

SELECTION OF CONSULTANTS/ FIRMS

REQUEST FOR PROPOSALS (RFP)

RFP No.: UKWDP/CS/22-23/MIS

**Development and Commissioning of Web Based Data
Repository for UKWDP Project**

Client: State Project Implementation Unit, Dehradun

Country: INDIA

**Project: Uttarakhand Workforce Development Project (UKWDP)
Dehradun**

Issued on: 15/12/2022

TABLE OF CLAUSES

PART I..... 1

Section 1. Letter of Invitation 1

Section 2: Eligibility Criteria 3

Section 3. Instructions to Consultants/Firms and Data Sheet 10

A. General Provisions 10

 1. Definitions..... 10

 2. Introduction..... 12

 3. Conflict of Interest 12

 4. Unfair Competitive Advantage 13

 5. Corrupt and Fradulent Practices..... 13

 6. Eligibility 13

B. Preparation of Proposals..... 15

 7. General Considerations 15

 8. Cost of Preparation of Proposal 15

 9. Language..... 15

 10. Documents Comprising the Proposal..... 15

 11. Only One Proposal 15

 12. Proposal Validity 16

 13. Clarification and Amendment of RFP 16

 14. Preparation of Proposals Specific Considerations 17

 15. Technical Proposals Format and Content 18

 16. Financial Proposal..... 18

C. Submission, Opening and Evaluation 18

 17. Submission, Sealing, and Marking of Proposals 18

 18. Confidentiality 20

 19. Opening of Technical Proposals 20

 20. Proposals Evaluation..... 20

 21. Evaluation of Technical Proposals..... 21

 22. Financial Proposals for QBS..... 21

 23. Public Opening of Financial Proposals (for QCBS, FBS and LCS methods) 21

 24. Correction of Errors 22

25. Taxes	22
26. Conversion to Single Currency	22
27. Combined Quality and Cost Evaluation	22
D. Negotiations and Award.....	23
28. Negotiations	23
29. Conclusion of Negotiations.....	24
30. Award of Contract.....	24
E. Data Sheet.....	25
Section 3. Technical Proposal – Standard Forms	33
1. Checklist of Required Forms	33
2. Form TECH-1.....	32
3. Form TECH-2	37
4. Form TECH-3	39
5. Form TECH-4	40
6. Form TECH-5	41
7. Form TECH-6	42
Section 4. Financial Proposal - Standard Forms	47
Section 5. Eligible Countries	54
Section 6. Bank Policy – Corrupt and Fraudulent Practices	55
Section 7. Terms of Reference (ToR).....	47
I. Background.....	47
II. Objectives	57
III. Scope of Work	57
IV. Tasks and Responsibilities for the firm till the completion of contract	58
V. Technical Aspects.....	50
VI. Firm Staffing	63
VII. Duration of the Assignment.....	64
VIII. Ownership of the Data, Documents, and Equipment.....	64
IX. Timeline & Deliverables.....	64
X. Payment schedule.....	69
XII. Rights	71
Section 8. Standard Forms of Contract –Lump-Sum Contract.....	69
I. Form of Contract.....	81
II. General Conditions of Contract	83
A. GENERAL PROVISIONS	83
2. Relationship between the Parties	84

3. Law Governing Contract.....	85
4. Language.....	85
5. Headings	85
6. Communications	85
7. Location	85
8. Authority of Member in Charge	85
9. Authorized Representatives	85
10. Corrupt and Fraudulent Practices.....	85
B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT.....	86
11. Effectiveness of Contract.....	86
12. Termination of Contract for Failure to Become Effective.....	86
13. Commencement of Services	86
14. Expiration of Contract.....	86
15. Entire Agreement	86
16. Modifications or Variations	86
17. Force Majeure	86
18. Suspension	88
19. Termination.....	88
C. OBLIGATIONS OF THE CONSULTANT	90
20. General	90
21. Conflict of Interests.....	91
22. Confidentiality	92
23. Liability of the Consultant	92
24. Insurance to be Taken out by the Consultant.....	92
25. Accounting, Inspection and Auditing	93
26. Reporting Obligations.....	93
27. Proprietary Rights of the Client in Reports and Records.....	93
28. Equipment, Vehicles and Materials	93
D. CONSULTANT’S EXPERTS AND SUB-CONSULTANTS	94
29. Description of Key Experts.....	94
30. Replacement of Key Experts	94
31. Removal of Experts or Sub-consultants.....	94

E. OBLIGATIONS OF THE CLIENT	95
32. Assistance and Exemptions.....	95
33. Access to Project Site.....	95
34. Change in the Applicable Law Related to Taxes and Duties	96
35. Services, Facilities and Property of the Client.....	96
36. Counterpart Personnel.....	96
37. Payment Obligation	96
F. PAYMENTS TO THE CONSULTANT.....	96
38. Contract Price.....	96
39. Taxes and Duties.....	97
40. Currency of Payment	97
41. Mode of Billing and Payment.....	97
42. Interest on Delayed Payments.....	98
G. FAIRNESS AND GOOD FAITH.....	98
43. Good Faith	98
H. SETTLEMENT OF DISPUTES	98
44. Amicable Settlement.....	98
45. Dispute Resolution.....	98
Attachment 1: Bank’s Policy – Corrupt and Fraudulent Practices	99
III. Special Conditions of Contract.....	101
IV. Appendices.....	99
Appendix A – Terms of Reference	99
Appendix B - Key Experts.....	99
Appendix C – Breakdown of Contract Price	99
Appendix D - Form of Advance Payments Guarantee	109

PART I

Section 1. Letter of Invitation

RFP No. IN-SPIU-UKWFDP-105875

Project No. P-154525

Dehradun, Uttarakhand

Date: 15/12/2022

To,

The firms who intend to submit their proposals in response to this RFP.

1. The *Government of India*, hereinafter called “Borrower” has received financing from the International Bank for Reconstruction and Development (IBRD) (the “Bank”) in the form of a “credit” hereinafter called “credit” toward the cost of Uttarakhand Workforce Development Project. State Project Implementation Unit, Uttarakhand, an implementing agency of the Project, intends to apply a portion of the proceeds of this credit to eligible payments under the contract for which this Request for Proposals is issued. Payments by the Bank will be made only at the request of the *State Project Implementation Unit, Dehradun* and upon approval by the Bank, and will be subject, in all respects, to the terms and conditions of the loan agreement. The loan agreement prohibits a withdrawal from the loan account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the loan agreement or have any claims to the proceeds of the loan.

The Client now invites proposals to provide the following consulting services (hereinafter called “Services”): **“Development and Commissioning of Web Based Data Repository for UKWDP Project”** More details on the Services are provided in the Terms of Reference (Section 7).

2. It is not permissible to transfer this invitation to any other firm.
3. A firm will be selected under *QCBS* procedures and in a Full Technical Proposal (FTP) format as described in this RFP, in accordance with the policies of the Bank detailed in the Consultants’ Guidelines which can be found at the following website: www.worldbank.org/procure.
4. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2- Eligibility Criteria

Section 2 - Instructions to Consultants/Firms and Data Sheet

Section 3 - Technical Proposal FTP- Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 –Eligible Countries

Section 6 – Bank’s Policy – Corrupt and Fraudulent Practices

Section 7 - Terms of Reference

Section 8 - Standard Forms of Contract –Lump-Sum Contract

5. Please inform us on or before 29/12/2022, in writing at State Project Implementation Unit, Govt. ITI (Women), Campus, 26 EC Road, Dehradun, 248001 or by -E-mail: spiuukwdp@gmail.com.
- (a) that you have read the RFP document; and
 - (b) whether you intend to submit a proposal alone or intend to enhance your experience by requesting permission to associate with other firm(s) (if permissible under Section 2, Instructions to Consultants (ITC), Data Sheet 14.1.1).
6. Details on the proposal's submission date, time and address are provided in Clauses 17.7 and 17.9 of the ITC.

Yours sincerely,

Name: Mr. Vijay Kumar Yadav
Designation: Project Director, UKWDP
State Project Implementation Unit
Govt. ITI (Women), Campus
26 EC Road, Dehradun, 248001
India

Section 2: Pre- Eligibility Criteria

(Enclose this as a Front Page of Pre-Eligibility Criteria submitted Bid)

(Annexure – 1)

ELIGIBILITY CRITERIA FOR SELECTION OF CONSULTING FIRM

Sl #	Basic Requirement	Specific Requirement	Documents to be submitted with the Pre-Eligibility Criteria (Certified copy of Originals)	Yes/No With Page No.
(1)	(2)	(3)	(4)	(5)
1	Legal Entity	The entity must be legally registered under appropriate authority in India. The firm must be registered under GST Act 2017. The firm should be in business in India for the last 5 years.	Copy of certificate of Incorporation and Copy of GST Registration and Copy of valid PAN (Certificate of Incorporation, GST Registration and PAN Number should be of same name. For name change attach the relevant certified certificate)	Annexure-1.1
2	Turn Over	The entity should have an average annual turnover at least INR (10) Lakhs in any of three financial years out of the below mentioned five (5) financial years: - (FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21, FY 2021-22)	Copies of audited balance sheet with all schedules or Turnover certificate certified by the Chartered Account and by the bidder along with the acknowledgement	Annexure-1.2

			of Income Tax returns as proof for the three financial years for which the bidder is submitting average annual turnover mentioned in column (3) serial number (2).	
3	Experience (Information to be provided as per format Annexure-2) in original.	<p>The entity should have experience of carrying similar assignments (Refer Clause 31 of RFP-at Page No 24.) having financial values mentioned below:</p> <ol style="list-style-type: none"> 1. single order having value >= INR 6 Lakh or 2. Two orders each having value >= INR 3 Lakh or 3. Three orders each having value >= INR 2 Lakh or 4. Four orders each having value >= INR 1.5 Lakh <p>during the Financial Years (FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21 & FY 2021-22) under Central or State Government/ PSUs State or Centre</p>	<p>Copies of engagement such as Work Order / Contract Document / Completion Certificate. The Cost of work should be mentioned on the Work Order or Completion Certificate or Contract Document. In case the amount of work is not mentioned on any of the document, the firm can submit any valid document on which the cost of work is mentioned with the Bid document.</p>	Annexure-1.3

		Government/Autonomous Bodies State or Centre Government/ National & International organization Externally-aided projects funded through Ministry of Economic affairs, Govt of India by World Bank, DFID, JICA, ADB, etc.)/Central or State Government Universities or Engineering Colleges/NITs/IITs		
4	Employees on Payroll	The firm shall have at least 3 professionals on payrolls working on consulting services for Central or State Government/ PSUs State or Centre Government/Autonomous Bodies State or Centre Government/ National & International organization (Externally-aided projects funded through Ministry of Economic affairs, Govt of India by World Bank, DFID, JICA, ADB, etc.)/Universities or Engineering Colleges (Private or Government).	Proof of count on firm's letter head/other valid document to support count including their name, position, qualifications and experience, in original including their qualification documents (self-attested).	On Firms Letter Head
5	Affirmative statement	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per the format (Annexure-3) in original.	Annexure-3

6	Blacklist	The firm should not have unsatisfactory track record resulting in adverse action taken by Central or State Government/ PSUs State or Centre Government/Autonomous Bodies State or Centre Government/ National & International organization (Externally-aided projects funded through Ministry of Economic affairs, Govt of India by World Bank, DFID, JICA, ADB, etc.)/Universities or Engineering Colleges (Private or Government). in India Mandatory Certificate to be enclosed with RFP.	A notarized undertaking on Rs.100/- non judicial stamp paper must be submitted to SPIU office by the authorized person of the firm. (Annexure-4) in original.	Annexure-4
---	------------------	--	--	-------------------

(Annexure-2)**(Firm's Past Experience Details)****Table-1 (List of completed assignments during the years (FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21 & FY 2021-22))**

Sl. No.	Period	Name of the Assignment with Details thereof	Name of the client	Contract Value (in Rs.) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of Assignment t	Remarks if any	Page No
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Note: The entity should have experience of carrying similar assignments having financial values mentioned below:

Single order having value \geq INR 6 Lakh or Two orders each having value \geq INR 3 Lakh or Three orders each having value \geq INR 2 Lakh or Four orders each having value \geq 1.5 Lakh during the Financial Years (FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21 & FY 2021-22)

under Central or State Government/ PSUs State or Centre Government/Autonomous Bodies State or Centre Government/ National & International organization Externally-aided projects funded through Ministry of Economic affairs, Govt of India by World Bank, DFID, JICA, ADB, etc.)/Central or State Government Universities or Engineering Colleges/NITs/IITs** **firms are requested to refer to the eligibility criteria available at Annexure: 1- Evaluation Criteria (Sr. No.-3)**

(Annexure-3)

Information Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Eligibility Criteria: S. No-04. If yes, please furnish details of any such activities.

