

Department of Women and Child Development, District Vidisha (M.P.)



Request for Proposal

For

**Engagement of NGO to Implement Child Nutrition
Improvement Program for Elimination of Malnutrition
and Stunting under CSR of SECL, Bilaspur**

VDS/WCD/2026/2244/23-04-2026



District Program Officer

Department of Women and Child Development

Dist:Vidisha (M.P.).

Disclaimer

All information contained in this RFP Document provided / clarified is in good interest and faith. This is not an agreement and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this RFP document, the interested bidders shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and firms submitting their bids are satisfied that the RFP document is complete in all respects.

Department of Women and Child Development, District Vidisha (M.P.) (hereafter referred to as "WCD Vidisha") reserve the right to reject any or all of the applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever. WCD Vidisha M.P. also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this RFP document.

WCD Vidisha, reserves the right to change/ modify/ amend any or all of the provisions of this RFP document without assigning any reason. Any such change would be communicated to the bidders. Neither WCD, Vidisha nor their employees and associates will have any liability to any prospective Bidder interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of WCD, Vidisha or their employees and Bidder or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any Bidder as part of RFP process is confidential to WCD, Vidisha and shall not be used by the Bidder for any other purpose, distributed to, or shared with any other person or organization.

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Notice for Inviting Tender (NIT)

VDS/WCD/2026/2271 Vidisha, Date: 23/04/2026

Engagement of NGO to Implement Child Nutrition Improvement Program for Elimination of Malnutrition and Stunting under CSR of SECL, Bilaspur

Department of Women and Child Development, District Vidisha (M.P.) invites proposals from suitable NGO to Implement Child Nutrition Improvement Program for Elimination of Malnutrition and Stunting under CSR of SECL, Bilaspur for Department of Women and Child Development, District Vidisha (M.P.).

For detail scope of work and other terms and conditions, please refer the tender document. Interested Agencies who qualify as per the criteria mentioned in the tender document, may submit their proposals online through the <https://mptenders.gov.in> only latest by 20/05/2026 till 03:00 PM

Any updated, corrigendum, addendum etc. shall be made available only at MP Tenders portal

(District Program Officer)

Department of Women and Child Development,
District Vidisha (M.P.)

Abbreviations & Definitions

Authorized Signatory	The proposer's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective agency.
Bidder/ Legal Entity	Entity bidding as a response to this RFP
WCD	Women and Child Development
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. District Program Officer, WCD Vidisha in this RFP document.
RFP	Request for Proposal
Day	A calendar day as per GoMP/ GoI.
GoI/ GoMP	Govt. of India/ Govt. of Madhya Pradesh
Committee	Committee formed by the Department of Women and Child Development, District Vidisha (M.P.) for the purposes of processing and evaluation of this RFP
Services	The work to be performed by the agency pursuant to the selection by WCD, Vidisha and to the contract to be signed by the parties in pursuance of any specific assignment awarded to them
INR	Indian Rupee
NGO	Non-Government Organization
NIT	Notice Inviting Tender
Notification	A notification published in the Official Gazette
PAN	Permanent Account Number
GST	Goods and Service Tax
Effective date	The date from which the contract comes into force and effect
PC	Procurement/ Purchase Committee
Proposal	A formal offer made in pursuance of an invitation by WCD, Vidisha and includes any tender, proposal or quotation
Proposer	Any person/ agency/ company/ contractor/ supplier/ agency participating in the procurement/ RFP process with the procurement entity
Service Provider/Agency	Any Firm / agency/ company/ contractor/ supplier participating in the procurement/ RFP process with the procurement entity
Tender Process	The process of procurement extending from the issue of invitation to proposals till the award of the procurement contract or cancellation of the Tender Process, as the case may be
EMD	Earnest Money Deposit
PBG	Performance Bank Guarantee
LoI	Letter of Intent
WO/ PO	Work Order/ Purchase Order
SECL	South Eastern Coalfields Limited

1 Schedule of RFP

1	Tender No.	VDS/WCD/2026/2244/23-04-2026
2	Nature of Work	Engagement of NGO to Implement Child Nutrition Improvement Program Elimination of Malnutrition and Stunting
3	Proposals Invited by	District Program Officer Department of Women and Child Development, District Vidisha (M.P.)
4	Date of issue of RFP document	24/04/2026
5	Last date for submission of written queries for clarifications to:	28/04/2026
6	Pre-bid Conference Date and Location	29/04/2026 at 03:00 PM , at Department of Women and Child Development, District Vidisha (M.P.) Office Address: Department of Women and Child Development, Collector Office District Vidisha (M.P.) And Online Through Following Link Wednesday, April 29 · 3:00 – 6:00pm Video call link: https://meet.google.com/ceo-guyy-xku)
7	Start Date for Submission of Proposals	From 30/04/2026 at 10:30 AM
8	Last Date for Submission of Proposals	20/05/2026 till 3:00 PM
9	Date of Opening of PQ cum Technical Bid	25/05/2026 at 3:00 PM
10	Place of Submission & Opening of Proposals	Online on https://mptenders.gov.in/
11	Address for Communication	Department of Women and Child Development, Collector Office District Vidisha (M.P.)
12	Cost of Tender Document	Rs. 1000/- (non-refundable) along with the e-Procurement Processing fees (to be paid online on mptenders portal)
13	Websites for downloading Tender Document, Corrigendum's, Addendums etc.	https://mptenders.gov.in/
14	EMD	Rs. 01 Lacs (Rupees OneLac) to be paid online on mptenders portal
15	Performance Security	3% of Contract Value
16	Proposal's Validity	180 days from the Proposal's submission date.

Note:

1. WCD Vidisha reserves all the rights to cancel the process and reject any or all of the proposals at any time.
2. No contractual obligation whatsoever does arise from the Tender document/process unless and until a formal contract is signed and executed between WCD Vidisha and the successful proposers.
3. WCD Vidisha disclaims any factual or other errors in the tender document (the onus is purely on the individual proposers to verify such information) and the information provided therein are intended only to help the proposers to prepare a logical proposal.

2 Background Information

2.1. Introduction

The Women and Child Development Department (WCD), Vidisha, functions under the Department of Women and Child Development, Government of Madhya Pradesh, and is responsible for the planning, implementation, and monitoring of various schemes and programs aimed at the holistic development of women and children in the district.

The department plays a pivotal role in addressing critical issues such as child nutrition, early childhood care and education, maternal health, and women empowerment through the effective implementation of flagship schemes like the Integrated Child Development Services (ICDS), Poshan Abhiyaan, and other state and centrally sponsored initiatives. Through a network of Anganwadi Centres, the department ensures delivery of essential services including supplementary nutrition, immunization support, health check-ups, referral services, and pre-school education.

2.2. RFP Background

South Eastern Coalfields Limited (SECL), Bilaspur, under its Corporate Social Responsibility (CSR) initiative, has approved and is funding a project aimed at the elimination of malnutrition and stunting among children in Vidisha district. In this regard, proposals are hereby invited through this Request for Proposal (RFP) from eligible and experienced Non-Governmental Organizations (NGOs) for undertaking field-level implementation, support, monitoring, and reporting of the project.

The project is designed as a comprehensive intervention to address child malnutrition through strengthening of existing Anganwadi services and improving overall nutritional outcomes. The key components of the project include enhancement of nutrition delivery systems, identification and management of anemia among children, strengthening of Self-Help Group (SHG)-based kitchen models, capacity building and training of stakeholders, and development of robust monitoring and reporting mechanisms.

Additionally, the project envisages provision of hot cooked nutritious meals to children in the age group of 6 months to 3 years, ensuring improved dietary intake during the critical early childhood period. Through these interventions, the project aims to create a sustainable and scalable model for reducing malnutrition and stunting, while strengthening community-level service delivery systems.

