few years, apart from creating sustainable institutions of the poor for livelihoods promotion, are expected to generate enough social capital in the form of CRPs and other activities to replicate and support the implementation of Mission strategies in other blocks of the State. However, the State Mission is advised to use the services of experienced CRPs from other states which have been implemented models similar to DAY-NRLM in the initial stages.

3. Status of USRLM

The State Government have approved establishment of Mission architecture at DMMU and BMMU levels. The Governments have also permitted recruitment of professionals/staff at all levels. Management, finance, procurement and other systems have been established as per the guidelines of DAY-NRLM. The State Missions have been implementing DAY-NRLM Annual Action Plans (AAP).

- Institutions: DAY-NRLM has mobilized 4.90 lakh households into more than 66,000 SHGs covering 95 blocks spread across 13 districts in the state. The SHGs have been federated into 7360 village level organizations and 499 Cluster level federations. In addition, these community institutions have been provided more than Rs.348.68 Crore as capitalization support as revolving fund (RF) and community investment fund (CIF).
- Financial Inclusions: As of Dec 2024, Rs 925.89 Crore has been disbursed to 47919 SHGs.
- Financial Services in Remote Areas: The USLRM has deployed Bank Mitras (customer relationship manager from SHG community) to provide last mile financial services including deposit, credit, remittance, disbursement of old age pensions and scholarships, payment of MGNREGA wages and enrolment under insurance and pension schemes.
- Farm Livelihoods: To promote agro-ecological practices that increase women farmers' income and reduce their input costs and risks, the Mission has been implementing Mahila Kisan Shashaktikaran Pariyojana (MKSP) and Value Chain Initiatives as a subcomponent of DAY-NRLM. During As of April 2024, there are 5038 women

farmers covered under agro-ecological practices. There are 472 villages covered under farm livelihood interventions. The value chain development initiatives have contributed significantly to the farmers Income from agriculture, Horticulture, dairying, fisheries and Non-Timber Forest Produce (NTFP) related activities.

- **Community Livelihoods Professionals – Diversifying Livelihoods:** USRLM has built large pool of social capital as community resource persons (CRP) to build confidence and connect with the community. About 1033 community resource persons provide support to the community institutions such as book keeping, training and capacity building, financial services etc.
- **Non-Farm Livelihoods - Start-up Village Entrepreneurship Programme:** Start-up Village Entrepreneurship Programme (SVEP), the sub-scheme under DAY-NRLM for supporting rural enterprise was approved during 2015-16 and the enterprise formation started in 2017-18.

4. Objective of the Assignment

The objective of this assignment is to engage an experienced and qualified Human Resource Supplier Agency (HR Agency) for deploying competent professionals at various levels to support the implementation of DAY-NRLM in Uttarakhand. The engagement spans across three administrative levels:

- **State level:** At the State Mission Management Unit (SMMU).
- **District level:** At District Mission Management Unit (DMMU).
- **Block level:** At designated Block Mission Management Unit (BMMU).

The HR Agency will be responsible for providing the required human resources on a **full-time basis**, as defined in the Terms of Reference (TOR). The duration of this assignment is **two years**, with a provision for extension by one additional year based on **satisfactory performance** and approval from the client.

5. Scope of Work

The HR Agency shall be responsible for the structured and timely deployment of qualified mission staff professionals at the State, District, and Block levels. A total of 241 staff members will be engaged, comprising 09 Staff at State level, 13 Staff at District Level and 92 Staff at Block Level. Upon contract signing, the agency shall immediately initiate the deployment of the **241 Staff including (114 Mission Staff and 127³ New approved Positions)**, as specified in *Annexure 1 – Deployment of 114 Mission Staff and 127 New Approved Positions*.

The specific responsibilities of the HR Agency are detailed below:

- ³ A total of 127 staff positions have been recently approved by the Government as per G.O.No. 43061/XI-1/24-53(8)/11 TC-1 dated 20-01-2025, and these positions will also be filled by the newly selected HR Agency.




6.1 Deployment of Mission Staff (114 Nos) and 127 New Approved Positions

A. Staff Deployment:

- i. Provide key professional staff for the positions mentioned in the TOR, as per the client's requirements.
- ii. Maintain a database of CVs for all positions as per job specifications to ensure swift recruitment when required.

