

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT (W.E.C.D)
DEHRADUN , UTTRAKHAND**

DIRECTORATE OF W.E.C.D UTTRAKHAND

INVITES,

REQUEST FOR PROPOSAL (RFP)

FOR

Selection of Agency for providing Human resources for National Nutrition Mission and other schemes at the Block, District and Directorate office(s) of WECD, Uttarakhand

Address: Near Nanda Ki Chauki, Suddhowala, Chakrata Road, Dehradun, Uttarakhand Phone: 0135- 2775813 e- mail: dir.ieds.ua@gmail.com, dir.ieds.uk@gov.in.

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1. Invitation to Proposal

- a. Directorate of Women Empowerment and Child Development (W.E.C.D) Uttarakhand, Govt. of Uttarakhand, invites RFPs for Proposal of reputed and eligible Service providing firms/ societies/ company for providing Manpower at block/district & Directorate office(s) in Uttarakhand.
- b. The Firm/company/societies are advised to study the RFP document carefully. Submission of RFPs shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses.
- c. The background, objectives and Scope of Work (SoW) to be accomplished by the Firm/company/societies are provided in the subsequent sections of this document.
- d. The bidder should submit their proposal against this RFP in accordance with the requirements described in this RFP.
- e. Directorate of W.E.C.D reserves the right to update, amend and supplement the information in this document including the qualification process before the last date and time of receipt of RFP.
- f. This document is nontransferable.
- g. The detailed RFP Document contained in the following sections has been prepared to elaborate all conditions of this RFP document. In case of amendments/ changes (if any, based on feedback/ queries from any Firm/company/societies) in this regard the same may be checked in the corrigendum on departmental website <http://we-cd.uk.gov.in>





Directorate of WECD, Uttarakhand
Near Nanda ki Chowki, Suddhowala, Vikas Nagar Road, Dehradun

BidRef.No.

Dated: 22 June, 2020

1. REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR PROVIDING HUMAN RESOURCES FOR NATIONAL NUTRITION MISSION AND OTHER SCHEMES AT THE BLOCK, DISTRICT AND DIRECTORATE OFFICE(S) OF WECD, UTTARAKHAND

Bids are invited through e-tendering system from Registered firm/company/ societies under two bid mode(Technical and Financial) by Director, WECD, Uttarakhand, Dehradun on behalf of Governor of Uttarakhand Selection of Agency for providing Human resources for National Nutrition Mission and other schemes at WECD and all 13 districts and all block office of the State. For further details and information, tender notice & tender documents are also available on website www.uktenders.gov.in.

1) Key Events and Dates

S. No	Information	Detail
1	Tender No	C-279
2	Name of Work	Selection of Agency for providing Human resources for National Nutrition Mission and other schemes at the Block, District and Directorate office(s) of WECD, Uttarakhand
3	EMD	Rs.16,00,000/- (Sixteen lakh Only)
4	RFP Fee	Rs.1100
5	bid validity	180 days
6	Date of Publication of Bid on website (e-tender)	22/06/2020 at 4:00Pm
7	Pre Bid Conference	29/06/2020 till 11:30 am. at Directorate of WECD, Suddhowala, near nanda ki chowki dehradun.
8	Last date/Time for receipt of bid through eprocurement	07/07/2020 at 03:00Pm
9	Technical Bid opening (by Procurement committee)date	07/07/2020 at 03:00Pm
10	Performance Bank Guarantee	5% of contract value
11	Contact Detail	Mr S.K Singh Deputy Director / Nodal office (NNM) WECD, Mob-98970933044

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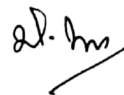
Availability of Bid Documents and mode of submission: The bid documents will be available online on www.uktenders.gov.in from **22 June 2020**. The bidder may download the document through temporary username & password that is mentioned on the website. For submission of the bids online, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized certifying authorities.

- The Price Bid shall be opened only of those tenderers who qualify in Technical Bid, on the date and time specified by the procurement committee. No claim in this regard, whatsoever it may be, will be accepted by the department.
- The Director, WECD, Uttarakhand reserves the right to cancel any or all the tenders without assigning any reason(s) thereof.
- All other relevant conditions of the tender process can be seen from the instructions to firm/company/societies instruction to bidder (ITB) in the bidding documents.

Note :- FORM FEE AND EARNEST MONEY DEPOSIT (EMD) IS REQUIRED TO BE SUBMITTED IN PHYSICAL FORM BEFORE CLOSING OF BID IN THE OFFICE OF DIRECTOR WOMEN EMPOWERMENT AND CHILD DEVELOPMENT ,UTTRAKHAND AND UPLOAD SCANNED COPY .

For further details please log on to www.uktenders.gov.in

Director, WECD
Near- Nanda ki Chowki, Suddhowala,
Vikas Nagar Road, Dehradun, Uttarakhand



E-Tender Notice for News Papers

**Office of the Director WECD,
Near Nanda kiChowki, Suddhowala, Vikasnagar Road, Dehradun, Uttarakhand
Phone: 0135-2775813, 2775814; Email: dir.icds.ua@gmail.com**

Bid Ref.No.

Dated: 22 JUNE 2020

1. REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR PROVIDING HUMAN RESOURCES FOR NATIONAL NUTRITION MISSION AND OTHER SCHEMES AT THE BLOCK, DISTRICT AND DIRECTORATE OFFICE(S) OF WECD, UTTARAKHAND

1	Tender No	C/279
2	Portal Registration	The interested bidder to register using their valid digital signature certificate(DSC)
3	Name of work	Selection of Agency for providing Human resources for National Nutrition Mission and other schemes at the Block, District and Directorate office(s) of WECD, Uttarakhand
4	EMD	Rs.16,00000/- (Sixteen lakh only)
5	Cost of Tender	Rs.1100
6	bid validity	180 days
7	Date of Publication of Bid on website (etender)	22/06/2020 at 4:00Pm
8	Pre Bid Conference	29/06/2020 till 11:30 am. at Directorate of WECD, Suddhowala, near nanda ki chowki dehradun
9	Last date/Time for receipt of bid through eprocurement	07/07/2020 at 03:00Pm
10	Technical Bid opening by procurement committee	07/07/2020 at 04:00Pm
11	Financial Bid opening date	Shall be informed later
12	Contact Detail	Mr S.K Singh Deputy Director / Nodal office (NNM) WECD, Mob-98970933044

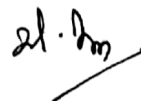
For anyother queries the firm/company/socities are requested to contact through E-mail: dir.icds.ua@gmail.com, etender.uk@nic.in, Telefax no.0135-2775813/14.

