



PONDICHERRY MUNICIPALITY
NATIONAL URBAN LIVELIHOODS MISSION
Periyar Nagar, Nellithope, Puducherry.

RFP No. 101/2021

Dated:

Request For Proposal (RFP)

For

Selection of Agency for establishing City Livelihood Centre (CLC)
in Public Private Partnership (PPP) mode under
National Urban Livelihoods Mission (NULM)
in Pondicherry Municipality.

DISCLAIMER

1. Though adequate care has been taken in the preparation of this Request for Proposal (RFP document), the Applicant should satisfy themselves that the Document is complete in all respects.
2. Neither Pondicherry Municipality, National Urban Livelihoods Mission, Puducherry nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document. Each prospective Applicant should conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate source before submission of this RFP document.
3. Neither Pondicherry Municipality, National Urban Livelihoods Mission, Puducherry nor their employees will have any liability to any prospective Applicant or any other person under the law of contract, for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document.
4. Pondicherry Municipality, National Urban Livelihoods Mission, Puducherry reserves the right to modify or amend or add to any or all of the provisions of this RFP document or cancel the present Invitation and call for fresh Invitations.
5. Neither Pondicherry Municipality, National Urban Livelihoods Mission, Puducherry nor their employees will have any liability in case of non-receipt of any correspondence from them to the Applicants due to the postal delays.
6. The applicable laws for the purpose are the laws of India. Courts of Puducherry will have jurisdiction concerning or arising out of this RFP document.
7. The applicant is expected to know the relevant rules and regulations of the respective local authorities / Government of Puducherry / Government of India.

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PREPARATION AND SUBMISSION OF RFP

Introduction

The Govt. of India announced the poverty alleviation scheme namely National Urban Livelihood Mission (NULM), which replaced the old scheme of SJSRY. The existing urban BPL lists and BPL norms would be used to cover the target group. The NULM will be funded by Govt. of India and State Govt. in the ratio of 60:40.

2. NULM aims to reduce poverty and vulnerability of the urban poor households by enabling them to access gainful self-employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor. In addition, the mission would also address livelihood concerns by facilitating access to suitable spaces, institutional credit, social security and skills to the urban poor for accessing emerging market opportunities.

3. Now, the informal sector has traditionally been a source of services for middle and higher income groups in cities through provision of services such as construction, plumbing, electrical work, security, carpentry, gardening, health care support, housekeeping etc. However, these services are not available in organized and reliable manner in urban areas. The urban poor who produce marketable goods and services many times are often not able to find a viable market. The urban poor also lack information regarding the various opportunities/ benefits available to them via government and other programmes (e.g. skill training opportunities, bank credit, social security benefits, etc.) Therefore, the urban poor need support services to help them access several opportunities available to them

4. The development of the City Livelihood Centre (CLC) aims to support Urban Poor by providing them one stop solution to market their products and services and also can access information and other benefits. The City Livelihood Centre should be formed as per the “NULM guidelines”. This will support the development of urban poor in Pondicherry Municipality under NULM.

AIM

5. The aim of this RFP is to select an Agency for establishment of City Livelihood Centre (CLC) in Pondicherry Municipality, Puducherry to set up as a permanent service providing Centre offering a gamut of fee based services to all residents of the area by engaging local urban poor for the ostensible reason of generating sustainable livelihoods. Based on a set of institutional capacities and their resources, Agencies/NGOs/Training Firms engaged in similar activities are invited to submit

their RFP to set up as a service providing center i.e. a City Livelihood Centre in Pondicherry Municipality, Puducherry. The detailed guidelines of CLC-NULM may be downloaded from the website: **nulm.gov.in**.

