

REQUEST FOR PROPOSAL (RFP)
FROM
EXPERIENCED SKILL TRAINING PROVIDERS
(STPs)
FOR IMPARTING SKILL TRAINING
IN GERIATRIC CARE



RFP NO : 5997 /D/2015/KSHO

KUDUMBASHREE
State Poverty Eradication Mission
Govt. of Kerala

TENDER NOTICE

REQUEST FOR PROPOSAL (RFP) FROM EXPERIENCED SKILL TRAINING PROVIDERS (STPs) FOR IMPARTING SKILL TRAINING IN GERIATRIC CARE

Kudumbashree Mission Head Office, TRIDA Building,

Thiruvananthapuram, Kerala

Tel: **0471-2554714, 2554715(O)**, E-mail: **mekudumbashree@gmail.com**
Web site - **www.kudumbashree.org**

RFP No 5997 /D/2015/KSHO

Date:01 .03.2018

Kudumbashree invites technical and financial proposals from eligible Agencies for imparting Skill Training in geriatric care for 1000 Kudumbashree members and for positioning them as geriatric care givers.

Participating Agencies must fulfill the following pre-requisites;

The Agency should be registered under Indian Societies Registration Act/Indian Trust Act/

Indian Religious and Charitable Act/ Travancore Cochin Literary, Scientific and Charitable

Societies Registration Act, 1955 as a non-profit institution or a company registered under the

Companies Act or under relevant State Acts and is in operation for the last ten years. Educational

Institutions and research institutions who are working in this field with at least 10 years experience can also participate in the bidding process.

- Interested Agencies may download the complete Request for Proposal (RFP) document from the website www.kudumbashree.org from **01.03.2018**
- Average annual turnover of consultants/agencies for the last three financial years (2014-15,2015-16,2016-17) should be equal to or greater than Rs 15.00 lakhs (Fifteen Lakhs) per Financial Year
- Interested Agencies may submit their proposals along with a non-refundable fee of Rs 5000/- (Rupees Five Thousand Only) in the form of demand draft as cost of RFP and

an EMD/Security Deposit of Rs 25,000/- (Rupees Twenty five Thousand only) as prescribed in the RFP document (refundable). No proposals will be accepted without the Bid Security.

- Proposals received without Cost of RFP document EMD/Security Deposit is ineligible.
- The last date for submitting the bids is **up to 3.00 PM of 21.03.2018.**

Sl.No	Description	Important Information
1	Date of publication in website	01.03.2018 at 3.00 PM
2	Physical submission of EMD and Cost of tender documents	21.03.2018 till 3.00 PM
3	Date of opening of Technical Bid	22.03.2018. at 3.00 PM
4	Date of opening of Financial Bid Of those Agencies who Qualified Technical Bid	26.03.2018 at 3.00 PM
5	RFP Document Fee	Rs. 5,000/- in the form of Demand Draft in favor of Executive Director, Kudumbashree.
6	Amount of EMD	Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft in favour of Executive Director, Kudumbashree

All amendments, time extension, clarifications etc. will be uploaded in the website only and will not be published in newspapers. The tenderers should regularly visit the Kudumbashree Website to keep themselves updated.

For any queries you may send official communication to :
Programme Officer –Micro Enterprises, Kudumbashree Mission,
Second Floor, TRIDA building, Medical College (PO), Trivandrum, email-
mekudumbashree@gmail.com,
Ph:- 9349112883 ,04712554714

**Executive Director,
Kudumbashree**

RFP FROM SKILL TRAINING PROVIDERS (STP) FOR CONDUCTING GERIATRIC CARE TRAINING

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Invitation of Proposal

1.1 Introduction

The Geriatric care training is a programme of Kudumbashree Mission supported by Government of Kerala to impart training to 1000 Kudumbashree members in geriatric care .