Director, WECD

**Near- Nanda kiChowki, Suddhowala,
vikas Nagar Road, Dehradun, Uttarakhand**



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2) Background, objectives and Scope of Service

The broad mandate of Directorate of Women Empowerment and Child Development (W.E.C.D) is to have holistic development of women and children. As a nodal agency for the advancement of women Empowerment and children, the Directorate of W.E.C.D plans, policies and programmes ;enacts/amends legislation, guides and coordinates the efforts of both Governmental and non Governmental organizations working in the field of women Empowerment and Child Development. Besides playing its nodal role, the Directorate of W.E.C.D implements certain innovative programmes for women and children. These programmes cover welfare and support services, training for employment and income generation, awareness generation and gender sensitization .To meet this growing demand of implementation of various programmes/schemes Directorate, W.E.C.D intends to select reputed Firm/company/societies to provide manpower /resources. Selected Bidders will be liable to provide manpower under Poshan Abhiyan and for other programme /schemes to be implemented in future by the Directorate of W.E.C.D .To fulfill this obligation scope of work is given below.

- A. Deployment of manpower resource shall be as per the specification mentioned in the published tender
- B. The agency will provide minimum CV of three candidate of requisite qualification and experience for each post to the WECD for interview as per **Annexure "A"** . The agency will be liable for identification and verification of the documents of the candidate and will provide I- Card to them.
- C. The agency shall provide the resources for the desired competency as mentioned in their tender submission documents.
- D. . Bidder shall have the sole responsibility for supervision and control of its personnel and for payment of such personnel's entire compensation, including remuneration, worker's compensation, employee and disability benefits and shall be responsible for all employer obligations under all applicable laws including obligations for withholding tax under the Income Tax Act and other social security taxes under the relevant laws.



E. Bidder shall use its best efforts to ensure availability of manpower / personnel to perform the Services, and that such personnel have prescribed qualifications to perform the Services. The client shall have the right to require the removal or replacement of any manpower/ personnel performing work under this Proposal. In the event that the department requests that any manpower/ personnel be replaced, the substitution of such personnel shall be accomplished within a period of 7 working days .

3) Instructions to Bidders

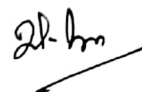
A. Definitions: In this part, the following interpretation of terms shall be taken:

- a. "The Contract" means an agreement regarding providing of services entered into between the Directorate of W.E.C.D. and the bidder , as recorded in the Contract Form signed by the parties, including all appendices thereto and all documents incorporated by reference therein.
- b. "Service Provider", means bidder supplying the services under this Contract.

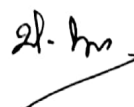
B. The General Conditions shall apply to the extent that these are not superseded specific by provisions in other parts of this RFP document. A detailed Contract agreement shall be signed after the order is placed. Detailed provisions of such a contract-agreement shall have an over-riding effect vis-a-vis this RFP Document.

In order to be considered for Proposal, Firm/company/societies should submit their offers (hereinafter called bids) conforming to the following instructions:

- 1) Interested Firm/company/societies can upload their bids along with Scanned copy of Non-refundable payment towards application processing fee of Rs. 1100/- (**Rupees Eleven Hundered Only**) and **EMD of Rs 16,00,000/- (Rs. Sixteen Lakhs Only)** in the form of a Demand Draft from nationalized bank drawn in favour of "**Director, Women Empowerment and Child Development**" payable at Dehradun, Uttarakhand before bid submission end date. All necessary supporting Documents as mentioned in the proposal should be submitted along with the bid. Directorate of W.E.C.D. shall not be responsible for any kind of postal delay in receiving the RFP document. Any RFP, submitted without EMD and tender Fee or with the lesser amount may be rejected being non-responsive. No interest shall be payable on the sum deposited as EMD and tender Fee.No bank guarantee shall be accepted in lieu of the EMD.
- 2) The Bid should be complete in all respects. The details provided by the Firm/company/societies in the Forms, should be complete, valid, current and active.
- 3) Incomplete offers will be rejected without giving any reason.



- 4) During technical evaluation of bids, Directorate of W.E.C.D. may at its discretion, seek clarifications from the firm/company/societies on their bids and the firm/company/societies are required to respond within the time frame prescribed by Directorate of W.E.C.D.
- 5) At any time prior to the prescribed last date for receipt of offers, Directorate of W.E.C.D reserves the right to modify the RFP. The amendments and modifications to the RFP shall be notified on the Directorate of W.E.C.D website (<http://wecd.uk.gov.in>), which shall be binding on the firm/company/societies. Firm/company/societies are advised to frequently visit the website of e-Procurement portal & Directorate of W.E.C.D for updates.
- 6) Bids from a consortium are not allowed.
- 7) The bids prepared by the firm/company/societies and all correspondence and documents relating to the bids exchanged between the Directorate of W.E.C.D and the firm/company/societies shall be in English language.
- 8) All pages of the bid should be initialed and stamped by the Authorized Representative of the firm/company/societies. Where an assigned Authorized Representative has signed the bid, a Certificate of Authority should be submitted.
- 9) Financial in any form or by any reason before the opening the Bids should not be revealed, failing which such bids are liable to be rejected.
- 10) The cost related to the Proposal shall be borne by the firm/company/societies.
- 11) There shall be no limitation of liability in case of any damages for bodily injury (including death) and damage to real property and tangible personal property as also intangible personal property and intellectual property rights.
- 12) In the course of providing the Services the bidder may be compiling, processing and storing proprietary official Data relating to the users. The bidder and each user are responsible for complying with its respective obligations under the applicable data protection laws and regulations governing the Official Data. The bidder is required to perform or adhere to the security measures concerning the Official Data as specified by the Department. The bidder shall not transfer any Official Data to any body without the prior approval/permission of the Department.
- 13) The EMD of the unsuccessful Bidders (Bidder who fail to qualify in Technical evaluation process) shall be returned after completion of the RFP process.
- 14) The EMD of successful bidder shall be returned on signing the contract and receipt of Performance bank Guarantee which will be 5% of annual contract value.