Objectives of City Livelihood Centre (CLC):

6. The CLC as one of the key sub-components of NULM will have the following objectives:

- (i) To find a viable market for different marketable goods and services produced by the urban poor;
- (ii) To provide business information and business support services to the urban poor as and when needed by them;
- (iii) To act as information dissemination center in respect of skill training, bank credit, social security benefits etc. available to the urban poor under different government & other programmes;
- (iv) To provide space & other facilities necessary to the institute/organizations willing to conduct skill training programmes / seminars /meetings sensitization programmes at the Pondicherry Municipality;
- (v) To extend all types of assistance to the urban poor required to access bank loans such as preparation of project proposals, registration of business units, ostentation of trade license, other accounting and legal support wherever necessary;
- (vi) To liaise with local banks & work in tandem with them for achieving the objective of financial inclusion;
- (vii) To assist banks in recovery of loans wherever warranted;
- (viii) To provide Domestic Services to people such as carpentry, plumbing, electricity maintenance etc. and tie ups with malls, retail outlets such as supermarkets, malls, theatres, restaurants etc. for basic housekeeping staff or sales man. The CLC will provide support for marketing of goods and services of the urban poor registered with CLC by providing marketing/sales outlets for products manufactured by urban poor;
- (ix) To assist job seeker of urban poor community to get jobs whoever needed;
- (x) For above all said service, the agency may charge fee wherever applicable;
- (xi) For the expansion of service and for using advanced technology in implementing the project, agency may generate additional revenue from providing services and the agency may create new business strategy for successful implementation of the scheme.

7. Scope of the proposed work:

The selected agency shall, inter alia, take up the following activities towards establishing a robust city Livelihood Center in the jurisdiction of Pondicherry Municipality and to achieve the objectives of CLC mentioned in pre para 6 at this RFP.

- a) In order to popularize the services of CLC, the Agency should give wide publicity through banners, posters, hand bills, wall writing, local TV channel or any other mode deemed suitable so as to make the local people sufficiently aware about the concept & utility of CLC. Publicity campaigns should be undertaken on a regular basis during the initial days and later on at regular intervals, so that the residents feel motivated for using the services of CLC.
- b) Sensitization programmes to be arranged in the wards on a cluster basis with active participation of the local councilors for popularizing the concept & function of CLC
- c) All the service providers located and living in the slums and belonging to poor sections in each ward shall be registered followed by their police verification.
- d) Alongside a survey shall be conducted of the service receivers to analyze their daily needs and minor problems faced by them in their daily life. Further they shall be linked and included in the database of the city livelihood center.
- e) Steps would be taken to provide the services to various educational institutions, government offices, semi government offices, private firms, business units, government and non-government colony, registered with the C.L.C., based on their needs and requirements as suggested and communicated by them.
- f) Services shall be provided to all service receivers. The urban poor who produce marketable goods and services many times are often not able to find a viable market.
- g) All the registered service providers shall be analyzed and classified based on their skills and competency. Thereafter, based on their competence and efficiency, they shall be made to look for opportunities of employment with the service receivers. Also, Exhibitions shall be arranged to make these handmade items reach the common public and provide a platform for these poor women to earn by sale of such household handmade items. These exhibitions shall give the opportunities to the women utilize their basic household skills and other skills for handmade handicrafts to earn their livelihood. Opportunities for required training shall be provided to the service providers to enhance their skills as per the requirements of the jobs and services required by the service receivers to enable them to get employment with them. In this manner, the process of registration, training of the service providers, opportunities and sources of employment and all related requirements shall be put in place.

- h) The urban poor also lack information regarding the various opportunities/benefits available to them via government and other programmes (e.g. skill training opportunities, bank credit, social security benefits, etc.) Therefore, opportunities shall be given to encourage poor women who have skills for preparing household items like sweaters, caps, handicrafts, garments, Jams etc. through income generating activities in which they have a comparative advantage.
- i) It is also envisaged that it shall follow a market oriented approach to create employment in collaboration with private sector.
- j) Charges for registration shall be clearly displayed in the CLC Notice Board
- k) Similarly, CLC should display in a prominent place the fees chargeable for different services detailing therein the nature of service to be provided by service provider
- l) Fee structure should be fixed taking into account the aspects of affordability of the local residents, existing market rates, volume of market demand etc.
- m) A feedback form from users of services should be introduced as soon as CLC starts functioning.
- n) System of Pucca bills/ vouchers/ receipts should be introduced by CLC right from the beginning.
- o) A certificate of job work done by service provider and a 'certificate of satisfaction' both should be obtained by CLC & kept on records.
- p) The Agency will develop and finalize required formats for periodic reporting and periodicity of reporting for key deliverables and output outlined
- q) It is also envisaged that it will follow a market oriented approach to create employment in collaboration with private sector.
- r) The Agency shall comply with all guidelines/directions issued by Govt. of India/Govt. of Puducherry / Local Administration Department / Municipalities with respect to the implementation of DAY-NULM.