B. Absorption of Existing Staff and Recruitment of required Staff:

- i. Currently, 114 Mission Staff (engaged in State, District and Block Level) are approved and out of which approximately 106 positions are already occupied through the existing HR Agency. These staff members will be accommodated under the positions mentioned in *Annexure 1 – Deployment of 114 Mission Staff and 127 New Approved Positions*. and will continue providing their services. A detailed list of occupied and vacant positions will be shared with the selected HR Agency at the time of contract signing.
- ii. Upon receiving consent from the Client for the continuation of identified existing staff (deployed through the former HR Agency), the selected HR Agency shall absorb these personnel into the new arrangement and issue fresh contracts within one month of signing the agreement, ensuring a smooth transition and operational continuity.
- iii. For remaining vacant positions and 127 New Approved Positions, the HR Agency must immediately initiate the recruitment process, based on the list provided by the Client. The qualifications, experience, and job description for each position are detailed in *Annexure 1 – Deployment of 114 Mission Staff and 127 New Approved Positions*. The personnel provided by the HR Agency must meet the defined minimum eligibility criteria. The Agency will also address recruitment needs arising due to resignations or other reasons within the agreed timeline.
- iv. The HR Agency will submit a shortlist of two (2) recommended candidates for each vacant position within one month of contract signing. The submission should include detailed CVs of the candidates, highlighting their qualifications, experience, and notice periods.
- v. The Client will evaluate the submitted CVs and select candidates from the shortlist. In case the Client is dissatisfied with the proposed candidates, the HR Agency will be required to submit a new shortlist for the respective position.
- vi. Once the Client approves a candidate, the HR Agency will promptly complete all formalities to onboard the selected individual.
- vii. The same recruitment process will be followed for replacing staff who resign or leave for any reason. The timeline for replacements will be determined during the contract negotiation phase.
- viii. The HR agency will verify qualifications, experience, and past records of deployed staff.
- ix. The consultant must issue individual contracts for all staff positions.
- x. The Selected HR Agency shall appoint a full-time Single Point of Contact to manage the assignment effectively, ensuring streamlined staff deployment,

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adherence to contractual obligations, performance oversight, and seamless coordination with USRLM and relevant stakeholders.

6.2 Management and Reporting of the deployed staff

A. Timely Salary Payments and reporting:

- i. The HR Agency shall collect attendance records of all deployed staff before the last day of each month and ensure timely disbursement of salaries/remuneration to all deployed staff.
- ii. The selected HR agency must mandatorily maintain a buffer fund/corpus equivalent to one month's salaries/remuneration for all the deployed staff and ensure their remuneration is disbursed in advance each month within two (02) days of receiving their verified attendance from the client.
- iii. Salary disbursement records for the preceding month, along with compliance reports detailing tax deductions and statutory contributions, must be submitted to USRLM by the 07th day of every month. The client reserves the right to verify attendance records and account statements at any time.
- iv. Additionally, the agency must provide monthly recruitment updates and staffing status reports to USRLM by the end of each month. No payments will be made for staff not deployed, and failure to deploy the required human resources may result in contractual actions.
- v. Travel allowances for staff engaged in project-related activities shall be reimbursed as per project norms.
- vi. If the remuneration of the staff is revised with government approval, the HR Agency shall disburse the updated monthly remuneration accordingly. The client will reimburse the HR Agency, including the agreed-upon and approved management fee/percentage based on the revised remuneration.

B. Manage Staff Operational Activities:

- i. Maintain accurate attendance records of deployed staff and process leaves requests in compliance with the approved leave as per the agreed leave policy.
- ii. If applicable, the Agency shall deduct all taxes and statutory contributions such as TDS, ESI, PF, and deposit them in respective departments and share monthly compliance reports, including copies of challans, with USRLM.
- iii. The HR Agencies shall comply with all the provisions of applicable Labour laws and/or any other acts for which such personnel are subjected to and shall keep USRLM indemnified from all such acts, omissions, faults, breaches and any claims, payment, loss, demands, injuries, and expenses etc. in connection with such personnel deployed by the HR Agency. USRLM will not be responsible for such acts, omissions, faults, breaches and/ any claims, payments, loss, demands, injuries and expenses etc., and that there shall be no privity of contract between the HR Agency and USRLM.
- iv. Ensure proper conduct of the staff and indemnify USRLM against any misconduct or negligence.
- v. The HR Agency must provide real-time reporting and dashboard access for USRLM to track deployed staff status, payroll, and recruitment progress while maintaining digital

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records of employment contracts, statutory compliance, and staff documentation. Additionally, the agency shall implement a structured exit management framework, ensuring a mandatory notice period, smooth transitions, and knowledge transfer protocols to prevent skill gaps. It must conduct exit interviews, submit quarterly attrition reports, and replace departing employees within 21 days to maintain continuity. Departing staff must also submit handover reports outlining ongoing tasks and pending deliverables.

6.3 Capacity Building and Knowledge Transfer

The project emphasizes capacity building for the deployed workforce to ensure effective project implementation. The HR Agency shall facilitate:

- Training workshops.
- Exposure visits.
- Skill enhancement programs in relevant sectors or other capacity building activities for the deployed staff as per discussion and approval from USRLM

6. Staff Details

The HR Agency will deploy **241 qualified professionals** at the State, District, and Block levels. The details regarding the staff positioning (Allocation), no. of Staff required, Qualification & Experience, Job description is detailed in *Annexure 1 – Deployment of 114 Mission Staff and 127 New Approved Positions* and the sanctioned remunerations are mentioned in the *Annexure 3 - Remuneration of 114 Mission Staff & 127 New approved Positions*.

The Uttarakhand State Rural Livelihoods Mission (USRLM) will guide the selected agency on the engagement process. USRLM will pay a consolidated amount covering staff remuneration, management/service charges, and applicable taxes, as finalized through the bidding process, with no additional expenses or fees payable to the agency.

7. Requirements for other Facilities

- The HR agency must maintain an office in Dehradun. If not already established, the agency shall set up a branch office in Dehradun with adequate staff to effectively manage the assignment within one month of contract signing. Proof of establishment must be submitted to the client.
- Prior to issuing employment contracts, the HR Agency must submit a draft contract template to USRLM for review and approval.
- Once the draft contract has been reviewed and finalized by the client, the HR Agency must provide a written confirmation stating that all contracts have been issued in accordance with the approved format.