3 Pre-Qualification Eligibility Criteria

A proposer participating in the tender process shall possess the following minimum pre-qualification/ eligibility criteria.(Bidder needs to fill the checklist given in Annexure 3)

S/N	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	The Bidder shall be a legally registered Non-Governmental Organization (NGO) under the Registrar of Firms, Trusts, Societies, or as a Section 8 Company under the applicable laws of India. The entity must have been in continuous operation for a minimum period of five (5) years as on the date of bid submission. Consortiums or Joint Ventures are not allowed.	Registration Certificate, Bylaws, and Rules of the organization.
2.	Financial Capacity – Turnover	Average annual turnover of the bidder shall be at least Rs 10 Crores in India during last 3 Financial Years i.e.2022-23, 2023-24, and 2024-25 as per audited financial statements.	CA Certificate along with UDIN clearly defining the turnover as per format given in Annexure 7 along with Audited Financial Statements (Balance sheet & Profit & Loss statement)
3.	Financial Capacity – Net Worth	The bidder shall have a positive net worth as per the audited financial statements for the financial year 2024–25.	CA Certificate along with UDIN clearly defining the net worth for last financial year.
4.	Financial Capacity – Working Capital	The Bidder shall furnish evidence of possessing adequate working capital, defined as (Current Assets minus Current Liabilities), of not less than INR 2.00 Crores. This may include access to lines of credit and availability of other financial resources sufficient to meet the project requirements. The working capital certificate, shall be issued within a period of three (3) months prior to the date of publication of the tender.	Certificate from a Chartered Accountant (CA), duly supported with UDIN, clearly specifying the Net Working Capital along with the relevant date
5.	Relevant Experience	The Bidder must have successfully undertaken a minimum of two (2) projects, each having a minimum project value of INR 5 Crore (Rupees Five	Copy of related Work orders/ Agreements/ Purchase Order along with copy of certificate issued from end Client for

		<p>Cre), in one or more of the following domains:</p> <p>(i) Child Nutrition / Malnutrition (ii) Maternal & Child Health (iii) ICDS / Anganwadi Services (iv) Community Mobilization / SHG Engagement (v) Capacity Building / Training</p> <p>Additional Conditions: The cited projects/assignments must have been undertaken/completed after 1st April 2020.</p> <p>The assignments must have been undertaken for any of the following entities:</p> <p>(1) Central Government / State Government Departments; (2) Central/State Public Sector Undertakings (PSUs) (3) Public Sector Banks (PSBs) (4) Public Listed Companies registered in India.</p>	<p>such work/ GeMCertificate(Service Acceptance Certificate - SAC)</p> <p>(Email communication/ testimonials etc. would not be considered)</p> <p>OR</p> <p>Copy of related Work orders/ Agreements/ Purchase Order along with Certificate from the Chartered Accountant with UDIN (with required details as mentioned in indicative format given in Annexure 11)</p> <p>(email communication/ testimonials etc. would not be considered)</p> <p>Note:</p> <p>a. Atleast any one of the above documents should clearly define the value of the order.</p> <p>b. Ongoing assignments shall also be considered, provided the bidder has received payments commensurate with the threshold values specified for each project which should be clearly substantiated by Client Certificate or Chartered Accountant certificate with UDIN.</p> <p>c. Project details to be enclosed as per Annexure 4 given.</p>
<p>6.</p>	<p>Tax & CSR Compliance</p>	<p>Mandatory registration under Section 12A and 80G of the IT Act.</p>	<p>Copies of 12A, 80G, registration certificates.</p>

7.	Statutory Registrations	The bidder should have a registered number of (1) PAN	Registration copy of such valid certificates shall be enclosed as proof.
8.	Mandatory Undertaking	The bidder Shall not be black listed by any Central/State Government department or Corporation or Board or MP State PSU or Semi-Govt organization as on date of bid submission.	A self-declaration as per Annexure 6 on the stamp paper of the value mentioned.
9.	Registration on NGO Darpan Portal	The Bidder must be mandatorily registered on the NGO Darpan portal of NITI Aayog, Government of India, as on the date of bid submission	Copy of valid NGO Darpan Registration Certificate / Unique ID proof

Note:

1. Consortium of any mode is not allowed.
2. Interested Bidders are advised to study this RFP document carefully before submitting their proposal in response to this RFP notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. This RFP document is not transferable.
3. Proposals of bidders which do not conform to all the above eligibility criteria will not be considered for evaluation and shall be summarily rejected without any separate notice or assigning any reason whatsoever.

4 Pre-Qualification cum Technical Eligibility Criteria

Technical evaluation will be carried out only for those bidders who qualifies the Pre-qualification stage. The Technical evaluation will be carried on the below parameters: (Bidder needs to fill the checklist given in Annexure 3)

S/ N	Criteria	Evaluation Criteria	Documents required	Maximum Marks
1.	<p>Years of Experience of the Bidder in Social Development Sector as NGO</p> <p>The bidder shall be a registered NGO under the Registrar of Firms, Trusts, or Societies. Under applicable laws in India. The entity should have been in operation for at least five (5) years as on the date of bid submission.</p>	<p>Years of experience</p> <p>5 years to up to 8 years= 03 marks</p> <p>More than 8 years and up to 13 years = 06 marks</p> <p>More than 13 years and up to 20 years = 09 marks</p> <p>More than 20 years and up to 25 years = 12 marks</p> <p>More than 25 years= 15 marks</p>	As per PQ Criteria no. 1s (Legal Entity)	15
2.	<p>Turnover</p> <p>Average annual turnover of the bidder shall be at least Rs 10 Crores in India during last 3 Financial Years i.e. for the year ending March 31, 2022-23, 2023-24, and 2024-25 as per audited financial statements.</p>	<p>Turnover</p> <p>INR 10 to 15 Crores = 10 marks</p> <p>Above 15 upto 20 Crores = 15 marks</p> <p>Above 20 upto 25 Crores = 20 marks</p> <p>Above 25 upto 35 Crores = 25 mark</p> <p>Above 35 upto 50 Crores = 30 mark</p> <p>More than INR 50 Crores = 35 marks</p>	As per PQ Criteria no. 2 (Turnover)	35

<p>3.</p>	<p>Bidders Experience: Bidders Experience of undertaken assignments Amount received in last 5 years in Nutrition related activities The assignments must have been undertaken for any of the following entities: (1) Central Government / State Government Departments; (2) Central/State Public Sector Undertakings (PSUs) (3) Public Sector Banks (PSBs) (4) Public Listed Companies registered in India.</p>	<p>Less than 05 Crores Zero Marks 05 to 10Crore05 Marks Above 10 to 15Crore10 marks Above 15 to 20Crore15 marks Above 20 to 25Crore20 marks Above 25 to 30Crore25 marks Above 30 Crore: 30 Marks</p>	<p>Certificate from the Chartered Accountant with UDIN (with required details as mentioned in indicative format given in Annexure 12)</p>	<p>30</p>
<p>4.</p>	<p>Bidders Experience: Bidders Experience of undertaken assignments Amount received in last 5 years in Healthcare related activities The assignments must have been undertaken for any of the following entities: (1) Central Government / State Government Departments; (2) Central/State Public Sector Undertakings (PSUs) (3) Public Sector Banks (PSBs) (4) Public Listed Companies registered in India.</p>	<p>Less than 05 Crores Zero Marks 05 to 08Crore01Marks Above 08 to 10Crore02 marks Above 10 to 12Crore03 marks Above 12 to 15Crore04 marks Above 15 Crore: 05 Marks</p>	<p>Certificate from the Chartered Accountant with UDIN (with required details as mentioned in indicative format given in Annexure 12)</p>	<p>05</p>

5.	<p>Bidders Experience: Bidders Experience of undertaken assignments Amount received in last 5 years in Social welfare related activities (Excluding Nutrition & Healthcare Activities) Social welfare related activities excluding Nutrition & healthcare The assignments must have been undertaken for any of the following entities:</p> <p>(1) Central Government / State Government Departments; (2) Central/State Public Sector Undertakings (PSUs) (3) Public Sector Banks (PSBs) (4) Public Listed Companies registered in India.</p>	<p>Less than 05 Crores Zero Marks 05 to 10Crore02 Marks Above 10 to 15Crore04 marks Above 15 to 20Crore06 marks Above 20 to 25Crore08 marks Above 25 Crore: 10 Marks</p>	<p>Certificate from the Chartered Accountant with UDIN (with required details as mentioned in indicative format given in Annexure 12)</p>	10
6.	<p>Presence in Madhya Pradesh: Bidders Experience in providing services in Social Development Sector in Madhya Pradesh</p>	<p>Assignment(s) of a value not less than Rs. 5.00 crore each: 1 Project: 3 Marks 2 or more projects: 05 marks</p>	<p>As per PQ Criteria no. 4 (Technical Capability)</p>	05
Total Marks				100

5 Overall Evaluation

5.1 Selection Method

1. The selection shall be based on Quality-Based Selection (QBS).
2. Financial bids shall not be considered, as rates are pre-determined.
3. Bidder securing the highest technical score (H1) shall be awarded the contract.

4. In the event of two or more bidders have the same technical score, the selection will then be determined by the bidder with the highest average financial turnover for the last three financial years, calculated in accordance with the PQ clause.

5.2 Determination of Responsiveness

1. The bid evaluation committee shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
2. A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where: -
 - a. "deviation" is a departure from the requirements specified in the bidding document;
 - b. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
 - c. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.
 - d. A material deviation, reservation, or omission is one that,
3. if accepted, shall: -
 - a. affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
 - b. limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract; or
 - c. if rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.
4. The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
5. The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.