Eligibility Criteria

8. The Agency submitting RFP is expected to fulfill the following eligibility criteria.

- i) The Agency shall be a company / registered organization / Non-Government Organization / Trust with a track record of providing such manpower and Training for more than Five years in the field on date of submitting RFP. Incorporation certificate should be furnished. The firm should give proof for existence of business in Puducherry. Agencies established as per the provisions of Indian Partnership

Act, 1932 or Registered Companies under Companies Act 1956/ 2013 or Indian Trust Act are only eligible to participate in this RFP.

(ii) The Agency must be duly registered with competent authority in compliance with the provisions of Income Tax Act / Goods and Service Tax Act. Agency to submit PAN and GST certificate.

(iii) The Agency should have minimum annual average turnover of Rs. 60 Lakhs for the last three years. Copy of audited financial statements should be submitted.

(iv) The agency should not have been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the date of RFP. The agencies that are in litigation with department/ any other public sector undertaking or a corporation of State Government or Central Government will not be eligible for this tendering process. An undertaking to this effect in Rs. 20/- stamp paper should be submitted. A proforma for undertaking is appended as **Annexure-1**.

(v) The Agency shall provide valid certificate as proof for providing such manpower, from the related Organisation / Project authority.

(vi) The Agency should have the dedicated team of at-least two permanent staff (CLC Manager and MIS person) for deployment at the proposed CLC for social / urban poverty eradication activities. The CLC Manager should have educational qualification of Graduation and above with more than 15 years of experience in management. The MIS person should have educational qualification of MCA with 10 years of experience. They have to submit proof for the qualification and experience along with their resume.

(vii) The Agency should have experience in market survey for Urban Poor and in creation of Employability through training and placement. Proof for having conducted market survey to be enclosed.

(viii) The agency should have minimum 5 reputed MNC Clients with valid existing contracts for training and placement. Proof to be enclosed.

(ix) The Agency should have conducted at least one job mela in the last two year. Proof of conducting the Mela need to be enclosed.

Evaluation Criteria

9. The Request for Proposal (RFP) shall be submitted with a covering letter (Annexure-2) and in the proforma given in Annexure 3. The RFPs will be evaluated based on a preset evaluation criteria outlined below. The Agencies scoring 60 percent or more marks would be considered as qualified and eligible and may be invited for discussions and presentation, if required. The marks distribution is as below:

Sl. No.	Head	Maximum Marks	Marks to be awarded
1.	Financial Performance of Organization (Average annual turnover for last three years)	30	

a.	Rs. 90 lakh and above		30
b.	Rs. 60 lakh and above but less than Rs. 50 lakh		10
c.	Less than Rs. 60 lakhs		0
2. Existence of Organization in Puducherry and experience		30	
a.	10 to 15 years' experience		30
b.	5 to 9 years' experience		20
c.	3 to 5 years' experience		10
3. Existing Man power/Experts for proposed CLC:		20	
a.	CLC Manager (Graduate with Fifteen years' experience in management)		15
b.	CLC- MIS person (MCA with 10 years' experience)		5
4. Specific information The agency should have minimum of 5 reputed MNC Clients contracts or agreements for providing placements for the Urban Poor		20	
a.	MNC clients 5 and above		20
b.	MNC clients below 5		10
TOTAL MARKS		100	
Weightage		75%	

The firms obtaining marks of 60 and above may be invited to give presentation on their proposal and how they are going to establish and operate the CLC in the limits of Pondicherry Municipality. The total marks obtained by the firms based on the evaluation of the proposal shall be given 75% weightage. The presentation of the firm shall be given 25% weightage. The final selection of the firms will be based on the performance on the basis of the proposal submitted (75% weightage) and presentation given (25% weightage).

Interested Agency may submit their Application in the attached Formats [Annexure 1 to 4] providing full information with support documents on or before 05.08.2021 up to 3.30 PM.

