REQUEST FOR PROPOSAL (RFP) FROM EXPERIENCED GOVERNMENT APPROVED TRAINING AGENCIES FOR IMPARTING MEDIA TRAINING PROGRAM OF KUDUMBASHREE MEMBERS

KUDUMBASHREE State Poverty Eradication Mission Govt. of Kerala

RFP NO : 8420/K/17/KSHO
RE TENDER NOTICE

REQUEST FOR PROPOSAL (RFP) FROM
EXPERIENCED GOVERNMENT APPROVED TRAINING AGENCIES FOR
IMPARTING MEDIA TRAINING OF KUDUMBASHREE GROUPS

Kudumbashree Mission Head Office, TRIDA Building,
Thiruvananthapuram, Kerala

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

RFP No 8420/K/2017/KSHO 25.09.2018

Kudumbashree invites technical and financial proposals from eligible Government approved Agencies for imparting Media Training for 140 Kudumbashree Members

Participating Agencies must fulfill the following pre-requisites;

Any Government/ Government approved agency who are working in the field of media training should be submitting the proposal. Institutions who are working in this field with at least 2 years with experience in Corporate, Institutional, and Community management training related to media 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 06/10/2018
- Interested Agencies may submit their proposals along with a non-refundable fee of Rs 1500/- (Rupees One Thousand Five Hundred Only) in the form of demand draft as cost of RFP. No proposals will be accepted without the fee.
The last date for submitting the bids is up to 3.00 PM of 22/10/2018

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Description</th>
<th>Important Information</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Date of publication in website</td>
<td>06.10.2018 at 3.00 PM</td>
</tr>
<tr>
<td>2</td>
<td>Physical submission of fee and documents</td>
<td>21.10.2018 till 3.00 PM</td>
</tr>
<tr>
<td>3</td>
<td>Date of opening of Technical and financial Bid</td>
<td>22.10.2018. at 3.00 PM</td>
</tr>
<tr>
<td>5</td>
<td>RFP Document Fee</td>
<td>Rs 1500/- in the form of Demand Draft in favor of Executive Director, Kudumbashree.</td>
</tr>
</tbody>
</table>

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 will be uploaded in the website only and will not be published in newspapers.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

**For any queries you may send official communication to:**
Programme Officer –Organization, Kudumbashree Mission,
Second Floor, TRIDA building, Medical College (PO), Trivandrum,
email:kudumbashreeetr@gmail.com,
Ph: - 9188112003 ,04712554714

[Signature]
Executive Director
Kudumbashree
RFP FROM TRAINING PROVIDERS FOR CONDUCTING MEDIA TRAINING FOR KUDUMBASHREE GROUPS

1. Invitation of proposal

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<th>Page</th>
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</tr>
<tr>
<td>1.4</td>
<td>Organization Profile</td>
<td></td>
</tr>
</tbody>
</table>

2. Assignment objective – Need for Media Training

2.1 Responsibilities of Kudumbashree

2.2 Role of Training Agencies

2.3 Scope of Work, Time frame and Deliverables of media Training Agency

3. Selection Process for Media Training

3.1 Experience of the applicant organization

4. Bid Submission and Evaluation

4.1 Mode of submission

4.2 Mode of Despatch

4.3 Termination

4.4 Opening of RFP

4.5 Right of Acceptance and withdrawal

4.6 Execution of Agreement

4.7 Jurisdiction

5. Terms of payment

Annexure I Technical Bid for Media Training

Annexure II Financial Bid for Media Training

Annexure III Documents to be produced
Invitation of Proposal

1.1 Introduction

The training program is aimed at familiarizing media as well as its related field to the kudumbashree members inorder to help them aimed to strengthen the Kudumbashree supported by Government of Kerala to impart media training to 140 Kudumbashree members. 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 Training agency for conducting Media training for 140 Kudumbashree members in the Month of 2018 October and November.

- 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 1500/- (Rupees One Thousand Five Hundred Only) in the form of demand draft of scheduled bank
- Copy of Certificate of Incorporation/Registration Certificate.

- Pre Bid meeting on 15.10.2018 at 3 PM to answer all queries and doubts if any. Bid submissions must be submitted not later than 21.10.2018 (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: kudumbashreeotr@gmail.com,
www.kudumbashree.org
### 1.2 Data Sheet

<table>
<thead>
<tr>
<th></th>
<th><strong>Name of the Client</strong></th>
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<tr>
<td>1</td>
<td>Executive Director, Kudumbashree</td>
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</table>