5.3 Non-material Non-conformities in Bids

1. The bid evaluation committee may waive any non-conformities in the Bid that do not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.
2. The bid evaluation committee may request the bidder to submit the necessary information or document within a reasonable period of time. Failure of the bidder to comply with the request may result evaluation based on submitted bid documents only.
3. The bid evaluation committee may rectify non-material nonconformities or omissions on the basis of the information or documentation received from the bidder under above clauses.

5.4 Tabulation of Technical Bids

1. Technical Bids shall be tabulated by the bid evaluation committee in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.
2. The members of bid evaluation committee shall give their recommendations below the table as to which of the bidders have been found to be qualified in evaluation of Technical Bids and sign it.

6 Scope of Work

The selected NGO (hereinafter referred to as the “Implementation Agency”) shall be responsible for end-to-end field-level implementation, coordination, capacity building, and monitoring of the project. The key components of the Scope of Work include, but are not limited to, the following: -

6.1 Strengthening of Anganwadi Services

1. Support and strengthen the functioning of Anganwadi Centers in alignment with ICDS guidelines.
2. Improve delivery of supplementary nutrition and early childhood care services.
3. Facilitate convergence with frontline workers including Anganwadi Workers (AWWs), ASHAs, and ANMs.

6.2 Nutrition Improvement Interventions

1. Design and implement targeted interventions for reduction of malnutrition and stunting among children.
2. Conduct growth monitoring, nutritional assessment, and tracking of beneficiaries.
3. Promote age-appropriate feeding practices and nutrition awareness among caregivers.

6.3 Identification and Management of Anemia

1. Undertake screening and identification of anemia among children and, where required, among mothers.
2. Facilitate linkages with health departments for treatment and follow-up.
3. Conduct awareness and behavior change activities for prevention of anemia.

6.4 Strengthening of SHG-Based Kitchen Models

1. Support establishment and operational strengthening of Self-Help Group (SHG)-led kitchens for preparation of nutritious meals. (700 kitchen)
2. Ensure adherence to prescribed food quality, hygiene, and safety standards.
3. Build capacities of SHG members in food preparation, handling, and service delivery.

6.5 Provision of Hot Cooked Nutritious Meals

1. Ensure daily provision of hot cooked, safe, and nutritious meals to children in the age group of 06 months to 03 years as per defined nutritional norms.
2. Maintain quality assurance, timely delivery, and proper distribution mechanisms.
3. Establish systems for tracking meal distribution and beneficiary coverage.

4. The responsibility for transportation of food from the central kitchen to the Anganwadi Centres shall lie with the bidder and shall include, but not be limited to, loading, unloading, handling, and safe delivery at designated locations.
5. The food shall be prepared as per the following approved recipes for children aged 6 months to 3 years, including but not limited to:
 - a. Aata Besan Lapsi
 - b. Murmura Besan Lapsi
 - c. Paushtik Khichdi
 - d. Paushtik Dalia
 - e. Namkeen Dalia
6. Detailed specifications and preparation methodology for the above recipes are provided in **Annexure 10** of the bid document, including but not limited to ingredients, nutritional values, and cooking processes. The recipes indicated therein are indicative in nature and may be revised/modified from time to time in accordance with applicable guidelines, nutritional standards, and program requirements.
7. The rate for supply of food is fixed at **INR 8 per meal per child**, inclusive of all applicable costs, including but not limited to preparation, packaging, transportation, and delivery:

6.6 Capacity Building and Training

1. Conduct structured training programs for Anganwadi Workers, SHGs, and other stakeholders.
2. Develop training modules, IEC (Information, Education & Communication) materials, and toolkits.
3. Strengthen institutional capacity for sustained implementation.

6.7 Monitoring, Evaluation, and Reporting

1. The Implementation Agency shall develop and operationalize a robust monitoring and reporting framework, including MIS systems, ensuring that all data entry, tracking, and reporting activities are carried out through the designated Women and Child Development (WCD) Department portal.
2. The Agency shall submit periodic progress reports, including physical and outcome-based indicators, through the WCD portal in the prescribed formats and timelines, as specified by the Department.
3. The Agency shall facilitate and support baseline, midline, and endline assessments, and ensure that all relevant data and findings are duly captured and updated on the WCD portal.

6.8 Community Mobilization and Behavior Change

1. Undertake community engagement activities to promote awareness on nutrition, hygiene, and health practices.
2. Facilitate participation of community institutions including SHGs and local bodies.

6.9 CSR Proposition and Compliance

The Implementation Agency shall ensure that all activities undertaken under this Project are strictly aligned with the objectives, guidelines, and compliance requirements of the Corporate Social Responsibility (CSR) framework of the Funding Agency, i.e., South Eastern Coalfields Limited (SECL), Bilaspur, and applicable provisions under the Companies Act, 2013.

In this regard, the Implementation Agency shall be responsible for the following:

1) Alignment with CSR Objectives

Ensure that all interventions are designed and implemented in accordance with the CSR priorities of SECL, with a focus on improving health, nutrition, and well-being of children and communities.

2) Utilization of Funds

Ensure that CSR funds are utilized strictly for the intended purposes as defined in the Project and in compliance with approved budgets and guidelines. No diversion or misuse of funds shall be permitted.

3) Documentation and Reporting

Maintain detailed records of activities, outputs, and outcomes, and submit periodic reports in formats prescribed by the Department and/or SECL, including utilization certificates and impact reports as required.

4) Branding and Visibility

Ensure appropriate acknowledgement of SECL's CSR support in all project-related communication, IEC materials, and field-level activities, in accordance with guidelines issued by the Funding Agency.

5) Compliance with Statutory Provisions

Adhere to all applicable statutory provisions, including CSR rules under the Companies Act, 2013, and any amendments thereto, as well as instructions issued by SECL or the Department from time to time.

6) Audit and Inspection Support

Facilitate and cooperate with any audit, inspection, or evaluation conducted by SECL, the Department, or any authorized third-party agency, and provide all necessary documents and information as required.

7) Outcome and Impact Orientation

Ensure that the project delivers measurable outcomes and impact in line with CSR objectives, including improvement in nutrition indicators, reduction in malnutrition and stunting, and strengthening of community-level systems.

8) Quarterly Review

Quarterly review of the programme will be done by WCD Vidisha and SECL Bilaspur.

9) Responsibility and Liability

Responsibility and Liability:

The selected firm/agency shall bear full and exclusive responsibility for ensuring the quality, safety, hygiene, and fitness for consumption of the food supplied under this contract. In the event of any incident, including but not limited to illness, food poisoning, injury, or death, attributable directly or indirectly to the consumption of food supplied by the agency, the entire responsibility and liability shall rest solely with the selected firm/agency.

The agency shall be liable for all consequences arising therefrom, including but not limited to medical expenses, compensation, damages, penalties, and any civil or criminal proceedings initiated by affected individuals or competent authorities. The agency shall also be responsible for compliance with all applicable food safety standards, regulations, and statutory requirements, and shall indemnify and hold harmless the Department/Authority from any claims, losses, liabilities, or legal actions arising out of such incidents.

Any action taken by statutory or regulatory authorities in this regard shall be binding on the agency, and the Department/Authority shall not bear any liability whatsoever in such cases.

6.10 Establishment of Local Office

1. The selected Bidder (Implementation Agency) shall mandatorily establish a fully functional project office within Vidisha District within a period of thirty (30) days from the date of issuance of the Work Order/Letter of Award (LoA).
2. The local office shall be adequately staffed with qualified personnel and equipped with necessary infrastructure to ensure effective coordination, supervision, and implementation of project activities at the district level.
3. The Implementation Agency shall submit documentary evidence of establishment of the office, including address proof, photographs, and details of deployed staff, to the Authority within the stipulated timeline.
4. Failure to establish the local office within the prescribed period may attract penalties as per the SLA and may also be considered as a material breach of contract, which may lead to appropriate action including withholding of payments or termination of the Contract.

7 Project Scale and Duration

Parameter	Details
Project Duration	03 (Three) Years
Geographic Coverage	2,385 Anganwadi Centres across Vidisha District
Target Beneficiaries	Approximately 36,000 children (Age Group: 06 months to 03 years)

8 Financial Details and Budgetary Provisions

8.1 Food Supply Cost

An amount of **₹8/- (Rupees Eight only)** per child per day shall be provided under CSR funding towards the cost of food supply.

It is expressly clarified that this amount is exclusively towards procurement and preparation of food and does not include any administrative or operational expenses.

8.2 Training and Capacity Building Support

An amount of **₹7,90,000/- (Rupees Seven Lakh Ninety Thousand only)** shall be allocated towards training, capacity building, and related project support activities.

8.3 Exclusions and Additional Provisions

Costs related to Teaching Learning Material (TLM), IEC activities, and SHG Kitchen refurbishment are not included in the above financial provisions.