Request for Proposal (RFP) duly completed in all respects should be submitted at the following address on or before 3.30 PM on 05.08.2021

**Office of the Commissioner,
Pondicherry Municipality,
Kamban Kalaiaragam, Bussy Street,
Puducherry-605 001.**

10. FINANCIAL DETAILS

(i) The CLC could be made operational in the premises of Agency or Municipality. In case of operation of CLC in the premises of Municipality, the rent will be waived for the period of 1 year

(ii) For the first SIX months from the date of commencing of the CLC, the CLC will be supported by Municipality by paying a sum of RS. 1.50 Lakhs (Rupees One Lakh and fifty thousand only) per month and additional expenditure, if any, will have to be handled by Agency

(iii) After SIX Months, no financial support will be extended by municipality for CLC and the CLC is required to function on its own

(iv) After one year from the date of functioning of CLC, the Municipality will charge Rental amount of Rs. 10000 per month to the agency for an area of --. The agency will have to pay only Rental amount to the Municipality and the agency will handle all expenses and income generated from the CLC

(v) After the completion of Two Years of period, profit generated through CLC will be shared in the ratio 25:75 (25% for Municipality: 75% for Agency).

(vi) In case the Agency desires to run the CLC in their premises, Municipality shall have no objection and no rental support will be done for the Agency. The rental expenses will be solely borne by the Agency along with other expenses like power supply, water tax etc.

GENERAL TERMS AND CONDITIONS

11. Language

The RFP and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Applicant with the RFP may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. The Agency should submit their RFP in formats attached at Annexure 2 and 3 with supporting materials. The supporting material, which is not translated into English, may not be considered. For the purpose of interpretation and evaluation of the RFP, the English language translation shall prevail. It should be noted that any document in foreign language, not accompanied by an English version and duly authenticated, will be liable for rejection.

12. Validity of RFP

The RFP submitted by Applicant shall be valid till the completion of bidding process and issue of work order.

13. Correspondence / Enquiries

All correspondence / enquiries should be submitted to the following in writing by post / courier: The Commissioner, Pondicherry Municipality, Puducherry.

14. Sealing and Marking of RFP

The envelope shall indicate the name, address and contact phone number of the Applicant

The envelope shall clearly bear the following identification:

“Selection of Agency for establishing City Livelihood Centre (NULM) in PPP Mode in Pondicherry Municipality, Puducherry”

The envelope shall be addressed to

The Commissioner, Pondicherry Municipality, Kamban Kalaiaragam, Bussy Street, Puducherry-605001.

15. Right to accept or reject Proposal(s)

The Commissioner, Pondicherry Municipality reserves the rights to annul the RFP process, or to accept or reject any or all the Proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision

16. Termination of empanelment

The Agency's selection by the Pondicherry Municipality, National Urban Livelihoods Mission, Puducherry will terminate in following ways:

- a) The term of Contract expires;
- b) Failure of the Agency to adhere to the directions issued by the Pondicherry Municipality;
- c) Termination for Insolvency, Dissolution etc.: The Pondicherry Municipality, National Urban Livelihoods Mission, Puducherry may at any time terminate the empanelment by giving one month written notice to the Agency, if the Agency becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company. In this event termination will be without compensation to the Agency, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Pondicherry Municipality, National Urban Livelihoods Mission, Puducherry

Termination for Convenience

17. The Pondicherry Municipality, National Urban Livelihoods Mission, Puducherry reserves the right to terminate, by prior One Month written notice, the whole or part of the empanelment, at any time for its convenience. The notice of termination shall specify that termination is for the Pondicherry Municipality, National Urban Livelihoods Mission, Puducherry convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

RFP Due Date

18. RFP should be submitted on or before the due date (or) Timelines as indicated, at the address provided in this RFP Document. RFP submitted by either facsimile transmission or e-mail will not be acceptable. RFP should be submitted only by Hand/Messenger/Registered post/Courier only.

Late RFP

19. Any RFP received by Pondicherry Municipality, National Urban Livelihoods Mission, Puducherry after the due time and date will not be considered and shall be returned unopened to the Applicant.

