

ADVERTISEMENT

Memo No.SW/WW/2/2021/184-185

dated Shillong the 13th April, 2022

**DIRECTORATE OF SOCIAL WELFARE, LOWER LACHUMIERE,
MEGHALAYA, SHILLONG - 7930014**

REQUEST FOR PROPOSALS

Interested Institutions / Universities / Agencies / or any other entities located within the State of Meghalaya who are willing to conduct a survey and provide recommendations for the designing a Rehabilitation Package for vulnerable Single Mothers are requested to submit the proposal to the Director of Social Welfare, Lower Lachumiere, Shillong – 793001 or to our Directorate email **directorsw-meg@gov.in** within 15 days from the date of Advertisement. Only those entities having experience in the field of conducting surveys and studies will be considered for selection. The Undersigned has the right to cancel or reject any or all the proposal without assigning any reason thereof.

The details of the RFP is available in the website of the Department <http://megsocialwelfare.gov.in>

**Sd/-
Shri. D.D.Shira
Director of Social Welfare
Govt. of Meghalaya
Lower Lachumiere, Shillong.**

1. GENERAL INFORMATION

Request for Proposal (RfP) Directorate of Social Welfare, Government of Meghalaya

Sl. No	Activity	Schedule
1.	RfP Inviting Authority	Directorate of Social Welfare, Government of Meghalaya
2.	Name of Assignment/Study	Selection of Consultant to undertake survey and provide recommendations for designing a rehabilitation package for vulnerable single mothers
3.	RFP No. and Date of Issue	No.SW/WW/2/2021/184-185 dt.13.04.2022
4.	Last Date for receiving Pre-Bid Queries via Email	26 th April, 2022
5.	Clarification of Pre-Bid Queries	28 th April, 2022
6.	Last Date & Time for Receipt of Bids	30 th April, 2022
7.	Date & Time for opening of Part I: Technical Proposal (offline)	4 th May, 2022
8.	Technical Presentation	11 th May, 2022
9.	Date & Time for opening of Part II: Financial Proposal (offline) It may be noted that Financial Proposals of only those Bidders will be opened who meet the minimum passing score.	14 th May, 2022 11:00 a.m. onwards
10.	Address for Communication/ Submission of Proposals	O/o Director, Directorate of Social Welfare, Government of Meghalaya, Lachumiere, Shillong, Meghalaya - 793001

- A. The prospective bidders are required to submit their bid document (complete in all respect).
- B. The prospective bidders are required to submit sealed envelope superscribing “Proposal for Selection of Bidder to undertake survey and provide recommendations for designing a rehabilitation package for vulnerable single mothers”. This sealed envelope shall contain two separate sealed envelopes, one each for Technical Proposal and Financial Proposal superscribing “Technical Proposal for Selection of Bidder to undertake survey and provide recommendations for designing a rehabilitation package for vulnerable single mothers” and “Financial Proposal for Selection of Bidder to undertake survey and provide recommendations for designing a rehabilitation package for vulnerable single mothers”; respectively. It shall be the responsibility of the bidder to assure that the sealed envelope reaches the required address as per deadline.
- C. All further notifications/amendments, if any, shall be communicated on Directorate of Social welfare email director-meg@gov.in. No separate communication shall be made with individual Bidders.
- D. Bidders are requested to responsibly fill all communication details as RFP inviting authority shall not be responsible for any failure of communication (either through electronic mail or through physical document/letter).

1. Disclaimer

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not support to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

Time and Quality is of essence. The Authority reserves the right to go ahead with award of work contract even in case of single bidder

2. TERMS OF REFERENCE

1. Introduction

Located in North-East region of India, Meghalaya covers an area of approximately 22,429 square kilometers, out of this area about 70% of the state is forested. The projected population of the state in 2021 is approximately 38.65 lakhs. As per Census 2011, the total population of the state stood at 29.66 lakhs, out of which 14.75 lakhs were female i.e. around 49 per cent of the total population.

As per the Socio-economic and Caste Census 2011, following table depicts socio-economic profile of the women in the State.

S. No	Profile	Number	Percentage
1.	Divorced	7,566	0.37%
2.	Separated	28,507	1.11%
3.	Widowed	72,537	2.83%
4.	Women Headed Household	1,18,634	24.42%

Although tribal societies in the State provide strong support to its members through the clan and community system, however, lately a shift is being seen in the social structure like disintegration of the Joint Family system, culminating in lack of support to single mother. Furthermore, divorce and separation are other factors for rendering a women to take on responsibility of providing and taking care of family. It is felt that the ongoing pandemic which has impacted livelihood activities may have further constrained single mothers to unwillingly take up activities which may not be appropriate for them.