Such components shall be funded separately as per project requirements and approvals.

9 Service Levels Agreement

9.1 Purpose

The Service Level Agreement (SLA) defines the performance standards, measurable indicators, and service delivery obligations to be adhered to by the selected Implementation Agency for effective execution of the Project. The SLA shall form an integral part of the Contract and shall be binding on the Implementation Agency throughout the Project duration.

9.2 Scope of SLA

The SLA shall cover all key components of project implementation including, but not limited to, beneficiary coverage, service delivery, food quality, capacity building, monitoring and reporting, and compliance with statutory and departmental requirements.

9.3 Service Level Parameters and Performance Standards

S. No	SLA Parameter	Key Performance Indicator (KPI)	Measurement Methodology	Frequency	Performance Benchmark	Service Level Deviation / Penalty
1	District Office Establishment	Establishment of a fully functional project office in Vidisha District	Submission of address proof, photographs, infrastructure details and physical verification by Authority	One-time (within timeline)	Office established within 30 days from LoA/WO	₹1,000 per day of delay beyond 30 days, subject to max 10% of quarterly payment
2	Deployment of Key Personnel	Deployment of key resources (Project Manager, Domain Experts, Field Coordinators)	HR records, CVs, joining reports, and verification	One-time (within timeline)	100% positions filled within 30 days	₹5,000 per position per week of delay
3	Field Staff Deployment	Deployment of field staff across project locations	Attendance records, field reports, and verification	Monthly	≥ 95% positions deployed	₹2,000 per 5% shortfall per month
4	Continuity of Office & Staff	Continuous functioning of office and availability of deployed personnel	Periodic inspections, attendance and HR records	Continuous / Monthly review	No vacancy beyond 15 days and office fully operational	₹3,000 per position per week of vacancy and ₹2,000 per instance of non-functioning

5	Beneficiary Coverage	Percentage of enrolled beneficiaries receiving services	Verified through WCD portal records and field validation	Monthly	≥ 95%	Deduction of 1% of monthly payable amount for every 5% shortfall
6	Provision of Hot Cooked Meals	Timely and uninterrupted supply of meals	Daily records and random inspections	Daily / Monthly review	100% compliance	₹5,000 per instance of non-supply
7	Food Quality & Hygiene	Compliance with prescribed nutritional and hygiene standards	Inspection reports / lab tests (if required)	Monthly / Surprise checks	100% compliance	₹10,000 per instance and mandatory corrective action
8	Anganwadi Centre Support	Coverage of AWCs as per approved plan	Field reports and validation	Monthly	≥ 95%	1% deduction for every 5% shortfall
9	Anemia Screening & Referral	Percentage of targeted beneficiaries screened and referred	Health records and reports	Quarterly	≥ 90%	1% deduction per 5% shortfall
10	Capacity Building & Training	Completion of planned training programs	Training reports and attendance records	Quarterly	100%	₹5,000 per missed training
11	SHG Kitchen Functionality	Operational status of SHG kitchens	Field verification reports	Monthly	≥ 95% functional	₹5,000 per non-functional unit
12	Data Entry & MIS Compliance	Timely and accurate data entry on WCD portal	System-generated reports	Weekly / Monthly	100% compliance	₹2,000 per instance of delay/non-compliance
13	Reporting Compliance	Submission of reports within stipulated	Submission logs	Monthly	100%	₹2,000 per delayed submission

		timelines				
14	Field Monitoring & Supervision	Completion of scheduled field visits	Visit reports	Monthly	≥ 90%	₹2,000 per missed visit
15	Grievance Redressal	Resolution of complaints within defined timelines	Complaint registers / portal records	Monthly	Within 7 days	₹1,000 per delayed case
16	Outcome Indicators (Advisory)	Improvement in nutritional indicators	Baseline vs periodic assessments	Half-yearly	As per approved targets	Subject to performance review

9.4 SLA Monitoring and Review Mechanism

1. The performance of the Implementation Agency shall be monitored through:
 - a) Data available on the **Women and Child Development (WCD) Department portal**
 - b) Field inspections and verification by authorized officials of WCD and SECL.
 - c) Periodic review meetings and reports
2. A monthly performance review shall be conducted by the Competent Authority to assess compliance against SLA parameters.
3. The Authority reserves the right to conduct **third-party audits/inspections** at any stage during the Project.

9.5 Service Level Deviation and Penalty Framework

1. Any deviation from the prescribed SLA parameters shall attract penalties as specified above.
2. Penalties shall be deducted from the payments due to the Implementation Agency.
3. The cumulative penalty in any quarter shall ordinarily not exceed 10% of the payable amount for that period.
4. Notwithstanding the above, in the event that the cumulative penalties reach or exceed 10% of the payable amount in three (3) consecutive quarters, it shall be deemed as persistent non-performance. In such a case, the Department/Authority shall have the right to terminate the contract, after issuing due notice, in accordance with the terms and conditions of the agreement

9.6 Escalation and Corrective Action

1. In case of non-compliance, the Authority may issue:
 - a) Written warnings
 - b) Directions for corrective action within a stipulated timeframe

2. Continued non-compliance beyond three consecutive review cycles may lead to:
 - a) Withholding of payments
 - b) Reduction in scope
 - c) Termination of the Contract

9.7 Termination on Account of SLA Breach

The Authority reserves the right to terminate the Contract, in whole or in part, in the event of:

1. Persistent failure to meet SLA requirements
2. Material breach of contractual obligations
3. Submission of false or misleading information
4. Compromise in beneficiary safety, food quality, or service delivery

9.8 General Provisions

1. The Implementation Agency shall maintain all records, registers, and documentation required for SLA verification and audit.
2. The decision of the Authority in respect of SLA compliance and interpretation shall be final and binding.
3. The SLA framework may be revised by the Authority based on project requirements, with due intimation to the Implementation Agency.

10 Payment Terms

- I. The Implementation Agency shall submit a quarterly invoice along with supporting documents, including progress reports, utilization details, and SLA compliance reports, in the prescribed format.
- II. Payments shall be subject to deductions of any amount for which the agency is liable as per the penalty clause of this RFP document. Further, all payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the applicable Acts & Laws.
- III. Penalties, if any, for violating the Service Levels will be computed at the end of each payment cycle. These Penalties would be adjusted in the payment due to the Selected Agency in the subsequent month
- IV. Payment would be made in Indian Rupees only
- V. Due payments shall be made promptly by the WCD, Vidisha, generally within Ninety (90) days after submission of an invoice or request for payment by the supplier/ selected bidder, and the WCD, Vidisha has accepted it.

11 Instruction to Bidders

11.1 Earnest Money Deposit (EMD)

- a) The bidder shall submit Earnest Money Deposit (EMD) of an amount as mentioned in section 1 - Schedule of RFP, which shall be deposited online during the submission of the tender on e-Procurement portal.
- b) Unsuccessful bidder's EMD will be released within 30 working days of issuing of work order or signing of agreement with successful agencies.
- c) The successful bidder's EMD will be returned after submission of performance security.
- d) The EMD may be forfeited in the following cases:
 - i. If a bidder withdraws his proposal or increases his quoted prices during the period of proposal validity or its extended period, if any; or
 - ii. In the case of a successful bidder, if it fails within the specified time limit to sign the agreement.

11.2 Performance Security

- a) The successful agency under this engagement shall submit a Performance Guarantee of an amount as mentioned below in the form of Performance Bank Guarantee (PBG) for the engagement period plus 60 days. All charges with respect to the Performance Security shall be borne by the bidder.
- b) The selected agencies are required to submit the Performance bank guarantee of the amount as mentioned in schedule of RFP along with the signed agreement.
- c) The Performance Security shall be returned upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance security.
- d) This security may be invoked on violation of any of the conditions given below:
 - i. Bidder is not able to deliver services as per SLA.
 - ii. The bidder or his employee is involved in any unlawful activity during its engagement with WCD, Vidisha.
 - iii. If the Bidder is non-responsive to the requirements raised by WCD, Vidisha for consecutive 3 times.

11.3 Sale of Bidding/ Tender Documents

- a) The sale of bidding documents shall be commenced from the date of publication of NIT and shall be stopped one day prior to the date of opening of Bid. The complete bidding document shall be placed on the e-Procurement portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.

11.4 Pre-bid Meeting/ Clarifications

Any prospective proposer may, in writing, seek clarifications from WCD, Vidisha in respect of the RFP document.

- a) A pre-bid meeting shall also be scheduled by WCD, Vidisha as per the details mentioned in the RFP and to clarify doubts of potential proposers in respect of the RFP.