Anticorruption

20. A recommendation for award of Contract will be rejected if it is determined that the recommended training provider has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases Pondicherry Municipality will declare the Agency is ineligible, either indefinitely or for a stated period of time, from participation and will be blacklisted by the Government of Puducherry.

Request for Proposal (RFP) Cost

21. Bidders are requested to pay a non-refundable RFP cost of Rs.5,000/- (Rupees Five Thousand only). The RFP cost shall be in Indian Rupees and in the form of Demand Draft from any of the Nationalized Bank in favour of **“The Commissioner, Pondicherry Municipality” payable at Puducherry**. Bids that are not accompanied by the above RFP cost shall be rejected by as non-responsive.

Earnest Money Deposit (EMD)

22. The bidder shall furnish, as part of the proposal, an Earnest Money Deposit (EMD) amounting Rs.20,000/- (Rupees Twenty thousand only). The EMD shall be in Indian Rupees and in the form of Demand Draft from any Nationalized Bank in favour of **“The Commissioner, Pondicherry Municipality” payable at Puducherry**. The EMD of unsuccessful bidder shall be refunded within 30 days after finalization of Agency by Pondicherry Municipality. EMD of the successful bidders shall be refunded upon signing of agreement/completion of empanelment period of without any interest on request of bidders. Bids that are not accompanied by the above EMD shall be rejected by as non- responsive. The Earnest Money may be forfeited on account of one or more of the following reasons:

- (i) Bidder withdraws its proposal during the selection process
- (ii) Bidder does not respond to requests for clarification of its proposal.
- (iii) Bidder fails to provide required information during the evaluation process or is found to be non-responsive or submitted false information in support of its qualification (or) fails to give a presentation about their activities.
- (iv) The decision of the Commissioner, Pondicherry Municipality shall be final and binding on the bidders.

Performance Guarantee (PG), Penalty and Liquidity Damages

23. The empanelled bidder shall furnish performance guarantee in form of bank guarantee amounting to Rs. 75,000/- (Rupees Seventy five thousand only) with three year validity during signing of agreement/contract at Pondicherry Municipality.

Return of PG:

24. The PG shall be returned after the successful completion of the contract period.

Forfeiture of PG:

25. PG shall be forfeited in the following cases unless decided otherwise by the Commissioner, Pondicherry Municipality, Puducherry:

- a. Breach of any terms and conditions of the Agreement (and) or any directions issued by Pondicherry Municipality;
- b. Non Commencement of work within 30 days of issue of work order.
- c. No interest will be paid by Pondicherry Municipality on the amount of EMD or PG.
- d. Forfeiture of PG shall be without prejudice to any other right of Pondicherry Municipality, Puducherry to claim any damages as admissible under the law as well as to take such action against the Agency such as severing future business relation or black listing, etc.

26. Subcontracting or Franchising or Consortium.

- a. RFP needs to be submitted by individual Firms. No consortium is permitted.
- b. Agency cannot subcontract/sublet the CLC.
- c. Agency cannot operate the CLC via a franchisee arrangement.

In case of any disputes related to Labour Laws, jurisdiction will be limited to Puducherry city.

Collaboration and Linkages

27. CLCs are expected to collaborate with a variety of government departments to provide needed services to its members such as, property tax collection, electricity bills distribution, birth certificates etc.,

Manpower of CLC:

28. Staff consisting of 1-3 persons may be recruited to run the CLC. The agency will need to hire the minimum requisite staff as given hereunder:

- One full time manager
- One multi task helper
- Other staff needed

Process of manpower Selection:

29. The required manpower will be provided by the Agency as per eligibility conditions laid down by Pondicherry Municipality.

For financial sustainability of the CLC, the organization / Agency managing the centre shall focus on delivery of services for which there are local needs and for which the local urban poor either possess necessary skill sets or likely to develop one such in the near future. It shall be the sole prerogative of Pondicherry Municipality to take final decision on the spectrum of services that shall be rendered by CLC.

30. **Administration of CLC:** The activities of CLC shall be closely monitored and supervised by a committee to be constituted by Pondicherry Municipality.

Implementation

31. Before starting the CLC, there should be a need based survey to be undertaken by the selected firm/agency in the nearby areas of CLC to identify the potentials of the areas for providing the services to the service providers.