Interested Agencies/consultant firms having experience in the services envisaged are hereby invited to submit their Request for Proposal (RFP) in the prescribed format. The salient features of the proposed task, technical and financial eligibility criteria, selection process and timetable are given in the RFP document. The RFP document contains information about the Project, bidding process, Bid submission, qualification, and Techno-Financial Proposal and Commercial Offer requirements

- Kudumbashree invites technical and financial proposals from eligible Agency for appointment as Skill Training Providers STPs for conducting geriatric care training for 1000 kudumbashree members in the Financial Year 2018-19.
- Interested Agencies/consultant firms having experience in the services envisaged are hereby invited to submit their Request for Proposal (RFP) in the prescribed format. The salient features of the proposed task, technical and financial eligibility criteria, selection process and timetable are given in the RFP document. The RFP document contains information about the Project, Bidding process, Bid submission, Qualification, Techno-Financial Proposal and Commercial Offer requirements.
- It may be noted that while all the information and data regarding this RFP is, to the best of the Client's knowledge, accurate and within the scope of the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Consultant to check the validity and accuracy of data included in this document.

Bidders are requested to submit attested copies of following documents along with their proposals:

- Document Fee (Non-Refundable) of Rs 5000/-(Rupees Five Thousand Only) in the form of demand draft of scheduled bank.
- Earnest Money Deposit (EMD)/ Bid Security (Refundable) of Rs.25,000/- (Rupees Twenty Five Thousand Only).
- Copy of Certificate of Incorporation/Registration Certificate.
- Audited Statement of Annual Turn Over of last 3 Financial Years (2014-15,2015-

16,2016-17) to be enclosed along with Income Tax Return (ITR).

- Original draft of EMD in the name of Executive Director, Kudumbashree and document fee shall also be submitted physically before the scheduled date.
- Pre Bid meeting on **12.03.2018** at 3 PM to answer all queries and doubts if any. Bid submissions must be submitted not later than **21.03.2018 (upto 3.00 PM)** in the manner specified in the RFP in the address given below. RFP documents received after the prescribed date will not be considered.

Executive Director,
State Poverty Eradication Mission (Kudumbashree),
2nd Floor, TRIDA Buildings
Medical College P.O, Trivandrum -11,
Tel: 0471-2554714, 2554715(O),
E-mail: mekudumbashree@gmail.com,
www.kudumbashree.org

1.2 Data Sheet

1.	<p>Name of the Client Executive Director, Kudumbashree</p>
2.	<p>Method of Selection Least Cost Based wherein Financial Proposal of only those firms will be opened who will secure a minimum of 60% marks in technical evaluation.</p>
3.	<p>Financial Proposal together with Technical Proposal shall be submitted either by post or directly to the State Kudumbashree Mission Office within the stipulated time.</p>
4.	<p>Training for 1000 Geriatric care personnels selected from members of Kudumbashree network.</p>
5.	<p>Proposals shall remain valid only for 120 days after the submission date indicated in this Data Sheet.</p>
6.	<p>The Skill Training Providers are required to include with its Proposal written confirmation of authorization to sign on behalf of the Consultant</p>
7.	<p>Bidders Eligibility Criteria The Agency should be registered under Indian Societies Registration Act/Indian Trust Act/ Indian Religious and Charitable Act as a non-profit institution or a company registered under the Companies Act or under relevant State Acts for at least 10 years. They should have an office in Kerala.</p>
8.	<p>Areas of Expertise Methods for community mobilization/participation, beneficiary participation in development projects, participatory research methodologies, developing design and tools for social science research studies, stakeholder analysis, training methods. Expertise in community based health care service delivery with the component of women entrepreneurship model (preferable).</p>
9.	<p>Financial Proposal and Technical Proposal to be submitted physically or by post with EMD and Cost of tender documents by 21.03.2018 till 03:00 PM.</p>
10.	<p>Technical and Financial bids should be submitted separately to Kudumbashree in two separate sealed envelopes superscribed in the envelope as "Envelope No.1 (Technical bid for Conducting Geriatric care Training) and "Envelope No.2 (Financial bid for Conducting Geriatric care Training)". Kudumbashree reserves the right to accept or reject any bid. Only valid technical and financial bids are eligible.</p>