<table>
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<tr>
<th></th>
<th><strong>Method of Selection</strong></th>
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<td>2</td>
<td>Least Cost Based wherein Financial Proposal of only those firms will be opened who will secure a minimum of 60% marks in technical evaluation.</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Target Group</strong></th>
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<tbody>
<tr>
<td>3</td>
<td>Financial Proposal together with Technical Proposal shall be submitted either by post or directly to the State Kudumbashree mission office within the stipulated time.</td>
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<table>
<thead>
<tr>
<th></th>
<th><strong>Bidders Eligibility Criteria</strong></th>
</tr>
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<tbody>
<tr>
<td>4</td>
<td>Media Training for 140 Kudumbashree members on various aspects of Communication and Media management theories</td>
</tr>
<tr>
<td></td>
<td>Maximum Strength of One Batch 30</td>
</tr>
<tr>
<td></td>
<td>Duration of the Each Batch – 5 Days Training</td>
</tr>
<tr>
<td></td>
<td>Training Time – 9 Hours per Day</td>
</tr>
</tbody>
</table>

|   | **Proposals shall remain valid only for 120 days after the submission date indicated in this Data Sheet.** |

|   | **The Training agency are required to include with its Proposal written confirmation of authorization to sign on behalf of the Consultant** |

|   | **Financial Proposal and Technical Proposal together to be submitted physically or by post with fee and Cost of tender documents by 21.10.2018 till 03:00 PM.** |

|   | **Technical and Financial bids should be submitted to Kudumbashree in one sealed envelopes superscribed in the envelope as Technical and Financial bid for “Conducting Media Training of Kudumbashree ”. Kudumbashree reserves the right to accept or reject any bid. Only valid technical and financial bids are eligible. Technical Proposal and Financial Proposal should be clearly marked -** |
| 10 | A non-refundable RFP Cost should be provided with Technical Proposal: Yes. If Yes, the amount of the RFP Cost is Rs.1500/ (One thousand five hundred only) Demand Draft favoring the Executive Director, Kudumbashree, Trivandrum and drawn on a Nationalized bank/ Scheduled Bank, Payable at Trivandrum. |
| 11 | **Address for communication/ submission of Proposals:**  
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 |
| 12 | Date for public opening of Technical and financial Proposals; 22.10.2018 at 3.00 PM |
| 13 | Expected date for commencement of Training: (Within 7 days of signing the agreement with Executive Director, Kudumbashree) |
| 14 | 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 |
| 15 | The details of bidders will be published in Kudumbashree website on 23.10.2018 |
| 16 | The services of the Training agency are required to be rendered for 1 year. |
| 17 | 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 training agency |
| 18 | **Training Collateral Required**  
- Customized Handbook with necessary photos and worksheets  
- Customized Course Modules  
- CD with Course Content and Photos |
| 19 | **Training Methodology & Components**  
- 9-Hour Training |
| 19 | • Communication skills Theory and Management  
• Editing Of Video and Audio  
• Reporting  
• Video and Audio Recording  
• Photography  
• Writing Techniques  
• Effective use of social Media  
• Practical Activities |
|---|---|
| 23 | **Other Responsibilities**  
• Customized Certificate Design (With photo of Trainee Embedded)  
• First Aid and General Infirmary Support  
• Activity and Session-wise Documentation |

### 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 agency.  
- 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 along with detailed faculty profile, including profile of assistants.

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 outright. 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 into 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.

2. Assignment objective–Need for Media Training

Concept

A new initiative started by Kudumbashree mission is to make the women more self-reliant in documentation, reporting and script writing thus giving an earning to them. Kudumbashree will be given an initial training to selected members in all aspects of visual media including reporting, editing, script writing, camera handling and other post production etc. The objective of this programme is to sensitize Kudumbashree members on various aspects of media management system. This 5-Day training is an initiative to polish kudumbashree group's academic knowledge in the area of communication and media technologies.
5- Day Training Sample Module.

- Introduction to communication
- Communication: Womb to tomb activity
- Level of communication
- Communication through mass media
- What is news? Types of News
- Writing of News papers, magazine, television
- Television production
- Preparation of news scripts for new media
- Writing for social media
- Communication for Development

2.1 Responsibilities of Kudumbashree

Kudumbashree will be responsible for overall coordination and planning of the training. The STP designated expert will execute the training process. The food, Accommodation, training hall will be provided by Training agency

Key roles of Kudumbashree include:

- Provide financial support for training
- Support, Co-ordinate, and monitor the implementation of Media Training
- Hire training agencies through an open bidding process for undertaking
- Kudumbashree Mission will have the sole discretion to accept or reject the proposal.
- Signing of MOU
- Performance assessment of Training agency

2.2 Role of Training agency

- Formation of Faculty Team
- Provide Dedicated Training
- Assuring Quality Of training
- Preparation of detailed Module for Training
- Arrange Training material, which include customized modules and worksheets, and First Aid
• Periodic Submission of Training Report
• Identification and Reporting issues related with training
• Overall management of the training
• Submission of Completion certificate

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

• Experience of conducting similar trainings and proven track record of sustaining 16 similar kinds of activities
• Experience of working with a variety of stakeholders including state governments and city level administrative bodies.
• Suitable human resources to undertake the required number of trainings

4. Bid Submission and evaluation

Technical and Financial bids should be submitted to Kudumbashree Head Office in one sealed envelope. 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 one sealed cover
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.