31.1 For the first two months, efforts would be directed towards the promotion and popularizing the existence and the aims and objectives of the City Livelihood Centre. All the service providers located and living in the slums and belonging to poor sections will be registered followed by their police verification. Alongside a survey shall be conducted of the service receivers to analyze their daily needs and minor problems faced by them in their daily life. Further they will be linked and included in the database of the city livelihood centre.

31.2 After two months, steps would be taken to provide the services to various educational institutions, government offices, semi government offices, private firms, business units, government and non-government colony, registered with the C.L.C., based on their needs and requirements as suggested and communicated by them. Services will be provided to all service receivers. The urban poor who produce marketable goods and services many times are often not able to find a viable market. The urban poor also lack information regarding the various opportunities/benefits available to them via government and other programmes (e.g. skill training opportunities, bank credit, social security benefits, etc.) Therefore, opportunities shall be given to encourage poor women who have skills for preparing household items like handicrafts, garments, Jams etc. through income generating activities in which they have a comparative advantage.

31.3 Three months later, all the registered service providers will be analyzed and classified based on their skills and competency. Thereafter, based on their competence and efficiency, they will be made to look for opportunities of employment with the service receivers. Also, Exhibitions will be arranged to make these handmade items reach the common public and provide a platform for these poor women to earn by sale of such household handmade items. These exhibitions will give the opportunities to the women utilize their basic household skills and other skills for handmade handicrafts to earn their livelihood. Opportunities for required training shall be provided to the service providers to enhance their skills as per the requirements of the

jobs and services required by the service receivers to enable them to get employment with them. In this manner, in a period of six months, the process of registration, training of the service providers, opportunities and sources of employment and all related requirements shall be put in place.

TIME LINES:

32. The indicative timetable for development of this project is as follows:

Activity	Scheduled Date
Publication of RFP	22.07.2021
Last date for submission of RFP	05.08.2021
Opening of RFP	05.08.2021
Cost of RFP document	Rs. 5,000/-

**Commissioner,
Pondicherry Municipality,
Puducherry.**

**ANNEXURE-1: SELF-DECLARATION OF THE ORGANIZATION
REGARDING NO FIR, BLACKLISTING**

To

The Commissioner,
Pondicherry Municipality,
Kamban Kalaiaragam,
Bussy Street
Puducherry-605 001.

Sir,

In response to this RFP document datedfor establishing City Livelihood Centre, I/We hereby declare that presently our organization.....
.....(name of organization) is having unblemished record and no FIR has been lodged against us. No enquiry is pending against us and our Firm / Agency has not been black listed by any Local body, State, Centre Government or any other public sector undertaking or a Corporation/ autonomous body as on the date of submission of RFP.

I/We do understand that if this declaration is found to be incorrect then without prejudice to any other action that may be taken my/ our security shall be forfeited in full and the award of work contract if any to the extent accepted may be cancelled and other necessary action will be taken accordingly.

Thanking you,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

ANNEXURE 2: COVERING LETTER

[On the Letter Head of the Applicant (in case of Single Applicant) or Lead Member (in case of a Consortium)]

Date:

To

The Commissioner,
Pondicherry Municipality, Puducherry

Sub: Selection of Agency for establishment of City Livelihood Centre (CLC) in Public Private Partnership (PPP) mode in Pondicherry Municipality, Puducherry.

Sir,

Being duly authorized to represent and act on behalf of _____ (hereinafter referred to as "the Applicant"), and having reviewed and fully understood the Scope of Work, the undersigned hereby express our interest to undertake the establishment of City Livelihood Centre in Pondicherry Municipality, Puducherry as mentioned in the RFP document.

We are enclosing our RFP in original in Annexure-3 with the details and supporting documents as per the requirements of the RFP for evaluation. The RFP cost and EMD are also hereby submitted in two separate Demand Drafts. The undersigned hereby also declares that the statements made and the information provided in the RFP is complete, true and correct in every detail and unconditional.

Yours faithfully,

For and on behalf of :

(Organization seal)

Signature :

Name :

Designation :

(Authorized Representative Signatory)

Encl: Annexure-3 with all relevant supporting documents, EMD and RFP cost (in Demand Draft).