	Technical Proposal and Financial Proposal should be clearly marked - DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE TENDER COMMITTEE'
11.	A non-refundable RFP Cost should be provided with Technical Proposal: Yes. If Yes, the amount of the RFP Cost is Rs. 5,000/ (Five thousand)only Demand Draft favoring the Executive Director, Kudumbashree, Trivandrum and drawn on a Nationalized bank/ Scheduled Bank, Payable at Trivandrum.
12.	A Bid Security must be submitted: Yes An Earnest Money Deposit (EMD)/ Bid Security should be provided with Technical Proposal: Yes If Yes, the amount of the Earnest Money Deposit (EMD)/ Bid Security is of Rs.25,000/-(Rupees Twenty Five Thousand Only). Demand Draft favoring the Executive Director, Kudumbashree and drawn on a nationalized bank/scheduled Bank, Payable at Trivandrum The amount of the EMD/Bid Security is Rs.25,000/- (Rupees Twenty Five Thousand Only).for each Bid and the duration for validity of Bid Security is 120 days. Bid security shall be refunded to the successful bidder upon signing of agreement with Executive Director, Kudumbashree, For unsuccessful bidders the bid security shall be refunded within 30 days after signing of agreement with the successful bidder. The EMD of the unsuccessful bidders would be returned within one month of finalization of the contract.
13.	A Performance Bank Guarantee is to be submitted by the successful Bidder before signing of Contract. Amount will be 5% of the contract value; This may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: Executive Director, Kudumbashree Trivandrum and drawn on a nationalized or scheduled commercial bank.
14.	Currency for Proposals is: Indian National Rupee (INR)
15.	Address for communication/ submission of Proposals: <i>Executive Director, Kudumbashree State Mission, 2nd Floor, TRIDA Buildings Medical College P.O, Trivandrum -11 Tel:0471-2554714, 2554715(O), Email:mekudumbashree@gmail.com www.kudumbashree.org</i>
16.	Date for public opening of Technical Proposals; 22.03.2018 at 3.00 PM Date for public opening of Financial Proposals: 26.03.2018 at 3.00 PM

17.	Expected date for commencement of Training: (Within 7 days of signing the agreement with Executive Director, Kudumbashree)
18.	The proposals shall be evaluated based on the information provided by the applicants and the evaluation shall be done as per detailed criteria mentioned in RFP Document
19	The details of bidders will be published in Kudumbashree website on 27.3.2018.
20.	The services of the STP are required to be rendered for 2 years.
21.	Successful Agency should execute an agreement for the fulfillment of the contract in the stamp paper worth Rs.200/- in the form prescribed by the Executive Director, Kudumbashree within one week from the date of acceptance of the SKILL TRAINING PROVIDERS (STP). The successful bidder shall submit BG or DD for 5% of the total value of the contract. The incidental expenses in the execution of agreement shall be borne by the SKILL TRAINING PROVIDER (STP)..

1.3 Instructions to Bidders

1.3.1 Introduction

- The Agencies are invited to submit Technical Proposal as specified in the attached format. The Proposal shall be the basis for a signed Contract with the selected STP.
- The Agency shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.
- The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.

1.3.2 Number of Proposals

Each Agency can submit only one proposal. If an Agency submits or participates in more than one proposal, such additional proposal(s) shall be disqualified except the one received first.

1.3.3 Clarifications of RFP Documents

Agency may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification shall be sent in writing, including through standard electronic means, to the Client's Representative whose address is provided in the Data Sheet. The Client will respond by standard electronic/self means within the period specified in the Data Sheet, and shall send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Agencies who have formally indicated that they intend to submit a Proposal.

1.3.4 Preparation of Proposals

The Proposal and all related correspondence exchanged between the Agency and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by a true translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version i.e. English language shall govern. The Agency shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.3.5 Instructions for Submission of Proposal

Proposals must be received before the deadline specified in the Data Sheet to tender and shall be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet. Consultants shall submit one sealed envelope, containing the Technical Proposal along with the DD of the cost of tender and EMD.