8. Payments

- In consideration of the services to be rendered by the deployed staff, USRLM shall pay the consolidated amount including remuneration of the manpower, management



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/Service charge of the HR Agencies as finalized by way of bidding process inclusive of applicable taxes. No additional expenses or fees shall be payable to the HR agency.

- Payments will be disbursed to the HR Agency monthly upon verification of submitted invoices. USRLM will process the invoices within 10 days. Any delays or non-compliance may result in deductions or penalties as outlined in Section F of the ToR (Penalties for Non-Compliance)

9. Penalties for Non-Compliance

The HR AGENCY shall adhere to strict performance standards. Non-compliance will result in the following penalties:

- Failure to pay staff within three working days beyond the stipulated timeline as mentioned in the scope of work – *Point No 3 - Management and Reporting of the deployed staff*; (iii) client shall impose a penalty of 1% of the pending payment per week. (to a maximum up to 10 Weeks)
- In case of Non-Compliance with Statutory Obligations and delays in depositing TDS/ESI/PF will result in a penalty of ₹10,000 per month.
- Proven complaints related to unauthorized deductions or underpayment will attract a penalty of ₹10,000 per complaint and may lead to contract suspension.
- Delay in filling any vacant positions as per scope of Works will incur a penalty of ₹10,000 per week per unfilled position beyond deferred period.

10. Additional Scope

The selected HR agency may also be assigned the additional responsibility of deploying 287 Support Staff, as detailed in *Additional Scope Annexure 2 – Deployment of 287 Support Staff with their remuneration laid out at Annexure 4 - Remuneration of Support Staff*. Currently, these staff members are engaged across various districts and blocks under an existing contract with another HR agency, which remains valid until May 2026.

The selected HR agency may be assigned this additional scope, If the current agency (for Support Staff) fails to meet the required performance standards or if any concerns arise regarding the quality of services provided by the existing support staff. Additionally, upon completion of the existing contract in May 2026, the newly selected HR agency may be tasked with the deployment of Support Staff.

Furthermore, if there is a need for onboarding additional staff due to project related special requirements, exigencies or if the State Govt./ Govt. of India approves any additional Staff Positions⁴ (Mission Staff, Support Staff or any other Desired Staff) for NRLM related activities, the selected HR agency will be informed in advance to facilitate such deployments.

Stamp: *Ministry of Education, Government of India*
Date: *10/05/2026*
Place: *Delhi*

For any additional scope, USRLM will formally communicate the engagement process and deployment timeline to the selected HR agency. The transition of any staff covered under additional scope or expansion of manpower shall follow the all the modalities outlined in this RFP, and all such additional cost will be reimbursed to the HR Agency as per the agreed management/service charge finalized through the bidding process, inclusive of applicable taxes.



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11. Annexure 1- Deployment of 114 Mission Staff and 127 New Approved Positions

S.No.	Staff position	Allocation	No. of Position	Education & Experience	Job Description
1	State Project Manager - Monitoring, Evaluation, Publishing and Documentation	State Level	1	<ul style="list-style-type: none"> • Must have successfully passed an MBA from recognized University or IRM (Institute of Rural Management). • Postgraduate Diploma in Livelihood Promotion and Skill Development from a reputed institution. • Minimum of 8 years of experience in project evaluation, monitoring, and documentation. • Proficiency in English communication (both spoken and written). • Proficiency in computer operations. 	<ul style="list-style-type: none"> • Carry out and manage monitoring and evaluation activities for all NRLM components at the state level. • Ensuring effective tracking, assessment, and performance analysis of all the components under NRLM in the State so as to enhance program implementation and impact. • Carry out tasks related to USRLM as assigned by senior or competent authorities as needed.
2	State Project Manager - Marketing	State Level	1	<ul style="list-style-type: none"> • Post-graduate degree/diploma in Management, Rural development, Livelihood enhancement, Skill development or M.B.A. in Marketing from recognized University, IRM and having a minimum 5 years of experience of working as State Coordinator for Marketing. Proficiency in Computer and English language is also required. • Should have worked in minimum two rural development/ livelihood creation projects. • Should have prior experience of working with the government departments. 	<ul style="list-style-type: none"> • Carry out and manage marketing activities at the state level, ensuring effective branding, promotion, and outreach. Plan and strategize state-wide marketing initiatives to enhance market linkages and visibility on a larger platform. • Preparation and implementation of marketing-related projects, collaborate with stakeholders, and drive efforts to strengthen market access and product positioning across the state. • Carry out tasks related to USRLM as assigned by senior