- 15) The EMD shall be forfeited, if the Bidder withdraws or modifies/alters the RFP after the opening of RFP and during the validity period or if the Bidder tries to influence the evaluation process. The EMD shall also be forfeited if the Bidder quotes zero or incredibly low rates compared to the industry prevalent rates.
- 16) The RFP shall remain valid for at least 1 years after the date of RFP opening and can be renewed on the work performance of the agency.
- 17) All queries should be received by Directorate of W.E.C.D. not later than the date as mentioned in as per clause "Key events & Dates". Bidder seeking any clarification should send an email to the contact person in the Standard Form as mentioned in RFP.
- 18) Bidder shall use its best efforts to ensure availability of bidder personnel to perform the Services, and that such personnel have prescribed qualifications to perform the Services. The client shall have the right to require the removal or replacement of any bidder personnel performing work under this Proposal. In the event that the department requests that any selected personnel be replaced, the substitution of such personnel shall be accomplished within a period of 7 working days .
- 19) All such information which are marked as confidential shall be treated as confidential information. The client may permit the bidder to come into possession of confidential public records as per the needs of the department and the Bidder shall maintain the highest level of secrecy, confidentiality and privacy with regard there to. Additionally, the bidder shall keep confidential, all the details and information with regard to the department, including systems, facilities, operations, management and maintenance of the systems/ facilities. The Department shall retain all rights to prevent, stop and if required take the necessary punitive action against the bidder regarding any forbidden disclosure, which punitive action may include at the discretion of the Department termination of Proposal. The bidder shall ensure that all its employees execute individual non-disclosure agreements, which have been duly approved by the client with respect to given job. The aforesaid provisions shall not apply to any information:
 - I. already in the public domain
 - II. which has been received from a third party who had the right to disclose the aforesaid information
 - III. Is disclosed to the public due to a court order.

The bids prepared by the Companies/Firm/socities shall comprise and conform to the following Standard forms:

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Technical Proposal

1. Declaration Regarding Acceptance of terms and condition
2. Tech Form-1 Technical bid submission form
3. Technical proposal

5) Financial Proposal

1. Financial Form- 1- Financial Bid Submission Form
2. Financial Proposal (BOQ)

2. The selection procedure shall follow two stage process:

Stage 1	Technical evaluation: all bids shall be taken up for technical evaluation as per the Technical bid evaluation criteria set out in Section 7
Stage 2	Financial evaluation: Financial bids of only those firm/company/societies qualifying in Stage 1 shall be opened as per the Financial bid evaluation criteria set out in Section 8.3.

6) Eligibility Criteria: Bidders must conform to the eligibility criteria given below.

S.No	Specific Requirement	Documents Required
1	The Companies/Firms/Societies should be registered in India under the relevant Statutory act with their registered office in India as on date of submitting its Application. Companies/Firms/Societies should have been registered with EPFO, ESIC, GSTIN, Income Tax Department, ISO 9001:2015 certificate	Certificate of Incorporation, Certificate by Registrar for Societies, necessary documents for firms PAN, GSTIN, EPFO, ESIC, A valid ISO 9001:2015 certificate on date of tender issuance
2	The Company/Firm/societies should have completed at least Three (3) engagements in their services offerings in a to any central government/central govt agencies/State Govt in India for project management Unit(PMU/ Project Management Consultancy (PMC)/ PSU/Project implementation unit (PIU) of externally aided project like ADB /World bank/ JICA, autonomous body during last 5 financial Years (2014-15,2015-2016,2016-17, 2017-18 & 2018-19).	Work Order along with Completion Certificate/ Client Certificate and citations. In the event of a multi-stage, multi-service engagement, a statement of completed phase supported by a client certificate or documentation AND payment realization shall also be considered equivalent.
3	Minimum turnover of Rs. 1 Crore on an average in the last 3 Financial Years i.e (2016-17, 2017-18 & 2018-19).	Audited Annual Financial Certified statement from the Current Chartered accountant/ Auditors of the Company/firm /societies.

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		auditor
5	The Bidder should have PAN, GST registration, ESI, EPF, registration etc	copy of certificate
6	Bidder should have ISO 9001:2015 Certificate	copy of certificate
7	Self attested copies of challan of EPF contribution 2016-17, 2017-2018 to 2018-2019	copy of certificate
8	Self attested copies of challan of ESIC contribution 2016-17, 2017-2018 to 2018-2019	copy of certificate
9	The Companies/Firms/Societies should not have been blacklisted as on the last date of submission of offer by any Government in India or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ ineffective Performance and the bidder should not have any litigation in any of the courts.	An affidavit to this effect on non judicial stamp paper worth Rs. 100/- duly notarized should be enclosed with the technical bid.
10	The Companies/Firms/Societies should enclose Demand Draft towards the non-refundable Application Fee of Rs. 1100/-	Demand Draft in favour of Director, Women Empowerment and Child Development, payable at dehradun Uttarakhand.
11	The Companies/Firm/societies/ should also enclose Demand Draft towards Earnest Money of Rs. 16 Lakh	Demand Draft(any nationalized bank)/ in favour of Director, Women Empowerment and Child Development, payable at dehradun Uttarakhand.
12	Income Tax Return	The bidder should submitted ITR of last three financial year 2016-17, 2017-18, 2018-19
13	Insolvency certificate	self declaration on notarized

7) Evaluation Criteria: - :

The Bidder will be selected based on the criteria defined as below: -

1. Scrutiny of the tender documents will be done by a Tender committee to determine whether the documents have been properly signed, Earnest money deposit (EMD) paid and all relevant papers submitted. Tenders not conforming





to such requirement and other eligibility criteria as mention below in technical evaluation above will be prima facie rejected.

2. The Financial evaluation will be based on lowest services charge on net remuneration basis. Net remuneration will be derived after adjustment of all EPF and ESI contribution **excluding GST** which are to be deposited by the service provider. In no case service charge plus all dues plus net emolument will not exceed the amount mentioned in **Annexure A**
3. The Bidder who will quote lowest % rates of service charge on net remuneration will be selected . The rate should be quoted upto two decimal point only .Gross amount as shown in Annexure "A" is equal to net remuneration plus EPF contribution plus ESI contribution plus service charge on net remuneration.
4. L1 will be decided by lowest service charge on net remuneration upto two decimal point only.The quoted price shall remain firm throughout the tenure of the contract and no revision is permissible fo any reason except the statutory obligation.
5. In case of same service charge between / among bidders , L1 will be decided on the basis of highest turnover .



Accordingly, the technical bids of all the firm/company/societies who qualify on the above criteria shall be evaluated. The Selection Committee shall evaluate the technical bid with reference to the information provided above and their supporting documents.