1.3.6 Submission of Proposals

Agencies are supposed to carefully review the contract provisions attached in the RFP for preparation of their Proposals.

The Agency shall submit Proposals using the appropriate submission sheets provided in Appendices (Technical format and Financial Format). These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

1.3.7 Proposal Validity

- Proposals shall remain valid for the period specified in the RFP commencing with the deadline for submission of Proposal as prescribed by the Client.
- A Proposal valid for a shorter period shall be considered nonresponsive and shall be rejected by the Client out rightly.
- During the Proposal validity period, agencies shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period.

1.4 Organization Profile

Kudumbashree is the women empowerment and poverty eradication program, framed and enforced by the State Poverty Eradication Mission (SPEM) of the Government of Kerala. The Mission aims to eradicate absolute poverty within a definite time frame of 10 years under the leadership of Local Self Governments formed and empowered by the 73rd and 74th Amendments of the Constitution of India. The Mission launched by the State Government with the active support of Government of India and NABARD has adopted a different methodology in addressing poverty by organizing the poor in to community-based organizations. The Mission follows a process approach rather than a project approach.

It has a governing body chaired by the State Minister for Local Self Government. There is a State Mission with field officers in each district. This official structure supports and facilitates the activities of the community network across the State. The Head Quarters of the Mission is functioning in the TRIDA Rehabilitation Building, 2nd floor, Medical College. P.O,

Thiruvananthapuram - 695011.

1.5 Project Brief

Geriatric care a project for elderly care is designed as an enterprise for geriatric care across the state addressing the issues of aged and elderly. The Geriatric care givers can help elderly by running routine errands, and providing a helping hand with everyday tasks that often become more difficult for the elderly thereby bringing companionship, relationship building and sharing, humor and a sense of purpose back into the lives of the clients.

2. Assignment objective – Need for geriatric care

Concept

The changing patterns of family structure and demand for health care continues to grow as the number of elderly people with multiple chronic conditions increase in Kerala. These challenges cannot be solved by existing health care systems. This alarming public health issues should be addressed by a multidisciplinary approach. In addition to the basic elderly care services, needs to bring caring companionship, an opportunity for relationship building and sharing, humor and a sense of purpose; back into the lives of the elderly population.

The requirement of aged and elderly is assessed and the type of service to be availed is planned accordingly. The Mission propose to develop a pool of care givers at all districts who has compassion towards the elderly and have a passion for the work. The care givers will be selected from the Kudumbashree network and will be provided training on various aspects of elderly care with special focus on medical care and expected issues associated with it.

Kudumbashree plans to give a wide range of medical services at the comfort of the patient's home. Their service includes home nursing and support. The major services are

- Nursing services
- Support service like accompanying to hospital for regular health check up, banking, billing shopping assistance
- Wound care,
- Physiotherapy and basic Yoga
- Dietary services
- Pain and palliative care services (cancer)
- Monitoring for Cholesterol, hypertension, diabetes
- Recreational activities like reading, indoor games, social chatting etc

Sample Module of training expected by the training agency for two weeks

Sl No	Particulars
1	Entrepreneurship Development Programme
2	Communication skill
3	Introduction to home care
4	Comfortable environment for patient
5	Familiarization with Hospital/ Lab procedures
6	Familiarization with billing and banking procedures
	Major Skills
1	Room Hygiene
2	Bed making
3	Personal Hygiene(Patient and Service Provider)
4	Oral Drug Administration
5	Diet/ Food
6	Positioning and Transferring
7	Physiotherapy
8	First Aid
9	Infection Control and Prevention
10	Prevention of fall
11	Assessment of BP, Diabetes , Pulse,Sugar, BMI
11	Handling Emergency(CPR)
12	Nasal Feeding
13	Wound Care
14	Catheter Care
15	Yoga (Breathing exercise)/ Mild Exercises
16	Oxygen Administration

Training

Two weeks Residential training should be given to the selected members. The trainings are to be conducted in association with **(tertiary)** hospitals & Hands on training in Hospitals is compulsory.