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S.No.	Staff position	Allocation	No. of Position	Education & Experience	Job Description
3	State Project Manager - IBCB/SI/SD	State Level	1	<ul style="list-style-type: none"> • Post-graduate degree or diploma from recognized university in Management/ Social work/Rural development and having a minimum experience of 7 years in capacity building and change management in public sector / large utility sector with proven knowledge in applying best practice change management principles, methodologies and tools. • Experience of working in central/ state government in the domain of Capacity Building of state government/departments • Proficiency in English speaking & writing/MS office, Excel etc. 	<p>or competent authorities as needed.</p> <ul style="list-style-type: none"> • Institutional development and capacity building of Self-Help Groups (SHGs), Village Organizations (VOs), and Cluster Level Federations (CLFs) under the Rural Development Program (DAY-NRLM). • Providing information and awareness about government development schemes, Monitoring and reviewing the performance of community-based organizations. • Carry out tasks related to USRLM as assigned by senior or competent authorities as needed.
4	State Project Manager - Human Resource and Gender Development	State Level	1	<ul style="list-style-type: none"> • Must have successfully completed an MBA degree or postgraduate diploma from a reputed institution in Livelihood Promotion and Skill Development. • Minimum of 8 years of experience in social motivation and gender development. • Proficiency in English communication (both spoken and written). • Proficiency in computer operations. 	<ul style="list-style-type: none"> • Carry out all NRLM-related human resource activities at the state level, including management, reporting, and compliance monitoring for field staff. Implement and monitor gender-related programs, ensuring gender inclusion and equity across mission activities. • Plan and conduct training, workshops, and sensitization programs on gender issues and

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S.No.	Staff position	Allocation	No. of Position	Education & Experience	Job Description
5	State Program Coordinator/State Project Manager - Livelihood & Skill Development	State Level	1	<ul style="list-style-type: none"> • Post-graduate degree/diploma in Rural development, Livelihood promotion & Skill development or M.B.A. from a recognized University and having a minimum of 8 years of experience in creation and management; evaluation, monitoring of special projects related to rural livelihood promotion at the State Level along with coordination /representatives related to approval and implementation of special projects from central & State Government will be preferred. • Proficiency in oral and written communication in English and proficient in MS Office • Should have prior experience of working with the government departments. 	<p>HR policies. Develop and enforce HR and gender policies, ensuring alignment with mission objectives. Coordinate with government departments, NGOs, and stakeholders for effective program execution.</p> <ul style="list-style-type: none"> • Ensure data updates, impact assessments, and timely reporting on HR and gender initiatives. • Perform additional responsibilities as assigned by senior or competent authorities. • Plan, manage, and implement special projects related to NRLM at the state level. • Planning, Management of special projects for financial assistance from other Institutions and funding agencies. • All works related to planning, management and implementation of all the ongoing special projects in the state. • Carry out tasks related to USRLM as assigned by senior or competent authorities as needed.

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S.No.	Staff position	Allocation	No. of Position	Education & Experience	Job Description
6	Mission Manager - Marketing/Farm/Non-Farm/Business	State Level	1	<ul style="list-style-type: none"> • Post-graduate degree/diploma in Management/ Business/ Rural development/ Social Work from recognized University and having a minimum of 5 years of experience in Rural development schemes. • Proficiency in oral and written communication in English and proficient in MS Office, power point • Should have prior experience of working with the government departments. 	<ul style="list-style-type: none"> • Managing all marketing activities at the state level. • Preparation of comprehensive strategy for marketing at the State Level. • Project Development related to Marketing • Carry out tasks related to USRLM as assigned by senior or competent authorities as needed.
7	Mission Manager - Knowledge Management & Communication	State Level	1	<ul style="list-style-type: none"> • Post-graduate degree/diploma in Mass Communication/Public Relationship/knowledge Management/ Journalism and having a minimum of 5+ years of experience in the development sector. • Proficiency in oral and written communication in English and • Proficiency in MS Office (Word, Excel, Power point and other similar tools) 	<ul style="list-style-type: none"> • All the work related to documentation of USRLM records and reports. • Handling various type of communication-related tasks. • Strategizing and preparing IEC materials for NRLM activities. • Carry out tasks related to USRLM as assigned by senior or competent authorities as needed.
8	Mission Manager - IBCB/SI/SD	State Level	1	<ul style="list-style-type: none"> • Post-graduate degree/diploma in Management/ Social Works, MSW and having a minimum 5+ years of experience in the development sector. • Proficiency in oral and written communication in English and • Proficiency in MS Office (Word, Excel, Power point and other similar tools) 	<ul style="list-style-type: none"> • All works related to institutional development, training and capacity building of Self-Help Groups (SHGs), Village Organizations (VOs), and Cluster Level Federations (CLFs) under the Rural Development Program (DAY-NRLM).

(Date: 20/07/2018)
 20/07/2018
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S.No.	Staff position	Allocation	No. of Position	Education & Experience	Job Description
9	MIS	State Level	1	<ul style="list-style-type: none"> • B. Tech. (IT) or M.C.A. and having a minimum experience of 5 years in developing software/ MIS. • Experience of working in large scale IT transformation Projects with central/ state government • Experience of working in one assignment with the government using MIS portal design and maintenance. • Experience of working on reporting tools and design dashboards for support in decision making. • Should be proficient in MS-office. 	<ul style="list-style-type: none"> • Providing information and awareness about government development schemes and field supervision of the activities. • Provide essential support to the State Manager (IBCB) in planning and implementation of projects. • Carry out tasks related to USRLM as assigned by senior or competent authorities as needed. • To assist State Mission Authorities and State Mission Managers in the planning, implementation, monitoring & evaluation, of the program. • Ensuring all online reporting and data updates for all NRLM components in the state. • Carry out the departmental website related work and ensure regular updates. • Carry out tasks related to USRLM as assigned by senior or competent authorities as needed.
10	District Thematic Expert	District Level	13	<ul style="list-style-type: none"> • Post-graduate degree/diploma from Recognized University in Forestry/ Agriculture/ Animal Husbandry/ Social Science/Social Works/ Rural Management along with a minimum of 2+ years of experience in development sector. 	<ul style="list-style-type: none"> • Implementing NRLM activities at the district level, assisting DMMs in program execution, Overseeing IBCB, Financial Inclusion, Livelihood,