- b) The prospective bidder requiring any clarification on the tender shall contact WCD, Vidisha through email by sending their queries at dpowcd7@gmail.com in the format as per **Annexure - 1**.
- c) WCD, Vidisha will provide clarifications to only those queries which would be received as specified in "Schedule of RFP". All future correspondence/corrigendum shall be published on <https://mptenders.gov.in/>

11.5 Changes in the Bidding Document

- a) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- b) In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- c) In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.
- d) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity; provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.
- e) Any corrigendum issued in this regard shall be uploaded on <https://mptenders.gov.in>.

11.6 Period of Validity of Bids

The proposals submitted by bidders shall be valid for a period of 180 days from the date of submission of the proposal. On completion of the validity period, in case required, WCD, Vidisha would solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing by post or email.

12 Submission of Proposal

12.1 Proposal Submission

The proposal shall be submitted as per the schedule given in the "Schedule of RFP". The Pre-Qualification and Technical Proposal shall be submitted online on MP Tender portal as follows under the specified areas as follows:

- **Pre-Qualification and Technical Proposal**

1. PQ cum Technical Proposal –

The PQ cum Technical Proposal shall contain the following information:

- i. Covering letter as per **Annexure-2**
- ii. Checklist for Eligibility/Qualification Criteria Compliance in **Annexure-3**
- iii. Project Details as per **Annexure-4**
- iv. Organization & Official contact details as per **Annexure-5**
- v. Self-declaration as per **Annexure – 6**
- vi. CA Certificate for turnover as per **Annexure – 7**
- vii. Proposed Team Deployment as per **Annexure – 8**
- viii. CA Certificate for Project Status (If required) - **Annexure – 11**
- ix. CA Certificate Sector Wise Payment Received - **Annexure - 12**
- x. Any additional information or document that the bidder may think fit but not included elsewhere in the proposal, which will help WCD, Vidisha to assess the capabilities of the Agency.

Note:

1. During PQ cum technical evaluation, clarification on already submitted documents may be sought by WCD, Vidisha, through written communication, to which the bidder should respond within the timelines given.

12.2 Cost & Language of Bidding

- a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

12.3 Alternative/ Multiple Bids

Alternative/ Multiple Bids shall not be considered at all.

12.4 Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the MP TENDERS Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the MP TENDERS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the MP TENDERS Portal.

More information useful for submitting online bids on the MP TENDERS Portal may be obtained at:
<https://mptenders.gov.in/nicgep/app>

A. Registration

- I. Bidders are required to enrol on the MP e-Tender module of the Central Public Procurement Portal (URL: <https://mptenders.gov.in/nicgep/app>) by clicking on the link “**Online bidder Enrolment**” on the MP TENDERS Portal which is free of charge.
- II. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- III. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the MP TENDERS Portal.
- IV. Upon enrolment, the bidders will be required to register **their valid Digital Signature Certificate (Class III Certificates with signing key usage)** issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- V. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- VI. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

B. Searching for Tender Documents

- I. There are various search options built in the MP TENDERS Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the MP TENDERS Portal.
- II. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the MP TENDERS Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- III. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

C. Preparation of Bids

- I. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- II. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. Also any conditional bid shall be liable to be rejected.
- III. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG

formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- IV. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

D. Submission of Bids

- I. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- II. The bidder has to digitally sign and upload the required bid documents as indicated in the tender document.
- III. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- IV. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- V. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- VI. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- VII. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

E. Assistance to Bidders

- I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to MP TENDERS Portal in general may be directed to the 24x7 MP TENDERS Portal Helpdesk.

13 Opening of Proposals

- I. Initially the PQ cum technical proposal containing “**PQ cum Technical Proposal**” shall be opened online in the presence of representatives of the bidders at the time and place as mentioned in the Section – 1 “**Schedule of RFP**”.
- II. Bids would be evaluation with respect to Eligibility criteria. The bidders who would be found to be eligible, shall be evaluated as per the technical evaluation criteria’s.
- III. One authorized representative of each of the bidders would be permitted to be present at the time of aforementioned opening of the proposal.

13.1 Proposal Evaluation

13.1.1 Preliminary Evaluation

- I. WCD, Vidisha will constitute a proposal evaluation committee to evaluate the responses of the bidders. The Proposal evaluation committee constituted by WCD, Vidisha shall conduct a preliminary scrutiny of the opened Proposals to assess the prima-facie responsiveness and ensure that the:
 - a. Proposal is as per the requirements listed in the RFP document.
 - b. Proposal is valid for the period, specified in the RFP document.
- II. The Proposal Evaluation Committee constituted by the WCD, Vidisha shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- III. The decision of the Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- IV. The Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- V. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP. No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of proposal, till final decision is conveyed to the successful bidder(s).
- VI. However, the Committee/its authorized representative and WCD, Vidisha can make any enquiry/ seek clarification on submitted documents from the bidders, which the bidders must furnish within the stipulated time else the bids of such defaulting bidders will be rejected.

13.1.2 Technical Evaluation

- I. Technical evaluation will be carried out only for those bidders who qualifies the Preliminary Evaluationstage. The Technical evaluation will be carried on the parameters/criteria mentioned in this RFP document.
- II. The bidders are required to furnish documents to establish their eligibility (indicating the reference page number in the proposal against the proof submitted) for each of the items given in “**Eligibility Criteria**” of this RFP. Relevant portions in the documents should be highlighted. If a proposal is not accompanied with all necessary documents, it may be summarily rejected.

- III. Undertaking for subsequent submission of any of the eligibility documents will not be entertained. However, WCD, Vidisha reserves the right to seek fresh set of documents or seek clarifications on the already submitted documents.
- IV. Upon verification, evaluation/assessment, if in case, any information furnished by the bidder is found to be false / incorrect, their proposal will be summarily rejected and no correspondence on the same shall be entertained.
- V. Submission of false/forged documents will lead to forfeiture of EMD and blacklisting of agency for a minimum period of 3 years from participating in WCD, Vidisha tenders.

13.2 Selection Method

- I. The selection shall be based on Quality-Based Selection (QBS).
- II. Financial bids shall not be considered, as rates are pre-determined.
- III. Bidder securing the highest technical score (H1) shall be awarded the contract.
- IV. In the event of two or more bidders have the same technical score, the selection will then be determined by the bidder with the highest average financial turnover for the last three financial years, calculated in accordance with the PQ clause.

13.3 Execution of Proposal/Disqualification

WCD, Vidisha may exclude or disqualify a proposal if:

- I. The information submitted, concerning the qualifications of the proposer, was false or constituted a misrepresentation; or
- II. The information submitted, concerning the qualifications of the proposer, was materially inaccurate or incomplete; and
- III. The proposer is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
- IV. The proposal materially departs from the requirements specified in the proposal or it contains false information;
- V. The proposer submitting the proposal, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the WCD, Vidisha or other governmental authority a gratification in any form or any other thing of value so as to unduly influence the Tender Process;
- VI. A proposer, in the opinion of the WCD, Vidisha, has a conflict of interest materially affecting fair competition.
- VII. A proposal shall be excluded/ disqualified as soon as the cause for its exclusion/disqualification is discovered.
- VIII. Any attempt by a bidder to influence WCD, Vidisha in the evaluation of the proposal or contract award decisions may result in the rejection of its proposal.

13.4 WCD, Vidisha's Right to Accept OR Reject any OR All Proposals

WCD, Vidisha reserves the right to accept or reject any proposals, and to annul (cancel) the RFP process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the proposers.

13.5 Selection of Agency

WCD, Vidisha will sign the engagement agreement with the successful bidder(s) for the period stated in the RFP document.

13.6 Late Proposal

Proposal submitted after due date and time shall not be accepted.

13.7 Cancellation of Tender Process

- I. If any bidding process has been cancelled, it shall not be reopened but it shall not prevent WCD, Vidisha from initiating a new proposal process for the same subject matter of procurement, if required.
- II. WCD, Vidisha may, for reasons to be recorded in writing, cancel the process of procurement initiated by it at any time prior to the acceptance of the successful proposals; or after the successful proposal is accepted in accordance with below:
 - a. If a proposer is convicted of any offence under the prevailing law, WCD, Vidisha may:
 - b. Cancel the relevant Tender Process if the proposal of the convicted proposer has been declared as successful but no procurement contract has been entered into;
 - c. Rescind the relevant contract or forfeit the payment of all or a part of the contract value if the procurement contract has been entered into between WCD, Vidisha and the convicted proposer.
 - d. If it determines that the bidder recommended for award or on whom the contract / award has already been placed has engaged in corrupt or fraudulent practices in competing for the contract/award in question.
 - e. The decision of WCD, Vidisha to cancel the procurement and reasons for such decision shall be immediately communicated to all proposers that participated in the tender process.

13.8 Interference with Tender Process

For a proposer who withdraws from the tender process after opening proposal / withdraws from the tender process after being declared the successful proposer / fails to enter into contract after being declared the successful proposer / fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful proposer, without valid grounds, shall, in addition to the recourse available in the bidding document or the contract, EMD submitted will be forfeited.