If no, please certify,

In Bidders/Firms Letter Head

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Eligibility Criteria: S. No-05**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / Contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]:

Communication Address of the Bidder: _____

(Annexure-4)

Declaration on Rupees 100/- Stamp Paper not having unsatisfactory track record

**To
The Project Director
Uttarakhand Workforce Development Project
Govt. (Women), ITI Campus,
26 EC Road, Dehradun**

Ref.: RFP Dated _____

Sir,

I hereby declare that our agency does not have unsatisfactory track record resulting in adverse action taken by Central/State Governments in India as mentioned in **Eligibility Criteria: SNo-06**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / Contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [*In full initials with Date and Seal*]:

Communication Address of the Bidder:

Section 3. Instructions to Consultants/Firms and Data Sheet

A. General Provisions

1. Definitions

- (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- (b) “Applicable Guidelines” means the policies of the Bank governing the selection and Contract award process as set forth in this RFP.
- (c) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the **Data Sheet**, as they may be issued and in force from time to time.
- (d) “Bank” means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).
- (e) “Borrower” means the Government, Government agency or other entity that signs the *[loan/financing/grant¹]* agreement with the Bank.
- (f) “Client” means the implementing agency that signs the Contract for the Services with the selected Consultant.
- (g) “Consultant/Firm” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.
- (h) **“Contract” means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).**
- (i) **“Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC.**
- (j) “Day” means a calendar day.
- (k) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).

¹[“loan agreement” term is used for IBRD loans; “financing agreement” is used for IDA credits; and “grant agreement” is used for Recipient-Executed Trust Funds administered by IBRD or IDA]

- (l) “Government” means the government of the Client’s country.
- (m) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- (n) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.
- (o) “ITC” (this Section 2 of the RFP) means the Instructions to Consultants that provides the shortlisted Consultants with all information needed to prepare their Proposals.
- (p) “LOI” (this Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.
- (q) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (r) “Proposal” means the Technical Proposal and the Financial Proposal of the Consultant.
- (s) “RFP” means the Request for Proposals to be prepared by the Client for the selection of Consultants/Firms, based on the SRFP.
- (t) “SRFP” means the Standard Request for Proposals, which must be used by the Client as the basis for the preparation of the RFP.
- (u) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- (v) “Sub-consultant” means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.
- (w) “ToRs” (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

- 2. Introduction**
- 2.1 The Client named in the **Data Sheet** intends to select a Consultant/Firm from those listed in the Letter of Invitation, in accordance with the method of selection specified in the **Data Sheet**.
- 2.2 The Consultants/Firms are invited to submit a **Pre-Eligibility, Technical Proposal** and a **Financial Proposal**, as specified in the **Annexure-1** and **Data Sheet**, for consulting services required for the assignment. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.
- 2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including **attending a pre-proposal conference** if one is specified in the **Data Sheet**. **Attending any such pre-proposal conference is mandatory** and is at the Consultants' expense.
- 2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the **Data Sheet**.
- 3. Conflict of Interest**
- 3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
- 3.2 The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Bank.
- 3.2.1 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:
- a. Conflicting activities**
- (i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.
- b. Conflicting assignments**
- (ii) Conflict among consulting assignments: a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired

for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.

c. Conflicting relationships

(iii) Relationship with the Client's staff: a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Borrower (or of the Client, or of implementing agency, or of a recipient of a part of the Bank's financing) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the Contract.

4. Unfair Competitive Advantage

4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the **Data Sheet** and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

5. Corrupt and Fraudulent Practices

5.1 The Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Section 6.

5.2 In further pursuance of this policy, Consultant shall permit and shall cause its agents, Experts, Sub-consultants, sub-contractors, services providers, or suppliers to permit the Bank to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the Bank.

6. Eligibility

6.1 The Bank permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for Bank-financed projects.

6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the Bank in the Applicable Guidelines.

6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:

a. Sanctions

6.3.1 A firm or an individual sanctioned by the Bank in accordance with the above Clause 5.1 or in accordance with "Anti-Corruption Guidelines" shall be ineligible to be awarded a Bank-financed contract,

or to benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall determine. The list of debarred firms and individuals is available at the electronic address specified in the **Data Sheet**.

b. Prohibitions

6.3.2 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries) and:

- (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the provision of Services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

c. Restrictions for Government-owned Enterprises

6.3.3 Government-owned enterprises or institutions in the Borrower's country shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) that they are not dependent agencies of the Client

To establish eligibility, the government-owned enterprise or institution should provide all relevant documents (including its charter) sufficient to demonstrate that it is a legal entity separate from the government; it does not currently receive any substantial subsidies or budget support; it is not obligated to pass on its surplus to the government; it can acquire rights and liabilities, borrow funds, and can be liable for repayment of debts and be declared bankrupt; and it is not competing for a contract to be awarded by the government department or agency which, under the applicable laws or regulations, is its reporting or supervisory authority or has the ability to exercise influence or control over it.

d. Restrictions for public employees

6.3.4 Government officials and civil servants of the Borrower's country are not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Borrower's country, and they

- (i) are on leave of absence without pay, or have resigned or retired;
- (ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring

(in case of resignation or retirement, for a period of at least 6 (six) months, or the period established by statutory provisions applying to civil servants or government employees in the Borrower's country, whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Consultant's Proposal.; and

(iii) their hiring would not create a conflict of interest.

B. Preparation of Proposals

- 7. General Considerations** 7.1 In preparing the Proposal, the **Consultant is expected to examine the RFP in detail**. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 8. Cost of Preparation of Proposal** 8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. **The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.**
- 9. Language** 9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the language(s) specified in the **Data Sheet**.
- 10. Documents Comprising the Proposal** 10.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**.
- 10.2 If specified in the **Data Sheet**, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery).
- 10.3 The Consultant shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).
- 11. Only One Proposal** 11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-

Key Experts in more than one Proposal when circumstances justify and if stated in the **Data Sheet**.

**12. Proposal
Validity**

12.1 **The Data Sheet** indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.

12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to sanctions in accordance with Clause 5 of this ITC.

**a. Extension
of Validity
Period**

12.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.

12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.

12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

**b.
Substitution
of Key
Experts at
Validity
Extension**

12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.

12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected with the prior Bank's no objection.

**c. Sub-
Contracting**
**13. Clarification
and
Amendment
of RFP**

12.9 The Consultant shall not subcontract the whole of the Services.

13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the **Data Sheet**. The Client will respond in writing, or by standard electronic means, and will send written

copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.

13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.

13.2 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

14. Preparation of Proposals – Specific Considerations

14.1 While preparing the Proposal, the Consultant must give particular attention to the following:

14.1.1 If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the **Data Sheet**. In all such cases a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member. If shortlisted Consultants associate with each other, any of them can be a lead member.

14.1.2 The Client may indicate in the **Data Sheet** the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.

14.1.3 If stated in the **Data Sheet**, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the **Data Sheet**) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the **Data Sheet**.

14.1.4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is

given in the **Data Sheet**, and the Financial Proposal shall not exceed this budget.

- 15. Technical Proposal Format and Content**
- 15.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.**

15.1.1 Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

15.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the **Data Sheet** and using the Standard Forms provided in Section 3 of the RFP.

- 16. Financial Proposal**
- 16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the **Data Sheet**.

- a. Price Adjustment**
- 16.2 For assignments with a duration exceeding 18 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so, stated in the **Data Sheet**.

- b. Taxes**
- 16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the **Data Sheet**. Information on taxes in the Client's country is provided in the **Data Sheet**.

- c. Currency of Proposal**
- 16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the **Data Sheet**. If indicated in the **Data Sheet**, the portion of the price representing local cost shall be stated in the national currency.

- d. Currency of Payment**
- 16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

C. Submission, Opening and Evaluation

- 17. Submission, Sealing, and Marking of Proposals**
- 17.1 **The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by speed post/Registered Post or by hand.** If specified in the **Data Sheet**, the Consultant has the option of submitting its Proposals electronically.

17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and,

if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.

17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

17.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the signed original. **If there are discrepancies between the original and the copies, the original shall prevail.**

The original and all the copies of the Pre-Eligibility, Technical Proposal and Financial Proposal (**individual Sealed Envelope**) shall be placed inside of a sealed envelope clearly marked "**Pre-Eligibility, Technical Proposal and Financial Proposal for Development & Commissioning of Web Based Data Repository for UKWDP Project**"reference number, name and address of the consultant/firm, and with a warning "**DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].**"

17.5 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**"

17.6 The sealed envelopes containing the Pre-Eligibility, Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]".

17.7 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

17.8 The Proposal or its modifications must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the

deadline indicated in the **Data Sheet**, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.

18. Confidentiality

18.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

18.2 Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing Bank's sanctions procedures.

18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a consultant wishes to contact the Client or the Bank on any matter related to the selection process, it should do so only in writing.

19. Opening of Technical Proposals

19.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Consultants' authorized representatives who choose to attend (in person, or online if this option is offered in the **Data Sheet**). The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with a reputable public auditor or independent authority until they are opened in accordance with Clause 23 of the ITC.

19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the **Data Sheet**.

20. Proposals Evaluation

20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the Bank issues its "no objection", if applicable.

20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 12.7 of this ITC. While evaluating the Proposals, the Client will conduct the

evaluation solely on the basis of the submitted Pre-Eligibility, Technical and Financial Proposals.

21. Evaluation of Technical Proposals

21.1 The Client's evaluation committee shall evaluate the Pre-Eligibility and Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. **A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.**

22. Financial Proposals for QBS

22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.

22.2 If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.

23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)

23.1 After the technical evaluation is completed and the Bank has issued its no objection (if applicable), the Client shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. **The Client shall simultaneously notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals.** The opening date should allow the Consultants sufficient time to make arrangements for attending the opening. The Consultant's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the **Data Sheet** is optional and is at the Consultant's choice.

23.2 **The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals and to the Bank.**

- 24. Correction of Errors**
- 24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
- a. Time-Based Contracts**
- 24.1.1 If a Time-Based contract form is included in the RFP, the Client's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.
- b. Lump-Sum Contracts**
- 24.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC25 below, specified in the Financial Proposal (**Form FIN-1**) **shall be considered as the offered price.**
- 25. Taxes**
- 25.1 **The Client's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in the Client's country in accordance with the instructions in the Data Sheet.**
- 26. Conversion to Single Currency**
- 26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the **Data Sheet.**
- 27. Combined Quality and Cost Evaluation**
- a. Quality- and Cost-Based Selection (QCBS)**
- 27.1 **In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant/Firm achieving the highest combined technical and financial score will be invited for negotiations.**
- b. Fixed-Budget Selection (FBS)**
- 27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the **Data Sheet** shall be rejected.
- 27.3 The Client will select the Consultant/Firm that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.

c. Least-Cost Selection

27.4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.

D. Negotiations and Award

28. Negotiations

28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant’s representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.

28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant’s authorized representative.

a. Availability of Key Experts

28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposals a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts’ availability may result in the rejection of the Consultant’s Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.

28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

b. Technical negotiations

28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client’s inputs, the special conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

c. Financial negotiations

28.6 The negotiations include the clarification of the Consultant’s tax liability in the Client’s country and how it should be reflected in the Contract.

28.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.

28.8 In the case of a Time-Based contract, unit rates negotiations shall not take place, except when the offered Key Experts and Non-Key Experts’ remuneration rates are much higher than the typically charged rates by

consultants in similar contracts. In such case, the Client may ask for clarifications and, if the fees are very high, ask to change the rates after consultation with the Bank.

The format for (i) providing information on remuneration rates in the case of Quality Based Selection; and (ii) clarifying remuneration rates' structure under Clause 28.8 above, is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates.

29. Conclusion of Negotiations

29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Consultant's authorized representative.

29.2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. After having obtained the Bank's no objection, the Client will invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.

30. Award of Contract

31.1 After completing the negotiations, the Client shall obtain the Bank's no objection to the negotiated draft Contract, if applicable; sign the Contract; publish the award information as per the instructions in the Data Sheet; and promptly notify the other shortlisted Consultants.

31.2 The Consultant is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

31. Similar Assignments

Similar assignments consists of Development or Customization or CAMC or AMC/Maintenance or Development, Scanning and Digitization work of Website.