S.No.	Staff position	Allocation	No. of Position	Education & Experience	Job Description
11	Block Project Manager (SVEP) (Block- Dharchula, Distt- Pithoragarh & Block- Joshimath, Distt- Chamoli)	Block Level (SVEP)	2	<ul style="list-style-type: none"> • Proficiency in oral and written communication in English and • Proficiency in MS Office (Word, Excel, Power point and other similar tools) • Post-graduate degree/Graduation from Recognized University in Management/ Commerce or Engineering / Rural Management along with a minimum of 2+ years of experience in planning and implementation of developmental Projects. • Understanding and hands-on experience of Non-farm Livelihood sector, Data driven, open to learning • Proficiency in oral and written communication in English and Proficient in MS Office (Word, Excel, Power point and other similar tools. • Should have Strong Numeracy skills and Business Skills. 	<p>Marketing, and Skill Development initiatives, and</p> <ul style="list-style-type: none"> • Carry out tasks related to USRLM as assigned by senior or competent authorities as needed. • Understanding and hands-on experience of non-farm livelihoods sector and its issue having worked with either a business or producer organization that has been successful or having worked with the SRLM in a livelihood profile or having worked with a SVEP like project. • The person should have at least 02 years of work experience, Should have numerical and business finance understanding and skills, Good team player, strong ability to work team and with people with no direct reporting relationships, Data driven, open to learning and adaptable should be willing to adapt to ground realities, should be compassionate for the poor and should be willing to look at issues from their lens also should be honest, fair and objective in work the person should not discriminate any




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S.No.	Staff position	Allocation	No. of Position	Education & Experience	Job Description
					<p>one based on gender, caste, class, region or any other identity mark.</p> <ul style="list-style-type: none"> • Should have a development orientation. training should be self-driven and should be motivated by social charge and impact on a scale, should be willing to travel extensively in the field and be willing to stay in a village for approx. 10 to 15 days a month. • Carry out tasks related to USRLM as assigned by senior or competent authorities as needed.
12	Block Mission Manager	Block Level	90	<ul style="list-style-type: none"> • Post-graduate degree/diploma from Recognized University in Management/ Social Science/Social Works/ Rural Management along with a minimum of 2+ years of experience in planning and implementation of developmental Projects. • Proficiency in oral and written communication in English and Proficient in MS Office (Word, Excel, Power point and other similar tools) 	<ul style="list-style-type: none"> • Serve as a Team Leader at the block level, coordinating with the NRLM team for the implementation, management, and administration of mission activities. Liaise with government departments, banks, social/development organizations, and external agencies at the block level. • Carry out the formation, strengthening, and training of Cluster Level Federations, ensure MIS updates, and submit timely reports on mission activities.

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बिहार

S.No.	Staff position	Allocation	No. of Position	Education & Experience	Job Description
13	State Project Manager - Livelihood	State Level	01	<ul style="list-style-type: none"> • Postgraduate degree/diploma in Rural Development, Livelihood Promotion, or Skill Development from a recognized university, OR an MBA degree from a recognized university. • Minimum 8 years of experience in rural development schemes. • Proficiency in computer skills and the English language. 	<ul style="list-style-type: none"> • Carry out tasks related to USRLM as assigned by senior or competent authorities as needed. • Annual Action Plan/DPR Preparation: Develop annual work plan/DPR under NRLM on the livelihood portal. • Training & Training Matrix: Design and document training programs for state rural livelihood schemes. • Annual Report Preparation: Compile annual reports related to the schemes. • Anchor Initiatives: Focus on sustainable agriculture, organic cluster formulation, value chains, market linkages, and other NRLM initiatives. • Agriculture Livelihoods: Promote Agri-Livelihoods, collectivization, CMSA, and climate change resilience. • Organic Farming Guidelines: Create guidelines to transition sustainable agriculture to organic farming. • Support Organic Farming: Identify groups, prepare fields, ensure organic fertilizer availability, and train farmers.


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S.No.	Staff position	Allocation	No. of Position	Education & Experience	Job Description
14	State Project Manager – Financial Inclusion	State Level	01	<ul style="list-style-type: none"> • Postgraduate degree or diploma in Management/Finance/Social Development from a recognized university. • Minimum 7 years of experience. • Proficiency in computer skills and the English language. 	<ul style="list-style-type: none"> • Additional Responsibilities: Complete other tasks assigned by senior officials for effective plan implementation. • Facilitate bank linkages, financial services, bank coordination, interest subvention, and portal management. • Ensure leadership training and capacity building on community fund protocols for financial inclusion of staff and self-help groups. • Serve as a Master Trainer for Bank Sakhi and BC Sakhi, managing cadres on financial inclusion-related matters. • Provide support to district staff and closely monitor financial inclusion (FI) activities at the state and district levels. • Perform other duties as assigned by senior officials to ensure the successful implementation of the scheme. • Develop Annual Work Plan: Prepare a comprehensive annual work plan outlining social development activities, goals, and timelines, ensuring alignment with project objectives.
15	State Project Manager – (SISD, FNHW, Convergence and Gender)	State Level	01	<ul style="list-style-type: none"> • Postgraduate degree or diploma in Management, Social Work, or Rural Development from a recognized university. • Minimum 7 years of experience. • Proficiency in computer skills and the English language. 	