13.9 Debarment from Bidding

- I. If WCD, Vidisha finds that a proposer has breached the code of integrity prescribed in the RFP, it may debar the proposer for a period of three years.
- II. Where the entire proposal security or the entire performance security or any substitute thereof, as the case may be, of a proposer has been forfeiture by WCD, Vidisha in respect of any tender process or procurement contract, the proposer may be debarred from participating in any tender process undertaken by WCD, Vidisha for a period of three years.
- III. WCD, Vidisha, as the case may be, shall not debar a proposer under this section unless such proposer has been given a reasonable opportunity of being heard.

13.10 Monitoring of Contract

If delay in delivery of service is observed, a performance notice would be given to the selected proposer to speed up the delivery. Any change in the constitution of the agency etc. shall be notified forth with by the contractor in writing to WCD, Vidisha **within thirty days** of such change. Such change shall not relieve the agency, from any liability under the contract.

The selected proposer shall not assign or sub-let his contract or any substantial part thereof to any other agency.

13.11 Corrupt/Fraudulent Practices

- I. WCD, Vidisha requires that the bidders under this tender shall observe the highest standards of ethics during the execution of such contracts. In pursuance of this policy, WCD, Vidisha defines the terms set forth as follows:
 - a. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the award of the contract, in contract execution;
 - b. "Fraudulent practice" means a misrepresentation of facts in order to influence award of contract or an execution of a contract to the detriment of WCD, Vidisha, and includes collusive practice among bidders (prior to or after proposal submission) to deprive WCD, Vidisha of the benefits of the free and open competition.
- II. In the event of corrupt practice and fraudulence, in addition to penal action as per the terms and conditions of the contract, legal action may also be initiated against the concerned. Apart from termination of contract, WCD, Vidisha may also forfeit the PBG submitted by the bidder.
- III. WCD, Vidisha will suspend the award of contract if prima-facie it is established that the bidder had engaged in corrupt or fraudulent practices in competing for the contract in question.
- IV. WCD, Vidisha will declare a bidder ineligible after giving opportunity of being heard, either indefinitely or for a stated period of time, to be awarded a contract, if at any time it is found that the bidder has engaged in corrupt and fraudulent practices in competing for, or in executing, this contract.

13.12 Sub-Contracting

The proposer shall not assign or sub-let his contract or any substantial part thereof to any other agency.

13.13 Withdrawal, Substitution, and Modification of Bids

- a) If permitted on e-Procurement portal, a Bidder may withdraw its Bid or re-submit its Bid (technical and/ or financial cover) as per the instructions/ procedure mentioned at e-Procurement website under the section "Bidder's Manual Kit".
- b) Bids withdrawn shall not be opened and processes further.

13.14 Clarification of Bids

- c) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid.
- d) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- e) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

13.15 Procuring entity's right to accept or reject any or all Bids

The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.

13.16 Information and publication of award

Information of award of contract shall be communicated to all participating bidders and published on the respective website(s) as specified in NIT.

13.17 Execution of agreement

- a) A procurement contract shall come into force from the date on which the contract/ agreement is signed.
- b) The successful bidder shall sign the procurement contract within 15 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.
- c) If the bidder, who's Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance may be provided to the next most advantageous bidder, in accordance with the criteria and procedures set out in the bidding document.
- d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Madhya Pradesh only.

13.18 Confidential Information

The RFP contains information proprietary to WCD, Vidisha. WCD, Vidisha requires the recipients of this RFP to maintain its contents in the same confidence as their own confidential information and refrain from reproducing it in whole or in part without the written permission of WCD, Vidisha.

WCD, Vidisha will not return the proposal/responses to the RFP received. The information provided by the bidder(s) will be held in confidence and will be used for the purpose of evaluation of proposal.

13.19 Verification of Eligibility Documents by WCD, Vidisha

WCD, Vidisha reserves right to verify all statements, information and documents submitted by the bidder in response to the tender document. The bidder shall, when so required by WCD, Vidisha, make available all such information, evidence, and documents as may be necessary for such verifications. Any such verification or lack of verification by WCD, Vidisha shall not relieve the bidder of its obligations or liabilities hereunder nor will it affect any rights of WCD, Vidishathereunder. If any statement, information, and document submitted by the bidder is found to be false, manipulated or forged during verification process, strict action shall be taken.

14 General Terms and Conditions of Proposal & Contract

Proposers should read these conditions carefully and comply strictly while sending their proposal.

Note: The proposer shall be deemed to have carefully examined the conditions of the services to be rendered. If the proposer has any doubts as to the meaning of any portion of these conditions, he shall, before submitting the proposal and signing the contract refer the same to WCD, Vidisha and get clarifications.

14.1 Signing of Contract

The successful bidder(s) shall execute an agreement within 15 days from the date of issuance of Letter of Intent (LoI) (or work order if LoI is not issued) with WCD, Vidisha. In addition to terms and conditions being mentioned hereunder, all terms and conditions of the tender and corrigendum issued shall also be applicable for the contract.

14.2 Execution of agreement

During the term of contract, the selected agency(ies) will work closely with WCD, Vidisha and will perform the activities as per the scope of work. In case of poor performance, non-responsiveness or unjustified & repeated delays in sharing of relevant profiles of eligible candidates, WCD, Vidisha shall terminate the agreement. In this case, the performance security shall be forfeited.

14.3 Failure to agree with the “Terms and Conditions” of the Tender

Failure of the successful bidder to agree with the Terms & Conditions of the contract shall constitute sufficient grounds for the annulment of the proposal or the award. In such circumstances, WCD, Vidisha would reject the proposal and forfeit the EMD as specified in the document.

14.4 Contract Documents

Subject to the order of precedence set forth in the agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

14.5 Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the State of Madhya Pradesh prevalent during & at the time of signing of contract. The courts in Vidisha shall have the jurisdiction.

14.6 Recoveries from Agency

- I. Recovery of penalties shall be made ordinarily from bills.
- II. WCD, Vidisha shall withhold amount to the extent of shortcomings of the delivery of services unless these are completed as per the SLA. In case of failure to withhold the amount, it shall be recovered from dues of the agency and performance security deposit available with WCD, Vidisha. The balance, if any, shall be demanded from the Selected Agency and when recovery is not possible, WCD, Vidisha shall take recourse to law in force.

14.7 Taxes & Duties

- I. GST, if applicable, shall not be included in the proposal price and shall be paid by WCD, Vidisha separately on prevailing rates. All other taxes, duties, license fee and levies shall be including in the proposal price.
- II. TDS, if applicable for any tax, shall be done as per law in force at the time of execution of the contract.
- III. If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected proposer / agency, the agency shall use its best efforts to benefit from any such tax savings to the maximum allowable extent, without any negative impact on WCD, Vidisha and the contract.

14.8 Copyright

The copyright in all materials containing data and information furnished to the Purchaser by the selected agency(ies) herein, as part of responsibility within scope of this contract, shall remain vested in WCD, Vidisha.

14.9 Force Majeure

- I. Notwithstanding the provisions of conditions of contract, the successful bidder shall not be liable for forfeiture of its performance security or termination for default, if and to the extent that its' delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- II. For purpose of this clause, Force Majeure means an event beyond the control of the successful bidder and not involving the successful bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to acts of WCD, Vidisha either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- III. If a Force Majeure situation arises, the successful bidder shall promptly notify WCD, Vidisha in writing of such conditions and the cause thereof. Unless otherwise directed by WCD, Vidisha in writing, the successful bidder shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

15 Termination

15.1 Termination for Default

- I. WCD, Vidisha may, without prejudice to any other remedy for breach of contract, by written 60 days' notice of default sent to the selected agency, terminate the contract in whole or part if the selected agency(ies) fails to deliver any or all of the systems within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser pursuant to conditions of contract clause or if the successful bidder fails to perform any other obligation(s) under the Contract.
- II. In the event that WCD, Vidisha terminates the Contract in whole or in part, pursuant to the conditions of contract clause, it may procure, upon such terms and in such manner, as it deems appropriate, systems or services similar to those undelivered and the selected agency(ies) shall be liable to pay WCD, Vidisha for any excess costs for such similar systems or services. However, selected agency shall continue the performance of the Contract to the extent not terminated.

15.2 Termination for Insolvency

WCD, Vidisha may at any time terminate the Contract by giving a written notice of at least 60 days to the selected proposer, if the selected proposer becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected proposer, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to WCD, Vidisha.

15.3 Termination for Convenience

WCD, Vidisha, by 60 days' written notice sent to the selected agency(ies), may terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for WCD, Vidisha's convenience, the extent to which performance of the selected agency(ies) under the contract is terminated and the date upon which such termination becomes effective. However, any undisputed payment to the invoices of the task accomplished by selected agency(ies) would be paid by WCD, Vidisha.