The issue was highlighted by the Legislative Committee for Empowerment of Women and it was decided to undertake a study to understand the problems faced by single mothers and the factors which compel them to take activities which may not be appropriate for them.

2. Purpose for RFP

The purpose for Request for proposal is to appoint survey agency for conducting survey and provide the recommendation for disguising of a Rehabilitation Package for vulnerable single mothers in the State.

3. Definitions

1. “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Bidder.
2. “Applicable Law” means the laws and any other instruments having the force of law in India.
3. “Bidder” or “Consultant” means an educational or research institution/ firm/ company //not-for-profit society or trust and must be registered with the appropriate authority in India.
4. “Client” means Directorate of Social Welfare, Government of Meghalaya.
5. “Contract” means a legally binding written agreement signed between the Client and the Bidder.
6. Committee means the tender Committee.
7. “Day” means a calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Client. It excludes the Client’s official public holidays.
8. Department means department of Social Welfare Department.
9. “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Bidder, Sub-Bidder or Joint Venture member(s).
10. “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Bidder’s proposal.
11. “Non-Key Expert(s)” means an individual professional provided by the Bidder or its Sub-Bidder and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
12. “Proposal” means the Technical Proposal and the Financial Proposal of the Bidder.
13. “State Government” means the Government of Meghalaya.

14. “RFP” means the Request for Proposals to be prepared by the Client for the Selection of Bidder to undertake survey and provide recommendations for designing a rehabilitation package for vulnerable single mothers.
15. “Services” means the work to be performed by the Bidder pursuant to the Contract.
16. “Terms of Reference (TORs)” means the Terms of Reference that explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Bidder, and expected results and deliverables of the assignment.

4. Objectives of the study

The core objectives of the study are as follows:

1. To obtain a reliable and accurate data on the number of single mothers.
2. To ascertain the extent and nature of the challenges faced by single mothers.
3. To design and formulate Action Plan/Rehabilitation Package/Scheme for vulnerable single mothers.
4. To obtain data on commercial sex workers and to find out if some of the single mothers have been unwillingly pushed to inappropriate work like commercial sex work and factors contributing to it.

5. Scope of Work

The purpose of the study is exhaustively covered in the below scope of work:

1. Undertake secondary research with focus on information available with Child Development Officers/ Aganwadi workers pertaining to single mothers availing the Chief Minister’s Social Assistance Scheme.
2. Undertake comprehensive field work for quantitative survey and qualitative focus group discussions/ In-depth interviews with single mothers.
3. Preparation of research instruments, mobilization of field teams, conducting training and monitoring of field work. It may be noted that field staff undertaking the survey work must be fluent in Khasi and Garo language.
4. Understand the economic, social and emotional issues faced by single mothers through primary and secondary research.
5. Understand the factors which constraint single mothers to take inappropriate activities, especially sex work.
6. Provide recommendations for rehabilitation package/scheme for vulnerable single mothers.

7. Preparation and submission of analytical tables, transcripts and detailed report.
8. Presentation to Client.
9. The sample should at least be statistically robust for state level findings in such a way that directional inferences could be made at district level.

TERMS & CONDITIONS OF RFP

6. Eligibility Criteria

Only those Bidders who qualify on following eligibility criteria will be evaluated technically:

Sl. No	Eligibility Criteria	Documents to be submitted
1.	The Bidder must be an educational or research institution/ firm/ company / LLP / sole proprietorship/ partnership/ not-for-profit society or trust and must be registered in India for the past 10 years.	Incorporation Certificate/ Registration Certificate
2.	The agency must be registered under Income Tax, PAN, GST and/or any other statutory authority required for this purpose.	PAN, GST or details of other statutory authority. In case of GST exemption, please furnish certificates.
3.	The Bidder should have at least TWO years of experience working with any department of the state government	PO/Contracts/letter from Clients are to be submitted mandatorily
4.	The survey Agency should have conducted a minimum of ____ surveys	Copy of work order /certificate of completion
5.	The Survey Department should not have been shortlisted by the central/State Governments / under things The Bidder shall Submit only one proposal. All Such proposals shall be disqualified and rejected	Copy of affidavit

7. Duration of Selection of Agency

The duration of assignment shall be for a period of SIX months from the date of issuance of Work Order by Client.