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सूचना प्रौद्योगिकी विभाग
राज्य सरकार, दिल्ली

S.No.	Staff position	Allocation	No. of Position	Education & Experience	Job Description
					<ul style="list-style-type: none"> • Initiate Social Development Activities: Implement social development initiatives as per the annual plan, focusing on community engagement, awareness programs, and capacity-building activities. • Support NRLM Objectives: Provide technical and operational support in social development domains to contribute to achieving the goals of the National Rural Livelihoods Mission (NRLM), including poverty alleviation, gender equality, and community empowerment. • Monitoring and Evaluation: Regularly monitor the progress of social development activities, assess impact, and adjust strategies as needed to maintain alignment with NRLM objectives. • Coordination and Collaboration: Work closely with district teams, self-help groups (SHGs), community-based organizations (CBOs), and other stakeholders to ensure effective implementation of social development programs.



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S.No.	Staff position	Allocation	No. of Position	Education & Experience	Job Description
16	State Mission Manager (Knowledge Management & Communication/GAC)	State Level	01	<ul style="list-style-type: none"> • Postgraduate degree/diploma from a recognized university in Rural Management/Public Relations/Journalism/Knowledge Management. • Minimum of 5 years of experience in Knowledge Management & Communication. 	<ul style="list-style-type: none"> • Reporting and Documentation: Maintain detailed records of activities, prepare progress reports, and document best practices and lessons learned for knowledge sharing. • Additional Responsibilities: Carry out other duties as assigned by senior officials to facilitate the smooth execution and success of the project. • Developing communication and documentation strategies for the scheme. • Selection of subject-specific agencies based on requirements. • Designing and implementation of scheme-related processes. • Developing IEC materials for scheme awareness and communication. • Branding of the scheme in the state. • Coordination with senior officials for successful scheme implementation.
17	Project Manager (Farm Livelihood)	State Level	01	<ul style="list-style-type: none"> • Postgraduate degree or diploma in Business Management/Rural Management/Social Work/Commerce/Economics/Sociology/Agriculture and Allied/Animal Husbandry from a recognized university. 	<ul style="list-style-type: none"> • Coordinating livelihood activities for the rural poor, including On-Farm and Off-Farm activities in agriculture, dairy, and entrepreneurship

S.No.	Staff position	Allocation	No. of Position	Education & Experience	Job Description
				<ul style="list-style-type: none"> PG Diploma in the above subjects. 0-2 years of experience in livelihood programs for rural poor. Subject expert required for activities under farm and non-farm livelihood promotion and women's leadership development. 	programs with farmers/groups/FPOs.
18	Assistant Accountant	State Level District Level	01 13	<ul style="list-style-type: none"> Graduate in Commerce (B.Com) or BBA or Post Graduate in Accounts and Finance. Proficiency in Hindi typing with a speed of 4000 key depressions per hour. Minimum 1 year of relevant experience for contractual positions. 	<ul style="list-style-type: none"> Managing all financial records and accounting functions of the Rural Livelihood Mission.
19	Coordinator / Expert (Farm Livelihood)	District Level	13	<ul style="list-style-type: none"> 1. Postgraduate degree/diploma from a recognized university in Management/Social Work/Rural Development. Minimum 5 years of experience. Computer proficiency and fluency in English. 	<ul style="list-style-type: none"> Supporting the achievement of NRLM objectives by assisting with employment opportunities. Establishing coordination among State, District, and Development Blocks for firm-level engagement. Promoting agro-based farming techniques and encouraging organic agriculture. Identifying farmer groups, preparing lands for organic farming, and ensuring seed availability through DMUs/BMUs. Providing training to farmers on organic farming methods. 6. Coordinating initiatives at the State, District, and Block

S.No.	Staff position	Allocation	No. of Position	Education & Experience	Job Description
20	Cluster Coordinator (Farm Livelihood)	Block Level	95	<ul style="list-style-type: none"> • Postgraduate degree/diploma from a recognized university in Business Management/Rural Development/Rural Management/Social Work/Economics/Agriculture/Veterinary Science. • 0-1 year of experience in coordinating livelihood activities under rural poverty alleviation programs. • The candidate should have expertise in managing and executing On-Farm/Off-Farm livelihood programs in agriculture, dairy, and entrepreneurship with farmers, groups, and FPOs. 	<p>levels for employment generation and facilitating action-oriented programs.</p> <ul style="list-style-type: none"> • Supporting monitoring activities conducted by senior officials at scheduled intervals. • Specialized expertise required for setting up coordination mechanisms for firm-level engagement under NRLM. • Coordinating livelihood promotion activities under rural poverty alleviation programs. • Managing and implementing On-Farm/Off-Farm activities in agriculture, dairy, and with farmers. • Supporting entrepreneurship programs for farmers/groups/FPOs. • Ensuring smooth execution of livelihood activities in rural areas. • Collaborating with farmers, SHGs, and enterprises to enhance rural economic activities.
Total			241		