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 kudumbashreetr@gmail.com
4.3 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.

4.4 Opening of RFP
The sealed RFP document will be received up to 3.00 P.M. on 21.10.2018. Technical Bid and Financial Bid will be opened on 22.10.2018 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 training agency who are attending the opening of the RFP document should bring a letter of authorization from the head of the training agency which they represent to identify their bonafide.

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

4.5 Right of acceptance and withdrawal
The final acceptance of Training agency shall entirely be vested with the Executive Director, Kudumbashree, Chalakkuzhy Lane, 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 Training agencies by Executive Director, Kudumbashree, the Training agencies shall have no right to withdraw its acceptance.

EOI document received herein with incomplete information shall be summarily rejected.
4.6 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 training agency. 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 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 agency.

4.7 Jurisdiction

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

5. Terms of Payments

The payment to the Training agency will be provided in Three Installments.

- 40% of the agreed amount for training will be paid in advance at the commencement of the project.
- If advance is not required, the 40% of the agreed amount shall be paid on successful completion of training for 1/3rd of the total duration of the training.
- 30% would be provided after satisfactory completion of 2/3rd of total duration of training.
- Third installment (30%) will be released on completion of entire duration of the training after assessments by Kudumbashree Mission and report submission by training agency within 30 days of completion of the training.
Technical Bid

I. 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.

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

<table>
<thead>
<tr>
<th>No</th>
<th>Particulars</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Specific experience of the Agency relevant to the assignment/job</td>
<td>30 Marks</td>
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<tr>
<td></td>
<td>Sub-criteria</td>
<td></td>
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<td></td>
<td>Previous experience in conducting similar programs</td>
<td>10 Marks</td>
</tr>
<tr>
<td></td>
<td>Previous association with Kudumbashree</td>
<td>10 Marks</td>
</tr>
<tr>
<td></td>
<td>Experience in OBT Programs</td>
<td>10 Marks</td>
</tr>
<tr>
<td>2</td>
<td>Adequacy of the proposed methodology and Work plan in response to the terms of reference.</td>
<td>30 Marks</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-criteria:</strong></td>
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<tr>
<td></td>
<td>Technical approach &amp; methodology</td>
<td>10 Marks</td>
</tr>
<tr>
<td></td>
<td>Innovativeness in Activity</td>
<td>10 Marks</td>
</tr>
<tr>
<td></td>
<td>Organization &amp; staffing – including office in Kerala</td>
<td>10 Marks</td>
</tr>
</tbody>
</table>
3 | Key professional staff: Qualification & Competency for the assignment / job. | 40 Marks |
---|---|---|
**Sub-criteria** | | |
| a. Team Leader | 12 Marks |
| b. Other key professionals | 20 Marks |
| c. Professionals, who are associated with any project in Kerala or professionals from Kerala | 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: Legal Constitution & Number of Years of Existence
FORM TECHNICAL BID - 1
LETTER OF PROPOSAL SUBMISSION

To:

[Name and address of Employer]

Dear Sirs:

We, the undersigned, offers to provide the assignment/job for [Conducting Media training of Kudumbashree mediaashree Groups] in accordance with your Request for Proposal dated [25.09.2018] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a single envelope and requisite bid processing fees vide A/c Payee Cheque /Bank Demand Draft No ...............of .................Bank 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 10% 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.

### 1. Applicant Details

<table>
<thead>
<tr>
<th>Name of Institution</th>
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<tbody>
<tr>
<td>Registered in India (Yes/No)</td>
<td></td>
</tr>
<tr>
<td>Year of establishment</td>
<td></td>
</tr>
<tr>
<td>Details of registration</td>
<td></td>
</tr>
<tr>
<td>Name &amp; Address of Office in Kerala</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
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<tr>
<td>Address</td>
<td></td>
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<tr>
<td>Telephone</td>
<td></td>
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<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>e-mail</td>
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</table>

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

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
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<tbody>
<tr>
<td>Telephone</td>
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<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

### 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 |  |
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
Date

SIGNATURE OF THE APPLICANT
( 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:

- Technical Approach and Methodology
- Work Plan
- 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 (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR 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]:

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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

<table>
<thead>
<tr>
<th>Organization Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status / Constitution of the Organization:</td>
</tr>
<tr>
<td>Name of Registering Authority:</td>
</tr>
<tr>
<td>Registration No.:</td>
</tr>
<tr>
<td>Date of Registration:</td>
</tr>
<tr>
<td>Place of Registration:</td>
</tr>
</tbody>
</table>

For and on behalf of: (Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

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

Executive Director,

1. Cost
2. Administration Cost of STP
3. Faculty Charges
4. Cost of kit to be supplied to trainees on completion of training
5. Travelling Allowance (if any)
6. Other unforeseen Charges
7. Total expenses