The criteria for Technical evaluation are as follows:

Sr No.	Evaluation Criteria	(Score in points)								
1.	<p>Experience of providing services to any central government/central govt agencies/State Govt in india for project management Unit(PMU/ Project Management Consultancy (PMC)/ PSU/Project implementation unit (PIU) of externally aided project like ADB /World bank/ JICA ,autonomus body providing Human resource on outsource basis.</p> <p>Minimum Eligibility : 7 and above services: 60 Marks 4 to 6 services: 40 Marks 3 Services : 20 Marks</p>	60								
2.	<p>Out of the above projects, the value of each project (up to a maximum of three projects) based on billable value. Such amount has to be fully billed and realized for award of scores.</p> <p>Minimum Eligibility :</p> <table border="1"> <thead> <tr> <th>Project value in Rs</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>3 crore and above</td> <td>40</td> </tr> <tr> <td>One crore to two crore</td> <td>30</td> </tr> <tr> <td>One crore</td> <td>20</td> </tr> </tbody> </table>	Project value in Rs	Score	3 crore and above	40	One crore to two crore	30	One crore	20	40
Project value in Rs	Score									
3 crore and above	40									
One crore to two crore	30									
One crore	20									

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Only the parties scoring minimum 60 point out of 100 in the technical bid will qualify for the financial bid.

9. Evaluation criteria

- I. Firm/company/societies are expected to meet the eligible criteria as mentioned in the RFP document for different categories. Firm/company/societies failing to either meet these criteria or not furnishing the requisite supporting documents/ documentary evidence is liable to be summarily rejected.
- II. Directorate of W.E.C.D. shall constitute an Evaluation Committee, which shall carry out the entire evaluation process.
- III. Directorate of W.E.C.D. shall evaluate the proposal with reference to the information submitted by Bidder and other supporting documents furnished as mentioned in this document.

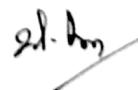
10. Financial Bid Evaluation

The Committee shall evaluate the financial bids with reference to the information provided in Fin Form 2 from firms. The Financial bids of all the firm/company/societies who qualify the Technical evaluation by attaining the minimum qualifying score as mentioned above shall only be opened by the Committee. The least rates quoted amongst all the qualified bidder shall be adjudged as L1. In order to create a panel, the other technically qualified firm/company/societies may be offered to match the rates. All the technically qualified firm/company/societies, who match the Rate Chart Table shall be declared as qualified for Proposal. However, this Proposal of additional firm/company/societies will be taken up only if L1 Bidder fails to provide the satisfactory services. The empanelled bidder will be start serving from the 1st of the next month.

Upon completion of the RFP process, Directorate of W.E.C.D will publish the rates of the empanelled Firm/company/societies after seeking necessary approval of the State Government on and departmental website : (<http://wecd.uk.gov.in>).

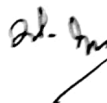
11. Terms and Conditions

1. Personnel who are to be engaged through service provider should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote goodwill and enhance the image of the office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
2. Personnel who are to be engaged through service provider should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote goodwill and enhance the image of the office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.



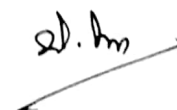
- The person deployed shall not claim any Master & Servant relationship against this office. The statutory and contractual obligations are to be complied with by the service provider. The service provider's personnel shall not claim any benefit/compensation/ absorption/ regularization of service with directorate of W.E.C.D.Undertaking from the persons to this effect shall be submitted by the service provider to the Directorate of W.E.C.D.
4. The aforesaid persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their remuneration every month through RTGS and provide a proof of doing so to Directorate of W.E.C.D. The Companies/ Firms/socities will provide proof of receipt of wages by the persons before 15th of each month.
 5. The service provider's personal shall not divulge or disclose to any persons, any details of office, operational process, technical know-how, security arrangements, administrative/ organizational matters as all these matters are of confidential/secret nature.
 6. The person deputed shall not be below the age of 21 years and not above 55 years of age.
 7. The Bidder should submit medical fitness certificate of the resource person before deployment.
 8. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect will be given to this office by the service provider.
 9. Working hours would be normally 8 hours including half hour lunch break.
 10. The persons may be called on second Saturday, Sunday and other gazetted holidays in the exigencies of services.
 11. The service provider shall ensure proper conduct office person in office premises, and enforce prohibition of consumption of alcoholic drinks, smoking, loitering without work.
 12. Bidder shall have the sole responsibility for supervision and control of its personnel and for payment of such personnel's entire compensation, including remuneration, worker's compensation, employee and disability benefits and shall be responsible for all employer obligations under all applicable laws including obligations for withholding tax under the Income Tax Act and other social security taxes under the relevant laws.
 13. Bidder shall use its best efforts to ensure availability of bidder personnel to perform the Services, and that such personnel have prescribed qualifications to perform the Services. The client shall have the right to require the removal or replacement of any bidder personnel performing work under this Proposal. In the event that the department requests that any





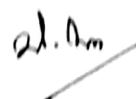
- ☛ Bidder personnel be replaced, the substitution of such personnel shall be accomplished within a period of 7 working days .
14. In the event the client identifies any personnel of bidder as "Key Personnel", then the bidder shall not remove such personnel without the prior written consent of the Department.
 15. The service provider will be responsible for EPF/CPF/ESI coverage of the outsourced personnel as per relevant statute.
 16. Tenderer should have valid PAN/ TAN/ Labor License in the name of firm, service tax registration number, GST and EPF/ESI registration number.
 17. Probation period is one month .
 18. The Companies/Firms/socities selected with Directorate of W.E.C.D. shall be called as Service Provider.
 19. Period of Proposal: The Proposal of the service providers will be for a period of one year from the date of signing of the aggrement after which the Proposal may be renewed on request of the service providers after payment of Tender fee as mentioned in the RFP, based on their performance on the job awards/ job orders during their Proposal period. Proposal may be extend as satisfaction service basis.
 20. The minimum qualifications required for the different categories of resources have been indicated in Annexure- 'A'. The department may ask for the resources in additional categories for which they will decide the minimum qualifications and experience required.
 21. The emoluments to be paid to the resources/ candidates will be decided by the department. The bidder will have to pay the emoluments based on the fixed emolument along with allowances and benefits applicable if any.
 22. The Remuneration shown in the BOQ will be inclusive all charges i.e. ESI/EPF/Service Charges/ (excuslive of GST). GST will be reimbursed on actual basis as per time to time rate fixed by the Government .
 23. Running payments may be released to the Service Providers as per the terms and conditions of the Job order awarded to the Service Provider by Directorate of W.E.C.D and review of the progress in scheme/project.
 24. RFPs received by Directorate of W.E.C.D will be screened for requirements, experience and qualifications. Directorate of W.E.C.D may carry out physical inspection/ verification of the information given by the Firm/company/socities/ Firm/company/socities' infrastructure setup. The Service Providers will be selected on the basis of their existing experience,





personnel availability, technical competence and experience of related job and eligibility criteria fixed by the Government.