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राजस्थान सरकार
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Note:

- The Staff positions from Serial Numbers 13 to 20 have been recently approved by the Government as per *G.O No.- 43061/XI-1/24-53(8)/11 TC-1 Dated – 20-01-2025*, and their education, experience, and job descriptions outlined as per the Government Orders.
- The number of staff positions may increase or decrease as per project requirement, any additional requirement shall be carried out through contract amendment after prior approval from Client.
- Positions will be based at the State Mission Management Unit (SMMU), District Mission Management Unit (DMMU), and Block-level offices as required.
- The Client on its sole discretion may revise the remuneration and allow annual increment on the remuneration to the deployed staff on the rates mentioned above.
- Maximum age of the staff should be below 50 years as on the date of commencement of service. However, in case of retired person from the Government sector age maximum age should be below 62 years as on the date of commencement of service.



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12. Annexure 2- Deployment of 287 Support Staff (Additional Scope)

S.No	Staff position	Allocation	No. of Position	Education & Experience	Job Description
1	Accountant	State Level	1	<ul style="list-style-type: none"> B. Com or M. Com degree. Minimum of 5 years of experience in accounting and auditing-related work. Proficiency in English communication (both spoken and written). Proficiency in computer operations, particularly in accounting packages. 	<ul style="list-style-type: none"> State level work related to accounting and communication of Rural Livelihood Mission Carry out tasks related to USRLM as assigned by senior or competent authorities as needed
2	Asst. Accountant	Block Level	90	<ul style="list-style-type: none"> B. Com or BBA Degree or PG Diploma in Accountancy Proficiency in Hindi Typing with typing speed of 4000 key depressions per hr. 	<ul style="list-style-type: none"> All work related to accounting and communication of Rural Livelihood Mission Carry out tasks related to USRLM as assigned by senior or competent authorities as needed
3	Area Coordinator	Block Level	90	<ul style="list-style-type: none"> Post-graduate degree/diploma from Recognized University in Forestry/ Agriculture/ Animal Husbandry/ Social Science/Social Works/ Rural Management/Management along with a minimum 1+ years of experience in development sector. Proficiency in MS Office (Word, Excel, Power point and other similar tools) 	<ul style="list-style-type: none"> Assistance Block Mission Manager in Block Level implementation of NRLM. Work related to all IBCB/FI/Livelihood/Marketing and skill development work, all such works related to NRLM which are handed over to the competent authority from time to time.
4	Data Entry Operator/ MIS Asst.	Block Level District Level State Level	75 13 2	<ul style="list-style-type: none"> Graduate degree/diploma from Recognized University along with 01 Year of experience as Data Entry Operator/ MIS Proficiency in typing in Hindi and English, 	<ul style="list-style-type: none"> All the work related to Computer/Data Entry of DAY-NRLM and M.I.S of all CBOs (SHG/VO/CLF) formed under NRLM.

S.No	Staff position	Allocation	No. of Position	Education & Experience	Job Description
5	MIS/ Admin Asst. (SVEP)	State Level	1	<ul style="list-style-type: none"> • Proficient in MS Office (Word, Excel, Power point, TALLY and other similar tools) • Graduate degree from a recognized University and 01 Yr diploma in Computers • Proficiency in typing in Hindi and English, Proficient in MS Office (Word, Excel, Power point, and other similar tools) 	<ul style="list-style-type: none"> • Carry out tasks related to USRLM as assigned by senior or competent authorities as needed • Carry out all activities related to SVEP, ensure accurate and regular data updates on the SVEP portal, and coordinate with SVEP blocks for effective implementation and monitoring. • Carry out tasks related to USRLM as assigned by senior or competent authorities as needed
6	Project Asst. cum Computer Programmer	Block Level	15	<ul style="list-style-type: none"> • Diploma in Management / MSW (Master of Social Work) or Postgraduate degree in Social Sciences or Life Sciences. • Minimum of 2 years of experience in the management of rural development projects. • Proficiency in English communication (both spoken and written). • Proficiency in computer operations. 	<ul style="list-style-type: none"> • All the work related to Computer/Data Entry of DAY-NRLM and M.I.S of all CBOs (SHG/VO/CLF) formed under NRLM. • Carry out tasks related to USRLM as assigned by senior or competent authorities as needed
Total			287		