8. Other considerations

1. **General Considerations:** In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
2. **Cost of Preparation of Proposal:** The Bidder shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
3. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to selection, without thereby incurring any liability to the Bidder.
4. **Language:** The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Bidder and the Client, shall be written in English.
5. **Only One Proposal:** The Bidder shall submit only one Proposal. If a Bidder, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.
6. **Proposal Validity:** Bidder's Proposal must remain valid up to 30 days after the Proposal submission deadline. During this period, the Bidder shall maintain its original Proposal without any change, including their availability. If it is established that any Bidder was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation.
7. **Sub-contracting:** The Bidder shall be allowed to subcontract only to the extent of undertaking field survey work. Sub-contacting is not allowed in any other part of the Services.
8. **Technical Proposal Format and Content:** The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive. Only one CV shall be submitted for each expert. Failure to comply with this requirement will make the Proposal nonresponsive

9. Earnest Money Deposit (EMD)

The bidder should furnish an Earnest Money Deposit of Rs.50,000/- by means of a Demand Draft /Banker Cheque drawn on Nationalised Bank /individual Bank payable in favour of the " Director of Social Welfare, Meghalaya, Shillong. The tinkerers received without the EMD will summarily be rejected . In the case of

selected bidder the EMD will be adjusted towards the performance security to be payable on request. In case of unsuccessful bidder , the EMD will be refunded within a reasonable time . No interest will be payable by the Department on EMD deposited. A 50 percent rebate is given to Schedule Caste and Schedule Tribes Bidders.

10. Performance Bank Guarantee (PBG) : The Selected Bidder shall at his own expense deposit with the Director ,Social Welfare Department , within 15 days of receiving of Letter of intent or prior to signing of contract agreement whichever is earlier , an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalised/Scheduled Bank to the Director of Social Welfare ,payable on Demand ,for due performance and fulfillment of contract .

The PBG will be for an amount equivalent to 5 percent of the contract value . The PBG may be discharged /returned by the Director upon being satisfied that there has been due performance of the contract by the bidder .However no interest shall be payable on the performance bank guarantee.

11. Implementation and Payment schedule

The entire study needs to be completed within 6 months from the date of awarding of Work Order. Tentative payment schedule is as follows:

Sl. No	Installment	% of the Total Contract Value	Milestone
1	1 st	0	Mobilization of team and trainings
2	2 nd	40	Completion of field work and submission of primary data
3	3 rd	40	Presentation of findings and submission of analytical tables
4	4 th	20	Submission of detailed report

12 Technical Proposal

It is expected that the Technical proposal shall clearly spell out:

1. Understanding of RFP and Objectives of the study
2. Research framework and methodology
3. Sampling design
4. Geographical coverage
5. Team composition
6. Work Plan
7. Quality control plan
8. Risk mitigation strategies

13. Evaluation of Technical Proposal

1. Client shall open the Proposals at the date & time specified in Section A and in the presence of the bidders who choose to attend. The envelopes marked “Technical Proposal” shall be opened first to assess the compliance to Pre-qualification condition, followed by technical evaluation and presentation. The envelopes marked “Financial Proposal” shall be kept sealed for opening at a later time as specified in Section A.
2. The Evaluation Committee will evaluate the bids of the bidders to determine whether the bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified. The Bidders shall be asked to give technical presentation by the Committee on the approach and methodology to implement the project as per scope of work.
3. As part of the evaluation, the Technical Proposals submitted should fulfil the pre-Qualification Criteria as mentioned in Sub-section B. In case a bidder does not fulfil the Pre-Qualification Criteria, the Proposal of such a Bidder will not be evaluated further.
4. Bidders are advised that Selection shall be entirely at the discretion of Client. Bidders shall be deemed to have understood and agreed that Client shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.
5. The evaluation will be made on the basis of Quality and Cost, with a weightage to quality of services and cost in the ratio of 70 (Technical) : 30 (Financial).
6. Only the bidders scoring minimum of 50 marks (out of 70) in Technical evaluation will be considered for Financial Evaluation. The bidders who score less than 50 marks shall summarily rejected and no reasoning whatsoever will be provided.
7. Evaluation of Technical Proposals: The total Technical Score of any bidder would be an arithmetic sum of scores obtained by the bidder for each of the parameter as indicated below.
8. Technical Evaluation shall be carried out based on the following :

S. No	Description	Maximum Marks
Organization Profile		
1.	Experience of conducting surveys with recommendations for rehabilitation package in social sphere for last three years	20
2.	Experience in the State of Meghalaya as stated at (1) above	10