2.1 Responsibilities of Kudumbashree

Kudumbashree is the overall coordinating unit of Geriatric care training and will be responsible for overall coordination and planning of the training. The STP designated expert will execute the Geriatric care training process; give technical inputs and advice to the training.

Key roles of Kudumbashree include:

- Provide financial support for training
- Support, Co-ordinate, and monitor the implementation of Geriatric care training
- Hire SKILL TRAINING PROVIDER (STP) through an open bidding process for undertaking Geriatric care training
- Help STP to identify trainees for Geriatric care training, and conduct trainings in various batches as instructed by Kudumbashree
- Kudumbashree Mission will have the sole discretion to accept or reject the proposal.
- Signing of MOU
- Issuing of Work Order
- Performance Assessment of Skill Training Provider

2.2 Role of SKILL TRAINING PROVIDER (STP)

Provide dedicated Geriatric care training. After enabling training, handholding should be given to care givers. Performance improvement system should be established (preferably online quality assessment of the service delivery of health workers and periodical quality assurance programme to improve performance and maintain quality of the service delivery).

2.3 Scope of Work, Time frame and Deliverables of Geriatric Care Training Agency

- Preparation of detailed guideline for Geriatric care training
- Creating enabling environment for Geriatric care training.
- Systematic Selection of hospitals (Tertiary Hospitals). Consent letter of hospital to be attached regarding association with present training.
- Formation of Faculty team attached to hospitals
- Assigning of key responsibilities to the faculty
- Number of batch proposed , batch strength and details of Hospitals where training is planned
- Formation of task based subcommittee and assigning person to document the entire training on Geriatric care
- Identification and reporting of issues associated with Geriatric care training
- Developing Tool kit for Geriatric care training

- Design tools for training Faculty members, facilitate all meetings, and ensure systematic data collection during the training process
- Submit detailed training module for 15 days training with topic covered and duration of theory and practical hours planned
- Conduct Faculty Meeting
- Periodic submission of training reports
- Facilitate trainees and hospitals for mutual tie ups for positioning of care givers as bystanders
- Provide technical and handholding supports for a period of 6 months till the trainees adjust in the new work space.
- Maintenance of database of each trainee

3. Selection process for Geriatric care training

3.1 Who can apply?

The Agency should be registered under Indian Societies Registration Act/Indian Trust Act/ Indian Religious and Charitable Act as a non-profit institution or a company registered under the Companies Act or under relevant State Acts for at least three years. Educational institutions and Research institutions who are working in this field, and having at least 10 years experience and proven track record of conducting and sustaining similar kind professional work in the community can also participate in the bidding process.

- Interested Agencies may download the complete Request for Proposal (RFP) document from the website www.kudumbashree.org from **01.03.2018**
- Interested Agencies may submit their proposals along with a non-refundable cost of RFP in the form of demand draft of Rs 5000/- (Rupees Five Thousand Only) and an EMD/Security Deposit of Rs 25,000/- (Rupees Twenty Five thousand Only) as prescribed in the RFP document (refundable). No proposals will be accepted without the Bid Security.
- Proposal received without Cost of RFP document and EMD/Security Deposit is ineligible.
- The last date for submitting the bids is **21.03.2018 up to 3.00 PM.**

3.2 Experience of the Applicant Organization (Provide responses in not more than 100 words)

- Experience of conducting similar trainings and proven track record of sustaining

similar kind of activity

- Experience of working with a variety of stakeholders including state governments and city level administrative bodies.
- Experience of working in collaboration with hospitals.
- Suitable human resources to undertake the required number of trainings

3.3 Mechanism

Kudumbashree shall communicate clear directions and guidance to stakeholders for extension of cooperation, sharing of information and all necessary assistance to STP. Kudumbashree Mission will have close coordination.