15.4 Settlement of Disputes

If any dispute of any kind whatsoever arise between WCD, Vidisha and the successful bidder in connection with or arising out of the contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference by mutual consultation an appeal may be filed to the Collector district Vidisha Madhya Pradesh

If still unresolved then the dispute would be resolved as per Arbitration and Conciliation Act, 1996. All questions, disputes or differences arising under and out of, or in connection with the contract or carrying out of the work whether during the progress of the work or after the completion and whether before or after the determination, abandonment or breach of the contract shall be referred to arbitration by a sole Arbitrator acceptable to both parties. Seat/Venue of Arbitration will be at Vidisha. The Arbitration and Conciliation

Act 1996 or any statutory modification thereof shall apply to the arbitration proceedings. Judgment upon the award may be entered by any court having jurisdiction thereof or having jurisdiction over the relevant Party or its assets.

16 Other Conditions

- I. The selected agency shall bear the expenses regarding delivery of services.
- II. The selected agency shall not, under any circumstances, revise the rates already approved for services. Any request for an increase in the rates will not be entertained under any circumstances during the contract period.
- III. The selected agency shall execute the whole work in strict accordance with guidelines of WCD, Vidisha.
- IV. WCD, Vidisha shall reserve the right to make any alterations in or additions to the original scope of work on mutually agreed terms. Any additional work which the bidder may be directed to do in the manner specified above as part of the work shall be carried out by the bidder on the same conditions in all respects on which he agreed to do the main work and at the same rates as specified by WCD, Vidisha.
- V. Any publicity by the bidder in which the name of WCD, Vidisha is to be used shall be done only with the explicit written permission of WCD, Vidisha.
- VI. In the event of any material breach of the terms of the Agreement, the Party in breach shall cure the breach within 30 days of notice. In the event the breach is not cured within stipulated time the affected party may terminate the Agreement by giving notice in writing to the other Party and client shall pay all dues payable for the services rendered till the effective date of termination

17 Limitation of Liability

Except in cases of gross negligence or willful misconduct: -

- I. Neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the selected agency to pay liquidated damages to WCD, Vidisha; and
- II. The aggregate liability of the selected agency to WCD, Vidisha, whether under the Contract, or otherwise, shall not exceed the amount specified in the Contract.
- III. The maximum aggregate liability of the selected agency shall not exceed the annual bill value or average annual bill value in case one year is not completed.

18 Liquidated Damages

Time is the essence of the Agreement and the delivery dates are binding on the Empanelled Agency. In the event of delay or any gross negligence in implementation of the project, for causes solely attributable to the Empanelled Agency, in meeting the deliverables, WCD, Vidisha shall be entitled at its option to recover from the Empanelled Agency as agreed, liquidated damages, a sum of 0.5% of the value of the deliverable which suffered delay or gross negligence for each completed week or part thereof subject to a limit of 10% of the total contract value. This right to claim any liquidated damages shall be

without prejudice to other rights and remedies available to WCD, Vidisha under the contract and law.

19 Exit Management on Contract Completion/Termination:

- I. Upon completion of the contract period or upon termination of the agreement for any reasons, the agency shall comply with the following:
 - a. Notify to WCD, Vidisha forthwith the particulars of all Project Assets;
 - b. Deliver forthwith actual or constructive possession of the project, writings and documents as may be required by WCD, Vidisha, for fully and effectively divesting the agency of all of the rights, title and interest of the agency in the Project and conveying the Project.
- II. Subject to clause (1) of exit management, upon completion of the contract period or upon termination of the agreement, the agency shall comply and conform to the following requirements in respect of the project:
 - a. All project assets including the hardware and any other infrastructure shall have been renewed and cured of all defects and deficiencies as necessary so that the project is compliant with the specifications and standards set forth in the RFP, agreement and any other amendments made during the contract period;
 - b. The agency delivers relevant records and reports pertaining to the project and its operation, and maintenance including all operation and maintenance records and manuals pertaining thereto and complete as on the contract completion date;
 - c. The agency executes such documents and other writings as WCD, Vidisha may reasonably require to convey, divest and assign all the rights, title and interest of the agency in the project free from all encumbrances absolutely and free of any charge or tax to WCD, Vidisha, or its nominee;
 - d. The agency complies with all other requirements as may be prescribed under applicable laws to complete the assignment of all the rights, title and interest of the agency in the project free from all encumbrances absolutely and free of any charge or tax to WCD, Vidisha or its nominee.
- III. Not earlier than 3 months before the expiry of the contract period but not later than 30 (thirty) days before such expiry, or in the event of earlier termination of the contract, immediately upon but not later than 15 days from the date of issue of Termination Notice, the authorized person as nominated by WCD, Vidisha shall verify, in the presence of a representative of the agency, compliance by the agency with the requirements set forth in relation to the project for determining the compliance therewith. If party finds any shortcomings in the requirements, it shall notify the other of the same and the agency shall rectify the same at its cost.

20 Special Terms and Conditions of Tender & Contract

20.1 Period of Contract

- I. Contract will be signed with the successful bidder for a period of 3 (Three) years.

21 ANNEXURES

Annexure - 1: Pre-Bid Queries Format

{To be filled by the bidder}

Name of the Agency:

Name of Person(s) Representing the Company/ Agency:

Name of Person	Designation	Email-ID(s)	Contact Number	Address for Correspondence

Query / Clarification Sought:

Sr. No.	RFP Page No.	RFP Clause No.	Clause Details	Query/ Suggestion/ Clarification

Note: - Queries must be submitted in the prescribed format only (.XLS/ .XLSX). Queries not submitted in the prescribed format will not be considered/ responded at all by WCD, Vidisha.

Pre-Proposal queries shall be sent at the e-mail address mentioned in the RFP, and 24 hours before Pre-bid meeting. Queries submitted post that may not be entertained.

Annexure - 2: Bid Cover Letter

{To be submitted on the letter head of the bidder}

To,
District Program Officer
Department of Women and Child Development,
District Vidisha (M.P.)

Date:

Dear Sir,

We, the undersigned, offer Proposal for _____ (RFP) in accordance with your RFP dated
We are hereby submitting our proposal as per the requirements mentioned in the RFP.

We hereby declare that:

- i. All the information and statements made in this proposal are true and we accept that any misinterpretation or misrepresentation contained in this proposal may lead to our disqualification by the Client.
- ii. We meet the eligibility requirements as stated in this RFP and we confirm our understanding of our obligation to abide by the policy in regard to corrupt and fraudulent practices.
- iii. Our proposal is binding upon us and subject to any modifications/ amendments WCD, Vidisha made before the date of submission.
- iv. We understand that the Client is not bound to accept any proposal that the Client receives.

Thanking you,

Authorized Signature {In full and initials with Seal}:

Name and Title of Signatory:

Name of Bidder (Agency/ Company's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

Date & Time: _____

Place: _____

Annexure -3: Checklist for Eligibility / Qualification Criteria Compliance

A. Checklist for Pre-Qualification Evaluation Criteria Compliance

SN	Specific Requirements	Documents Required	Ref. Page No. of Document submitted by Bidder
1	<<PQ Criteria 1>>	<<PQ Criteria 1>>	<< Mention Certificate/ Project name along with page no. in the bid >>
2	<<PQ Criteria 2>>	<<PQ Criteria 2>>	<< Mention Certificate/ Project name along with page no. in the bid >>
3	<<PQ Criteria 3>>	<<PQ Criteria 3>>	<< Mention Certificate/ Project name along with page no. in the bid >>

Note: Kindly use separate row for each PQ criteria.

B. Checklist for Technical Evaluation Criteria Compliance

SN	Specific Requirements	Documents Required	Ref. Page No. of Document submitted by Bidder
1	<<PQ Criteria 1>>	<<PQ Criteria 1>>	<< Mention Certificate/ Project name along with page no. in the bid >>
2	<<PQ Criteria 2>>	<<PQ Criteria 2>>	<< Mention Certificate/ Project name along with page no. in the bid >>
3	<<PQ Criteria 3>>	<<PQ Criteria 3>>	<< Mention Certificate/ Project name along with page no. in the bid >>

Note: Kindly use separate row for each TQ criteria.