25. Any Pre-conditions of the Bidder submitted with the RFP, shall not be binding on Directorate of W.E.C.D.
26. Directorate of W.E.C.D, reserves the right to inspect the site of the service provider at any time and if the infrastructure is not found adequate as per this RFP document requirement, the Proposal of the service provider will be cancelled.
27. If the service provider hides some information or gives a wrong information or is found misrepresenting, Proposal of that Service Provider shall be cancelled and Directorate of W.E.C.D would not be under any obligation to give any clarification or damages.
28. The service provider shall have to be careful, diligent and show workman like manner in conformity with the accepted standard practices as per industry norms.
29. If a Service Provider is found to obtain jobs/services by means of using fraudulent techniques, then their Proposal shall be cancelled and punitive actions may be initiated against them.
30. Directorate of W.E.C.D, reserves the right to terminate in whole or part this Proposal without assigning reasons, including modifications, to the extent that it is feasible and permitted within the spirit of this requirement. All legal disputes will be in the jurisdiction of the Dehradun, Uttarakhand.
31. The service provider will ensure to deposit subscription/ share of on each month with the Employee Provident Fund Organization and same to be intimate to the Directorate of W.E.C.D.
32. The service provider shall responsible for all act of commission and omission on the part of the manpower engaged for the purpose. The Directorate W.E.C.D shall not responsible in any manner, whatsoever, in matters of injury/death/health etc. of the service provider employee performing duties under the contract.
33. The Service provider shall provide pay slip duly indicating details of pay of all concerned deduction thereon should be given to each employee while disbursement of pay.
34. In case of the the termination of the contract on its expiry or otherwise, the person deployed by the service provider shall not be entitled to any claim for absorption or for any relaxation. the person deployed by service provider shall be the employee of the service provider for all purpose.
35. The service provider shall be obliged and solely responsible to comply with all statutory requirement in respect of the manpower engaged by by him and the Directorate W.E.C.D shall not be a party to any dispute arising out of such deployment by the service provider.
36. The service provider shall be responsible for any damage done to the property of the directorate office(W.E.C.D) by the personnel so employed. The Directorate W.E.C.D will be free to recover it from the security deposit given by the service provider or from any dues.
37. . The Requirement of Manpower may increase or decrease according to various scheme run under State govt/ Central Govt.



That the agency/service provider will be wholly and exclusively responsible for payment of wages to the person engaged by it in compliance of the statutory obligation under all related legislation as applicable to it from time to time including Minimum wages Act, Employment provident fund,ESI Act etc and we will not incur any liability for any expenditure whatsoever on the person employed by the agency on account of the obligation.

If there is a discrepancy between words and figures, the amount in word will prevail. If the tenderer doesn't accept the correction of the errors as above, his tender will be rejected and amount of bid security forfeited.

12. Disqualification

The Directorate of W.E.C.D. may at its sole discretion and any time during the evaluation proposal disqualify any Bidder, if the Firm/company/societies:

- i. Makes misleading or false representation in the forms, statements and attachments submitted in proof of the statements or eligibility criteria.
- ii. Exhibits a record of poor performance such as abandoning work, not completing the contractual obligations, inordinately delaying completion or financial failures, etc in any project in the preceding three years.
- iii. Submits a RFP that is not accompanied by required documentation or is nonresponsive.
- iv. Fails to provide clarifications related to the RFP, when sought
- v. Submits more than one proposal
- vi. Is declared ineligible by the Government of India/ State/Union Territory Government for corrupt and fraudulent practices.

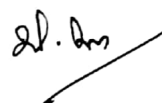
13. Performance Security

- A. The successful Bidder has to furnish a performance security equal to 5 % of the contract value in the form of bank guarantee of any Nationalized bank drawn in the name of favour of Director, WECD, dehradun Uttarakhand.
- B. The Performance security shall be in the form of Bank Guarantee valid for 15 month the date of actual start of operation.
- C. The proceeds of the performance security shall be payable to WECD as compensation for any loss resulting from the service provider's failure to complete its obligation under the contract.
- D. The performance security shall be denominated in Indian rupees and shall be in the form of bank guarantee issued by nationalized bank in the form provided in the contract.

- E. Within 15 days of the receipt of notification of award from "WECD", the successful bidder shall furnish the performance security in accordance with the condition of the contract, in the performance security from provided in the bidding documents in the performa prescribed in the tender.
- F. In the event of any contract amendment , the bidder shall, within 21 days of receipt of such amendment, furnish the amendment to the performance security, rendering the same valid for the duration of the contract as amended for further period.
- G. No interest shall be payable on performance bank guarantee (PBG) amount. WECD may invoke the bank guarantee for any kind of recoveries, in case ; the recoveries from the bidder exceed the amount payable to the bidder.
- H. Forfeited of Performance Guarantee: In case of a successful award of the work as defined in this RFP, the Performance Guarantee of the Bidder Bidder shall be Forfeited under the following conditions:
- a. If the bidder Bidder fails to complete the job allotted due to any reasons.
 - b. If the bidder Bidder fails to execute the award of work as per terms and conditions mentioned in Proposal letter, award of job and contract signed (if any).
 - c. If the bidder Bidder violates any such important conditions of this RFP.
 - d. If the bidder Bidder indulges in any such activities as would jeopardize the interest of the Directorate of W.E.C.D. in timely completion of the work.
 - e. The decision of the Department regarding foRFPiture of PG shall be final and not be called upon question under any circumstances. A default in such a case may involve black listing of the Bidder Bidder.

14. Termination for Default:

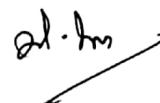
- a. The Directorate of W.E.C.D may without prejudice to any other remedy for breach of contract, (including forfeited of Performance Security) by written notice of default sent to the Service Provider, terminate the Contract in whole or in part after sending a notice to the Service Provider in this regard.



- b. If the Service Provider fails to deliver any or all of the services within the time period(s) specified in the Contract, or any extension thereof granted by the or
- c. If the Service Provider fails to perform any other obligation under the Contract.
- d. In the event the Directorate of W.E.C.D terminates the Contract in whole or in part, it may procure, upon such terms in such manner, as it deems appropriate, services similar to those undelivered, and the Service Provider shall be liable to pay excess cost of such similar services to the Directorate of W.E.C.D. This liability will be in addition to forfeiture of performance guarantee and any other legal proceedings, which the Directorate of W.E.C.D may initiate as per clause "Delay in the Service Provider's Performance".

15 Force Majeure

- A. Notwithstanding the provisions of the clause "Delay in the Service Provider's Performance" and clause "Termination for Default", the Service Provider shall not be liable for forfeited of its performance security or termination for default, or payment of any damages, if and to the extent that his delay in performance under the Contract is the result of an event of Force Majeure.
- B. For purpose of this clause, Force Majeure means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Directorate of W.E.C.D either in its sovereign, or contractual capacity, war, revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- C. If a Force Majeure situation arises, the Service Provider shall promptly notify the Directorate of W.E.C.D in writing or such conditions and the cause thereof. Unless otherwise directed by the Directorate of W.E.C.D in writing, the Service Provider shall continue to perform its obligations under the Contract, as far as reasonably practical, and shall seek all reasonable alternative means for performance, not prevented by the Force Majeure event.