4 Bid- Submission and evaluation

Separate Technical and Financial bids should be submitted to Kudumbashree Head Office in two separate sealed envelopes super scribed in the envelope as "Envelope No.1 (Technical bid for Geriatric Care)" and "Envelope No.2 (Financial bid for Geriatric Care project)". Kudumbashree reserves the right to accept or reject any bid. Only valid technical and financial bids are eligible.

4.1 Mode of submission

RFP shall be submitted in two sealed covers

- I. Technical Bid II. Financial Bid

The qualification, experience, profile etc of the agency shall form part of the Technical Bid. The rate quoted for the work, covered in the RFP shall form part of the Financial Bid.

The Technical Bid will be opened in the first instance. Financial Bid will be opened only to those who are qualified in the technical bid.

4.2 Mode of Despatch

The RFP documents should be in complete shape in all respects and it should be addressed to:

Executive Director

Kudumbashree,
2nd Floor, TRIDA Buildings
Medical College P.O, Trivandrum -11,
Tel: 0471-2554714, 2554715(O),

www. kudumbashree. org

Advanced Soft copy can be send to **mekudumbashree@gmail.com**.

4.3 Belated Bids

Bids received after the due date and time will not be accepted. Kudumbashree will not be responsible for any delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

4.4 Deviations

The bidder shall not provide any deviation / non-compliance to the contents of this RFP document. Any deviation /non-compliance may lead to rejection.

4.5 Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful Agency to agree with the Terms and Conditions of the RFP shall constitute sufficient grounds for the cancellation of the award. In such event, Kudumbashree may award the work to the next best value bidder or call for new bids from interested bidders. In such a case, Kudumbashree shall summon the Performance Bank Guarantee of the successful bidder.

4.6 Termination

Under this Agreement, Kudumbashree may, by written notice terminate the Agencies in the following ways.

- **Termination by Default:** for failing to perform obligations under the agreement or if the quality is not up to the specification or in the event of non-adherence to time schedule.
- **Termination for Convenience:** in whole or in part thereof, at any time. Skill Training Provider should be willing to conduct training to additional/lesser batches at the same rate quoted here in case Kudumbashree decides to conduct training for more/less than thousand candidates
- **Termination for Insolvency:** if the Agency becomes bankrupt or otherwise insolvent. In all the three cases termination shall be executed by giving written notice to the Agency. No consequential damages shall be payable to the Agencies in the event of such termination.

4.7 Opening of RFP

The sealed RFP document will be received up to **3.00 P.M. on 21.03.2018**. Technical Bid will be opened on **22.03.2018 at 3.00 PM** and Financial Bid will be opened on **26.03.2018 at 3.00 P.M.** by the Executive Director, Kudumbashree or any other Officer authorized by him on his behalf at the office of Executive Director, Kudumbashree in the presence of the Head of the Institutions or their representatives who may be present at the time of opening. The representatives of the SKILL TRAINING PROVIDERS (**STPs**) who are attending the

opening of the RFP document should bring a letter of authorization from the head of the SKILL TRAINING PROVIDERS (STP), which they represent to identify their bonafide.

RFP document received herein with incomplete information will be summarily rejected.

4.8 Right of Acceptance and Withdrawal

The final acceptance of Skill Training Providers (STP) shall entirely be vested with the Executive Director, Kudumbashree, 2nd Floor, TRIDA Buildings, Medical College. P.O, Trivandrum 695011, who reserves the right to accept or reject, without assigning any reason whatsoever in part or in full. After acceptance of the Skill Training Providers (STPs) by Executive Director, Kudumbashree, the Skill Training Providers (STPs) shall have no right to withdraw its acceptance.

RFP document received herein with incomplete information shall be summarily rejected.

4.9 Execution of Agreement

In the event of accepting the RFP, the successful Agency should execute an agreement for the fulfillment of the contract in the stamp paper for Rs.200/- in the form prescribed by the Executive Director, Kudumbashree within one week from the date of acceptance of the Skill Training Providers (STPs). The successful bidder shall submit Bank Guarantee or Demand Draft for 5% of the total value of the contract. The incidental expenses in the execution of agreement shall be borne by the Skill Training Providers (STPs). The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the Executive Director, Kudumbashree. Depending on the success of training to the candidate/employability/placement or any other reason adversely affecting the conduct of training, Kudumbashree deserves the right to reduce the no of batches or cancel the agreement by giving written notice to the STP.

