*Annexure 1 – Format for Technical Proposals*

**Kudumbashree National Resource Organization**

**Developing Knowledge and Resource material (booklets, videos and infographic material) under MEC project in Rajasthan**

**Terms of Reference**

**Technical Proposal**

Technical Proposal should necessarily have the following information.

[*Location, Date*]

1. Undertaking, signed by the …………….(Team Leader) as follows:

 *I/We, ………………….., offer to carry out the assignment, [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date]. I/We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by Kudumbashree-NRO. I/We agree and undertake to abide by all these terms and conditions. Our proposal is consistent with all the requirements of submission as stated in the RFP. I/We understand that the proposal shall be subjected to scrutiny as per terms prescribed in the RFP document.*

2. Synopsis of the proposed assignment with methodology and work plan. The details provided should enable the Technical Evaluation Committee to make a reasonable assessment of the relevance, suitability and adequacy of the proposed methodology.

3. Detailed CV of the Team Leader to enable the Technical Evaluation Committee to clearly make out the suitability of the applicant as per the profile desired for the assignment. The Technical Evaluation Committee reserves the right to reject the CV that does not provide the information directly. CV shall be signed with date by the person concerned.

4. Other Team Members resume showing how their qualifications, expertise, and experience are relevant to the synopsis and methodology. Each Member’s resume should explain the strengths in terms of education, experience, and expertise in delivering the outputs of the proposed assignment. The Resume shall be signed with date, by the Team Leader.

5. Time Schedule should be part of the document (show variations if any from the schedule provided in this document). This document shall be signed with date by the Team Leader.

6. Schedule showing any other resources proposed for use in the assignment such as field coordinators, support personnel, cameraman etc. This document shall be signed with date by the Team Leader.

7. Any comments on the Request for Proposal including additional requirements in terms of data, services, and facilities from Kudumbashree NRO if needed. This document shall be signed with date by the Team Leader.

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm (if applicable):

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_