Instructions to Consultants

E. Data Sheet

A. General	
ITC Clause Reference	
1 (c)	<i>India</i>
2.1	<p>Name of the Client: Project Director State Project Implementation Unit</p> <p>Method of selection: Quality and Cost Based Selection (QCBS) 80% Quality and 20% Cost</p> <p>Applicable Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011, Revised July 2014 available on www.worldbank.org/procure</p>
2.2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>The name of the assignment is: <u>“Development and Commissioning of Web Based Data Repository for UKWDP Project”</u></p>
2.3	<p>A pre-proposal conference will be held: Yes</p> <p>Date of pre-proposal conference: 29/12/2022 Time: 11:00 AM Address: SPIU conference Hall, Govt. ITI (Women), Campus, 26 EC Road, Survey Chowk, Dehradun – 248001 Email ID: spiuukwdp@gmail.com Contact person/conference coordinator: J M Negi</p>
2.4	<i>Not Applicable</i>
4.1	<i>Not Applicable</i>
6.3.1	<p>A list of debarred firms and individuals is available at the Bank’s external website: www.worldbank.org/debarr</p>

B. Preparation of Proposals	
9.1	This RFP has been issued in the English language. Proposals shall be submitted in English language. All correspondence exchange shall be in English language.
10.1	<p>The Proposal shall comprise the following:</p> <p style="text-align: center;"><u>For FULL PROPOSAL (FP):</u></p> <p style="text-align: center;">1st Inner Envelope with the Pre-Eligibility Proposal:</p> <ol style="list-style-type: none"> (1) Legal Entity Documents (2) Turn Over Documents, Balance Sheet Audited by CA along with ITR (3) Experience Documents (4) Employee on Payroll (5) Affirmative Statement (6) Blacklist <p style="text-align: center;">2nd Inner Envelope with the Technical Proposal:</p> <ol style="list-style-type: none"> (1) TECH-1- (Technical Proposal Submission Form) (2) TECH-2, TECH-2A, TECH-2B- (Consultant's Organization and Experience) (3) TECH-3, TECH-3A, TECH-3B Comments on Suggestions on ToR and counterpart staff and facilities to be provided by the firm (4) TECH-4 Description of Approach, Methodology and Work Plan for Performing the Assignment (5) TECH-5 Work Schedule and Planning for Deliverables (6) TECH-6 Team Composition, Key Expert Inputs and attached Curriculum Vitae (CV) <p style="text-align: center;">3rd Inner Envelope with the Financial Proposal:</p> <ol style="list-style-type: none"> (1) FIN-1- (Financial Proposal Submission Form) (2) FIN-2- (Summary of Costs) (3) FIN-3- (Breakdown of Remuneration) (4) FIN-4- (Breakdown of Reimbursable Expenses)

10.2	<p>Statement of Undertaking is required Yes [Refer to paragraph (f) in Form TECH-1]</p>																		
11.1	<p>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible</p> <p>No</p>																		
12.1	<p>Proposals must remain valid for 120 calendar days after the proposal submission deadline (16/01/2023) i.e., until: 18/05/2023.</p>																		
13.1	<p>Clarifications may be requested no later than 18 calendar days prior the proposal submission deadline i.e. 16/01/2023 (i.e., until: 18/05/2023).</p> <p>The contact information for requesting clarifications is:</p> <p>Address: State Project Implementation Unit, Govt. ITI (Women), Campus, 26 EC Road, Survey Chowk, Dehradun – 248001 Email ID: spiukwdp@gmail.com</p>																		
14.1.1	<p>Shortlisted Consultants may associate with</p> <p>(a) non-shortlisted consultant(s): No and (b) other shortlisted Consultants: No</p>																		
14.1.2 (do not use for Fixed Budget method)	<p>Estimated man month requirements of the consultant is as follows:- Type of input: - (*T= Date of Work Order)</p> <p>Design & Implementation: T+3 Months</p> <table border="1" data-bbox="395 1384 1425 1496"> <tr> <td>Team Leader (01 Nos)</td> <td>03 Months</td> <td>Full Time*</td> </tr> <tr> <td>Programmer (01 Nos)</td> <td>03 Months</td> <td>Full Time*</td> </tr> <tr> <td>Non-Key Expert (01 Nos) for Scanning Work</td> <td>03 Months</td> <td>Full Time*</td> </tr> </table> <p>* Full Times – The selected firm should have established office in client’s vicinity. * T1= T+3 Months</p> <p>Maintenance & Updation: T1+2 Months</p> <table border="1" data-bbox="395 1653 1425 1765"> <tr> <td>Team Leader (01 Nos)</td> <td>02 Months</td> <td>Full Time*</td> </tr> <tr> <td>Programmer (01 Nos)</td> <td>02 Months</td> <td>Full Time*</td> </tr> <tr> <td>Non-Key Expert (01 Nos) for Scanning Work</td> <td>02 Months</td> <td>Full Time*</td> </tr> </table>	Team Leader (01 Nos)	03 Months	Full Time*	Programmer (01 Nos)	03 Months	Full Time*	Non-Key Expert (01 Nos) for Scanning Work	03 Months	Full Time*	Team Leader (01 Nos)	02 Months	Full Time*	Programmer (01 Nos)	02 Months	Full Time*	Non-Key Expert (01 Nos) for Scanning Work	02 Months	Full Time*
Team Leader (01 Nos)	03 Months	Full Time*																	
Programmer (01 Nos)	03 Months	Full Time*																	
Non-Key Expert (01 Nos) for Scanning Work	03 Months	Full Time*																	
Team Leader (01 Nos)	02 Months	Full Time*																	
Programmer (01 Nos)	02 Months	Full Time*																	
Non-Key Expert (01 Nos) for Scanning Work	02 Months	Full Time*																	

14.1.3 for time-based contracts only	Not Applicable
14.1.4 and 27.2 use for Fixed Budget method	Not Applicable
15.2	The format of the Technical Proposal to be submitted is: Full Technical Proposal (FTP) Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.
16.1	<i>Reimbursable expenses may be given as follows:</i> (1) <i>a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;</i> (2) <i>cost of travel by the most appropriate means of transport and the most direct practicable route;</i> (3) <i>cost of office accommodation, including overheads and back-stop support, if applicable;</i> (4) <i>communications costs;</i> (5) <i>cost of reports production (including printing) and delivering to the Client;</i> (7) <i>other allowances where applicable and provisional or fixed sums (if any)]</i>
16.2	A price adjustment provision applies to remuneration rates: No
16.3	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: Yes The Client will reimburse the Consultant for only GST if claimed separately. Information on the consultant’s tax obligation in the country may be found on Ministry of Finance, Government of India website. The Consultant shall take advice from his tax consultant and shall suitably provide for his indirect tax liability/ GST in his financial proposal for this assignment. At source deductions, however, shall be made as applicable.
16.4	The Financial Proposal shall be stated in local currency: Indian Rupee (INR)

C. Submission, Opening and Evaluation	
17.1	The Consultants shall not have the option of submitting their Proposals electronically.
17.4	<p>The Consultant must submit following three sub envelopes in one Main envelope superscripting envelope with “RFP Name”, “Last Date of Submission”, sender address:</p> <p>(a) Pre-Eligibility Proposal: one (1) original. - In one Sealed Envelope; should be mentioned: “Pre-Eligibility Proposal”, “Name of Firm”, “RFP Name”</p> <p>(b) Technical Proposal: one (1) original and (1) copy; In one Sealed Envelope; should be mentioned: “Technical Proposal”, “Name of Firm”, “RFP Name”</p> <p>(c) Financial Proposal: one (1) original. In one Sealed Envelope; should be mentioned: “Financial Proposal”, “Name of Firm”, “RFP Name”</p>
17.7 and 17.9	<p>The Proposals must be submitted no later than: Date: 16/01/2023 Time: 11:30 Hours</p> <hr/> <p>Address: State Project Implementation Unit, Govt. ITI (Women), Campus, 26 EC Road, Survey Chowk, Dehradun – 248001 Email ID: spiukwdp@gmail.com</p>
19.1	<p>An online option of the opening of the Pre-Eligibility and Technical Proposals is offered: No</p> <p>The opening shall take place at: State Project Implementation Unit GITI (Women) Campus, 26 EC Road, Survey Chowk Dehradun -248001 Date: 16/01/2023 Time: 11:45 Hours</p>
19.2	In addition, the following information will be read aloud at the opening of the Technical Proposals: Name of the agency along with sub-consultant if any.

<p>21.1 (for FTP)</p>	<p>Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:</p> <p style="text-align: right;"><u>Points</u></p> <p>(i) Specific experience of the Consultant (as a firm) relevant to the Assignment: 15 marks</p> <p>The entity should have experience of carrying similar assignments (Refer Clause 31 of RFP-at Page No 24.) having financial values mentioned below:</p> <ol style="list-style-type: none"> 1. single order having value \geq INR 6 Lakh or 2. Two orders each having value \geq INR 3 Lakh or 3. Three orders each having value \geq INR 2 Lakhs or 4. Four orders each having value \geqINR 1.5 Lakh <p>During the Years (FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21 & FY 2021-22) under Central or State Government/ PSUs State or Centre Government/Autonomous Bodies State or Centre Government/ National & International organization Externally-aided projects funded through Ministry of Economic affairs, Govt of India by World Bank, DFID, JICA, ADB, etc.)/Central or State Government Universities or Engineering Colleges/NITs/IITs Copies of engagement such as Work Order / Contract Document / Completion Certificate. The Cost of work should be mentioned on the Work Order or Completion Certificate or Contract Document. In case the amount of work is not mentioned on any of the document, the firm can submit the any document on which the cost of work is mentioned with the Bid document.</p> <p>The Firm needs to submit relevant documentary proof such as work order or Completion Certificate for the same issued by name.</p> <p>(ii) Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (ToRs): 25 marks</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">(a) Technical Approach and Methodology proposed</td> <td style="text-align: right;">[08]</td> </tr> <tr> <td>(b) Work plan</td> <td style="text-align: right;">[07]</td> </tr> <tr> <td>(c) Organisation and Staffing</td> <td style="text-align: right;">[10]</td> </tr> </table> <p>(iii) Key Experts' qualifications and competence for the Assignment: 60 marks (consultants to refer Section 7 for details on competence required)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">a) Key – Expert; K–1, Team Leader</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td>b) Key – Expert; K–2, Programmer</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td>c) Non-Key Expert; NK-1, Scanning and Digitization, Uploading Work</td> <td></td> </tr> </table>	(a) Technical Approach and Methodology proposed	[08]	(b) Work plan	[07]	(c) Organisation and Staffing	[10]	a) Key – Expert; K–1, Team Leader	[30]	b) Key – Expert; K–2, Programmer	[30]	c) Non-Key Expert; NK-1, Scanning and Digitization, Uploading Work	
(a) Technical Approach and Methodology proposed	[08]												
(b) Work plan	[07]												
(c) Organisation and Staffing	[10]												
a) Key – Expert; K–1, Team Leader	[30]												
b) Key – Expert; K–2, Programmer	[30]												
c) Non-Key Expert; NK-1, Scanning and Digitization, Uploading Work													

	<p>The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <p>1) General qualifications (General education): 15%</p> <p>2) Adequacy for the Assignment (relevant technical qualification and experience in the same sector/similar assignments): 80%</p> <p>3) Relevant experience/exposure in the region (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.): 5%</p> <p style="text-align: right;">Total weight: 100%</p> <p>.....</p> <p>The minimum technical score (St) required to pass is: 75</p> <p>Total points for the three criteria (i), (ii), (iii) i.e. 15+25+60: 100</p>
<p>21.1 [for STP]</p>	<p><i>Not Applicable</i></p>
<p>23.1</p>	<p>An online option of the opening of the Financial Proposals is offered: No</p>
<p>25.1</p>	<p>For the purpose of the evaluation, the Client will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in the Client's country. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Client on behalf of the Consultant.</p>
<p>26.1</p>	<p>Not Applicable</p>

<p>27.1 (QCBS only)</p>	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following: $Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration. <i>[or replace with another inversely proportional formula acceptable to the Bank]</i> The weights given to the Technical (T) and Financial (P) Proposals are: T = .80 and P = .20 Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.</p>
	<p>D. Negotiations and Award</p>
<p>28.1</p>	<p>Expected date and address for contract negotiations: Date: 29/01/2023; 11:00 HRS Address: State Project Implementation Unit GITI (Women) Campus, 26 EC Road, Survey Chowk, Dehradun -248001 e-mail: spiuukwdp@gmail.com</p>
<p>30.1</p>	<p>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following: www.uksdm.org. The publication will be done within 14 days after the contract signing.</p>
<p>30.2</p>	<p>Expected date for the commencement of the Services: Date 31/01/2023 at Dehradun, India.</p>

Section 3. Technical Proposal – Standard Forms

(Enclose this as a Front-Page top of Technical Proposal submitted Bid)

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted. }

CHECKLIST OF REQUIRED FORMS-1

Required for FTP or STP (√)		FORM	DESCRIPTION	Page Limit	Submitted Yes/No with Page No.
FTP	STP				
√	√	TECH-1	Technical Proposal Submission Form.		
“√”	“If applicable”	TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement. (JV Not Allowed)	Not Required to Submit	
“√”	“If applicable”	Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members. (JV Not Allowed)	Not Required to Submit	
√		TECH-2	Consultant’s Organization and Experience.		
√		TECH-2A	A. Consultant’s Organization		
√		TECH-2B	B. Consultant’s Experience		
√		TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.		
√		TECH-3A	A. On the Terms of Reference		
√		TECH-3B	B. On the Counterpart Staff and Facilities		
√		TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment		

√		TECH-5	Work Schedule and Planning for Deliverables		
√		TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)		

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant/Firm who signs the Proposal.