16. Resolution of Disputes

- A. It will be the Directorate of W.E.C.D endeavor to resolve amicably any disputes or differences that may arise between the Directorate of W.E.C.D and the Bidder from misconstruing the meaning and operation of the RFP and the breach that may result.
- B. Any disputes arising between the Service provider and the WECED Directorate, Uttarakhand shall be referred to the Secretary, Women Empowerment & Child Development, Government of Uttarakhand & his/her decision shall be final and binding. The Jurisdiction for any dispute will be limited to the State of Uttarakhand

17. Payment Terms

1. The attendance provided by service provider will be verified by the competent authority of the department.
2. The service provider shall transfer the remuneration of the personnel in their aadhaar seeded bank account and deposit all statutory (EPF , ESI, etc) on time and provide the bill to the Department for reimbursement.
3. TDS & GST will be deducted as per Income Tax Act/ GST Act Laws.

18. Penalty Provision

In case the service provider/ agency fails to provide minimum manpower at any point of time or fails to provide substitutes at the time of leave/ absence/ resignation of the regular manpower, a deduction of Rs. 500/- per day per manpower shall be made from the monthly bills of the service provider, if not provided manpower within 7 days .



19.1. FORM-1- Declaration Regarding Acceptance of Terms & Conditions

(To be submitted on the letter head of the Firm/company/socities)

To,

The Director,

Women Empowerment and Child Development,
Near Nanda Ki Chauki, Suddhowala, Chakrata Road,
Dehradun Uttarakhand.

Sir,

I/we have carefully gone through the Terms & Conditions contained in the RFP Document [No. _____] regarding **Proposal of Service Provider** in Directorate of W.E.C.D, Dehradun, Utrakhand.

I /we declare that all the provisions of this RFP Document are acceptable to my Companies/ Firm/company/socities/Firms. I further certify that I am an authorized signatory of my company and am, therefore,

competent to make this declaration.

Yours very truly,

Name: _____

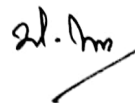
Designation: _____

Company: _____

Address: _____

Email/Mob:.....

Note: - Copy of authorization by competent authority in the Firm/company/socities company pertaining to not only this form but entire RFP should be enclosed.



19.2.

(Tech Form-1: Technical Bid Submission Form

(To be submitted on the letter head of the bidder)

To:

The Director,
Women Empowerment and Child Development,
Suddhowala, Chakrata Road, Near Nanda Ki Chauki,
Dehradun Uttarakhand.

Subject: Submission of Technical Proposal for Proposal with Directorate of W.E.C.D. for providing services .

Dear Sir,

I/We, the undersigned, offer to provide Services to the Directorate of W.E.C.D. in accordance with your Request for Proposal dated _____. We are hereby submitting our Proposal, which includes this Technical bid and the Financial bid sealed in a separate envelope.

I/We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

I/We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid till our Proposal, as stipulated in the RFP document.

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

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____ Date: _____



19.3 Technical Proposal

1	Name of the bidder						
2	Mailing address in India						
3	Telephone and fax number						
4	E-mail address						
5	Name and designation of the Authorized Representative of the bidder						
6	Year of establishment and constitution of organization						
7	Checklist of Eligibility Criteria to be furnished by the bidder.		Sr #	Eligibility on Criteria	Compliance (Yes/No)	Supporting Document/ Reference Page No.	
8	Name of assignment to be furnished by the bidder	Department name and description govt department/ private			Service delivered, key resources no and name	Project value, dates, duration, current status	Supporting documents

NOTE: For each project specified above, please provide separate information (not exceeding two pages) on all relevant points to support evaluation.

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20.1 Com Form-1: Financial Bid Submission Form
(To be submitted on the letter head of the bidder)

To:

The Director,
Women Empowerment and Child Development,
Suddhowala, Chakrata Road, Near Nanda Ki Chauki,
Dehradun Uttarakhand.

Subject: Submission of Financial Proposal for Proposal with Directorate of W.E.C.D. for providing services.

Dear Sir,

I/We, the undersigned, offer to provide Services to Directorate of W.E.C.D. in accordance with your Request for Proposal dated _____. We are hereby submitting our Financial bid in a separate cover. Our Financial bid shall be binding upon us for the bid validity period as stipulated in the RFP document.

I/We hereby declare that all the information and statements made in this Financial bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the RFP document. We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: _____

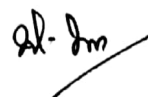
Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____ Date: _____





Tender Inviting Authority: Women Empowerment and Child Development

Name of the Work: Providing Manpower on outsource basis for different scheme of Govt.

Contract No:		
Bidder Name		

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidder are allowed to enter the Bidder Name and Values only)

SL.NO	Description	Required Staff	Gross Remuneration per person(Inclusive of EPF, ESI and SERVICE CHARGE on net remuneration.)	%Service charge to be quoted upto two decimal point only
1	2	3	4	
1	Consultant (Planning Monitoring & Evaluation)	1	60,000	
2	Consultant (Health & Nutrition)	1	60,000	
3	Consultant (Financial Management)	1	60,000	
4	Consultant (Capacity Building & BCC)	1	60,000	
5	Consultant (Procurement)	1	60,000	
6	Project Associate	2	25000	
7	Accountant	2	30000	
8	Secretarial Assisstant (DEO)	2	15000	
9	District Coordinator	13	30000	
10	District Project Assisstant	13	18000	
11	Block Coordinator	105	20000	
12	Block Project Assisstant	105	15000	
13	Office Messenger/Peon	2	9548	
14	Peramedical	3	15000	
15	Peramedical	7	13000	
16	IT Staff	1	18000	
17	IT Staff	8	13000	
18	Case worker	2	13000	
19	Case worker	2	18000	
20	Case worker	7	15000	

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	Multipurpose staff	5	10000
	Security Guard	7	10000
	Central Administrator	4	25000
23	Advocate	1	15000
24	Advocate	1	18000
25	Administrator	2	25000
26	Central Administrator	1	35000
27	Counselor	3	15000
28	Counselor	1	20000
29	Multipurpose helper	1	8000
30	Multipurpose helper	2	12000
31	Legal advisor	1	15000
32	Pera legal	1	13000
33	Women welfare officer	5	35000
34	District Coordinator	8	20000
35	Supervisor	2	20000
36	Senior call responder	3	18000
37	Call responder	3	15000
38	IT	1	22000
39	Accountant	1	18000
40	MIS	1	14000
41	Multitask staff	3	10000
42	Security Guard	2	10000
43	District coordinator	9	35000
44	District Project Assisstant	9	20000
45			
	Quoted rate in Words		

1. The price should be quoted in Indian Rupee Only
2. Gross amount as shown in Annexure "A" is equal to net remuneration plus EPF contribution plus ESI contribution plus service charge on net remuneration.
3. L1 will be decided by lowest service charge on net remuneration upto two decimal point only.
4. The quoted price shall remain firm throughout the tenure of the contract and no revision is permissible for any reason except the statutory obligation.
5. GST will be reimbursed on actual basis as per govt order issued on time to time.
6. In case of same service charge between / among bidders , L1 will be decided on the basis of highest turnover .