Annexure - 4: Project Details

{to be filled by the bidder}

Project Summary

S.No	Item	Details		
	Number of Client projects enclosed			
1	Name of the Client 1		Contract Value (In Lakhs)	
2	Name of the Client 2		Contract Value (In Lakhs)	
3	Name of the Client 3		Contract Value (In Lakhs)	

Project Details (To be filled for each Project)

S.No	Item	Details
1	Project Title	
2	Project Status On-Going/Completed	
3	Development Area	
4	Client Type (State or Central Government/State or Central PSU/Public Sector Banks	
5	Mention the document enclosed as proof of client engagement with value of order <ul style="list-style-type: none"> i. Master Service Agreement/ Work Order/ PO/MOU ii. Client Certificate / Completion Certificate / GeMCertificate (Service Acceptance Certificate (SAC)) / CA Certificate indicating Project Status. iii. In case Ongoing - has the bidder received payments equivalent to the stated amount, which should be clearly substantiated by Client Certificate or Chartered Accountant 	

	certificate with UDIN	
6	Reference page number in the bid proposal	
7	No. of cumulative orders enclosed as a proof for the project value	
8	Name, Title & Address of the Client who can be contacted	
9	Total Contract Value of the Project	
10	Total Payment Received for the Project	
11	Contract Period (Start Date – End Date)	

Annexure - 5: Agency/ Company information

Following are the particulars of our organization:

S. No.	Description	Details (To be filled by the bidder)
1	Name of the bidder	
2	Regional official address (in Madhya Pradesh, if any)	
3	Phone No. and Fax No.	
4	Registered Headquarters Address	
5	Phone No. and Fax No.	
6	Web Site Address	
7	Details of Agency's Registration (Please enclose copy of the registration document)	
8	Name of Registration Authority	
9	Registration Number and Year of Registration	
10	Goods and Service Tax Registration No.	
11	Permanent Account Number (PAN)	

Note: Separate sheets and additional details may be attached wherever necessary

Annexure - 6: Self-Declaration

{To be submitted on the letter head of the bidder}

To,
District Program Officer
Department of Women and Child Development,
District Vidisha (M.P.)

Date:

In response to the Tender Ref. No. _____ dated _____ for Engagement of NGO to Implement Child Nutrition Improvement Program Elimination of Malnutrition and Stunting for WCD, Vidisha, as an Owner/ Partner/ Director/ Auth. Sign. of _____, I/ We hereby declare that presently our Company/ agency _____, at the time of bidding:

- i. Possess the necessary resources and competence required by the Bidding Document issued by the WCD, Vidisha;
- ii. Have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- iii. is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- iv. Does not have any previous transgressions with any entity in India or any other country during the last three years.
- v. Does not have any debarment or blacklisting by any other govt. department/organization/ society.
- vi. Is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- vii. Does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the Tender Process, or not have been otherwise disqualified pursuant to debarment proceedings;
- viii. Does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- ix. Will comply with the code of integrity as specified in the bidding document.
- x. We hereby accept all terms and conditions given in the RFP document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoMP, my/ our security may be forfeiture in full and our proposal, to the extent accepted, may be cancelled.

Thanking you,

Authorized Signature {In full and initials with Seal}:
Name and Title of Signatory:
Name of Bidder (Agency/ Company's name):
In the capacity of:
Address:
Contact information (phone and e-mail):
Date & Time Place: _____

Annexure - 7: CA Certificate format for Turnover (Indicative Format)

To,
District Program Officer
Department of Women and Child Development,
District Vidisha (M.P.)

Date:

Sub: Certificate regarding Turnover in India during last three financial years i.e. for the year ending March 31, 2022-23, 2023-24, and 2024-25 as per audited financial statements.

Dear Sir,

We have examined the books of account and other relevant records of <<Bidder's Name & registered Address>> based on such examination and according to the information and explanation given to us, and best of our knowledge and belief, we hereby certify the details given below for Financial years:

S#	Financial Year	Annual Turnover in India
01	2022-23	
02	2023-24	
03	2024-25	
	Total	
	Average Turnover of these three F/Y	

For and on behalf of
(Chartered Accountants)

Firm Registration No

Membership No.....

UDIN No.....

Place.....

Date:.....

Annexure - 8: Proposed Team Deployment (Indicative)

The Bidder shall propose a detailed team structure for execution of the project, including key personnel and field-level staff. The deployment should align with the scope of work and project scale.

S. No.	Position	No. of Resources Proposed	Location (District/Block/Field)
1	Project Manager		
2	Nutrition Expert		
3	Training & Capacity Building Expert		
4	Monitoring & MIS Expert		
5	Field Coordinators / Supervisors		
6	Field Staff / Mobilizers		
7	Other (Specify)		

Authorized Signatory

Name:

Designation:

Date:

Seal:

Annexure-9: Probable grounds of rejection or non-consideration of submitted document in bid

The bid would be liable to rejected on following grounds, if the appropriate documents are not submitted along with the bid:

- a. Non-payment of tender processing fees and EMD while submitting the bid.
- b. For Financial Turnover criteria – Both the documents shall be submitted viz CA certificate for relevant turnover & Audited Financial Statements (B/S & P/L). Non-submission of anyone document may lead to rejection of bid.
- c. No mention of UDIN on CA certificate and/or certificate is not signed on CA letterhead or grossly deviating from the given format.
- d. If the date mention in the CA certificate is later then UDIN
- e. Mandatory undertaking of blacklisting not submitted as requisite.
- f. Non-filling of the required formats as given in the annexures.
- g. Non submission of the document that is mentioned under the eligibility criteria.
- h. Non submission of any other document that is required, as mentioned in respective section of the RFP.

Annexure-10: Detailed Specifications and Preparation Methodology for the Recipes (Indicative)



Recipe.pdf

Note:

The recipes indicated therein are **indicative in nature** and may be revised/modified from time to time in accordance with applicable guidelines, nutritional standards, and program requirements.

Annexure-11: CA Certificate for Project Status (Indicative Format)**Project Status Certificate****Sub: Certificate Regarding Project Status:**

Dear Sir,

We have examined the books of account and other relevant records of <<**Bidder's Name & registered Address**>> based on such examination and according to the information and explanation given to us, and best of our knowledge and belief, we hereby certify the details given below:

S#	Particulars	Details
1	Project Title	
2	Development Area	
3	WO/PO/ LOI No & Date	
4	Client Type (State or Central Government/State or Central PSU/Public Sector Banks	
5	Name of the Client/Entity for whom the Project was Undertaken	
6	Contract Period (Start Date – End Date)	
7	Project Status On-Going/Completed	
8	Brief description of the Project	
9	Total Contract Value of the Project	
10	Total Payment Received for the Project	

For and on behalf of

(Chartered Accountants)

Firm Registration No

Membership No.....

UDIN No.....

Place.....

Date:.....

Annexure-12: CA Certificate Sector Wise Payment Received (Indicative Format)**Certificate for Bidder's Experience – Amount Received in Sector-wise Activities**

This is to certify that M/s _____ (Name of the Bidder/Organization), having its registered office at _____, has undertaken and executed projects/assignments in the domains of Nutrition, Healthcare, and Social Welfare during the last five (5) financial years.

Based on verification of audited financial statements, books of accounts, agreements/work orders, and other records, the sector-wise details of amount received are as follows:

A. Nutrition Related Activities- Assignments undertaken for Central Government / State Government Departments/Central/State Public Sector Undertakings (PSUs)/Public Sector Banks (PSBs)/Public Listed Companies registered in India.

S. No.	Financial Year	Project / Client Name	Nature of Work	Amount Received (INR)
1				
2				
3				
4				
5				

Total Amount Received (Nutrition Related Activities – Last 5 Years): INR _____

B. Healthcare Related Activities assignments undertaken for Central Government / State Government Departments/Central/State Public Sector Undertakings (PSUs)/Public Sector Banks (PSBs)/Public Listed Companies registered in India.

S. No.	Financial Year	Project / Client Name	Nature of Work	Amount Received (INR)
1				
2				
3				
4				
5				

Total Amount Received (Healthcare Related Activities – Last 5 Years): INR _____

C. Social Welfare Related Activities (Excluding Nutrition & Healthcare Activities) assignments undertaken for Central Government / State Government Departments/Central/State Public Sector Undertakings (PSUs)/Public Sector Banks (PSBs)/Public Listed Companies registered in India.

S. No.	Financial Year	Project / Client Name	Nature of Work	Amount Received (INR)
1				
2				
3				
4				
5				

Total Amount Received (Social Welfare Related Activities – Last 5 Years): INR _____

Certification

1. The above information has been derived from audited books of accounts.
2. The amounts represent actual payments received.
3. Classification is based on primary scope of work.
4. No double counting of project values.
5. Supporting documents have been verified.
6. Information is true and correct.
7. Assignments undertaken for Central Government / State Government Departments/Central/State Public Sector Undertakings (PSUs)/Public Sector Banks (PSBs)/Public Listed Companies registered in India.

Chartered Accountant Details

Name of CA Firm: _____

Firm Registration Number: _____

Name of Signing Partner: _____

Membership Number: _____

Signature & Seal of Chartered Accountant

Date: _____

Place: _____

UDIN: _____