(Date) _____

13. Annexure 3 - Remuneration of 114 Mission Staff & 127 New approved Positions

S.No.	Staff position	Allocation	No. of Position	Remuneration per Month	Remuneration per Person per Month
1	State Project Manager - Monitoring, Evaluation, Publishing and Documentation	State Level	1	50000	50000
2	State Project Manager - Marketing	State Level	1	50000	50000
3	State Project Manager - IBCB/SI/SD	State Level	1	60000	60000
4	State Project Manager - Human Resource and Gender Development	State Level	1	50000	50000
5	State Program Coordinator/State Project Manager - Livelihood & Skill Development	State Level	1	60000	60000
6	Mission Manager - Marketing/Farm/Non-Farm/Business	State Level	1	45000	45000
7	Mission Manager - Knowledge Management & Communication	State Level	1	45000	45000
8	Mission Manager - IBCB/SI/SD	State Level	1	45000	45000
9	MIS	State Level	1	30000	30000
10	District Thematic Expert	District Level	13	35000	455000
11	Block Project Manager (SVEP) (Block- Sahaspur, Distt- Dehradun & Block- Jaspur, Distt- Udham Singh Nagar)	Block Level	2	25000	50000
12	Block Mission Manager	Block Level	90	35000	3150000
13	State Project Manager - Livelihood	State Level	01	60000	60000
14	State Project Manager – Financial Inclusion	State Level	01	60000	60000
15	State Project Manager – (SISD, FNHW, Convergence and Gender)	State Level	01	60000	60000
16	State Project Manager – Knowledge	State Level	01	60000	60000

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3000

S.No.	Staff position	Allocation	No. of Position	Remuneration per Month	Remuneration per Person per Month
	Management/ Communication/GAC				
17	Project Manager (Farm Livelihood)	State Level	01	45000	45000
18	Asst. Accountant	State Level (1) & District Level (13)	14	12000	168000
19	Coordinator / Expert (Farm Livelihood)	District Level	13	40000	520000
20	Cluster Coordinator (Farm Livelihood)	Block Level	95	25000	2375000
Total		241			7438000

Note: Serial Numbers 1 to 12 represent existing positions (114 Nos), while Serial Numbers 13 to 20 are newly approved positions (127 Nos) as per Government order - 43061/XI-1/24-53(8)/11 TC-1 dated 20-01-2025 and all these 241 positions are to be covered under this assignment.

OFFICE OF THE
DIRECTOR, A.P. STATE
FARM LIVELIHOOD
DEPARTMENT
HYDRABAD

14. Annexure 4- Remuneration of Support Staff (Additional Scope)

S.No	Staff position	Allocation	No. of Position	Remuneration per Month	Remuneration per Person per Month
1	Accountant	State Level	1	25000	25000
2	Asst. Accountant	Block Level	90	12000	1080000
3	Area Coordinator	Block Level	90	25000	2250000
4	Data Entry Operator/ MIS Asst.	Block Level	75	12000	900000
		District Level	13	12000	156000
		State Level	2	12000	24000
5	MIS/ Admin Asst. (SVEP)	State Level	1	18000	18000
6	Project Asst. cum Computer Programmer	Block Level	15	15000	225000
Total			287		4678000



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देहरादून



Annexure-1: Power of Attorney

Know all men by these presents, We _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms (name), _____ son/daughter/wife of _____ and presently residing at _____, who is [presently employed with us and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the ***** Project[s] proposed or being developed by the ***** (the "Authority") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Bid and other conferences and providing information/ responses to USRLM, representing us in all matters before USRLM, signing and execution of all contracts including the Concession Agreement and undertakings consequent to acceptance of our bid, and generally dealing with USRLM in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the contract with USRLM.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF I/ WE, _____, THE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____ DAY OF _____, 2017

For -----

(Signature)

(Name, Title and Address)

Witnesses:

1 1. [Notarized]

2 Accepted

(Signature)

(Name, Title and Address of the Attorney)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

(प्रमाणित)
भारत सरकार
महानगरपालिका
दूरसंचार विभाग
देहरादून

Annexure-2: Performance Bank Guarantee Format

To

The Chief Executive Officer,

Uttarakhand State Rural Livelihoods Mission,

Aajveeika Bhawan, Tapovan road,

Raipur, Dehradun, Uttarakhand

WHEREAS _____ [Name and address of Agency] (hereinafter called "the Agency") has undertaken, in pursuance of your Letter No. _____ dated _____ to provide the professional services to the Uttarakhand State Rural Livelihoods Mission, Aajveeika Bhawan, Tapovan Road, Raipur, Dehradun, Department of Rural Development, Government of Uttarakhand on terms and conditions set forth in the said letter.

AND WHEREAS it has been stipulated by you in the said letter that the Agency shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank for the sum specified therein as security for compliance with his obligations in accordance with the terms and conditions set forth in the said letter;

AND WHEREAS we have agreed to give the Agency such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Agency up to a total of _____ [amount of Guarantee] _____ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under or of any of the Contract documents which may be made between you and the Agency shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Agency or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rupees _____) and the guarantee shall remain valid till _____

Unless a claim or a demand or a request for extension in writing is made upon us on or before _____ all our liability under this guarantee shall cease.

This guarantee shall be valid for 42 months from the date of aforesaid letter and may be extendable, if required.

Signature and Seal of the Guarantor	In presence of
	1. _____
Name and Designation: _____	(Name, Signature & Occupation)
_____ (Name, Signature & Occupation)	
Name of the Bank: _____	2. _____
_____ Address: _____	(Name, Signature & Occupation)
_____ _____ _____	
Date: _____	
Address: _____	
_____ _____ _____	




(प्रदीप कुमार पाण्डेय)
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देहरादून

Annexure 3 – Format for submission of pre-bid queries

We, (Name of the organization), will like to submit the following queries.

Clause No.	Page Number	Query	Suggested Changes (if Any)



END OF DOCUMENT

70

Angela

100-443887-100