Proposed Approach, Methodology & Work Plan		
3.	Extent of understanding of the Scope of Work & Implementation Schedule <ul style="list-style-type: none"> • Tasks and deliverable fully specified • Partly specified 	10
4.	Practicality of the proposed Approach & Methodology <ul style="list-style-type: none"> • Approach to be adopted • Methodology proposed • Project Plan with detailed activity schedule 	10
5.	Risk assessment and mitigation strategies <ul style="list-style-type: none"> • Adequate assessment of possible risks and their mitigations • Partial assessment of possible risks and their mitigations 	10
6.	Quality assurance measures <ul style="list-style-type: none"> • Adequate monitoring and supervision proposed for maintaining the quality of data collected. 	5
7.	Technical Presentation and answering queries of the client, if any	5
	Total	70

14. Financial Bid

- a) Financial Bid for Bidders shall be calculated at 30 %
- b) Quoted prices should be firm and inclusive of all logistics , taxes ,levis any other charges applicable and all other expenses related with the visits of the Vendor's personnel in connection with the performance of the contractual obligations by the Vendor .
- c) The bidder has to give total cost of the work.
- d) Prizes quoted by the bidder shall remain valid during the performance of the contract and not subject to variation on any account .A bid submitted with any conditional price will be treated as non responsive and shall be summarily rejected.
- e) All prices and other information like discount etc having a bearing on the price shall be written both in figures and words on prescribed offer form.
- f) If there is discrepancy between the price / information quoted in words and figures whichever is the higher of the two shall be taken as bid price. However , the purchase /ordering shall be carried out on the lower of the two prices .

- g) During the validity of this bid or during the extended period if any , if the bidder sells /provides similar service of the same nature to any other Department /organisation in India at a price lower than the fixed price for the purchases ,the bidder shall atomically pass on the benefits to REC within a maximum period of 30 days of such reduction as offered by the bidder .to any Department /organisation the purchase order shall be cancelled. Further ,the bidder shall be blacklisted by REC for indefinite or specific period of time at REC discretion and the bidder performance guarantee or any other payments (outstanding or future) guarantee shall be forfeited (including those payable /revocable against any other work by REC.
- h) The prices shall be for carrying out work at desired destination/location across Meghalaya.
- i) All costs and charges related to the bid shall be expressed by Indian Rupees only.

15. Confidentiality: Information relating to the examination, clarification, evaluation and recommendation for the selection of Bidders shall not be disclosed to any persons who is not officially concerned with the process or is not a retained professional adviser advising client in relation to matters arising out of , or concerning the selection process . Client shall treat all information, submitted as part of the proposal in confidence and shall require all those who have access to such material to treat the same in confidence.

16. Clarification; To facilitate evaluation of Proposals, client may, at its sole discretion, seek clarifications from any bidder regarding the proposal. Such clarification shall be provided within the time specified by the Client for this purpose. Any request for clarification(S) and all clarification(S) in response thereto shall be in writing . If the bidder does not provide clarification within the specified time, its proposal shall be liable to be rejected in case the proposal is not rejected, client may proceed to evaluate the proposal by construing the particulars requiring clarifications to the best of its understanding and the bidder shall be barred from subsequently questioning such interpretation of the client.

17. Negotiations and Award

1. The client will notify the agency who have obtained the qualifying marks, the notification will be sent by a registered post /telex/fax/email.
2. The client reserves the right to negotiate with the bidder whose proposal has been ranked first by the committee on the basis of Technical and Financial Evaluation.

3. If the negotiations fail, Client will invite the next-ranked bidder to negotiate a Contract. Once the Client commences negotiations with the next-ranked bidder, the Client shall not reopen the earlier negotiations.
4. The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the bidder's authorized representative.
5. The contract shall be awarded to the responsive bidder whose proposal conforms to the RFP and in the opinion of the Committee, the most advantageous and represents the best value to the project price.

18. Letter of Intent : The Agency selected shall be awarded the contract of Survey by issuing the Letter of Intent (LOI) .The Issue of LOI shall be deemed date of commencement of the assignment and shall be completed as per the period stipulated in the contract.

19. Signing the Agreement : The successful Bidder shall within 30 days of Letter of Intent , execute an agreement with the Department .

20. Cancellation of RFP.

1. Client may cancel the RFP at any time without assigning any reason for the same. The decision of Client shall be final and binding upon all Bidders.

21. Settlement of Disputes

Dispute between the client and the bidder if cannot be settled amicably, the matter shall be referred to the Civil Courts of Competent Jurisdiction of Shillong.