4.10 Jurisdiction

All legal disputes, which may arise, shall be within the jurisdiction of Thiruvananthapuram Courts having competent jurisdiction.

5. Terms of Payments

All payments against the services rendered under the package shall be released on completion of the services including submission of the 'Deliverables' and subject to acceptance, approval and certification; in accordance with provisions of Terms of Payment .

Technical Bid

1. Preparation of Technical Bid

- I. The bid as well as all related correspondence exchanged by the Agency and the Employer shall be written in English language, unless specified otherwise.
- II. In preparing their bid, Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a bid.
- III. While preparing the Technical bid, Agencies must give particular attention to the following:
 - a. If an Agency considers that it may enhance its expertise for the Assignment/job by associating with other Consultants in sub- consultancy, it may associate, however the details may be provided at the time of bidding.
 - b. The estimated number of Professional staff-months for the Assignment/job is as shown in the RFP

2. Procedure for Detailed Evaluation of Technical Bid

- I. Final evaluation of the bids will be done on least cost basis . .
- II. Bids securing 60% and above marks in technical evaluation will only be considered for opening of Financial Bids. Selected Technical Bid with the lowest cost will be selected and shall be recommended for award of contract.

III. Criteria, sub-criteria and point system for evaluation to be followed under this procedure is as under:

No	Particulars	Marks
1	Specific experience of the Agency relevant to the assignment /job	30 marks
2	Adequacy of the proposed methodology and Work plan in response to the terms of reference.	30 marks
	<i>Sub-criteria:</i> Technical approach & methodology Organization & staffing – including office in Kerala	20 marks 10 marks
3	Key professional staff: Qualification& Competency for the assignment / job.	40 marks
	<i>Sub-criteria</i> a. Team Leader b. Other key professionals c. Professionals, who are associated with any project in Kerala or professionals from Kerala	12 marks 20 marks 8 marks

:

For evaluation of each of the key professionals the following sub- criteria can be followed

- a. Educational qualifications (20%)
- b. Adequacy for the assignment / job (80%) (Experience in carrying out similar assignment/job).

The formats of the Technical Bid to be submitted are:

Form Tech 1: Letter of Proposal submission

Form Tech 2: Agency Details

Form Tech 3: Approach & methodology

Form Tech 4: Curriculum vitae (CV) for proposed professional staff

Form Tech 5: Financial standing (Annual Turnover)

Form Tech 6: Legal Constitution & Number of Years of Existence

FORM TECHNICAL BID- 1

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To:

[Name and address of Employer]

Dear Sir:

We, the undersigned, offers to provide the assignment/job for [Conducting training in geriatric care] in accordance with your Request for Proposal dated [01.3.2018]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD and bid processing fees

vide A/c Payee Cheque /Bank Demand Draft NoofBank drawn in favour of“-----‘payable at -----

In the event of our Offer being accepted, we agree to execute the contract / agreements with Kudumbashree within the stipulated deadline indicated in the award letter and also offer Performance Security of equivalent to 5% of the project cost in the form of bank guarantee. We hereby declare that all the information and statements made in this Proposal are true and correct that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, We undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract Negotiations.