Annexure 3 : DETAILS OF THE BIDDER

Agencies are expected to provide the detailed information requested as per the format below:

1.	Name(s) of Institution	
2.	Date of Incorporation	
3.	Regd./Head Office Address	
	i) Name of Head	
	ii) Phone	
	iii) Fax	
	iv) Mobile	
	v) e-mail	
	vi)Website	
4.	Address of the Branch Office if any? In Puducherry. i) Phone ii) Fax iii) Mobile No. iv) Email IDs. v)Date of Establishment	
5.	Name of Authorised representative	
6.	Designation	
	i) Mobile No.	
	ii) Email	
LEGAL CONSTITUTION & NUMBER OF YEARS EXISTENCE		
7.	Status / Constitution of organization (Proprietary / Partnership Firm/Company/Trust)	
8.	Name of the Registering Authority	
	i) Registration Number	
	ii) Date of Registration	
	iii) Place of Registration	
9.	PAN Number	
10.	GST Number	
11.	FINACIAL STANDING (ANNUAL TURNOVER)	
	Certificate from the Statutory Auditor regarding the Total turnover of the	

organization for the last 3 financial year ending of month 31 ST March 2021. 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. lakh as per year-wise details noted below:	
Financial Year ending March 31 st	Total Turnover (Rs. in Lakhs)
2018-19	
2019-20	
2020-21	

12. Manpower/Expert
Expert Team and Summary of CV Information of proposed CLC

Name	Position Assigned	Task Assigned	Employment Status with Firm	Education/ Degree (Year/ Institution)	No. of years of relevant project experience
	CLC Manager				
	MIS Person				

Curriculum Vitae (CV) for Proposed Experts (to be enclosed in separate sheets)

- i. Proposed Position.....[only one candidate shall be nominated for each position] (Please fill separate formats for all the proposed experts)
- ii. NAME:
- iii. DATE OF BIRTH:
- iv. NATIONALITY:
- v. EDUCATION: [year][name of institution and degree]
- vi. MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS:
- vii. EXPERIENCE
- viii. EMPLOYMENT RECORD
- ix. [Year starting with present position][employer]
- x. [Descriptive paragraph of 4-5 sentences on each assignment, position held, Responsibilities undertaken and achievements attained.]
- xi. Certification:
- xii. I, the undersigned, certify to the best of my knowledge and belief that:
- xiii. This CV correctly describes my qualifications and experience;
- xiv. In the absence of medical in capacity I will undertake this assignment for the duration and in terms of the inputs specified for me in the Technical Bid provided team mobilization takes place within the validity of this Bid or any agreed extension thereof. I understand that any willful misstatement herein may lead to my

	disqualification or dismissal, if engaged. xv.[Signature of expert or authorized representative]			
13.	Details of manpower provided:			
	Sl. No.	Name of the Client	Category and No. of manpower provided	Proof enclosed (work order, appointment order, etc.)
14.	Experience in conduct of Market survey: No. of surveys conducted in the last five years along with proof. Please enclose in separate sheets.			
15.	Experience in conduct of Job Mela: No. of melas conducted in last one year, No. of candidates attended, No. of candidates placed, etc., with proof in separate sheets.			
16.	COMPANY TIE-UPS FOR PLACEMENT			
	Sl. No.	MNC Client Name	Contract Details including no. of persons trained and given placement. Should substantiate with proof.	Valid Till

...(add more rows if required)

For and on behalf of :

(Organization seal)

Signature :

Name :

Designation :

(Authorized Representative Signatory)

Note:

Please provide documentary proof for the claim in the form of a letter (company letterhead) of interest from potential employers in company letter head along with legal documentary proof such as MoU between company & bidders.

CHECKLIST

The RFP shall accompany the following:

Sl. No.	Description	Check
1.	Covering letter in Annexure - 2	
2.	Self Declaration in Annexure -1	
3.	Details of Bidder in Annexure -3	
4.	RFP Cost and EMD are also hereby limited of Rs.5,000/- (in Demand Draft)	
5.	EMD amount of RS.20,000/- (in Demand Draft)	