Form TECH-1 – (TECHNICAL PROPOSAL SUBMISSION FORM)

{Location, Date}

To:

Project Director,
State Project Implementation Unit
GITI (Women) Campus, 26 EC Road,
Survey Chowk
Dehradun -248001

Dear Sirs:

We, the undersigned, offer to provide the consulting services for **“Development and Commissioning of Web Based Data Repository for UKWDP Project”** in accordance with your Request for Proposals dated [15/12/2022] and our Proposal through **QCBS** method. [Select appropriate wording depending on the selection method stated in the RFP: “We are hereby submitting our Proposal, which includes this Pre-eligibility, Technical Proposal and a Financial Proposal sealed in a separate envelope” or, “We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.”].

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

{OR

If the Consultant’s Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant.}

We hereby declare that:

- (a) 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 and/or may be sanctioned by the Bank.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.
- (c) We have no conflict of interest in accordance with ITC 3.

- (d) We meet the eligibility requirements as stated in ITC 6, and we confirm our understanding of our obligation to abide by the Bank’s policy in regard to corrupt and fraudulent practices as per ITC 5.
- (e) We, along with any of our sub-consultants, subcontractors, suppliers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by a member of the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Employer’s country laws or official regulations or pursuant to a decision of the United Nations Security Council;
- (f) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client./
- (g) Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
- (h) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.2 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company’s name or JV’s name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

FORM TECH-2 (FOR FULL TECHNICAL PROPOSAL ONLY)

CONSULTANT’S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant’s Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.

A - Consultant’s Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership.

B - Consultant’s Experience

-
1. List only previous similar assignments successfully completed in the last 5 years.
 2. **List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant**, or that of the Consultant’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009–Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of; }	{e.g., Ministry of, country }	{e.g., US\$1 mill/US\$0.5 mill }	{e.g., Lead partner in a JV A&B&C }
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government.....” : drafted secondary level regulations on..... }	{e.g., municipality of....., country }	{e.g., US\$0.2 mil/US\$0.2 mil }	{e.g., sole Consultant }

FORM TECH-3 (FOR FULL TECHNICAL PROPOSAL)

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any }

B - On Counterpart Staff and Facilities

{Comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any }

FORM TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing }

- a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here. }
- b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. **The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan.** A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form. }
- c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff. }

FORM TECH-5(FTP)

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months											
		1	2	3	4	5	6	7	8	9	n	TOTAL
D-1	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5)												
D-2	{e.g., Deliverable #2:.....}												
n													

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

FORM TECH-6 (FTP)

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS’ INPUTS

N°	Name	Expert’s input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)		
		Position	D-1	D-2	D-3	D-...					Home	Field	Total
KEY EXPERTS														
K-1	{e.g., Mr.Abbbb}	[Team Leader]	[Home]	[2 month]	[1.0]	[1.0]								
			[Field]	[0.5 m]	[2.5]	[0]								
K-2														
K-3														
n														
											Subtotal			
NON-KEY														
N-1			[Home]											
			[Field]											
N-2														

This Page intentionally left blank.

FORM TECH-6
(CONTINUED)

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER OR PROGRAMMER }
Name of Expert:	{Insert full name }
Date of Birth:	{day/month/year }
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained }

Attach: - Self Attested copies of Degree and Marks Sheet along with CV.

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included. }

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant’s Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	

Expert’s contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{ day/month/year }

Name of Expert
Date

Signature

{ day/month/year }

Name of authorized
Date

Signature

Representative of the Consultant
(the same who signs the Proposal)

Section 4. Financial Proposal - Standard Forms

(Enclose this as a Front-Page top of Financial Proposal submitted Bid)

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

SNo.	Title	Description	Submitted Yes/No	Page No.
1.	FIN-1	Financial Proposal Submission Form		
2.	FIN-2	Summary of Costs		
3.	FIN-3	Breakdown of Remuneration		
4.	FIN-4	Reimbursable expenses		

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Project Director,
State Project Implementation Unit
GITI (Women) Campus, 26 EC Road,
Survey Chowk, Dehradun -248001

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, [Insert “including” or “excluding”] of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. **{Please note that all amounts shall be the same as in Form FIN-2}.**

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 12.1 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

FORM FIN-2 SUMMARY OF COSTS

Item	Cost
	{Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet; delete columns which are not used}
	Indian Rupees
Cost of the Financial Proposal	
Including:	
(i) Remuneration	
(ii) Reimbursables	
Total Cost of the Financial Proposal: {Should match the amount in Form FIN-1}	
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded	
(i) GST	
(ii) Any other applicable Taxes/CESS	
<u>Total Estimate for Indirect Local Tax:</u>	

Footnote: Payments will be made in the currency(ies) expressed above (Reference to ITC 16.4).

FORM FIN-3 BREAKDOWN OF REMUNERATION

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract’s ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts

No.	Name	Position (as in TECH-6)	Person-month Remuneration Rate	Time Input in Person/Month (from TECH-6)	Indian Rupee (INR)
Key Experts					
K-1			[Home]		
			[Field]		
K-2					
Non-Key Experts					
N-1			[Home]		
N-2			[Field]		
Total Costs					

This Page intentionally left blank.

FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-Sum contracts

SNo.	Type of Reimbursable Expenses	Unit	Unit Cost	Quantity	Indian Rupee (INR)
1.	Planning and Analysing	No.		1	
2.	Design, Implement and Testing	No.		1	
3.	Deployment And Commissioning	No.		1	
4.	Security Audit	No.		1	
5.	SSL for 2 Years (SHA 256 encryption)	No.		1	
6.	HOSTING AND COMMISSIONING	No.		1	
7.	MONTHLY QUARTELY REPORTS, TRAINING AND UPDATES BEFORE FINAL GO LIVE (T+3 MONTHS)	No.		1	
8.	MONTHLY QUARTELY REPORTS, TRAINING AND UPDATES AFTER FINAL GO LIVE (T1+2 MONTHS)	No.		1	
9.	SOFTWARE AND DATABASE DEVELOPER IN DESIGN AND IMPLEMENTATION PHASE (3 MONTHS-FULL TIME)	No.		1	
11.	SOFTWARE AND DATABASE DEVELOPER IN MAINTENANCE PHASE (2 MONTHS-PART TIME)	No.		1	
12.	ANY OTHER WORK TO COMPLETE THE SCOPE OF WORK <PLEASE SPECIFY HERE>	No.		1	
13.	DIGITIZATION/SCANNING WORK OF 15,000 PAGES OF WKWDP PROJECT	No.		1	
Total Cost					

Legend:

“Per diem allowance” is paid for each night the expert is required by the Contract to be away from his/her usual place of residence. Client can set up a ceiling.

Section 5. Eligible Countries

In reference to ITC6.3.2, for the information of shortlisted Consultants, at the present time firms, goods and services from the following countries are excluded from this selection:

Under the ITC 6.3.2 (a): None

Under the ITC 6.3.2 (b): None

Section 6. Bank Policy – Corrupt and Fraudulent Practices

(this Section 6 shall not be modified)

Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011:

“Fraud and Corruption

1.23 It is the Bank’s policy to require that Borrowers (including beneficiaries of Bank loans), consultants, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of Bank-financed contracts [footnote: In this context, any action taken by a consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper.]. In pursuance of this policy, the Bank:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party²;
- (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation³;
- (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party⁴;
- (iv) “Coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party⁵;

² For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes World Bank staff and employees of other organizations taking or reviewing selection decisions.

³ For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

⁴ For the purpose of this sub-paragraph, “parties” refers to participants in the procurement or selection process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

⁵ For the purpose of this sub-paragraph, “party” refers to a participant in the selection process or contract execution.

- (v) “obstructive practice” is
- (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - (bb) acts intended to materially impede the exercise of the Bank’s inspection and audit rights;
- (b) will reject a proposal for award if it determines that the consultant recommended for award or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will declare misprocurement and cancel the portion of the Loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the Loan were engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the selection process or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner they knew of the practices;
- (d) will sanction a firm or an individual at any time, in accordance with prevailing Bank’s sanctions procedures⁶, including by publicly declaring such firm or an ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract, and (ii) to be a nominated⁷ sub-consultant, supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract.

⁶ A firm or an individual may be declared ineligible to be awarded a Bank-financed contract upon (i) completion of the Bank’s sanctions proceedings as per its sanctions procedures, including inter alia: cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, and through the application of the World Bank Group corporate administrative procurement sanctions procedures for fraud and corruption; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceedings. See footnote 12 and paragraph 8 of Appendix 1 of these Guidelines.

⁷ A nominated sub-consultant, supplier, or service provider is one which has been either (i) included by the consultant in its proposal because it brings specific and critical experience and know-how that are accounted for in the technical evaluation of the consultant’s proposal for the particular services; or (ii) appointed by the Borrower.

SECTION 7. Terms of Reference (ToR)

I. BACKGROUND

The World Bank-funded **Uttarakhand Workforce Development Project (UKWDP)** aims to improve the quality and relevance of training at the priority Industrial Training Institutes (ITIs) and increase the number of labor-market-relevant workers through the short-term training courses in Uttarakhand.

The UKWDP contributes to these objectives by supporting the state of Uttarakhand to strengthen the delivery of skills and training programs to produce higher-quality workers with relevant market skills and increased access. This state-level skills development project would also play a strategic role in the World Bank's engagement in the skills agenda at the national level. An in-depth experience of activities/challenges and lessons learnt from this project would play an imperative role in the implementation of the skill development programs at a national level.

II. Objectives

To improve the quality and relevance of training at priority Government Industrial Training Institutes (ITIs) and to increase the number of labour-market-relevant workers through short-term training in Uttarakhand, a project is being executed with World Bank support on Uttarakhand Workforce Development. The project is being implemented by the Department of Skill Development and Employment (DSDE) of the Government of Uttarakhand (GoUK) through a State Project Implementation Unit (SPIU). The SPIU's Monitoring & Evaluation capacity will be built through the development of Web based Data Repository. Management of information, including those of students, teachers, staff, inventory of equipment, and industry linkage activities, UKWDP project repository will be updated and reported on time, frequently, and accurately for improving decision making by policy makers.

III. Scope of Work

- (a) Development of Web Based Data Repository will show the overall UKWDP (Uttarakhand Workforce Development Project) Progress in terms of physical and financial along with Data Repository.
- (b) Separate Control Panel for each component to input the data online on daily/ weekly/ monthly basis and creation of Dash Board for various Management Levels to view the Project Status Online.
- (c) Archival of UKWDP Project Data and with features like View, Modify, Delete, Upload, Search, Index, Sort etc.
- (d) Provision for Uploading various types of Reports/Documents like PDF, XLS, XLSX, JPEG, DOC, DOCX etc.

- (e) Able to add / modify / search / index/ sort etc. download different information & documents as and when required.
- (f) Conduct Security Audit through ITDA / Cert.In - empaneled Agency and Provide Security Audit Certificate.
- (g) Hosting of Audited UKWDP Data Repository in SDC (State Data Centre), Uttarakhand and complete the codal formalities in reference to Hosting.
- (h) Commissioning and Maintenance of Complete Application including necessary upgrades on VM allocated by SDC, Uttarakhand.
- (i) Assist in mapping of domain name i.e. **ukwdp.uk.gov.in**.
- (j) Flag any failure information during any operation.
- (k) Update the complete Web based Data Repository interface.