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

We remain,

Yours sincerely,

Authorized Signature
[In full and initials]:

Name and Title of
Signatory: Name of Firm:

Address:

FORM TECHNICAL BID – 2

Application Form

1. Applicant Details

Name of Institution	
Registered in India(Yes/No)	
Year of establishment	
Details of registration	
Name & Address of Office in Kerala	

2. Contact Person (for this application) of the Applicant Institution

Name	
Designation	
Organization	
Address	
Telephone	
Fax	
e-mail	

3. Registered Address of the Applicant Institution (Please attach self attested registration certificate and Memorandum of Association)

Address	
Telephone	
E mail	

4. Experience of the Applicant Organization (Provide responses in not more than 100 words)

Number of years of relevant work experience	
States and regions where the institution has worked	
Experience of conducting training	

7. Turnover and Net Profit

Manpower	<i>(FY March 2016)</i>	<i>(FY March 2015)</i>	<i>(FY March 2014)</i>
Annual Turn Over in Lakhs			

Statement / Undertaking

I / We know that the submission of incorrect or incomplete information, and / incorrect format with arithmetical errors in compilation of the data would be at the applicant's sole risk and the decision of Executive Director, Kudumbashree in such cases would be final and binding.

I / We enclosed herein the proof / copy of document as per check list in order in full, serially numbered, signed, affixed with the Institution stamp and submit it together with undertaking on Institution letter head.

I / We know the details filled in and enclosures attached in the RFP submitted by me are true to my / our best of knowledge.

Place

SIGNATURE OF THE APPLICANT

Date

(With Official Seal)

FORM TECHNICAL BID – 3

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

1. Technical Approach and Methodology,
2. Work Plan
3. Organization and Staffing,

Approach and Methodology:

In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

Work Plan

The STP should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the terms and conditions mentioned in the RFP and ability to translate them into a feasible working plan.

FORM TECHNICAL BID – 4

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional separate form Tech-6 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of the staff

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Other Training:

8. Work Experience:

9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

10. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:

To [Year]:

Employer:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project:

- Year:
- Location:
- Employer:
- Main project features:
- Positions held:
- Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized Representative of the staff]

[Full name of authorized representative]:

FORM TECHNICAL BID – 5

LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

Organization Name:	
Status / Constitution of the Organization:	
Name of Registering Authority:	
Registration No.:	
Date of Registration:	
Place of Registration:	

For and on behalf of: (Organisation Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority.

FORM TECHNICAL BID – 6

FINANCIAL STANDING (ANNUAL TURN OVER)

Certificate from the Statutory Auditor regarding the Average annual turnover of the organization is Rs. 15 lakh for the last 3 financial year ending of month 31st march 2017. Based on its books of accounts and other published information authenticated by it, this is to certify that..... (Name of the Bidder) had, over the last three Financial Years, a Total turnover of the organization is Rs.....Lakhs as per year-wise details noted below:

Financial Year ending 31st March	Total Turnover (In Rs. Lakhs)
2014 - 15	
2015 - 16	
2016 - 17	
Total	
Average Annual Turnover	

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)

Date:

Financial bid evaluation:

- The financial evaluation will be done on the following basis. _
- Technically qualified and lowest quote bidder in financial bid shall be awarded the contract.
- The bidder has to accept all the terms & conditions of the bid.
- In case two or more than two bidders have put same financial quote, the bidder with maximum technical score will be given the preference.

FINANCIAL BID

Cost of training / candidate:*

**Batch size preferably: 30*

Inclusive costs should cover the list mentioned.

1. Administration Cost of STP
2. Faculty Charges
3. Cost of Associating Hospitals if any
4. Cost of accommodation on per head per day basis
5. Cost of food on per head per day basis
6. Cost of developing guideline
7. Stationery expense
8. Cost of kit to be supplied to trainees on completion of training
9. Cost of two sets of uniform to trainees
10. Cost of disposables like gloves, mask etc
11. Travelling Allowance (in case accommodation of candidate is outside the training venue, Transportation cost from place of accommodation to the training centre should be included)
12. others

DOCUMENTS TO BE PRODUCED

The documents should be produced along with the RFP

1. Self-attested registration certificate and Memorandum of Association of the applicant institution (or certificate of incorporation)
2. Capability Statement, of not more than 1000 words
3. CVs of 5 Key Staff Members engaged in relevant work
4. List projects in the last three years (max 20 in total) which the applicant institution has delivered under the main/sub area of expertise for which empanelment is requested, as per the requested format below:
5. Audited status of accounts for 2014-15, 2015-16, 2016-17.