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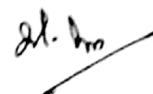
Detail of manpower and minimum qualifications required for the different categories of resources.

A. State Nutrition Resource Centre-State Project Management Unit (SNRC-SPMU)

Tentative Requirement of the Manpower

S.No	Project Name	Position	No of Staff required	Remuneration (CTC Per month per personnel	Qualification
1	National Nutrition Mission	Consultant (Planning Monitoring & Evaluation)	1	60,000	PG degree/ diploma in Management/ computer application/science or B.tech/BE in IT/Computer Engineering or PG in Science with formal training on IT with atleast 55% marks atleast 3 years experience in IT/ICT system implementation and analysis. Extensive experience in development and implementation of web based application and demonstrated knowledge and proficiency in M& E methodologies. Excellent oral and written communication skill in English and conversant in local language.
2	National Nutrition Mission	Consultant (Health & Nutrition)	1	60,000	PG degree in Nutrition/public health/social sciences/rural development community medicine with atleast 55% marks.atleast 3 years experience in planning, implementation and monitoring of child and women nutrition programme .for applicants with Phd(in nutrition related subject) 3 years of doctoral time would be counted as 3 years of experience. Expertise in MS office including word, excel and power point. Good understanding of decentralized planning and supportive supervision.excellent oral and written communication skill in English and ability to converse in local language..
3	National Nutrition Mission	Consultant (Financial Management)	1	60,000	CA/CS/CMA(CWA) or MBA Finance from reputed institute with atleast 55% marks atleast 3 years qualification experience out of which 1 years should be in govt/PSU/international agencies. Exposure to budgeting ,audit, and treasury function.knowledge of state budgetary , treasury and finance rules. Expertise in MS office including word,excel and power point.or govt employee retired as under secretary (pay level-11) or equivalent with atleast 5 years experience of financial management/budget//govt treasury.

4	National Nutrition Mission	Consultant (Capacity Building & BCC)	1	60,000	PG degree in social science/health communication/mass communication/rural development that include courses on training/capacity building management in nutrition/public health with atleast 55% marks.atleast 3 years experience in planning and implementing behavior change communication and capacity building intervention in public health/nutrition programmes.expertise in ms office including word, excel and powerpoint. Professional experience in planning implementation and monitoring of training programs and state and district level.excellent oral and written communication skill in English and ability to converse in local language.
5	National Nutrition Mission	Consultant (Procurement)	1	60,000	PG degree in supply chain management/MBA with specialization in operation/supply chain management. Atleast 3 years experience in application maintenance/ 4 years experience in supply chain management and procurement planning. Experience of working with front line workers of govt department and training on IT/mobiles/ Computer. Good oral and written communication skill in local language. Computer literacy a must. Or Govt employee retired as under secretary (pay level-11 or equivalent with atleast five years experience in procurement.
6	National Nutrition Mission	Project Associate	2	25000	Graduate in computer science or IT, atleast 2 years work experience in the relevant field , formal training in IT/ mobile application, experience in working with technology and software application support. Previous experience in working with front line workers of govt department and training.
7	National Nutrition Mission	Accountant	2	30000	PG degree in commerce/accounting/cwa-inter/ca-inter with atleast 50% marks.atleast 3 years of experience in accounting with expouser in budgeting and audit out of which 1 years should be in govt/psu.expertise in ms office including word excel and power point.
8	National Nutrition Mission	Secretarial Assisstant (DEO)	2	15000	As per State norms
9	National Nutrition Mission	District Coordinator	13	30000	Graduate or Certification/ Diploma in Computer Science or IT. Atleast 2 years experience in application maintenance & support. Good oral and written communication skill in local language , willingness to travel must, computer literacy must, mandatory local candidates.
10	National Nutrition Mission	District Project Assisstant	13	18000	Graduate Degree/Post Graduate Diploma in Management/social science/nutrition, minimum 02 years work experience of capacity building with supervisoryskill good oral and written communication skill in local language and fair skill in English. Good computer skill of internet /email ability to work in a team and willingness

					to travel extensively. mandatory local candidates should be engaged.
	National Nutrition Mission	Block Coordinator	125	20000	Graduate at least 2 years experience of working with technology and software application support. Good oral and written communication in local language. mandatory local candidates should be engaged.
12	National Nutrition Mission	Block Project Assistant	125	15000	Graduate at least 1 years experience of working with community. local govt. good oral communication in local language. mandatory local candidate should be engaged.
13	National Nutrition Mission	Office Messenger/Peon	2	9548	As per State norms
14	One Stop Center	Peramedical	3	15000	The medical assistance service could be outsourced to anywoman having professional degree in paramedics with a background in health right and preferably with at least 3 years experience of working within a government or non government health project, programme or VAW at the district.
15	One Stop Center	Peramedical	7	13000	-Do-
16	One Stop Center	IT Staff	1	18000	The IT service could be outsource to any person who is a graduate with a diploma in computers, IT etc with a minimum of 3 year of experience in aData Management, Process documentation and web based reporting formats. Video conferencing in either at the level of state, district, non governmental, IT based organization
17	One Stop Center	IT Staff	8	13000	-Do-
18	One Stop Center	Case worker	2	13000	This service could be outsource to any woman having a law degree. Master in social work with at least 3 years experience of working on violence against women issue in a government or non government project. She should be resident of the local community so that local human resource and expertise is utilized for effective functioning of the center
19	One Stop Center	Case worker	2	18000	-Do-
20	One Stop Center	Case worker	7	15000	-Do-
21	One Stop Center	Multipurpose staff	5	10000	The multi-purpose activity could be outsourced to any person who is literate with at least 3 years of experience of working as a helper, peon etc
22	One Stop Center	Security Guard	7	10000	The safety and security of the One Stop Centre could be outsourced to any person having at least 2 years of experience of working as security personnel in a government or reputed organization in the district, state level. He/She should preferable be retired military personnel and should be hired after police verification and