The firm will quote for following:

- Planning & Requirement Analysis of Web Based Data Repository of UKWDP
- Design, Development & Implementation of Web Based Data Repository for UKWDP
- Final Testing of UKWDP Data Repository
- Security Audit, Domain Name System Integration and SSL Implementation
- Commissioning & Final Go Live in State Data Centre, Uttarakhand, Submission of Administrative Manual (Final Go Live i.e. T+3 Months)
- Technical Support for two months from Final Go Live date (Maintenance & Updation of Data Repository i.e. T1+2 Months)
- Staff Requirement
- Scanning/Digitization work (The firm will provide Good Quality Colored and Black & White Scanner and Manpower for scanning/digitization work)
- Any other work proposed by the firm based on ToR

**T= Date of Work Order, *T1= T+3 Months*

IV. Tasks and Responsibilities for the firm till the completion of contract

- (a) The UKWDP Web Based Data Repository shall be capable for preserving past data and present data on incremental basis, yearly. All Project related data shall be archived on Hosted Application. The information of all data types (Structured and Unstructured Project Data i.e., Master Plan, DPR, RFP, Institution Strategic Plan, Project Files & Documents, Utilization Certificates, Work Completion Certificates, Photographs, Progress Review Records by

World Bank since project initiation etc.) shall be shared with the successful firm during Requirement Gathering Phase. The Storage Space and hosting related configurations of the Virtual Machine (VM)/Server shall be decided by the successful firm by keeping in view the future storage requirement for next 2 year.

- (b) The System shall have the capability to add new ITI from the Administrator/CMS Dashboard Account & store, update, delete its records as per pre-defined nomenclature. The Separate Login ID and Password shall be provided to each ITI. All the ITI will have the following information but not limited to following:
- Dynamic data/information /document Repository of individual ITI
 - Other information as desired by DSDE/Nodal Officer.
- (c) Implementation of Reporting Service on UKWDP project includes physical and financial progress as per disbursement linked Indicators matrix (To be shared with successful firm by the UKWDP during Requirement Gathering Phase.
- (d) The Dashboard of UKWDP Web Based Data Repository shall be interactive & dynamic.
- (e) Data feeding, file uploading, file tagging, file searching, integration of basic file description enabling date wise search, tag wise search may be done or name wise search and can be downloaded.
- (f) This system will also facilitate sharing documents in different ways like sharing link through e-mails, social media (FB/Twitter/LinkedIn etc.). All the user information will be encrypted and fully secured.
- (g) File shall be uploaded dynamically through provision of interface in which data has to be entered. This shall require file to be browsed and document to be saved.
- (h) The Search Engine Optimization shall be done by the successful firm.
- (i) Sharing of data from different DSDE websites on UKWDP Portal using API or any other method.
- (j) The Dashboard Data of Industry Linkage Cell (ILC) with other parameters shall be visible in UKWDP Repository at each ITI login and consolidated at DSDE login. The API or other mechanism can be adopted by the successful firm for transfer of Data from ILC Dashboard to UKWDP Dashboard at ITI and DSDE Login.

V. Technical Aspects:

V. (a) Administration and User Access Level: The UKWDP Portal will consist of three categories viz. 1st category Super Admin whom will have all the rights of adding, deleting, editing/updating the Data Repository i.e. having all access and control; 2nd category Normal Admin (Govt. ITI Users) will be like an editor whom will add modify data's but cannot delete it and 3rd category will be such whom will have only viewing right i.e. whom can only view and use data by downloading.

- ✓ DSDE/ Super Admin: Administrator of UKWDP Website- All Rights available.
- ✓ ITI Level user: Principal Login, Foreman and Instructor Login- Data Updated but can't Delete. (Super Admin shall have the complete rights and access control)
- ✓ Public View – Public Access via Homepage and Project Information.

i. Technology and Integration: The successful firm will use Open-Source Technologies i.e. PHP latest version and MySQL latest version for Development.

ii. Third Party Security Audit: Once the development and testing work will complete then the entire application will go for security audit. It will assure the quality of code and different parameter those can control any hacking and unethical activities at the time of making application live and later. This is mandatory as per state Govt. Rules. It will be conducted by third part agency which will be under ITDA empanelment list or Cert.in empaneled. The Audit completion certificate will be provided by the successful firm to DSDE and used for the same for hosting on live server.

V.(b) Domain Registration: DSDE will facilitate for Domain Registration Process by submitting the desired signed format to ITDA or NIC. The Domain related Technical Configuration, DNS mapping will be done by successful firm on VM.

V. (c) Hosting: The Web based MIS will be hosted in State Data Centre, Uttarakhand. The DSDE will facilitate for writing letters and other coordination with ITDA or NIC for Hosting Infrastructure (Web Server Space, Database Server Space, Port Opening Request, VPN access etc.). However, the successful firm will manage the Hosting Infrastructure once allocated to DSDE.

V. (d) Training: The successful firm will provide Training on UKWDP Data Repository two times free of cost immediately after Final Go Live via online/ offline mode to all DSDE Staff and ITI Principals and their instructors also in maintenance & updation phase to new joined staff as per following:

S.N.	Training Type	Duration of Training	Mode
1.	Administrator Training	1 Hour	Online/Offline
2.	UKWDP Staff Training	1 Hour	Online/Offline
3.	ITI Principals Training	1 Hour	Online/Offline

In case of online training, the link shall be provided by the successful firm to DSDE before commencement of training. The Attendance of all attended participants will be submitted by successful firm to DSDE immediately after the training.

V. (e) Look & Feel: The Web Application should be attractive and appealing - The Web Application should be simple and user friendly for navigation. - The Web Application should be designed and maintained as per State and Centre Government Guidelines.

(Please refer – GIGW- <https://guidelines.india.gov.in/>).

The successful firm can follow some sample websites of Government of India like

- <https://jaljevanmission.gov.in/>
- <https://nhai.gov.in/#/>
- <https://www.nhp.gov.in/>

V. (f) Data Security/SSL Certificate: Complete security & debugging of the data from time to time will be ensured. Proper secure mode will be used to transfer and store database as per Cert.in / State IT Department/ ITDA Security Guidelines. The successful firm will provide the SSL certificate for one year and integrated it with UKWDP Domain Name. The charges of SSL shall be paid by successful firm.

V (g) Downtime: Website will have 99% uptime. Due to any technical issue a message should be displayed (“Website Under Maintenance”) while browsing the UKWDP Web based Data Repository.

- V. (h) Language: The Web Application will be in bilingual Language (English & Hindi).
- V. (i) Quality: All the software and scripts used in the development of the proposed application will be of high quality and all the scripts will be properly checked.
- V. (j) Backup: The Source Code of the UKWDP Web Based Data Repository and Database will be the property of UKWDP and a copy of hosted Application Code, Database Backup including Database Schema will be handed over in media to DSDE before last payment.
- V (k) Social Media: Linking with Facebook, Twitter, Instagram, Handle, RSS Feed on Home Page and other Applications of DSDE.
- V (l) Visitor Counter: Visitor Counter Feature should be available at Home Page.
- V (m) Other Feature: Search, Index, Sort, Filter and any other task as per DSDE requirement.
- V (n) Post Go-Live Support: 2 Months after Final Go Live Date.

VI. **Firm Staffing**

The successful firm shall provide the following staff:

Role	Main Task	Minimum qualification and professional experience desired
<p>Team Leader (01)</p> <p>5 Months</p>	<p>The Software Developer shall be responsible for Designing and Developing and Commissioning of Web based Data Repository including security features</p> <p>Presentation of the Project Status to the DSDE when required.</p> <p>Submission of all Reports, Training Plan & Operational Manual</p> <p>Implementation/Commissioning and Maintenance & Updation issues and their resolution</p> <p>Training</p>	<ul style="list-style-type: none"> • B.Tech. (IT/CSE) or M.Tech. (IT/CSE) or MCA atleast 5 years of experience in Website design, deployment and Maintenance in State Data Centre or Cloud Data Centre of Government or Private Cloud or PSUs with in Indian Territory in Open Source Technologies. • Experience of handling at least 2 Government Websites Development and Maintenance Work
<p>Programmer (01 No)</p> <p>5 Months</p>	<p>Designing and Development of Database Schema including security features</p> <p>Implementation/Commissioning and Maintenance & Updation issues and their resolution</p> <p>Database Backup</p> <p>Training</p>	<ul style="list-style-type: none"> • B.Tech. (IT/CSE) or M.Tech. (IT/CSE) or MCA atleast 5 years of experience in Database design, deployment and Maintenance in State Data Centre or Cloud Data Centre of Government or Private Cloud or PSUs with in Indian Territory in Open-Source Technologies.

		<ul style="list-style-type: none"> • Experience of handling at least 2 Government Websites Database Development and Maintenance Work
--	--	---

VII. Duration of the Assignment

Three Months for Designing, Implementation, Commissioning and Go Live after that two Months for Maintenance & Updation.

VIII. Ownership of the Data, Documents, and Equipment

- DSDE shall be the owner of all the data collected, data sets, reports, documents, etc. prepared by the successful firm and any equipment procured under the assignment.
- All the documents collected and license procured, if any, will be handed over to DSDE before final payment.
- All documents, reports and information from this work will be regarded as DSDE's property which cannot be sold or used in any case without the prior permission of DSDE.

IX. Timeline & Deliverables

**T= Date of Sign of Work Order*

**T1= Final Go Live Date i.e. (T+3 Month)*

SNo.	Milestone	Deliverables	Timeline	Payment
1.	Design & Implementation Phase (T+ 3 Months)			
1.1	Design & Implementation Phase	<p>Planning: Project Analysis and defined scope of work. Based on Data Archived at Different Sources</p> <p>Analyzing: Requirement Gathering / Finalizing Test Environment Creation</p> <p>(Submission of Inception Report)</p>	T+1 Month	10% of the total contract value without GST

		<p>Designing: Design and Development Work, Wireframe Creation</p> <p>Implementation: Creation of Application, Database, Coding</p> <p>Testing: Functional, Performance and Security & Load Testing including Unit, Integration, System and Acceptance Testing (Designing, Implement & Testing Report)</p> <p>Scanning Work of UKWDP Project Files/Records i.e. 15,000 Pages</p>	T + 2 Month	20 % of the total contract value without GST
		<p>Deployment: Security Audit+ Domain Name System Integration+ SSL Implementation work</p> <p>Commissioning: Hosting of Web Based Data Repository on State Data Centre + Training (Final Go Live Date= T1) (Deployment & Commissioning Report)</p>	T+3 Month	40 % of the total contract value without GST released after submission of all Final Go Live Documents

Final Go Live = T+3 Month (After Completion 3 Month from the date of signed work order)				
		<p>Final Go Live Documents:</p> <ol style="list-style-type: none"> 1. Final Go live Certificate of Web based Data Repository 2. State Data Centre Hosting Certificate by the firm 3. Security Audit Certificate, Report & its resolutions made before uploading it on Live Server/VM of State Data Centre, Uttarakhand (ITDA) 4. SSL Certificate 5. Sign Off Certificate 6. Training Completion Certificate 7. Scope of Work Completion Certificate signed by DSDE 8. Manpower details 	<p>After all work completion as per scope of work and submission of documents the starting of Operation & Maintenance Phase letter will be issued by DSDE.</p>	<p>Final Go Live (T+3 Month=T1)</p>

		<p>deployed in implementation phase and (Name, Mobile, email, Designation in Project, Permanent Address, Qualifications & Certifications)</p> <p>9. Details of Manpower to be deployed for Maintenance and Updation Phase (Name, Mobile, email, Designation in Project, Permanent Address, Qualifications & Certifications)</p> <p>10. Technical Manual for Administrator</p> <p>11. Operational Manual for Users</p> <p>12. Final Presentation of Web Based Data</p> <p>13. Source Code of complete Web Based Data Repository and Database Schema</p>		
--	--	--	--	--

		<p>14. Login ID and Passwords of DSDE and all Priority Government ITIs (Principal, Foreman & Instructor) as per Annexure-1.</p> <p>15. All Scanned Documents should be available in Data Repository, Indexed, Sorted, Searchable options. DSDE can search text inside every PDF with Scanning work index/table (Section, PDF Name, Total Pages etc.)</p>		
2.	Maintenance & Updation = T1+2 Months (Maintenance & Updation for 2 Months from the date of Final Go Live)			
2.1	Maintenance & Updation	<ul style="list-style-type: none"> • Monthly & Quarterly SLA Reports • Training Report • Interface Web Pages Updates 	T1+3 Months	15% of the total contract value without GST will be paid after completion of 3 Months after Final Go Live alongwith Sign-Off Reports

2.2	Maintenance & Updation	<ul style="list-style-type: none"> • Monthly & Quarterly SLA Reports • Training Report • Interface Web Pages Updates 	T1+6 Month	15% of the total contract value without GST will be paid after completion of 6 Months after Final Go Live alongwith Sign-Off Reports
-----	------------------------	---	------------	--

***The successful firm will submit the following Sign-Off Reports and Knowledge Transfer (KT) to DSDE before clamming the T1+2 Months payment of Maintenance & Updation Phase:**

- 1) SSL Certificate
- 2) Security Audit Certificate & Security Audit Report & its resolutions made before uploading it on Live Server/VM of State Data Centre, Uttarakhand (ITDA)
- 3) Technical and Administrative Manual Updated
- 4) Complete Backup of Application and Database include Database Schema with Source Code of Web Based Data Repository & Database Scripts updated on or before T1+2 Months
- 5) Hosting Technical Details- Public IP, Domain Name, VM/Server Credentials, VPN Credentials
- 6) Name, Designation, email ID, Mobile Number & Communication Address of Software & Database Developer(s) who worked on the UKWDP Data Repository.
- 7) Complete Data Backup uploaded on UKWDP Data Repository by the DSDE
- 8) All credentials of the Portal (Server VM, Web Portal, Data base, SSL, VPN, IP Address details etc.)

X. Payment schedule

The firm should quote separately for Design and implementation & Maintenance and Updation phase payment.

SNo.	Milestone	Timeline	Payment Percentage
1.	Design and Implementation Phase = 3 Months		
1.1	Design & Implementation	T+1 Month	10 % of the total contract value without GST
1.2	Design & Implementation	T+2 Month	20 % of the total contract value without GST
1.3	Design & Implementation (Final Go Live)	T+3 Month=T1	40 % of the total contract value without GST

2.	Maintenance & Updation Phase= 2 Months		
2.1	Maintenance & Updation Phase	T1+ 1 Month	15% of the total contract value without GST
2.2	Maintenance & Updation Phase	T1+ 2 Month	15% of the total contract value without GST

***T= Date of Sign of Work Order**

***T1= Final Go Live Date i.e. (T+3 Month)**

***The selected firm can claim for design & implementation phase and maintenance & updation phase payment at a single time after completion of T+3 or T1+2 months or after completion of project (5 Months).**

*** Firm and Bidder are same entity.**

XI. TERMS & CONDITIONS FOR THE ASSIGNMENT:

- (a) The successful firm will submit the details of infrastructure requirement for hosting the application in State Data Centre, Uttarakhand like No. of CPU, Memory, Disk Storage along with Requirement Analysis for the hosting of UKWDP Web Based Data Repository after receiving the work order.
- (b) The DSDE will submit request to ITDA/ NIC for allocation of Domain Name System (Website Address) however the successful firm will complete the all necessarily technical formalities for DNS allocation with ITDA/ NIC.
- (c) The successful firm will provide the Content Management System (CMS) Dashboard to DSDE from where single Administrator can manage the complete Application by single login. The Nodal Officer for UKWDP Web Based Repository will be nominated by the DSDE before completion of the scope of work.
- (d) The successful firm will provide the at least two Name, Contact Number, Email ID of Software Developer & Database Developer who will be involved in Development Process for escalation of any technical issue during maintenance and updation phase.
- (e) The Technical Manual and Operating Manual Offline and Online shall be provided by successful firm to DSDE on Final Go Live Date.
- (f) The Source Code of the UKWDP Web Based MIS and Database will be the property of DSDE and one copy of Complete Backup (Application Code and Database + Database

Schema) will be shared by successful firm with DSDE on Final Go Live and before payment of maintenance and updation phase.

- (g) The successful firm shall complete the Sign-Off and Knowledge Transfer (KT) process before submitting the final bill.
- (h) The services of successful firm may or may not be extended further for six months or one year as CAMC (Comprehensive Annual Maintenance Contract) based on the performance and support provided during maintenance and updation period. The decision of DSDE shall be final on this.
- (i) In case of any technical issue in State Data Centre, Uttarakhand when the Web Based Data Repository would inaccessible the successful firm will inform to DSDE immediately.
- (j) Any dispute pertaining to ToR shall be duly taken into account and grievance redressal shall be handled by Secretary DSDE. On any dispute the decision of Secretary DSDE will be final.
- (k) The firm has to make necessary arrangements for scanning and digitization work (Manpower with high resolution/good quality color and black & white scanner).

XII. Rights

- The DSDE will reserves the Intellectual Property Rights for all deliverables of the Web Based Data Repository.
- In the event of unsatisfactory response, the Project Director, UKWDP reserves the right to delay or disallow the payment until all issues resolved by the selected firm.
- The Project Director, UKWDP shall reserve the rights to cancel this RFP at any point of Time without assigning any reason.
- The Project Director, UKWDP shall reserve the rights to continue or discontinue/descope the Maintenance & Updation Phase without assigning any reason.

Annexure-1

List of Priority Govt. ITIs under UKWDP

S. No	Name of ITI	District	Region
1	GITI Dehradun (Boys)	Dehradun	Garhwal
2	GITI Almora	Almora	Kumaon
3	GITI Haldwani	Nainital	Kumaon
4	GITI Srinagar	Pauri	Garhwal
5	GITI Kashipur	Udham Singh Nagar	Kumaon
6	GITI Pithoragarh	Pithoragarh	Kumaon
7	GITI Barkot	Uttarkashi	Garhwal
8	GITI New Tehri	Tehri Garhwal	Garhwal
9	GITI Tanakpur	Champawat	Kumaon
10	GITI Rudraprayag	Rudraprayag	Garhwal
11	GITI Haridwar Vishist	Haridwar	Garhwal
12	GITI Karanprayag	Chamoli	Garhwal
13	GITI Kanda	Bageshwar	Kumaon
14	GITI Vikasnagar.	Dehradun	Garhwal
15	GITI Women Dehradun	Dehradun	Garhwal
16	GITI Dugadda	Pauri	Garhwal
17	GITI Pirankaliyar	Haridwar	Garhwal
18	GITI Bazpur	Udham Singh Nagar	Kumaon
19	GITI Pantnagar Vishist	Udham Singh Nagar	Kumaon
20	GITI Rajpur Road	Dehradun	Garhwal
21	GITI Delna	Haridwar	Garhwal
22	GITI Sitarganj	Udham Singh Nagar	Kumaon
23	GITI Kaladhungi	Nainital	Kumaon
24	Govt. ITI, Narsan	Haridwar	Garhwal
Total Priority Government ITI = 24			

Number of priority Government ITIs: Garhwal= 14, Kumaon= 10

STANDARD FORM OF CONTRACT

Consultant's Services Lump-Sum

This Page intentionally left blank.

Contents

PART I	1
Section 1. Letter of Invitation	1
Section 2: Pre- Eligibility Criteria.....	3
Section 3. Instructions to Consultants/Firms and Data Sheet	10
A. General Provisions	10
1. Definitions.....	10
2. Introduction	12
3. Conflict of Interest	12
4. Unfair Competitive Advantage	13
5. Corrupt and Fraudulent Practices.....	13
6. Eligibility	13
B. Preparation of Proposals.....	15
7. General Considerations	15
8. Cost of Preparation of Proposal	15
9. Language	15
10. Documents Comprising the Proposal.....	15
11. Only One Proposal	15
12. Proposal Validity.....	16
13. Clarification and Amendment of RFP.....	16
14. Preparation of Proposals – Specific Considerations	17
15. Technical Proposal Format and Content	18
16. Financial Proposal.....	18
C. Submission, Opening and Evaluation	18
17. Submission, Sealing, and Marking of Proposals.....	18
18. Confidentiality	20
19. Opening of Technical Proposals	20
20. Proposals Evaluation.....	20
21. Evaluation of Technical Proposals.....	21
22. Financial Proposals for QBS.....	21
23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)	21

24. Correction of Errors	22
25. Taxes	22
26. Conversion to Single Currency	22
D. Negotiations and Award.....	23
E. Data Sheet.....	25
Section 3. Technical Proposal – Standard Forms.....	33
Section 4. Financial Proposal - Standard Forms	47
Section 5. Eligible Countries.....	54
Section 6. Bank Policy – Corrupt and Fraudulent Practices	55
II. Objectives.....	57
III. Scope of Work.....	57
IV. Tasks and Responsibilities for the firm till the completion of contract	58
VI. Firm Staffing	63
VII. Duration of the Assignment	64
VIII. Ownership of the Data, Documents, and Equipment.....	64
IX. Timeline & Deliverables	64
X. Payment schedule.....	69
XII. Rights	71
I. Form of Contract.....	81
II. General Conditions of Contract	83
A. GENERAL PROVISIONS	83
2. Relationship between the Parties	84
3. Law Governing Contract.....	85
4. Language.....	85
5. Headings.....	85
6. Communications	85
7. Location.....	85
8. Authority of Member in Charge.....	85
9. Authorized Representatives	85
10. Corrupt and Fraudulent Practices.....	85
B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT	86
11. Effectiveness of Contract	86

12. Termination of Contract for Failure to Become Effective	86
13. Commencement of Services.....	86
14. Expiration of Contract.....	86
15. Entire Agreement	86
16. Modifications or Variations	86
17. Force Majeure	86
18. Suspension	88
19. Termination.....	88
C. OBLIGATIONS OF THE CONSULTANT	90
20. General	90
21. Conflict of Interests.....	91
22. Confidentiality	92
23. Liability of the Consultant	92
24. Insurance to be Taken out by the Consultant.....	92
25. Accounting, Inspection and Auditing	93
26. Reporting Obligations	93
27. Proprietary Rights of the Client in Reports and Records.....	93
28. Equipment, Vehicles and Materials	93
D. CONSULTANT’S EXPERTS AND SUB-CONSULTANTS.....	94
29. Description of Key Experts.....	94
30. Replacement of Key Experts.....	94
31. Removal of Experts or Sub-consultants.....	94
E. OBLIGATIONS OF THE CLIENT	95
32. Assistance and Exemptions.....	95
33. Access to Project Site.....	95
34. Change in the Applicable Law Related to Taxes and Duties	96
35. Services, Facilities and Property of the Client	96
36. Counterpart Personnel.....	96
37. Payment Obligation.....	96
F. PAYMENTS TO THE CONSULTANT	96
38. Contract Price.....	96
39. Taxes and Duties	97

40. Currency of Payment.....	97
41. Mode of Billing and Payment	97
42. Interest on Delayed Payments.....	98
G. FAIRNESS AND GOOD FAITH	98
43. Good Faith.....	98
H. SETTLEMENT OF DISPUTES	98
44. Amicable Settlement	98
45. Dispute Resolution.....	98
Attachment 1: Bank’s Policy – Corrupt and Fraudulent Practices	99
III. Special Conditions of Contract	101
IV. Appendices.....	107
Appendix A – Terms of Reference	107
Appendix B - Key Experts	107
Appendix C – Breakdown of Contract Price.....	107
Appendix D - Form of Advance Payments Guarantee.....	109

SECTION 8. STANDARD FORMS OF CONTRACT –LUMP-SUM CONTRACT

CONTRACT FOR CONSULTANT’S SERVICES

Lump-Sum

Project Name: Uttarakhand Workforce Development Project

Project No.: P-154525

Contract No.: UKWDP/CS/22-23/MIS

between

State Project Implementation Unit

and

[Name of the Consultant]

Dated: _____

This Page intentionally left blank.

I. Form of Contract

LUMP-SUM

(Text in brackets [] is optional; all notes should be deleted in the final text)

This CONTRACT (hereinafter called the “Contract”) is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, (hereinafter called the “Client”) and, on the other hand, *[name of Consultant]* (hereinafter called the “Consultant/Firm”).

*[If the Consultant consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Client”) and, on the other hand, a Joint Venture (name of the JV) consisting of the following entities, each member of which will be jointly and severally liable to the Client for all the Consultant’s obligations under this Contract, namely, *[name of member]* and *[name of member]* (hereinafter called the “Consultant/Firm”).]*

WHEREAS

- (a) the Client has requested the Consultant/Firm to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Client has applied for a loan from the, *International Bank for Reconstruction and Development (IBRD)* toward the cost of the Services and intends to apply a portion of the proceeds of this loan to eligible payments under this Contract, it being understood that (i) payments by the Bank will be made only at the request of the Client and upon approval by the Bank; (ii) such payments will be subject, in all respects, to the terms and conditions of the loan agreement, including prohibitions of withdrawal from the loan account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by the decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations; and (iii) no party other than the Client shall derive any rights from the loan agreement or have any claim to the loan proceeds;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract (including Attachment 1 “Bank Policy – Corrupt and Fraudulent Practices);
 - (b) The Special Conditions of Contract;

(c) Appendices:

- Appendix A: Terms of Reference
- Appendix B: Key Experts
- Appendix C: Breakdown of Contract Price
- Appendix D: Form of Advance Payments Guarantee

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract, including Attachment 1; Appendix A; Appendix B; Appendix C; Appendix D. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
 - (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of:

[Authorized Representative of the Client – name, title and signature]

For and on behalf of *[Name of Consultant or Name of a Joint Venture]*

[Authorized Representative of the Consultant – name and signature]

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]

For and on behalf of each of the members of the Consultant *[insert the Name of the Joint Venture]*

[Name of the lead member]

[Authorized Representative on behalf of a Joint Venture]

[add signature blocks for each member if all are signing]

II. General Conditions of Contract

A. GENERAL PROVISIONS

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Guidelines” means Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011.
- (b) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the **Special Conditions of Contract (SCC)**, as they may be issued and in force from time to time.
- (c) “Bank” means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).
- (d) “Borrower” means the Government, Government agency or other entity that signs the financing agreement with the Bank.
- (e) “Client” means the implementing agency that signs the Contract for the Services with the Selected Consultant.
- (f) “Consultant” means a legally-established professional consulting firm or entity selected by the Client to provide the Services under the signed Contract.
- (g) “Contract” means the legally binding written agreement signed between the Client and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
- (h) “Day” means a working day unless indicated otherwise.
- (i) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
- (j) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.

- (k) “Foreign Currency” means any currency other than the currency of the Client’s country.
- (l) “GCC” means these General Conditions of Contract.
- (m) “Government” means the government of the Client’s country.
- (n) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- (o) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant’s proposal.
- (p) “Local Currency” means the currency of the Client’s country.
- (q) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- (r) “Party” means the Client or the Consultant, as the case may be, and “Parties” means both of them.
- (s) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- (t) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (u) “Sub-consultants” means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- (v) “Third Party” means any person or entity other than the Government, the Client, the Consultant or a Sub-consultant.

2. Relationship between the Parties

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

-
- 3. Law Governing Contract** 3.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
- 4. Language** 4.1. This Contract has been executed in the language specified in the **SCC**, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 5. Headings** 5.1. The headings shall not limit, alter or affect the meaning of this Contract.
- 6. Communications** 6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the **SCC**.
- 6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the **SCC**.
- 7. Location** 7.1. The Services shall be performed at such locations as are specified in **Appendix A** hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Client may approve.
- 8. Authority of Member in Charge** 8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the **SCC** to act on their behalf in exercising all the Consultant's rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.
- 9. Authorized Representatives** 9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the **SCC**.
- 10. Corrupt and Fraudulent Practices** 10.1. The Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in **Attachment 1** to the **GCC**.
- a. **Commissions and Fees** 10.2. The Client requires the Consultant to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

Failure to disclose such commissions, gratuities or fees may result in termination of the Contract and/or sanctions by the Bank.

B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- 11. Effectiveness of Contract** 11.1. This Contract shall come into force and effect on the date (the “Effective Date”) of the Client’s notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the **SCC** have been met.
- 12. Termination of Contract for Failure to Become Effective** 12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the **SCC**, either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.
- 13. Commencement of Services** 13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC**.
- 14. Expiration of Contract** 14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC**.
- 15. Entire Agreement** 15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
- 16. Modifications or Variations** 16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- 16.2. In cases of substantial modifications or variations, the prior written consent of the Bank is required.
- 17. Force Majeure**
- a. Definition** 17.1. For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil

disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

b. No Breach of Contract

17.4. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

c. Measures to be Taken

17.5. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.6. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

17.7. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.8. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Client, shall either:

- (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and

necessarily incurred, and, if required by the Client, in reactivating the Services; or

- (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.9. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 44 & 45.

18. Suspension

18.1. The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

19. Termination

19.1. This Contract may be terminated by either Party as per provisions set up below:

a. By the Client

19.1.1. The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least five (5) calendar days' written notice in case of the event referred to in (f):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;
- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 45.1;

- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2. Furthermore, if the Client determines that the Consultant has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Client may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

b. By the Consultant

19.1.3. The Consultant may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause GCC 45.1 within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.
- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- (c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 45.1.
- (d) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Client of the Consultant's notice specifying such breach.

c. Cessation of Rights and Obligations

19.1.4. Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 22, (iii) the Consultant's obligation to permit

inspection, copying and auditing of their accounts and records set forth in Clause GCC 25, and (iv) any right which a Party may have under the Applicable Law.

d. Cessation of Services

19.1.5. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Client, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.

e. Payment upon Termination

19.1.6. Upon termination of this Contract, the Client shall make the following payments to the Consultant:

- (a) payment for Services satisfactorily performed prior to the effective date of termination; and
- (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

C. OBLIGATIONS OF THE CONSULTANT

20. General

a. Standard of Performance

20.1 The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.

20.2. The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.3. The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be

approved in advance by the Client. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.

**b. Law
Applicable to
Services**

20.4. The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

20.5. Throughout the execution of the Contract, the Consultant shall comply with the import of goods and services prohibitions in the Client's country when

- (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

20.6. The Client shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

**21. Conflict of
Interests**

21.1. The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

**a. Consultant
Not to Benefit
from
Commissions,
Discounts, etc.**

21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 38 through 42) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant shall comply with the Bank's Applicable Guidelines, and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Client.

- b. Consultant and Affiliates Not to Engage in Certain Activities** 21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project, unless otherwise indicated in the **SCC**.
- c. Prohibition of Conflicting Activities** 21.1.4 The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.
- d. Strict Duty to Disclose Conflicting Activities** 21.1.5 The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 22. Confidentiality** 22.1 Except with the prior written consent of the Client, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.
- 23. Liability of the Consultant** 23.1 Subject to additional provisions, if any, set forth in the **SCC**, the Consultant's liability under this Contract shall be provided by the Applicable Law.
- 24. Insurance to be Taken out by the Consultant** 24.1 The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage specified in the **SCC**, and (ii) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.

25. Accounting, Inspection and Auditing

25.1 The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.

25.2 The Consultant shall permit and shall cause its Sub-consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Consultant's attention is drawn to Clause GCC 10 which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under this Clause GCC25.2 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility under the Bank's prevailing sanctions procedures.)

26. Reporting Obligations

26.1 The Consultant shall submit to the Client the reports and documents specified in **Appendix A**, in the form, in the numbers and within the time periods set forth in the said Appendix.

27. Proprietary Rights of the Client in Reports and Records

27.1 Unless otherwise indicated in the **SCC**, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Client.

27.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Client's prior written approval to such agreements, and the Client shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the **SCC**.

28. Equipment, Vehicles and Materials

28.1 Equipment, vehicles and materials made available to the Consultant by the Client, or purchased by the Consultant wholly or partly with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the

Client an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Client's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their full replacement value.

28.2 Any equipment or materials brought by the Consultant or its Experts into the Client's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

D. CONSULTANT'S EXPERTS AND SUB-CONSULTANTS

- 29. Description of Key Experts** 29.1 The title, agreed job description, minimum qualification and estimated period of engagement to carry out the Services of each of the Consultant's Key Experts are described in **Appendix B**.
- 30. Replacement of Key Experts** 30.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.
- 30.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.
- 31. Removal of Experts or Sub-consultants** 31.1 If the Client finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or shall the Client determine that Consultant's Expert or Sub-consultant have engaged in corrupt, fraudulent, collusive, coercive or obstructive practice while performing the Services, the Consultant shall, at the Client's written request, provide a replacement.
- 31.2 In the event that any of Key Experts, Non-Key Experts or Sub-consultants is found by the Client to be incompetent or incapable in discharging assigned duties, the Client, specifying the grounds therefore, may request the Consultant to provide a replacement.
- 31.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Client.

31.4 The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.

E. OBLIGATIONS OF THE CLIENT

32. Assistance and Exemptions

32.1 Unless otherwise specified in the SCC, the Client shall use its best efforts to:

- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.
- (b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (c) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (d) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client's country according to the applicable law in the Client's country.
- (e) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.
- (f) Provide to the Consultant any such other assistance as may be specified in the SCC.

33. Access to Project Site

33.1 The Client warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be

responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

34. Change in the Applicable Law Related to Taxes and Duties

34.1 If, after the date of this Contract, there is any change in the applicable law in the Client's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the Contract price amount specified in Clause GCC 38.1

35. Services, Facilities and Property of the Client

35.1 The Client shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (**Appendix A**) at the times and in the manner specified in said **Appendix A**.

36. Counterpart Personnel

36.1 The Client shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Client with the Consultant's advice, if specified in **Appendix A**.

36.2 Professional and support counterpart personnel, excluding Client's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Client shall not unreasonably refuse to act upon such request.

37. Payment Obligation

37.1 In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant for the deliverables specified in **Appendix A** and in such manner as is provided by GCC F below.

F. PAYMENTS TO THE CONSULTANT

38. Contract Price

38.1 The Contract price is fixed and is set forth in the **SCC**. The Contract price breakdown is provided in **Appendix C**.

38.2 Any change to the Contract price specified in Clause 38.1 can be made only if the Parties have agreed to the revised scope of Services

pursuant to Clause GCC 16 and have amended in writing the Terms of Reference in **Appendix A**.

39. Taxes and Duties

39.1 The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the **SCC**.

39.2 As an exception to the above and as stated in the **SCC**, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Client on behalf of the Consultant.

40. Currency of Payment

40.1 Any payment under this Contract shall be made in the currency(ies) of the Contract.

41. Mode of Billing and Payment

41.1 The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 38.1.

41.2 The payments under this Contract shall be made in lump-sum installments against deliverables specified in **Appendix A**. The payments will be made according to the payment schedule stated in the **SCC**.

41.2.1 *Advance payment:* Unless otherwise indicated in the **SCC**, an advance payment shall be made against an advance payment bank guarantee acceptable to the Client in an amount (or amounts) and in a currency (or currencies) specified in the **SCC**. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in **Appendix D**, or in such other form as the Client shall have approved in writing. The advance payments will be set off by the Client in equal portions against the lump-sum installments specified in the **SCC** until said advance payments have been fully set off.

41.2.2 *The Lump-Sum Installment Payments.* The Client shall pay the Consultant within sixty (60) days after the receipt by the Client of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Client does not approve the submitted deliverable(s) as satisfactory in which case the Client shall provide comments to the Consultant within the same sixty (60) days period. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

41.2.3 *The Final Payment.* The final payment under this Clause shall be made only after the final report have been submitted by the Consultant and approved as satisfactory by the Client. The Services shall then be deemed completed and finally accepted by the Client. The last lump-sum installment shall be deemed approved for payment by the Client within ninety (90) calendar days after receipt of the final report by the

Client unless the Client, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. 41.2.4 All payments under this Contract shall be made to the accounts of the Consultant specified in the SCC.

41.2.4 With the exception of the final payment under 41.2.3 above, payments do not constitute acceptance of the whole Services nor relieve the Consultant of any obligations hereunder.

42. Interest on Delayed Payments

42.1 If the Client had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 41.2.2, interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

G. FAIRNESS AND GOOD FAITH

43. Good Faith

43.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

H. SETTLEMENT OF DISPUTES

44. Amicable Settlement

44.1 The Parties shall seek to resolve any dispute amicably by mutual consultation.

44.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 49.1 shall apply.

45. Dispute Resolution

45.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the SCC.

II. General Conditions

Attachment 1: Bank’s Policy – Corrupt and Fraudulent Practices

(the text in this Attachment 1 shall not be modified)

Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011:

“Fraud and Corruption

1.23 It is the Bank’s policy to require that Borrowers (including beneficiaries of Bank loans), consultants, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of Bank-financed contracts [footnote: In this context, any action taken by a consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper.]. In pursuance of this policy, the Bank:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party⁸;
- (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation⁹;
- (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party¹⁰;

⁸ For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes World Bank staff and employees of other organizations taking or reviewing selection decisions.

⁹ For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

¹⁰ For the purpose of this sub-paragraph, “parties” refers to participants in the procurement or selection process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

- (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party¹¹;
- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - (bb) acts intended to materially impede the exercise of the Bank’s inspection and audit rights;
- (b) will reject a proposal for award if it determines that the consultant recommended for award or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will declare mis procurement and cancel the portion of the Loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the Loan were engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the selection process or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner they knew of the practices;
- (d) will sanction a firm or an individual at any time, in accordance with prevailing Bank’s sanctions procedures¹², including by publicly declaring such firm or an ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract, and (ii) to be a nominated¹³ sub-consultant, supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract.

¹¹ For the purpose of this sub-paragraph, “party” refers to a participant in the selection process or contract execution.

¹² A firm or an individual may be declared ineligible to be awarded a Bank-financed contract upon (i) completion of the Bank’s sanctions proceedings as per its sanctions procedures, including inter alia: cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, and through the application of the World Bank Group corporate administrative procurement sanctions procedures for fraud and corruption; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceedings. See footnote 12 and paragraph 8 of Appendix 1 of these Guidelines.

¹³ A nominated sub-consultant, supplier, or service provider is one which has been either (i) included by the consultant in its proposal because it brings specific and critical experience and know-how that are accounted for in the technical evaluation of the consultant’s proposal for the particular services; or (ii) appointed by the Borrower.

III. Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(b) and 3.1	The Contract shall be construed in accordance with the law of India
4.1	The language is: English.
6.1 and 6.2	<p>The addresses are:</p> <p>Client: Project Director. UKWDP</p> <p>State Project Implementation Unit 26 EC Road, Govt. ITI (Women) Campus, Dehradun -248001</p> <p>Consultant/Firm : _____</p> <p>Attention : _____</p> <p>Facsimile : _____</p> <p>E-mail (where permitted) : _____</p>
8.1	<p><i>[If the Consultant consists only of one entity, state “N/A”; OR If the Consultant is a Joint Venture consisting of more than one entity, the name of the JV member whose address is specified in Clause SCC6.1 should be inserted here.]</i></p> <p>The Lead Member on behalf of the JV is _____ _____ <i>[insert name of the member]</i></p>
9.1	<p>The Authorized Representatives are:</p> <p>For the Client: <i>Project Director</i></p> <p>For the Consultant: <i>[name, title]</i> _____</p>
11.1	<p>The effectiveness conditions are the following: <i>Approval of the Contract by the Bank</i></p>
12.1	<p>Termination of Contract for Failure to Become Effective:</p> <p>The time period shall be 1 month.</p>

13.1	<p>Commencement of Services:</p> <p>The number of days shall be 10 calendar days.</p> <p>Confirmation of Key Experts' availability to start the Assignment shall be submitted to the Client in writing as a written statement signed by each Key Expert.</p>
14.1	<p>Expiration of Contract:</p> <p>The time period shall be 5 (five) months effective from the contract signing date. Any change in the period of assignment will only be made after mutual review by both the parties.</p>
21 b.	<p>The Client reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3</p> <p>Yes</p>

23.1	No Additional Provisions
24.1	<p>The insurance coverage against the risks shall be as follows:</p> <p>(a) Professional liability insurance, with a minimum coverage of amount equivalent to the total value of the contract in Rupees.*</p> <p>b) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Government’s country by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage as per Motor Vehicle Act, 1988;</p> <p>c) Third Party liability insurance, with a minimum coverage of 10% of the contract amount;</p> <p>*The amount as finalized at the Contract’s negotiations on the basis of the estimates provided by the Consultant in Form FIN-2 of the Consultant’s Financial Proposal.</p>
27.2	<p>The Consultant shall not use any documents, software or project related information for purposes unrelated to this Contract without the prior written approval of the Client.</p>
32.1 (a) through (f)	Deleted
38.1	<p>The Contract price is: _____ [insert amount and currency for each currency as applicable] [indicate: inclusive or exclusive] of local indirect taxes.</p> <p>Any indirect local taxes chargeable in respect of this Contract for the Services provided by the Consultant shall [insert as appropriate: “be paid” or “reimbursed”] by the Client [insert as appropriate: “for” or “to”]the Consultant.</p> <p>The amount of such taxes is _____ [insert the amount as finalized at the Contract’s negotiations on the basis of the estimates provided by the Consultant in Form FIN-2 of the Consultant’s Financial Proposal.</p>
39.1 and 39.2	<p>The Client warrants that client will reimburse to the Consultant GST as applicable.</p>
41.2	<p>The payment schedule: [Payment of installments shall be linked to the deliverables specified in the Terms of Reference in Appendix A., please refer to TOR for extended milestones.</p>

SNo.	Milestone	Timeline	Payment Percentage
1.	Design and Implementation = 3 Months		
1.1	Implementation	T+1 Month	10 % of the total contract value without GST
1.2	Implementation	T+2 Months	20 % of the total contract value without GST
1.3	Implementation: Final Go Live	T+3 Months=T1	40 % of the total contract value without GST
2.	Maintenance & Updation= 2 Months		
2.1	Maintenance & Updation Phase	T1+ 1 Month	15% of the total contract value without GST
2.2	Maintenance & Updation Phase	T1+ 2 Months	15% of the total contract value without GST
<p>*T= Date of Sign of Work Order *T1= Final Go Live Date i.e. (T+3 Months) *The selected firm can claim for design & implementation phase and maintenance & updation phase payment at a single go after completion of T+3 or T1+2 months. * Firm and Bidder are same entity.</p> <p>Figure indicates % (percentage) of Contract value</p> <p><i>All payments will be paid post approvals of respective from the competent authorities.</i> <i>[Total sum of all installments shall not exceed the Contract price set up in SCC38.1.]</i></p>			
41.2.1	<p>The following provisions shall apply to the advance payment and the advance bank payment guarantee:</p> <p>(1) An advance payment of 10% of the contract price in Indian Rupees shall be made within 15 days after the receipt of an advance bank payment guarantee by the Client. The advance payment will be set off by the Client in equal portions against point 1 – 4 of the payment schedule.:</p> <p>(2) The advance bank payment guarantee shall be in the amount and in the currency of the advance payment.</p> <p>(3) The bank guarantee will be released when the advance payment has been fully set off.8</p> <p><i>Not Applicable. No Advance payment shall be made.</i></p>		
41.2.4	<p>The accounts are: in Indian Rupee (INR) For local currency: <i>[insert account]</i>. <i>Not Applicable. No Advance payment shall be made.</i></p>		
42.1	<p>The interest rate is: 7 % per annum</p>		

45.1	<p>Disputes shall be settled by arbitration in accordance with the following provisions:</p> <p>1. <u>Selection of Arbitrators.</u> Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three (3) arbitrators, in accordance with the following provisions:</p> <p>(a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to <i>The Indian Council of Arbitration</i> for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, <i>The Indian Council of Arbitration</i> shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.</p> <p>(b) Where the Parties do not agree that the dispute concerns a technical matter, the Client and the Consultant shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by The Secretary, <i>The Indian Council of Arbitration</i>.</p> <p>(c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to <i>The Indian Council of Arbitration, New Delhi</i> to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.</p>
	<p>2. <u>Rules of Procedure.</u> Except as otherwise stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United Nations Commission on International Trade Law (UNCITRAL) as in force on the date of this Contract.</p> <p>3. <u>Substitute Arbitrators.</u> If for any reason an arbitrator is unable to perform his/her function, a substitute shall be appointed in the same manner as the original arbitrator.</p>
	<p>5. <u>Miscellaneous.</u> In any arbitration proceeding hereunder:</p> <p>(a) Proceedings shall, unless otherwise agreed by the Parties, be held in Dehradun, Uttarakhand, India.</p>

	<p>(b) English language shall be the official language for all purposes; and</p> <p>(c) The decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.</p>
--	--

IV. Appendices

APPENDIX A – TERMS OF REFERENCE

[This Appendix shall include the final Terms of Reference (TORs) worked out by the Client and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements and list of deliverables against which the payments to the Consultant will be made; Client's input, including counterpart personnel assigned by the Client to work on the Consultant's team; specific tasks or actions that require prior approval by the Client.]

Insert the text based on the Section 7 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 of the Consultant's Proposal. Highlight the changes to Section 7 of the RFP]

.....

APPENDIX B - KEY EXPERTS

[Insert a table based on Form TECH-6 of the Consultant's Technical Proposal and finalized at the Contract's negotiations. Attach the CVs (updated and signed by the respective Key Experts) demonstrating the qualifications of Key Experts.]

.....

APPENDIX C – BREAKDOWN OF CONTRACT PRICE

[Insert the table with the unit rates to arrive at the breakdown of the lump-sum price. The table shall be based on [Form FIN-3 and FIN-4] of the Consultant's Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-3 and FIN-4] at the negotiations or state that none has been made.]

When the Consultant has been selected under Quality-Based Selection method, also add the following:

“The agreed remuneration rates shall be stated in the attached Model Form I. This form shall be prepared on the basis of Appendix A to Form FIN-3 of the RFP “Consultants’ Representations regarding Costs and Charges” submitted by the Consultant to the Client prior to the Contract’s negotiations.

Should these representations be found by the Client (either through inspections or audits pursuant to Clause GCC 25.2 or through other means) to be materially incomplete or inaccurate, the Client shall be entitled to introduce appropriate modifications in the

remuneration rates affected by such materially incomplete or inaccurate representations. Any such modification shall have retroactive effect and, in case remuneration has already been paid by the Client before any such modification, (i) the Client shall be entitled to offset any excess payment against the next monthly payment to the Consultants, or (ii) if there are no further payments to be made by the Client to the Consultants, the Consultants shall reimburse to the Client any excess payment within thirty (30) days of receipt of a written claim of the Client. Any such claim by the Client for reimbursement must be made within twelve (12) calendar months after receipt by the Client of a final report and a final statement approved by the Client in accordance with Clause GCC 45.1(d) of this Contract.”]

APPENDIX D - FORM OF ADVANCE PAYMENTS GUARANTEE*[See Clause GCC 41.2.1 and SCC 41.2.1]**{Guarantor letterhead or SWIFT identifier code}***Bank Guarantee for Advance Payment****Guarantor:** _____ *[insert commercial Bank's Name, and Address of Issuing Branch or Office]***Beneficiary:** _____ *[insert Name and Address of Client]***Date:** _____ *[insert date]*_____**ADVANCE PAYMENT GUARANTEE No.:** _____ *[insert number]*_____

We have been informed that _____ *[name of Consultant or a name of the Joint Venture, same as appears on the signed Contract]* (hereinafter called "the Consultant") has entered into Contract No. _____ *[reference number of the contract]* dated _____ *[insert date]*_____ with the Beneficiary, for the provision of _____ *[brief description of Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of _____ *[insert amount in figures]* () *[amount in words]* is to be made against an advance payment guarantee.

At the request of the Consultant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ *[amount in figures]* () *[amount in words]*¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's a written statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Consultant is in breach of their obligation under the Contract because the Consultant:

- (a) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Consultant has failed to repay;
- (b) has used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultant on their account number _____ at _____ *[name and address of bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in certified statements or invoices marked as "paid" by the Client which shall be presented to us. This guarantee shall expire, at

¹ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Client.

the latest, upon our receipt of the payment certificate or paid invoice indicating that the Consultant has made full repayment of the amount of the advance payment, or on the __ day of [month], [year],² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

[signature(s)]

{Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.}

² Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Client would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Client might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Client’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

List of Documents submitted**A- With Pre-Eligibility Bid****As per Page No. 3****1. Legal Entity- Annexure 1.1****Annexure1.1**

Description	Enclosed at Page No.
1. Entity/Firm Type with Registration Details	
2. Duration in Business with years detail since	
3. Certificate of Incorporation	
4. Copy of GST Registration	
5. Copy of Valid PAN	
6. Any Name Change, Certificate	

2. Turn Over –Annexure 1.2

Annexure 1.2

Turn Over Details (Years)	Description	Enclosed at Page No.
1. FY 2017-18		
	<ul style="list-style-type: none"> • Audited Balance Sheet 	
	<ul style="list-style-type: none"> • Turn Over Certificate certified by the CA and by the bidder 	
	<ul style="list-style-type: none"> • Acknowledgement of Income Tax returns as a proof 	
2. FY 2018-19		
	<ul style="list-style-type: none"> • Audited Balance Sheet 	
	<ul style="list-style-type: none"> • Turn Over Certificate certified by the CA and by the bidder 	
	<ul style="list-style-type: none"> • Acknowledgement of Income Tax returns as a proof 	
3. FY 2019-20		
	<ul style="list-style-type: none"> • Audited Balance Sheet 	
	<ul style="list-style-type: none"> • Turn Over Certificate certified by the CA and by the bidder 	
	<ul style="list-style-type: none"> • Acknowledgement of Income Tax returns as a proof 	
4. FY 2020-21		
	<ul style="list-style-type: none"> • Audited Balance Sheet 	
	<ul style="list-style-type: none"> • Turn Over Certificate certified by the CA and by the bidder 	
	<ul style="list-style-type: none"> • Acknowledgement of Income Tax returns as a proof 	
5. FY 2021-22		
	<ul style="list-style-type: none"> • Audited Balance Sheet 	
	<ul style="list-style-type: none"> • Turn Over Certificate certified by the CA and by the bidder 	
	<ul style="list-style-type: none"> • Acknowledgement of Income Tax returns as a proof 	

3. Experience – Annexure 1.3

Annexure-1.3

Experience No.	Name of Organisation	Order Value	Financial Year	Enclosed at Page No.

4. Employees on Payroll

On Firms Letter head

5. Affirmative Statement

On Annexure-3 at Page No. 8

6. Blacklist

On Annexure-4 at Page No. 9

B- With Technical Bid

As per Technical Proposal at Page No. 33-34

C- With Financial Bid

As per Financial Proposal at Page No. 47