					registration.
	One Stop Center	Central Administrator	6	25000	Law degree/Master in social work with at least 5 year experience of working on violence against women issue in an administrative setup with a government or non government projet/program and preferable with at least 1 years experience of counseling either within or outside the same setup.
24	One Stop Center	Advocate	1	15000	The legal aid service could be outsourced to any practicing lawyer with at least 2 years experience of litigation in the court of fact..
25	One Stop Center	Advocate	1	18000	-Do-
27	One Stop Center	Central Administrator	1	35000	Law degree/Master in social work with at least 5 year experience of working on violence against women issue in an administrative setup with a government or non government projet/program and preferable with at least 1 years experience of counseling either within or outside the same setup.
28	One Stop Center	Counselor	3	15000	The counseling service could be outsourced to any woman having a postgraduate degree in social work/clinical psychology with at least 3 years of experience of working as counselor/Psychotherapist in a reputed mental health institure/clinic at the district/stete level
29	One Stop Center	Counselor	1	20000	The counseling service could be outsourced to any woman having a postgraduate degree in social work/clinical psychology with at least 3 years of experience of working as counselor/Psychotherapist in a reputed mental health institure/clinic at the district/stete level.
30	One Stop Center	Multipurpose helper	1	8000	The multi-purpose activity could be outsourced to any person who is literate with at least 3 years of experience of working as a helper, peon etc.
31	One Stop Center	Multipurpose helper	2	12000	-Do-
32	One Stop Center	Legal advisor	1	15000	The legal counseling service could be outsourced to any person having a background in law/social science with para legal training or knowledge of laws with at least 3 years experience of working within a government or non government project/Programme on vaw at the district.
33	One Stop Center	Pera legal	1	13000	The legal counseling service could be outsourced to any person having a background in law/social science with para legal training or knowledge of laws with at least 3 years experience of working within a government or non government project/Programme on vaw at the district.

	Mahila shakti kender	Women welfare officer	5	35000	Master in the field of humanities & social science/master in social work with understanding of schemes/programs implemented with focus on women, capable of communicating in the local language/dialect and effectively liaison with district officials, previous experience of working with civil society organization, proficiency with computers for report writing and MIS, Maximum age limit of 35 Years, preferable women and resident of same district.
35	Mahila shakti kender	District Coordinator	8	20000	Graduate in humanities & social science/social work or any other related field. Well versed with the issues related to women in the dsistrict, able to work with computers, maximum age limit 35 years, preferable women and resident f same distirct.
36	Women Help Line	Supervisor	2	20000	The call responding activity could be outsourced to any woman having a masters in social work/law degree with at least 2 years experience or working on violence against women issues in an administrative setup with a governmet or non government project/programme.
37	Women Help Line	Senior call responder	3	18000	The call responding activity could be outsourced to any woman having a masters in social work/law degree with at least 2 years experience or working on violence against women issues in an administrative setup with a governmet or non government project/programme.
38	Women Help Line	Call responder	3	15000	The call responding activity could be outsourced to any woman having a masters in social work/law degree with at least 2 years experience or working on violence against women issues in an administrative setup with a governmet or non government project/programme.
39	Women Help Line	IT	1	22000	The IT activities could be outsource to any person who possessed a graduate degree in B.Tech, Bsc, B.Com with a diploma in computers/IT.in addition she /he sould posses a minimum of 3 years of experience in data management, process documentation and web based reporting formats.
41	Women Help Line	Accountant	1	18000	Commerce Graduate with knowledge of tally accountant software with minimum experience of 2 years.
42	Women Help Line	MIS	1	14000	The IT activities could be outsource to any person who possessed a graduate degree in B.Tech, Bsc, B.Com with a diploma in computers/IT in addition she /he sould posses a minimum of 3 years of experience in data management, process documentation and web based reporting formats.

Signature

Signature

	Women Help Line	Multitask staff	3	10000	The multi purpose activities could be outsourced to any literate person with at least 3 years of experience of working as a helper, peon etc
44	Women Help Line	Security Guard	2	10000	Any person having atleast 3 years of experience as security personnel in govt or reputed organization in district/state level. He/she should be retired military personnel.
45	Pradhan mantri matr vandhna yojna	District coordinator	9	35000	Post graduate in social science/life science/nutrition/medicine/health management /social work/rural management/economics at least 3 years experience of working with the govt / non govt organization, proficiency in using MS office, proficiency in hindi , English.
46	Pradhan mantri matr vandhna yojna	District Project Assisstant	9	20000	Graduate in social science/social work/rural/management/statistics/economics. Atleast 2 years of experience of working with govt/non govt organization , proficiency in using MS office data entry and analysis, proficiency in hindi and english
		TOTAL	356		

1. Annexure B

1. Instruction to firm /Company/ Societies for electronic tendering system

1.1 Registration of firm/company/societies on e-Procurement Portal:-

All the firm/company/societies intending to participate in the tender processed online are required to get registered on the centralized e - Procurement Portal i.e Please visit this website for more details. In case of any problem in registration, please contact on toll free No. available on this website.

Obtaining a Digital Certificate:

- 1.1.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India/ Govt. of Uttarakhand.
- 1.1.2 The firm/company/societies may obtain Class-II digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from:
- 1.1.3 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during of bid preparation stage. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the company/firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

1.1.5 In case of any change in the authorization, it shall be the responsibility of management / partners of the company/firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

1.1.6 The same procedure holds true for the authorized users in a private/public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

1.1.7 Pre-requisites for online bidding:

In order to bid online on the portal the user machine must be updated with the latest Java & DSC setup. The link for downloading latest java applet & DSC setup are available on the Home page of the e-tendering Portal.

1.2 Online Viewing of Detailed Notice Inviting Tenders (N.I.T.):

The firm/company/societies can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at

1.3 Download of Tender Documents:

The tender documents can be downloaded from the e-Procurement portal <http://weed.uk.gov.in>

1.4 Key Dates:

The firm/company/societies are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all firm/company/societies. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

1.5 Bid Preparation (Qualification & Financial)

1.5.1 Payment of Tender Document Fee& EMD of online Bids: The payment for Tender document fee and EMD can be made as mentioned in point 2 (Key Events & Dates) .

1.5.2 The firm/company/societies shall upload their eligibility-cum-technical offer containing documents, qualifying criteria, technical specifications, schedule of deliveries, and all other terms and conditions except the rates (price bid).

1.5.3 The firm/company/societies shall quote the prices in price bid format only.

1.5.4 If bidder fails to complete the Online Bid Preparation at Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.

1.5.5 Firm/company/societies participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal .

